Using 25Live

Navigating Events Tabs
Dashboard – Events

- One can find events on the Dashboard using several different methods.
Dashboard – Events – Quick Search

• If one knows the name or title, or part of the name or title of your event you can search using the Quick Search box

• If one knows the Event reference number you can place that in the Quick Search box
Dashboard – Events – Starred Objects

- Starred Event Searches allows for one to find their event searches on the dashboard if search was starred during creation.
- Your Starred Events allows for one to find events which they starred (favorite) for easy access.
Dashboard – Events – Your Events

- Your Events will show the number of events where one is listed as the Scheduler or the Requestor on said events.
- Your Event Drafts show the number of Draft events where one is listed as the scheduler or the Requestor of said event.
Events Tab - Search for Events

- Search for Events Tab will allow one to search for Events by entering all or part of an event name or title or enter an entire event reference number
- Choose from More Search Options to specify more precisely the criteria to search on

[Image of 25LIVE event search interface]
Events Tab - Pre-Defined Event Searches

- Run existing searches
  - Supplied by the system
  - Previously created and saved by you
  - Shared with you by other users
Events Tab – Search Results

- When running an Event search in 25Live you can view the results in two unique ways
  - List
  - Calendar
Events Tab – Search Results – List

• When viewing a List View of events displayed on the Events tab you can
  • Quickly find an event of interest
  • Right-click an event name and select a view format to drill down to that event
  • Click the icon to edit an event
  • Click the or the icon to star or unstar the event

• To modify the view, you can
  • Change the dates, or view all dates
  • Click the Calendar subtab to change the view
  • Click a column heading to sort events using that criterion
  • Turn a column on or off by using the drop-down next to Choose Visible Columns
Events Tab – Search Results - Calendar

• When viewing a calendar view of events displayed on the Events tab you can
  • Right-click an event name and select a view format to drill down to that event
  • Right-click an event name to edit the event or email event details to others
  • Right-click a location name and select a view format to drill down to that location
  • Click 📅 icon in a date slot to start creating an event on that day

• One will always be asked to select a date range before loading the calendar
Events Tab - Single Event View - Details

- Selecting an event in the Details view will provide specific information about said event
Events Tab - Single Event View – Calendar View

- Selecting an event in the Calendar view will show event occurrence specific to the date range.
Events Tab - Single Event View – Task List View

- Selecting an event in the Task List view will show Tasks assigned to you
- One can also change view so that one is able to see “All assigned tasks”