Using 25Live
Navigating 25Live® Tabs
Home tab

• 25Live Home tab provides two options for your initial working view of 25Live

- Dashboard is your browser-based desktop for quick access to a variety of 25Live information and functionality
- Calendar provides easy access to pre-defined groups of events happening on dates you specify
Home Tab - Calendar

- Calendar Home tab shows event data from your starred objects and searches along with system pre-defined searches.
Home Tab - Dashboard

- Dashboard allows one to:
  - Quick search
  - Begin creating an event
  - Access to your starred event, location and resources
  - Access to starred event, location, resource searches
  - Access to your events and your drafts
  - Access to your Tasks
Home Tab - Dashboard
Home Tab – Dashboard

- You can drag Dashboard elements to rearrange them
- You can remove Dashboard elements that you do not use
- You can always drag elements back onto the Dashboard
Dashboard - Locations

- You can find Locations on the dashboard through:
  - Quick Search for Locations
  - Starred Location searches
  - Starred individual Locations
Locations – Search for Locations

- If you run a Quick Search from the Dashboard you will be brought to the Locations – Search for Locations tab
- If you are looking for something fairly specific, enter a keyword to search for locations based on all or part of location short or formal name
- Choose from more Search Options to specify more precisely the criteria to search on
Locations – Pre-Defined Location Searches

• If you selected a Star Location Search from the Dashboard you are brought to Locations – Pre-Defined Location Searches

• Pre-Defined Location Searches are existing searches
  • Supplied by the system
  • Previously created and saved by you
  • Shared with you by other users
Locations – Search – List View

• When running a Location search in 25Live one is able to see the results three different ways:

List View
Locations—Search—List View

• When viewing a list view of locations displayed on the Location tab you can
  • Quickly find a location of interest
  • Right-click a location name and select a view format to drill down to that location
  • Click the icon to create an event for a location
  • Click the or the icon to star or unstar a location

• To modify the view, you can
  • Click a column heading to sort locations using that criterion
  • Turn a column on or off by using the drop-down next to Choose Visible Columns
Location – Search – Availability View

- When running a Location search in 25Live one is able to see the results three different ways (continued):

Availability View
Location – Search – Availability View

- Availability grid view of locations displayed on the Location tab you can:
  - See at a glance the overall activity for each location on the specified date
  - Right-click a location name and select a view format to drill down to that location
  - Roll over a shaded time slot in the grid to see an overview of information for that event
  - Click an empty time slot to reserve that location for that date/time
  - Click the ⭐️ or the ⭐️ icon to star or unstar a location

- To modify the view, you can:
  - Change the date
  - Use the Same-Day Event View droop-down to choose whether you want to view multiple simultaneous events for the same location overlapping on the same line or displayed as individual items on separate lines
Location Search – Calendar View

- When running a Location search in 25Live one is able to see the results three different ways (continued):
Location Search – Calendar View

• When viewing the calendar view of locations displayed on the Location tab you can
  • See at a glance the overall activity on each specified date
  • Right-click an event name in the calendar to drill down to event information, edit the event, or send an email with event details
  • Right-click a location name and select a view format to drill down to that location
  • Click the icon to create an event for a location

• To modify the view, you can:
  • Change the date
Location Tab – Single Location

• One can pull up an individual location in 25Live after doing a search for a location or by clicking on a location name from an event.

• There are five views when looking at a single location to choose from:
  • Details View – See at a glance the locations characteristics, relationships and instructions.
  • List View – See a list of events occurring for specific set of dates.
  • Availability (Daily) View – See at a glance the daily activity for this location on the specified weekday(s) and date(s).
  • Availability (Weekly) View – See at a glance the activity, by week, for the specified days and number of weeks (great for academic schedulers looking at a full term).
  • Calendar View – See at a glance the overall activity for the location the specified dates.
Locations Tab – Single Location – Detail View

MSC 100 (Macadam Student Center - Auditorium)

- **Details**
- **List**
- **Availability (Daily)**
- **Availability (Weekly)**
- **Calendar**

**Comments**
none

**Default Instructions**
none

**Features**
- ADA Accessible
- AV - DVD Player
- AV - Data Projector
- AV - Internet - Ethernet
- AV - Internet - Wireless
- AV - Microphone
- AV - Screen - Automatic
- AV - Sound System
- AV - Soundproof
- AV - VCR
- AV - Video Conferencing
- Air Conditioning
- Floor - Hardwood
- Lighting - Dimmable
- Piano
- Podium
- Seating - Moveable
- Stage

**Attributes**
- For Use
- HVAC Zone
- Latitude
- Longitude
- Phone
- Extension

**Layouts**
- Max Capacity
- Theater (default)

**Capacity**
- 300

**Categories**
- ADA Compliant
- Available for Public Use
- Type: Auditorium

**Related Spaces**
- Also Assign MSC 100L

**Location Scheduler**
none

**Images**
Viewing Layout Image: Theater

**Map**

Information is current as of Oct 29 2014 9:19am

© 2015 CollegeNET, Inc.
## Locations Tab – Single Location – List View

**MSC 104 (Macadam Student Center - Meeting Room 104)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Title</th>
<th>Reference</th>
<th>Head Count</th>
<th>Organizations</th>
<th>Start Date</th>
<th>Setup</th>
<th>Pre-Event</th>
<th>Event Times</th>
<th>Post-Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poetry Reading</td>
<td></td>
<td>2013-AAASOI</td>
<td>15</td>
<td>STUDENT AFFAIRS</td>
<td>Oct 29 2014</td>
<td></td>
<td></td>
<td>4:00PM - 6:00PM</td>
<td></td>
</tr>
<tr>
<td>Accounting Career Program</td>
<td></td>
<td>2013-AAASFU</td>
<td>15</td>
<td>ACCOUNTING, DEPT OF</td>
<td>Oct 30 2014</td>
<td></td>
<td></td>
<td>11:00AM - 12:00PM</td>
<td></td>
</tr>
<tr>
<td>Homecoming Committee Meetings</td>
<td>Homecoming 2014</td>
<td>2014-AAA2HP</td>
<td></td>
<td>ACADEMIC AFFAIRS</td>
<td>Oct 30 2014</td>
<td></td>
<td></td>
<td>1:00PM - 2:00PM</td>
<td></td>
</tr>
<tr>
<td>Safety Committee Meeting</td>
<td></td>
<td>2013-AAASOE</td>
<td>25</td>
<td>STUDENT AFFAIRS</td>
<td>Nov 03 2014</td>
<td></td>
<td></td>
<td>4:00PM - 5:00PM</td>
<td></td>
</tr>
</tbody>
</table>

Information is current as of Oct 29 2014 9:27am

© 2015 CollegeNET, Inc.
## Locations Tab – Single Location – Availability (Daily)

### MSC 104 (Macadam Student Center - Meeting Room 104)

#### Availability (Daily)

<table>
<thead>
<tr>
<th>Date</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Oct 29 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu Oct 30 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri Oct 31 2014</td>
<td></td>
<td></td>
<td>Accur</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat Nov 01 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun Nov 02 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon Nov 03 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue Nov 04 2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Information is current as of Oct 29 2014 9:36am*
Locations Tab – Single Location – Availability (Weekly)
From Location Tab to Creating Event

• Weather you are viewing location search results or looking at an individual location it can be a good jumping off point for creating an event

• When viewing a location search or an individual location you will see Create an Event icon which will take you to the Event Wizard (requesting / scheduling form)

• See PowerPoint 3 – Creating Events for further details