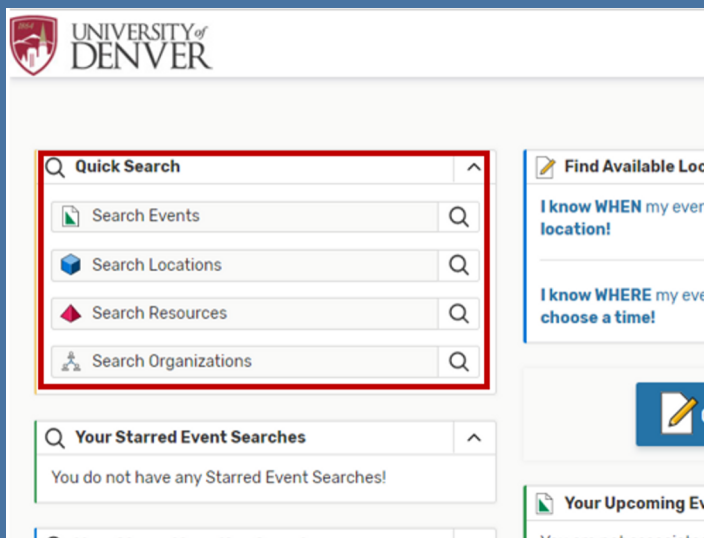
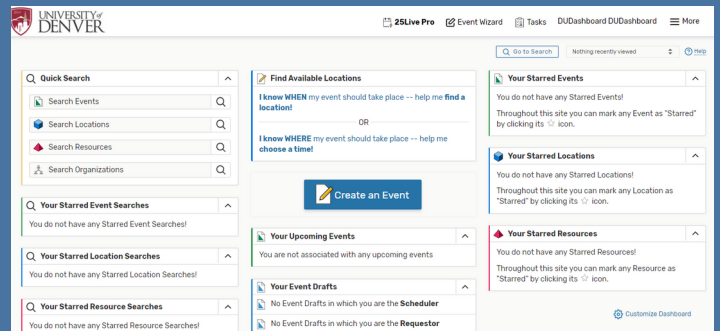


25LIVE PRO: BASIC NAVIATION

Homescreen

- Once logged in, the home page will appear like this

*Reference the How to Access 25Live Guide for instructions on how to sign in

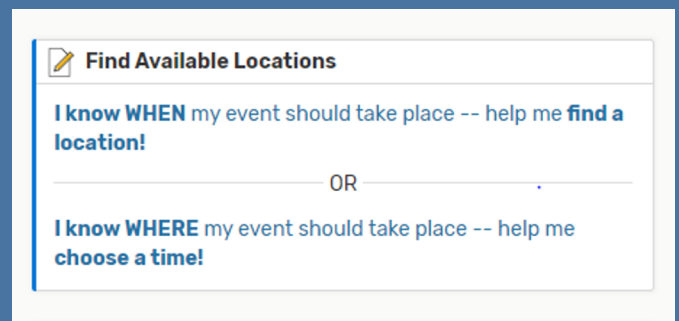


Quick Search

- The fields within the Quick Search element are shortcuts to each Search function

Find Available Locations

- This tool is a shortcut to narrow a search using basic criteria
- Select "I know WHEN..." if you know the Date, Start time, End time and Number of Attendees
- Select "I know WHERE..." if you know the specific Location Name (or building) and date range





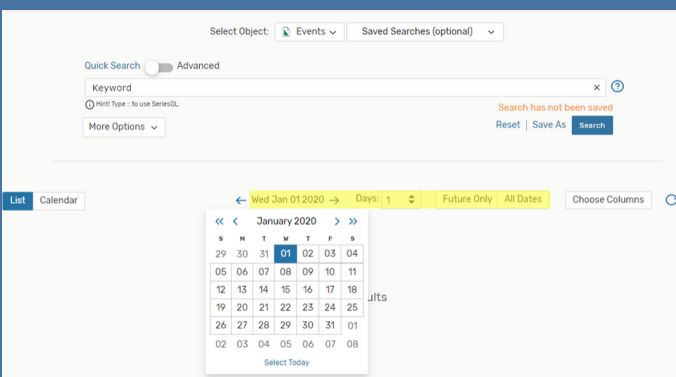
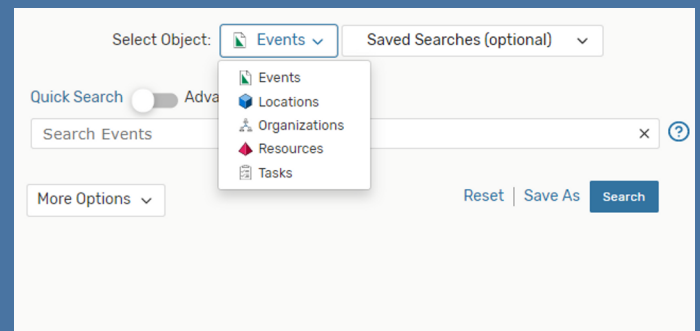
Create an Event

Create an Event

- The Create an Event button will automatically navigate to the Event Wizard
- The Event Wizard is the tool used to place a request for a specific location on a specific date (or series of dates) and time

Go To Search

- Selecting Events, Location, Organizations, or Go To Search will take you to the Search page
- Use the "Select Object" dropdown list to pick the type of search you want to run

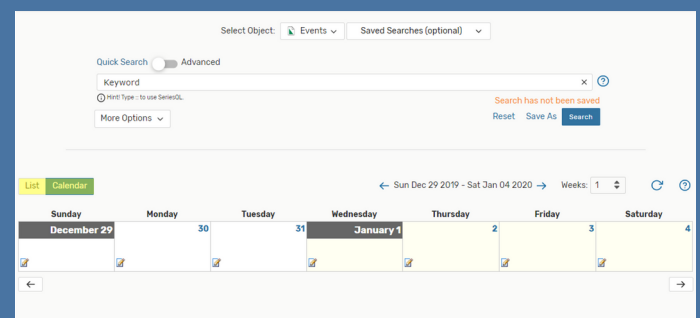


Events

- Use a keyword from Event Name or Event Title to begin an Event Search (use the unique Reference # in this field if you have it)
- Basic Event Searches can be refined by selecting a Date, Date Range, Future Only or All Dates

Events List vs Calendar

- Event Search results can be viewed in two different formats, List and Calendar
- The same data is available in both, it is a matter of preference which format you choose to view



Select Object: **Locations** Saved Searches (optional)

Quick Search ☐ Advanced

✕ ?

Hint Type - to use SeriesQL Search has not been saved Reset Save As Search

More Options

List **Calendar** **Availability** Choose Columns ?

Name	Formal Name	Categories	Features	Layouts	Max Capacity
★ STURM 248	Sturm Hall - Room 248 - Sam & Freda Davis Auditorium	ADA Accessible Building - Sturm Hall Building - Sturm Hall - 2nd Floor Type - Auditorium Type - Student Schedule Rooms	AV - LCD Projector, AV - Lecturn, AV - Mounted Projection Screen, AV - Smart To Front, Floor - Carpeted, Lighting - Dimmable, Lighting - Segmented, Lighting - Stage, Other - Stage Windows - None	As Is, Theater Style	487
☆ STURM DAVIS LOBBY	Sturm Hall - Davis Lobby	Building - Sturm Hall, Building - Sturm Hall - 2nd Floor			487

2 Matching Locations Page 1 of 1


Locations

- Use a keyword from the Location Name or Formal Name to begin a Location Search

Location Name Ex: STURM 248

Formal Name Ex: Davis Auditorium

List vs Calendar vs Availability

- Location Search results can be viewed in three different formats
- The same data is available in all views, it is a matter of preference which format you choose to view
- Availability view is the easiest way to see when a specific location is available vs in use
- The  Icon allows you to specify a narrow or wide range of hours you wish to view

Select Object: **Locations** Saved Searches (optional)

Quick Search ☐ Advanced

✕ ?

Hint Type - to use SeriesQL Search has not been saved Reset Save As Search

More Options

List **Calendar** **Availability** ← Wed Jan 01 2020 → Overlapping ?


6 7 8 9 10 11 12 1 2 3 4 5 6 7 8 9 10 11

★ STURM 248

☆ STURM DAVIS LOBBY

No More Results

Hours Shown ✕



6 am 12 am

Select Object: **Organizations** Saved Searches (optional)

Quick Search ☐ Advanced

✕ ?

Hint Type - to use SeriesQL Search has not been saved Reset Save As Search

More Options

List **Calendar** Choose Columns

Name	Title	Type	Categories	Accounting Code
★ Conference and Event Services	Conference and Event Services	External (For Profit)	Event Organizations	

1 Matching Organizations Page 1 of 1


First Previous 1 Next Last

Items per page 25

Organizations

- Use a keyword for your Department or Club to begin an Organization Search
- If your Organization is not found, try widening your search by using just one word in your organization name

Favorites

- After completing a search for the Event, Location or Organization you are seeking, it is recommended to mark it as a **Favorite** 
- Marking Favorites will eliminate the need to run the search again if you need to access the Event, Location or Organization in the future

*Favorite Events and Locations populate as shortcuts on your homescreen making them easy to access

*Favorite Locations and Organizations will populate as shortcuts in the Event Wizard

Customize

- Modifying the Dashboard and marking Favorites are ways to make 25Live work most effectively for you
- Select "Customize Dashboard" in the lower right corner of the homescreen to add or remove elements
- Elements on the Dashboard can be repositioned at any time

