Using 25Live

Navigating 25Live®

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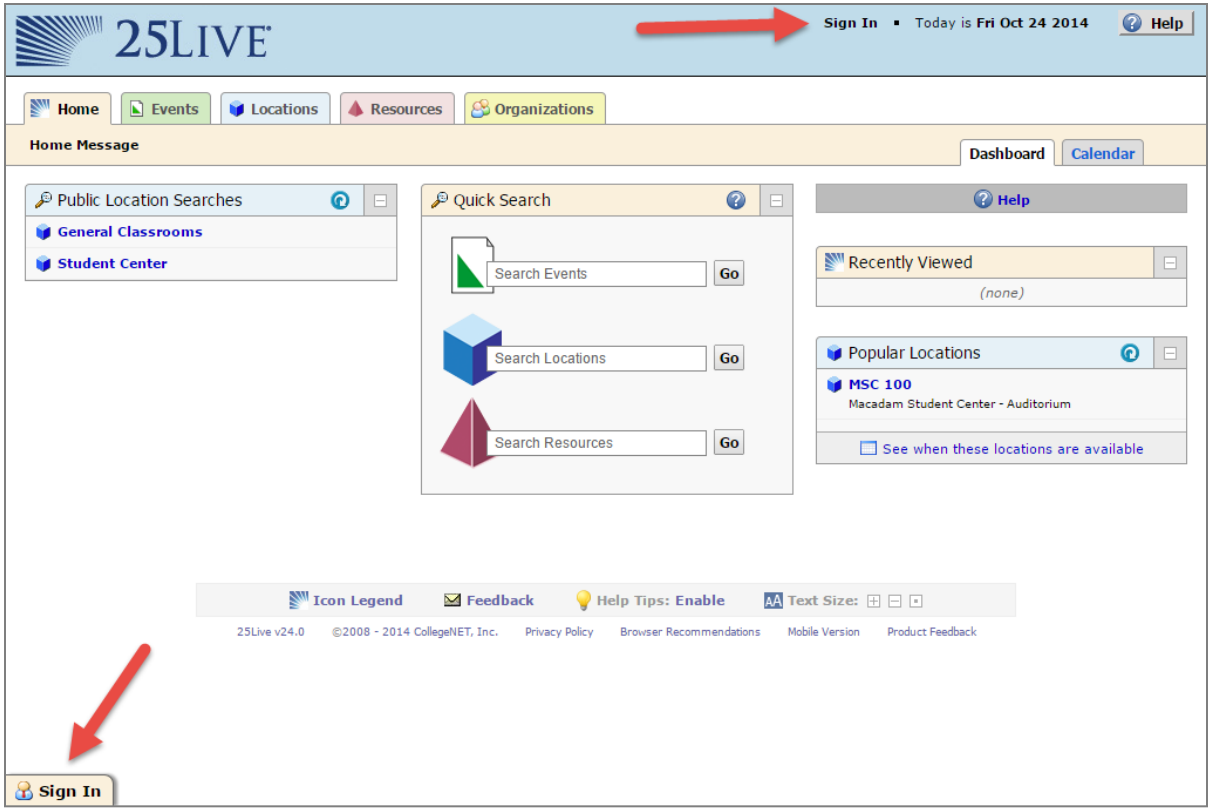
Signing into 25Live

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



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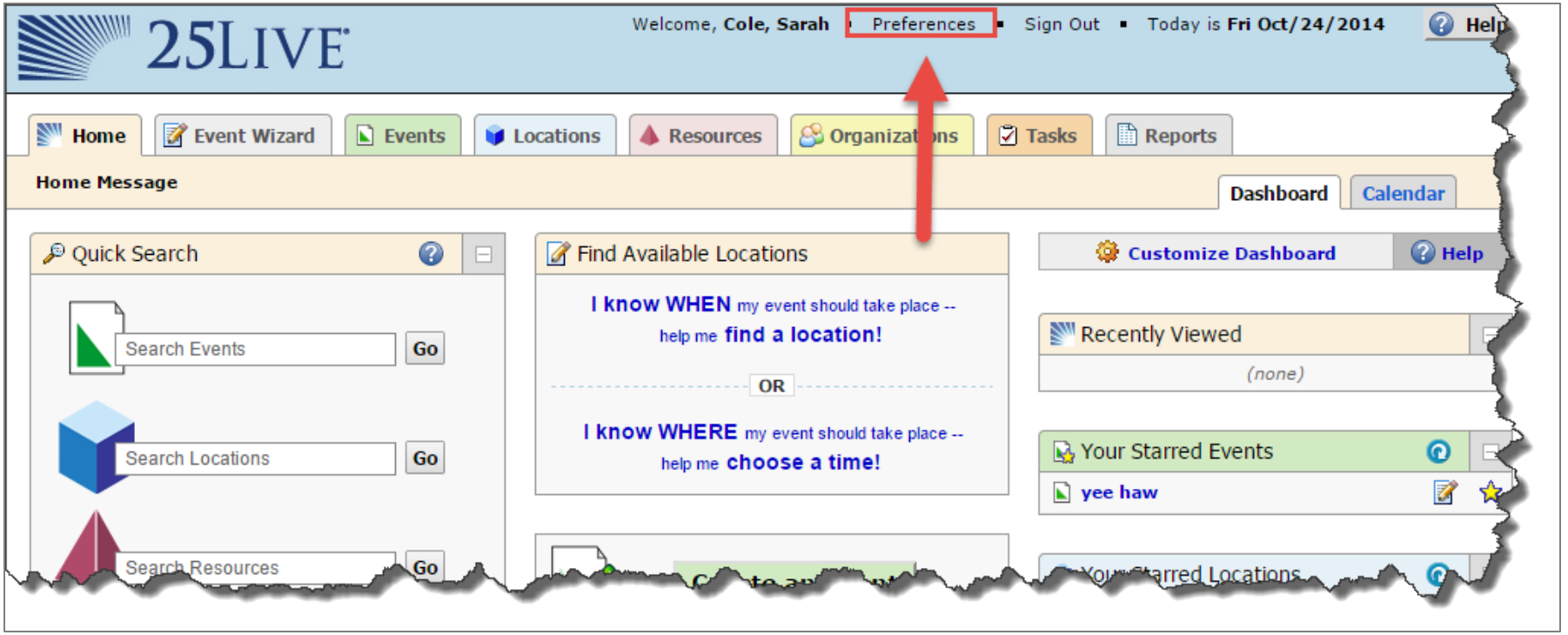
User Preferences

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



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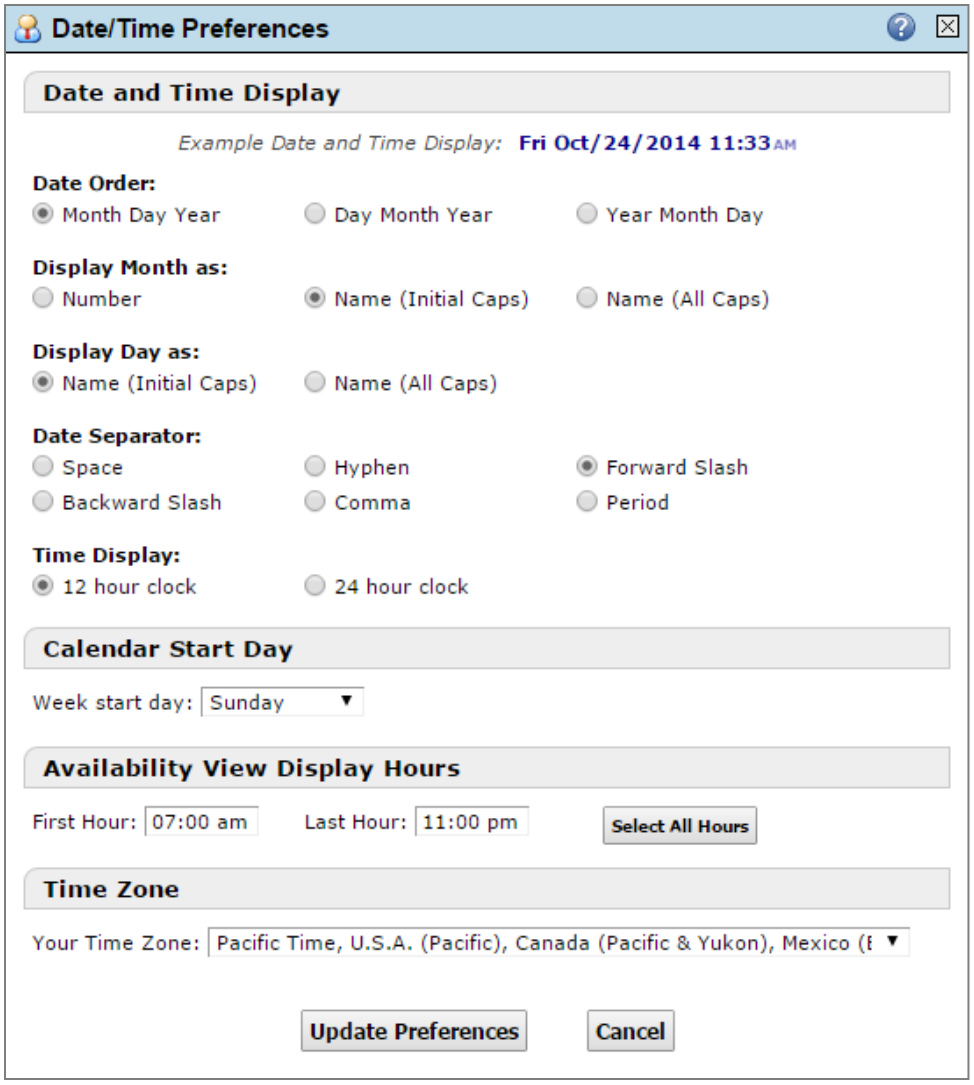
User Preferences – Date/Time



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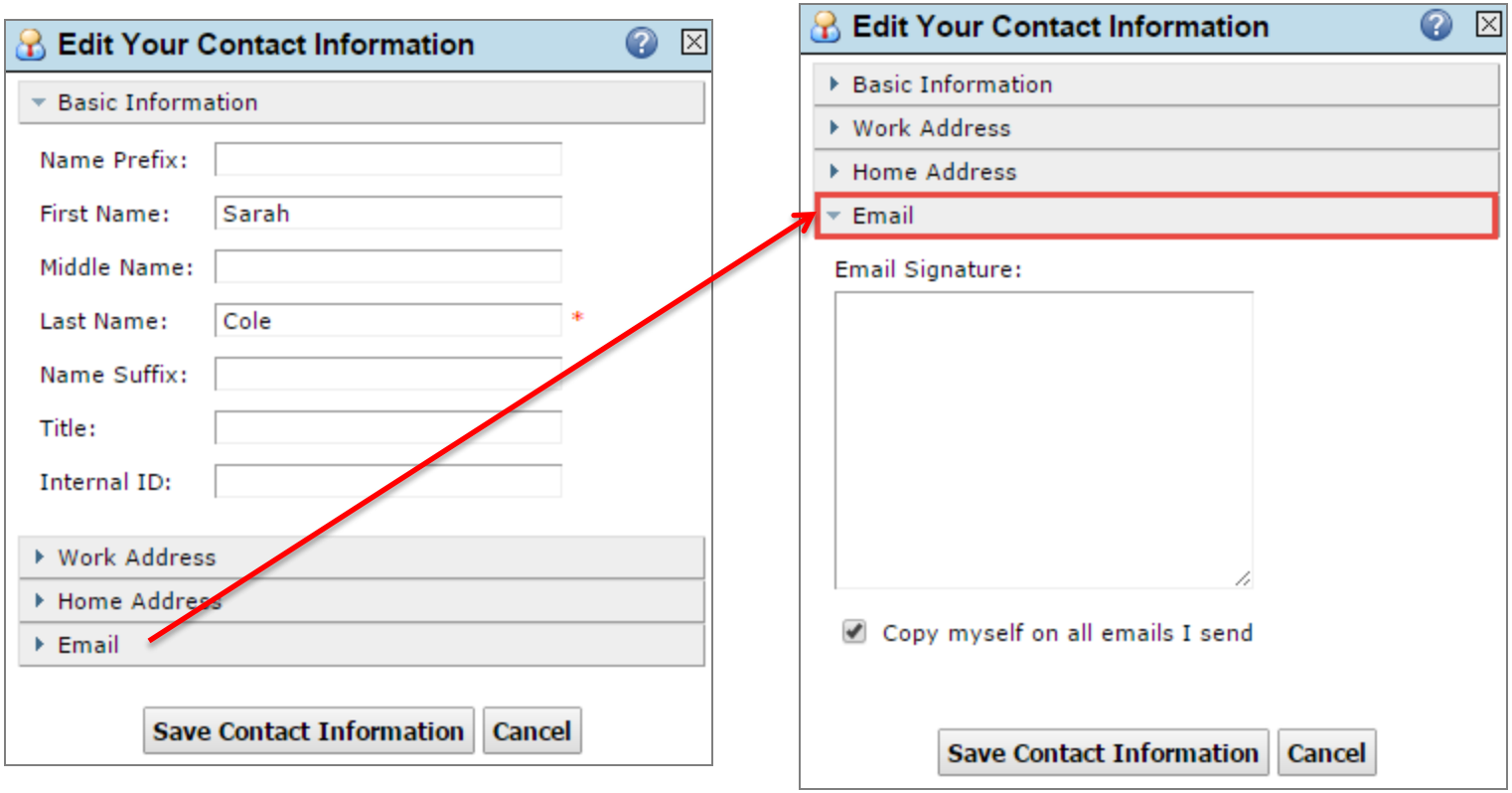
User Preferences – Contact Information

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



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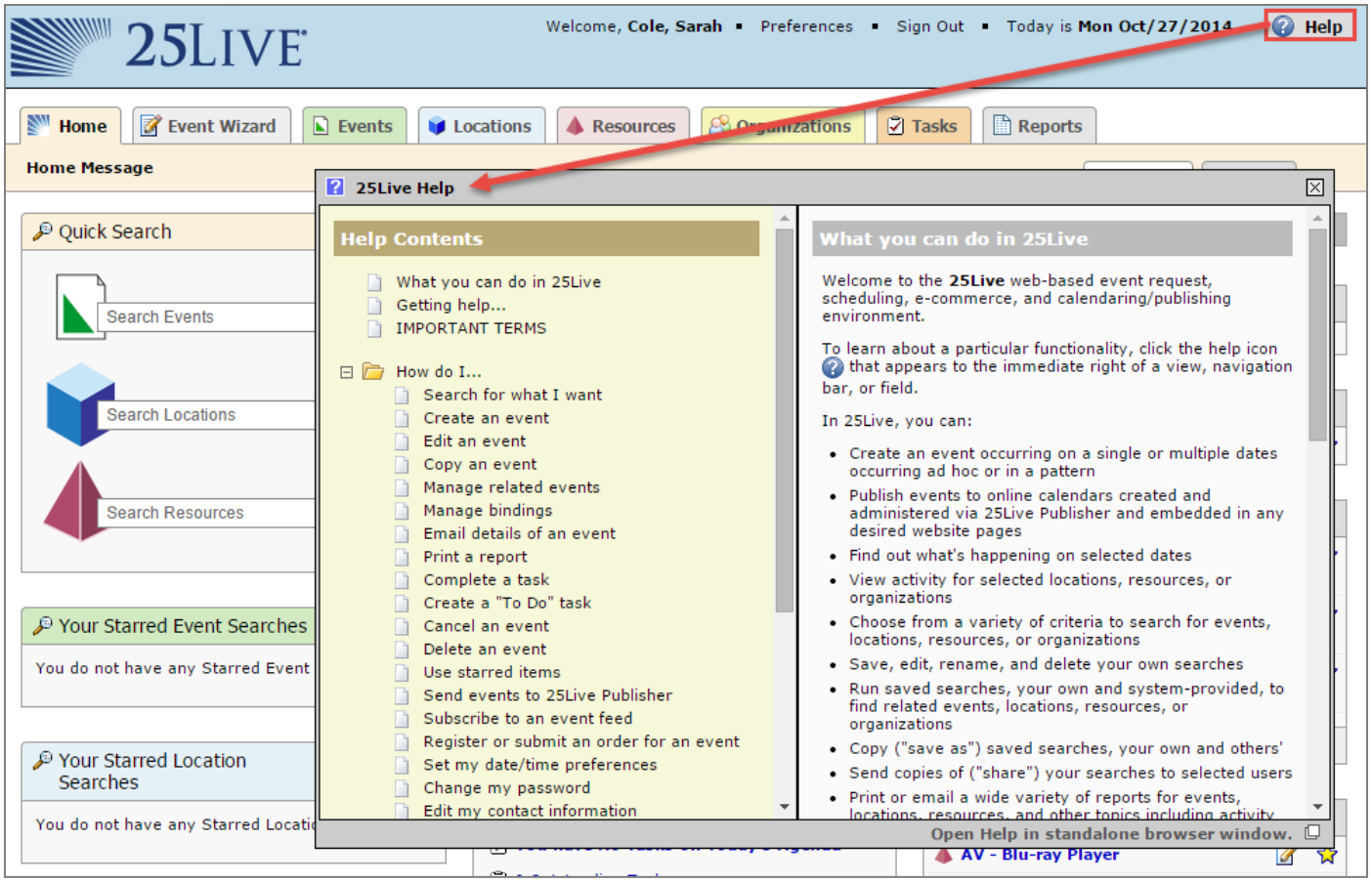
Navigating Help

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



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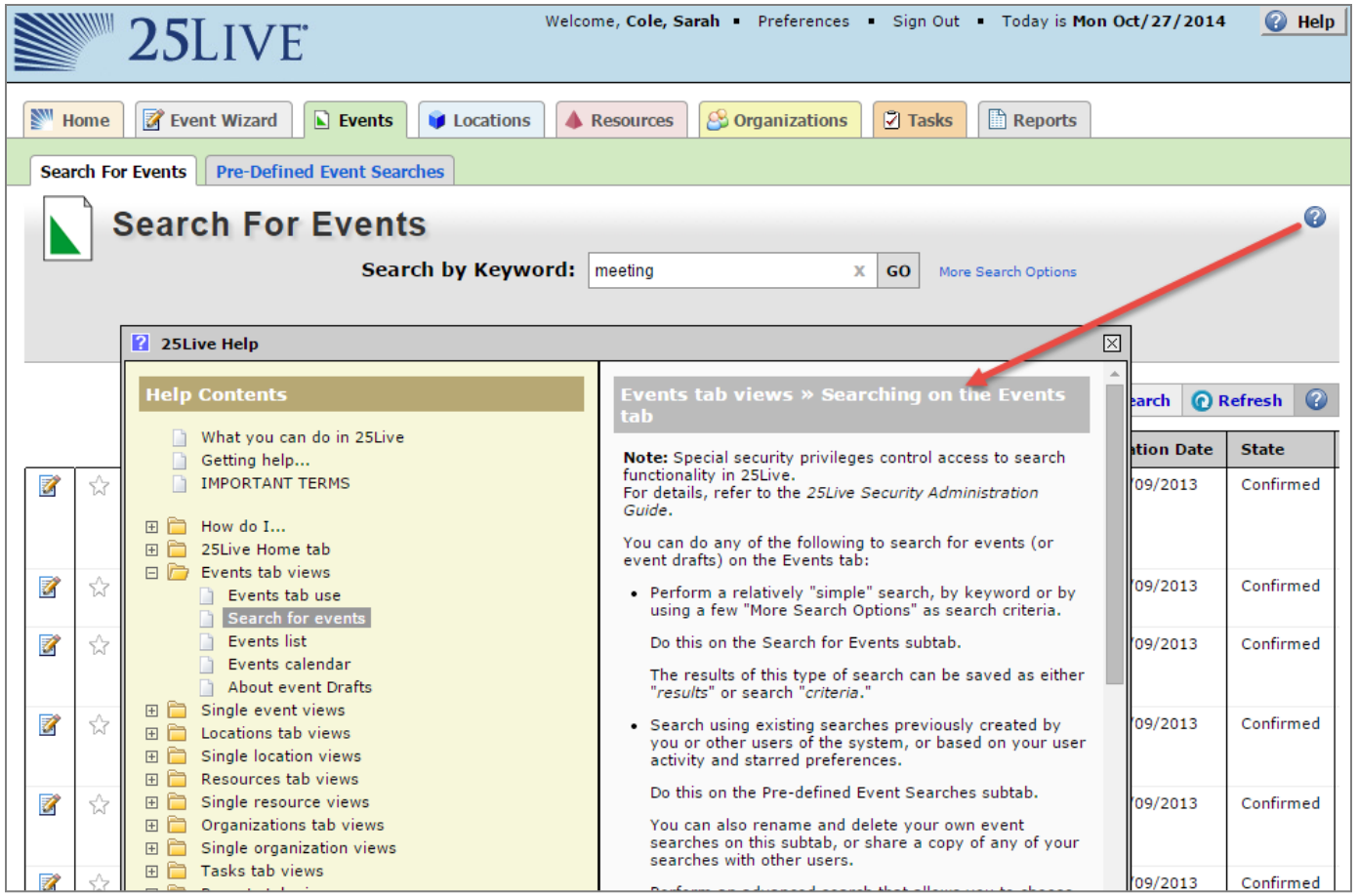
Navigating Help

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



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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

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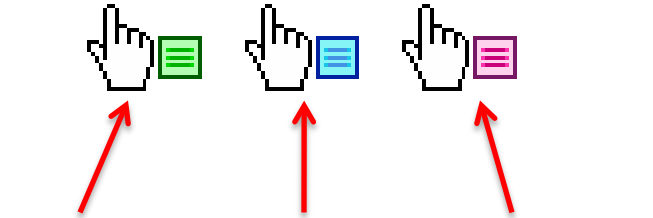
Special Cursors

- 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

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“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

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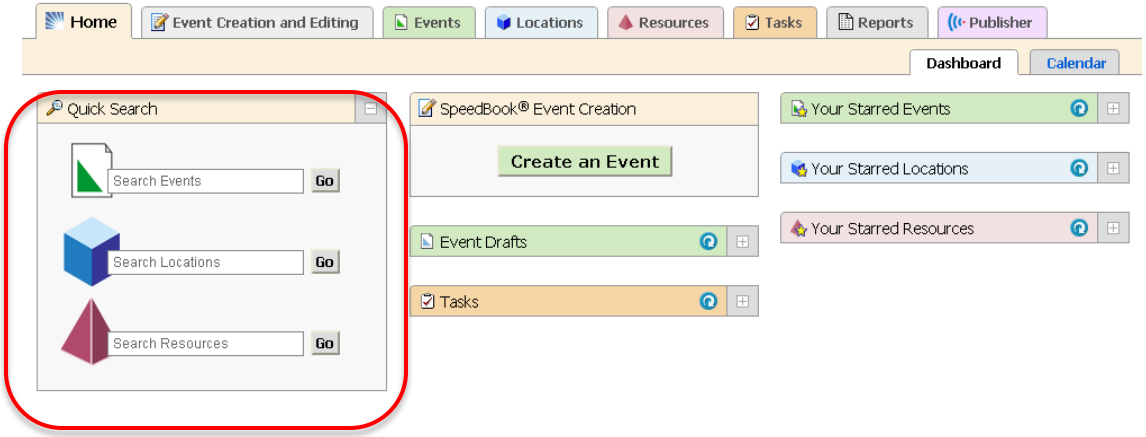
Quick Search

- 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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