

Using 25Live

Navigating 25Live® Tabs

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Home tab



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

Home Event Creation and Editing	Events	Vications	A Resources	🗹 Tasks	Reports	((+ Publisher	
						ashboard	Calendar

- 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

	25	LIVE	W	Velcome, Cole, Sarah • Pret	ferences ■ Sign O	ut • Today is Mon Oc	t 27 2014 🕜 Help
	Mome 📝 Ever	nt Wizard Events	Justions 4	🛦 Resources 🤗 Organiz	ations 🛛 🖸 Tasks	Reports	
	Home Message					Dashbo	Calendar
			Showing: Hot Eve	ant Dates: Mon Oct 27 2	014 — Sun Nov 9 20	14 🕨 🕜 Refresh (Cur	rrent as of 12:14pm)
	Sunday	Monday	Tuesday	Pre-Defined Event Searches	s ^ Irsday	Friday	Saturday
	October 20	S 27 2:00PM - 4:00PM A Cappella Performance Performance Performance Parts 300 ₩ ARTS 301 W	9:00AM - 10:00AM Foreign Film Festival Film Festival WISC BRB 2:00PM - 4:00PM A Cappella Performance Performance Performance ARTS 300 ♥ ARTS 301 W	Your Starred Events Events in Your Starred Locations Events in Your Starred Organizati Events using Your Starred Resour Events You Have Requested Events You Are Scheduling Events with Tasks Assigned to You Public Location Searches Events in General Classrooms Events in Student Center	ons 2:00 PM ry ipes ARTL	9:00AM - 2:00PM Visionary Landscapes Exhibit T MSC ARTL	November 1 6:00 AM - 7:00 AM Contemporary Composers Conference Registration WSC BRA 7:00 AM - 9:00 AM Contemporary Composers Conference Morning Rehearsal WSC BRA 9:00 AM - 10:30 AM Contemporary Composers Conference Luncheon WSC BRC 9:00 AM - 2:00 PM Visionary Landscapes Exhibit



- 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



25LIVE		Welcome, Cole, Sarah • Preferences •	Sign Out • Today is Mon Oct 27 2014 🕜 Help
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Home Message			Dashboard Calendar
P Quick Search		Find Available Locations	Customize Dashboard
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Search Locations Go		I KNOW WHERE my event should take place	Nour Starred Events 💿 🗄
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Four Starred Location Searches	+	Tasks 🕜 🗄	
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Tour Starred Reports	Ŧ		

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

25LIVE	Welcome, R25 Demo • Preferences • Sign Out	Today is Tue Jul 3 2012 O Help
Home Event Creation and Ed	iting Events Vocations Resources Tasks	Reports ((+ Publisher
You can get help from teachers, but you room. Dr. Seuss	u are going to have to learn a lot by yourself, sitting alone in a	Dashboard Calendar
Watch for the cursor change	Drag dashboard elements to rearrange them. e, then drag an element from the dashboard to this area to hide it from view. Drag a hidden element from this area to reposition it on your Dashboard.	Reset Dashboard Done
Your Events	Your Event Drafts	
P Quick Search	Find Available Locations	Recently Viewed
	I know WHEN my event should take place help me find a location!	(none)
Search Events Go	I KNOW WHERE my event should take place help me Choose a time!	Your Starred O Events
Search Locations Go	Create an Event	Your Starred O E
Search Resources Go	Tasks	A Your Starred Resources
Your Starred Event Searches		

Dashboard - Locations



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

25LIVE		Welcome, Cole , :	Sarah • Preferences •	Sign Out • Today is Tue Oct 28 2014	<u>@</u>	Help
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		help me Choo	se a time!	BCC 103 Baker Classroom Complex - Room 103	Ø	☆
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P Your Starred Location	© =	Tasks	0 🗄	See when these locations are a	available	
Locations I Schedule	\$			🎄 Your Starred Resources	Ô	÷
P Your Starred Resource Searches	@ ::					

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

25L	IVE	Welcome, Cole, Sarah	 Preferences 	 Sign Out 	 Today is Tue Oct 28 2014 	🕜 Help
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Search	For Locations Search by Keyword	1: student	x	GO Fewe	r Search Options	0
Cate	gories EDIT		Layouts EDIT			
Feat	UTES EDIT		Capacity betw	ween	and	
				GO	START OVER	

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

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Search For Locations Pre-De	fined Location Searches		
Pre-Define	d Location Sear	ches	0
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	Pre-Defined Groups	Select a Search Grouping (left) to browse existing searches.	
	Categories	Your Starred Locations	
	Features	Individual Locations You Have Open	
	Layouts		
	Capacities		
	Your Starred Searches		
	All of Your Searches		
	Public Searches		
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Locations – Search – List View



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

List View		Home	25L]	VE*	ts 🔰 Locatio	Welcome, Cole, Sarah •	Preferences • Sign Out • Tod	lay is Tue Oct 28	2014 🕜 Help						
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							Choose Visible Columns 💌	noose Visible Columns 💌 📄 Save Search 🕜 Refres							
			Name 🔻	Formal Name	Categories	Features		Layouts	Max Capacity						
			MSC 100	Macadam Student Center - Auditorium	ADA Compliant, Available for Public Use, Type - Auditorium	ADA Accessible, AV - DVD Playe Internet - Ethernet, AV - Interne AV - Screen - Automatic, AV - S AV - VCR, AV - Video Conferenc Hardwood, Lighting - Dimmable, Moveable, Stage	r, AV - Data Projector, AV - et - Wireless, AV - Microphone, sound System, AV - Soundproof, sing, Air Conditioning, Floor - Piano, Podium, Seating -	Theater	300						
		☆	9 MSC 100L	Macadam Student Center - Auditorium Lobby	ADA Compliant, Available for Public Use	ADA Accessible, Floor - Hardwoo	od	As Is, Custom	50						
			MSC 102	Macadam Student Center - Meeting Room 102	ADA Compliant, Available for Public Use, Type - Conference Room	ADA Accessible, AV - Data Proje AV - Screen - Automatic, Air Co Podium, Seating - Moveable	Circle, Horseshoe, Seminar / Conference	25							
	Ø	Ŵ	♥ MSC 104	Macadam Student Center - Meeting Room 104	ADA Compliant, Available for Public Use, Type -	ADA Accessible, AV - Data Proje AV - Screen - Automatic, Air Co Podium, Seating - Moveable	ctor, AV - Internet - Wireless, nditioning, Floor - Carpet,	Circle, Horseshoe, Seminar / Conference	25						

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 $\stackrel{\text{tr}}{\sim}$ or the $\stackrel{\text{r}}{\sim}$ 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			25LIV	√E.			Welco	me, Co	ole, Sa	rah •	Prefe	rences	s • 9	Sign O	ut •	Today	is Tue	e Oct 2	8 201	4	🕜 Help
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					C	lick and	d Drag dash	ed bottor	m borde	er to res	ize Avai	lability	grid.								

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):

.	25LI	VE	Wel	come, Cole, Sarah 🔹	Preferences • Sign O	ut • Today is Tue Oct	t 28 2014 🕜 Help				
Calendar	W Home Z Event W	izard Events	😝 Locations 🔺	Resources Solution	nizations 🛛 🖸 Tasks	Reports					
Viow											
	Search For Locations	Pre-Defined Locatio	on Searches								
	Search	For Locat	tions				0				
		Sea	rch by Keyword:	student	X GO Mor	re Search Options					
			List	Availability	Calendar						
			Dates: 4 Tue Oct 28 2014 - Map Nov 3 2014 - Save								
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
	October 26	27	28	29	30	31	November 1				
			5:00 AM - 6:00 AM Interview Skills Non-credit Class MSC 202 6:00 AM - 7:00 AM	5:00 AM - 9:00 AM Biology and You Seminar MSC 108 0:00 AM	6:00 AM - 7:00 AM Monthly Space Planning Meeting Meeting MSC 110 Product 10:00 AM	4:00 AM - 5:30 AM Hemingway Round Table Discussion Workshop MSC 202 8:00 M - 0:00 M	6:00AM - 7:00AM Contemporary Composers Conference Registration WSC BRA				
			Monthly Space Planning Meeting Meeting MSC 110 7:00 av = 9:00 av	Pledge Meeting Club Meeting MSC 202	History of Africa Semiinar Seminar	Preparing for Finals Workshop MSC 210	7:00AM - 9:00AM Contemporary Composers Conference Morning Rehearsal				
			Candidate Debates Debate MSC 206	Student Affairs Staff Meeting Meeting MSC 208	8:00AM - 9:00AM Accounting Career Program Seminar	8:00AM - 10:00AM Math Department Meeting Meeting	MSC BRA 9:00AM - 10:30AM Contemporary Composers				
			8:45AM - 10:00AM Faculty Senate Meeting	12:00рм - 1:00рм Fun Times!	MSC 104 9:00AM - 11:00AM Native American	MSC 202 9:00AM - 2:00PM Visionary	Conference Luncheon				

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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





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Locations Tab – Single Location – List View



25	S LIVE		Welcome, Stud e	ent Center Manager,	Preferences	s • Sign (Out • Today	is Wed Oct 29 20	14 🕜 Help				
Mome 📝 E	event Wizard	Events	😝 Locations	A Resources	Organizations	🖸 Task	s 🖹 Repor	ts					
Search For Locat	Search For Locations Pre-Defined Location Searches Advanced Location Search MSC 100 MSC 104												
MSC 104 (Macadam Student Center - Meeting Room 104) Details List Availability (Daily) Availability (Weekly) Calendar													
Dates:													
Event	Title	Reference	Head Count	Organizations	Start Date	Setup	Pre-Event	Event Times	Post-Event				
Poetry Reading		2013- AAASOI	15	STUDENT AFFAIRS	Oct 29 2014			4:00 PM - 6:00 PM					
Accounting Career Program		2013- AAASPU	15	ACCOUNTING, DEPT OF	Oct 30 2014			11:00 AM - 12:00 PM					
Homecoming Committee Meetings	Homecoming 2014	2014- AAAZHP		ACADEMIC AFFAIRS	Oct 30 2014			1:00 PM - 2:00 PM					
Safety Committee Meeting		2013- AAASOE	25	STUDENT AFFAIRS	Nov 03 2014			4:00 pm - 5:00 pm					
Information is current	ent as of Oct 29 2	2014 9:27am					4 Matching Rese	ervations	Þ				
	Icon Legend Feedback Help Tips: Enable A Text Size: Image: Text Size:												

Locations Tab – Single Location – Availability (Daily)



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Search For Locations Pre-Defined Location Searches Advanced Location Search MSC 100 MSC 104																				
MSC 104 (Macadam Student Center - Meeting Room 104) Details List Availability (Daily) Availability (Weekly) Calendar																				
Dates: < Wed Oct 29 2014 - Tue Nov 4 2014 > Weekdays: All Days Same-Day Event View: Overlapping (Actions) Overlapping (Refresh																				
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Locations Tab – Single Location – Availability (Weekly)



Welcome, Student Center Manager, • Preferences • Sign Out • Today is Wed Oct 29 2014							
🛐 Home 📝 Event Wizard 🗈 Events 😝 Locations 🔺 Resources 🤔 Organizations 💟 Tasks 🗈 Reports							
Search For Locations Pre-Defined Location Searches Advanced Location Search MSC 100 MSC 104							
MSC 104 (Macadam Student Center - Meeting Room 104) Details List Availability (Daily) Availability (Weekly) Calendar							
	Starting Week: ◀	Sun Oct 26 2014 - Sa	at Nov 1 2014 🕨 🛛 W	eekdays: All Days 💌	Number of Weeks	2 🔻 🤤 Action	s 🔻 🕜 Refresh
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6:00 AM	10/26 11/2	10/27 11/3	10/28 11/4	10/29 11/5	10/30 11/6	10/31 11/7	11/1 11/8
7:00 AM							
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Information is current as of Oct 29 2014 9:39am							
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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 i which will take you to the Event Wizard (requesting / scheduling form)
- See PowerPoint 3 Creating Events for further details



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