Using 25Live

Navigating 25Live®
Signing into 25Live

- Sign into 25Live using Username and Password
  - NOTE: What access you have is dependent on your security settings set by your administrator
User Preferences

• After signing in you can set your own User Preferences
  • Date / Time Preferences
  • Personal contact information (including email signature)
User Preferences – Date/Time

Date/Time Preferences

Date and Time Display

Example Date and Time Display: Fri Oct/24/2014 11:33 AM

Date Order:
- Month Day Year
- Day Month Year
- Year Month Day

Display Month as:
- Number
- Name (Initial Caps)
- Name (All Caps)

Display Day as:
- Name (Initial Caps)
- Name (All Caps)

Date Separator:
- Space
- Hyphen
- Forward Slash
- Backward Slash
- Comma
- Period

Time Display:
- 12 hour clock
- 24 hour clock

Calendar Start Day

Week start day: Sunday

Availability View Display Hours

First Hour: 07:00 am  Last Hour: 11:00 pm  Select All Hours

Time Zone

Your Time Zone: Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (t)

Update Preferences  Cancel
User Preferences – Contact Information

• One can edit their contact information
• When editing your contact information you can create a standard signature when sending an email
Navigating Help

- Click the Help button at the upper right of the browser window to open up 25Live User Manual
Navigating Help

- Click the Help icon found throughout 25Live for context sensitive help.
25Live Footer

• At the footer of every 25Live page the following options appear

- **Icon Legend** – legend and description of icons that are found in 25Live
- **Feedback** – email that goes to an institution specific email address
- **Help Tips** – enabling or disabling the tooltips displayed when your cursor hovers over a functional area
- **Text Size** – change text size in 25Live without losing functionality
Special Cursors

- Special cursors appear whenever your mouse hovers above the name of an object

- Left-click the name to open that item in the last view you were looking at when clicking on a similar object

- Right-click the name to select the view for opening that item or edit/email the item
  - Choosing a view from this list will load that item using the selected view
“Star” Items

• “Starred” Events, Locations, Resources and Organizations allow quick access to information on the items you work with regularly

• By starring items you can later retrieve just those events, locations or resources in a single request or on the 25Live Home tab Dashboard view

• Contacts may be starred and unstarred, but only in the Event Wizard

• Event Types may be starred and unstarred, but only in the Event Wizard
Quick Search

• From the 25Live Home tab Dashboard, you can perform a Quick Search for events, locations or resources and searches

• Enter whole words or a beginning-of-word fragment
  • Search will look for matches in the event names and titles, event reference number; location short and formal names; or resource names

• Searches are not case sensitive

• Results will be displayed under the appropriate tab