

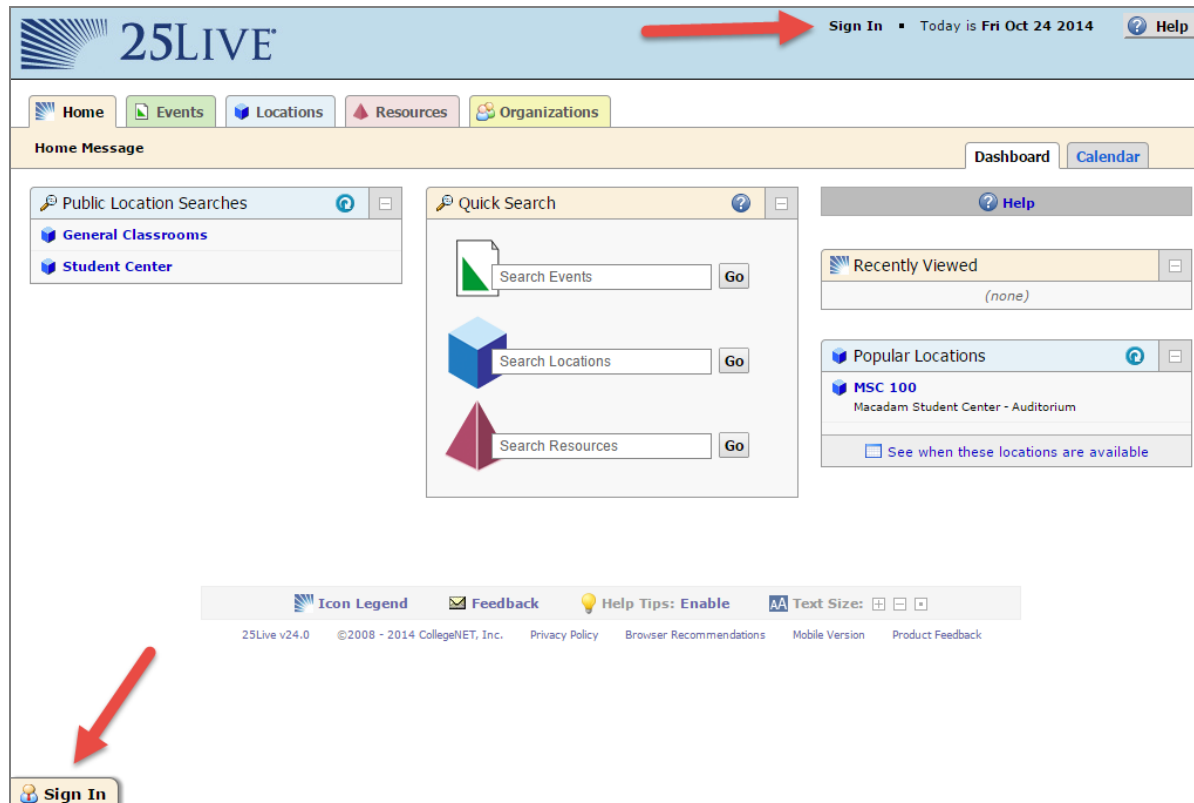


Using 25Live

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



25LIVE

Sign In Today is Fri Oct 24 2014 Help

Home Events Locations Resources Organizations

Home Message Dashboard Calendar

Public Location Searches

- General Classrooms
- Student Center

Quick Search

Search Events Go

Search Locations Go

Search Resources Go

Help

Recently Viewed

(none)

Popular Locations

- MSC 100 Macadam Student Center - Auditorium

See when these locations are available

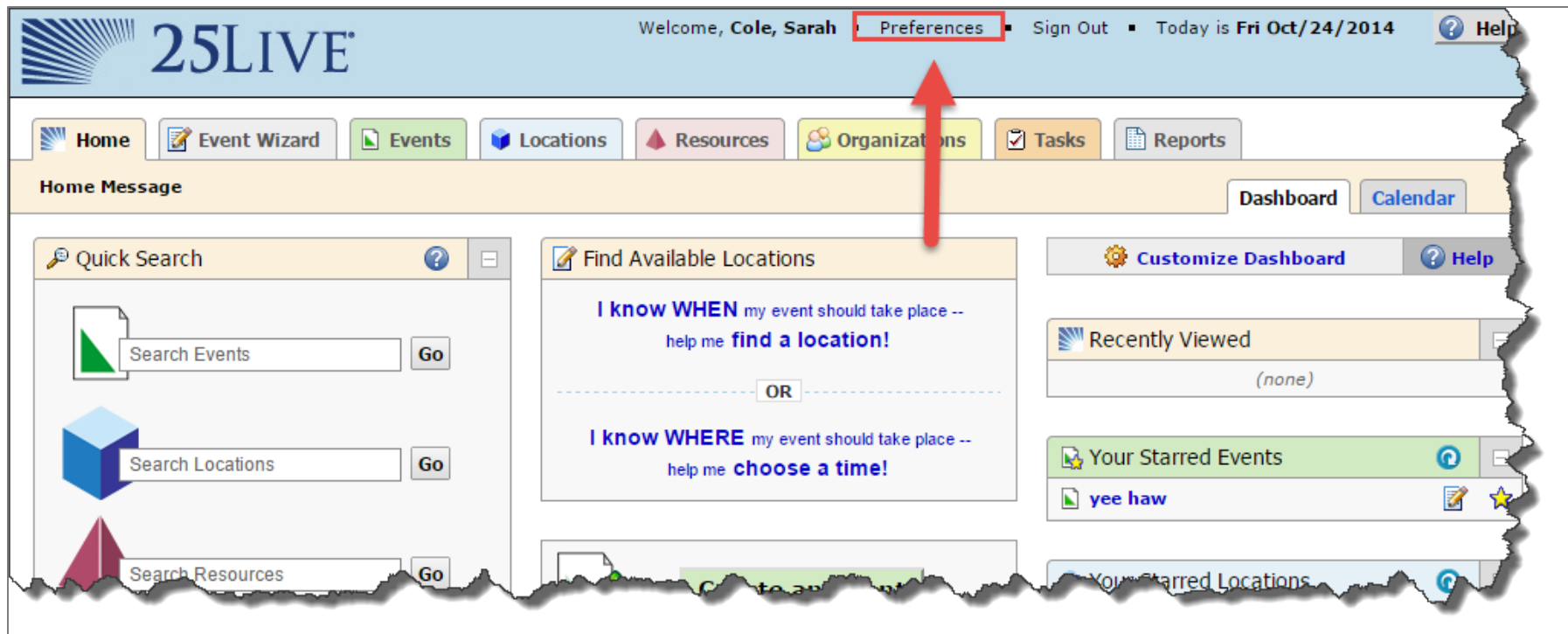
Icon Legend Feedback Help Tips: Enable Text Size: [+] [-] [A]

25Live v24.0 ©2008 - 2014 CollegeNET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback

Sign In

User Preferences

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



The screenshot displays the 25LIVE user interface. At the top, the navigation bar includes the 25LIVE logo, the user name 'Welcome, Cole, Sarah', a 'Preferences' menu item (highlighted with a red box and a red arrow), 'Sign Out', the date 'Today is Fri Oct/24/2014', and a 'Help' link. Below the navigation bar is a row of menu items: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The main content area features a 'Home Message' section with 'Dashboard' and 'Calendar' buttons. On the left, there is a 'Quick Search' section with three search boxes: 'Search Events', 'Search Locations', and 'Search Resources', each with a 'Go' button. In the center, there is a 'Find Available Locations' section with two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. On the right, there is a 'Customize Dashboard' section with a 'Help' link, and two sections: 'Recently Viewed' (showing '(none)') and 'Your Starred Events' (showing 'yee haw').

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:

Availability View Display Hours

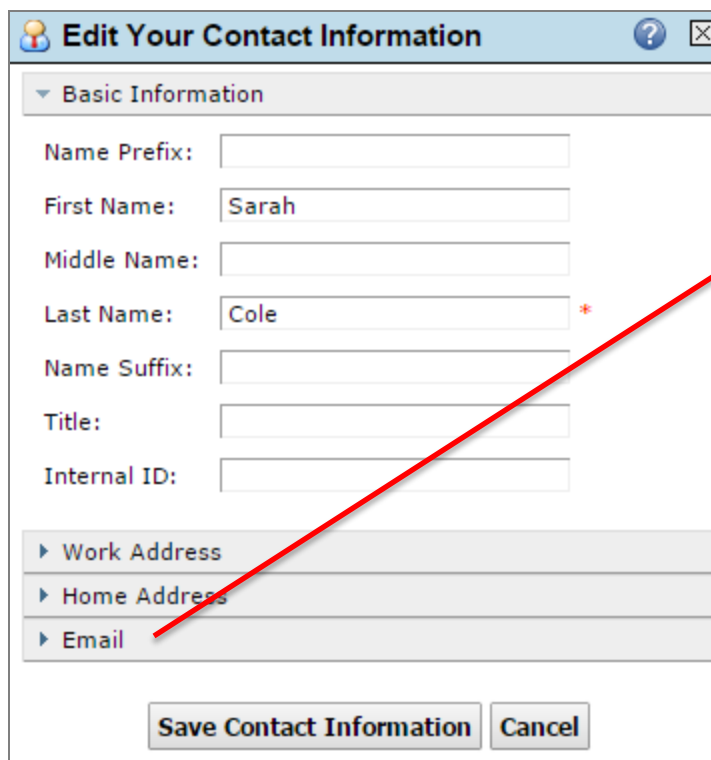
First Hour: Last Hour:

Time Zone

Your Time Zone:

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



Edit Your Contact Information

Basic Information

Name Prefix:

First Name:

Middle Name:

Last Name: *

Name Suffix:

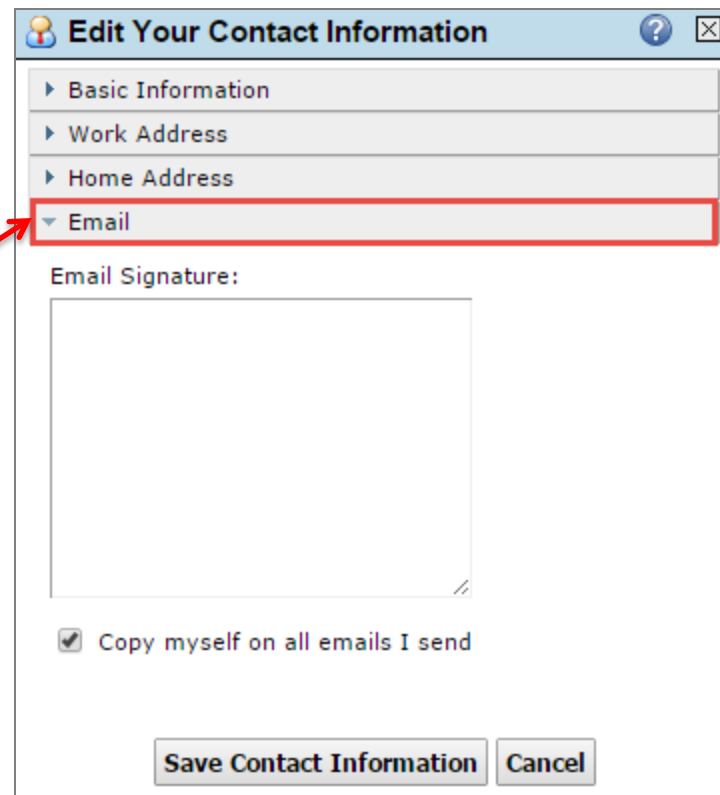
Title:

Internal ID:

Work Address

Home Address

Email



Edit Your Contact Information

Basic Information

Work Address

Home Address

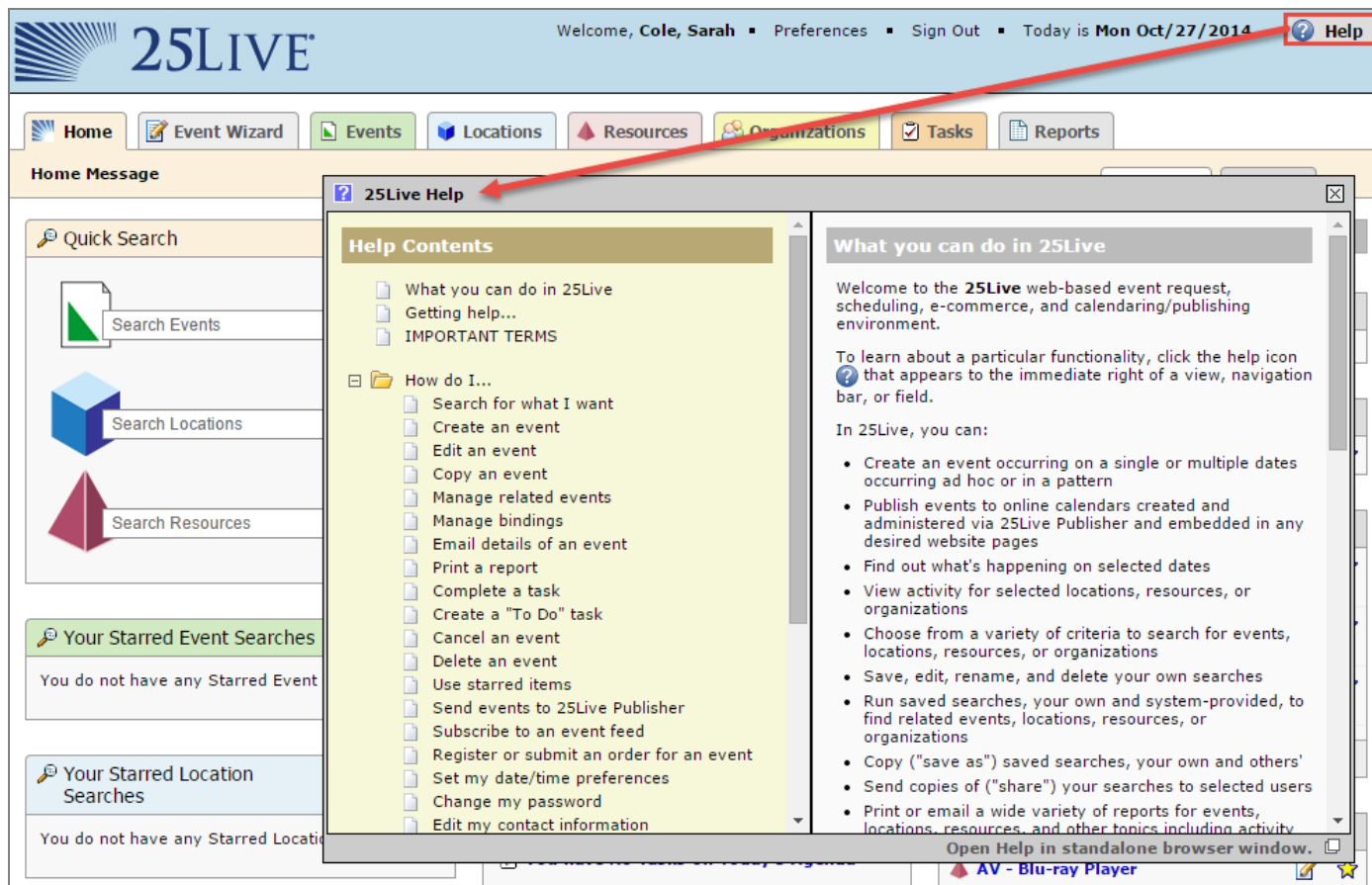
Email

Email Signature:


Copy myself on all emails I send

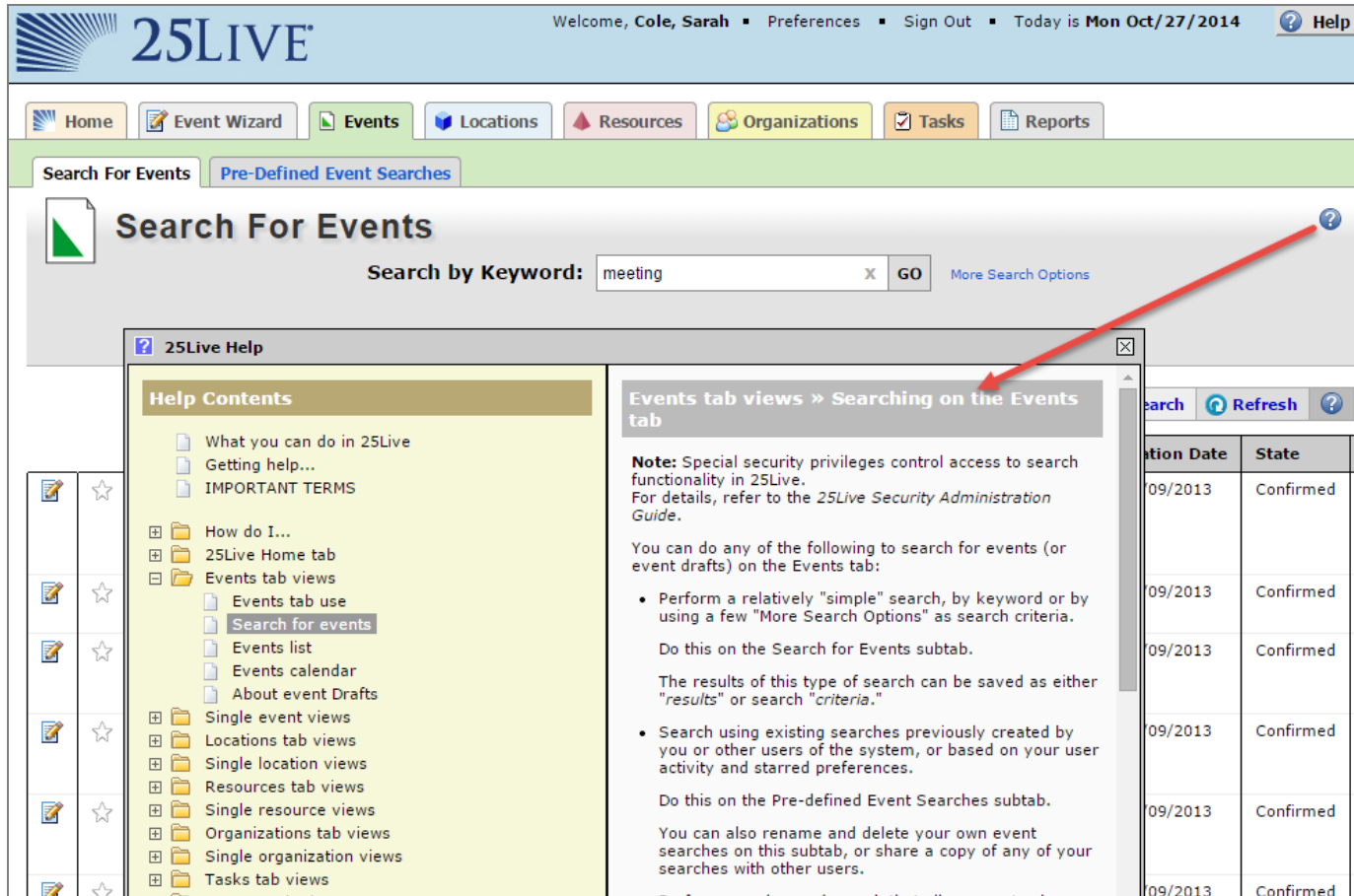
Navigating Help

- 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



The screenshot shows the 25Live user interface. At the top, the user is logged in as Sarah Cole. The main navigation bar includes Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The current page is 'Search For Events', with a search bar containing the keyword 'meeting'. A red arrow points from the help icon in the top right corner of the page to the help icon in the top right corner of the '25Live Help' window. The help window is titled '25Live Help' and displays a 'Help Contents' sidebar on the left and a main content area on the right. The sidebar lists various help topics, with 'Search for events' selected. The main content area shows the title 'Events tab views » Searching on the Events tab' and provides instructions on how to search for events, including a note about security privileges and a list of search options.

Event Date	State
09/2013	Confirmed
09/2013	Confirmed
09/2013	Confirmed
09/2013	Confirmed
09/2013	Confirmed
09/2013	Confirmed
09/2013	Confirmed

25Live Footer

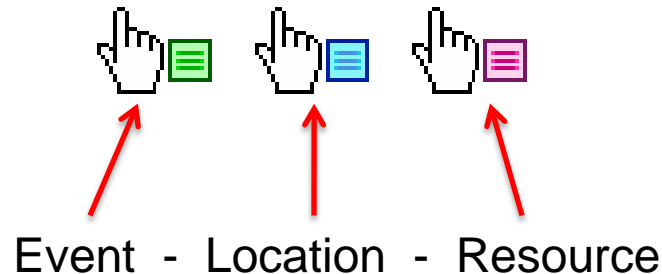
- At the footer of every 25Live page the following options appear



- **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

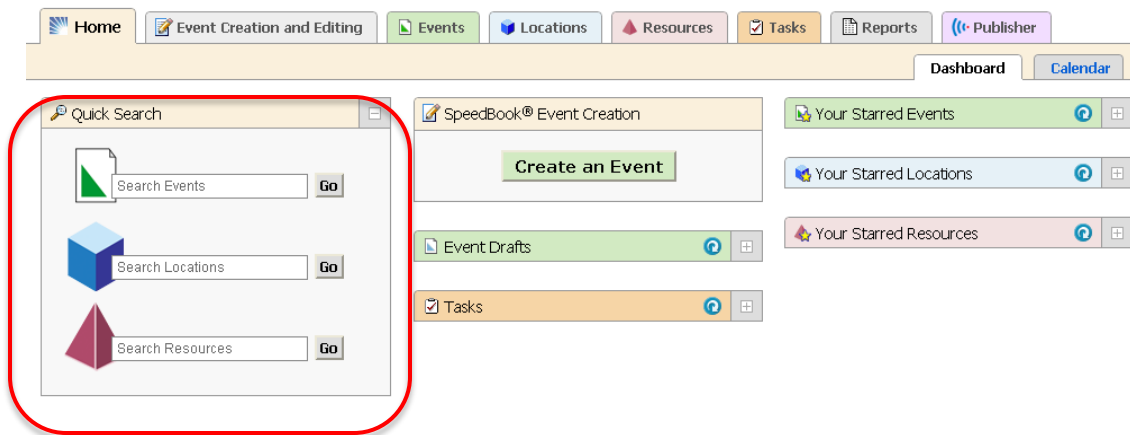
“Star” Items



- “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

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