Homescrreen

- 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

- 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
**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

**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.