Once logged in, the home page should appear like this

*Reference the **Getting Started User Guide** for instructions on how to log in

*Reference the **Customize 25Live User Guide** for detailed instructions on how to make changes to this page
Basic Navigation: Quick Search

- The fields within the **Quick Search** element correspond to the tabs in the header.
- A keyword search in the **Search Events** field will automatically navigate to the Events tab.
- A keyword search in the **Search Locations** field will automatically navigate to the Locations tab.
Basic Navigation: Find Available Locations

- The **Find Available Locations** tool is a function that narrows a search using basic criteria.
- Select “**I know WHEN my event should take place**” if you know the Date, Start time, End time and Number of Attendees.
- Select “**I know WHERE my event should take place**” if you know the specific location or building and Date range.
Basic Navigation: Create an Event

- The **Create an Event** button will automatically navigate to the Event Wizard tab.

- 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.

*Reference the **Create an Event User Guide** for detailed instructions on how to use the Event Wizard tool.*
Basic Navigation: Events

- The **Events** Tab is where you will find information on existing Events.
- The **Search by Keyword** field allows you to narrow a search based on the Event Name.
- The **Dates** editor allows you to search All Dates, Current and Future Dates or Select a Date Range.
Basic Navigation: Events List

- After finding the Event you are seeking, it is recommended to “Star” the Event

- Starring an Event will eliminate the need to run this search again if you need to access the event in the future

- Starred Events will populate as shortcuts on your home page making them easy to access
Basic Navigation: Events Calendar

- In addition to the List view, you are able to see the events in a Calendar View.
- The same data is available in both views. It is a matter of preference regarding which format you choose to view.
Basic Navigation: Locations

- The **Locations** Tab is where you will find information on specific locations.
- The **Search by Keyword** field allows you to narrow the search using both Location Name and Formal Name.

*Location Example: STURM 248
*Formal Example: Davis Auditorium

- Searching for a building name will help narrow the search.
Basic Navigation: Locations List

- After finding the Location you are seeking, it is recommended to “Star” the Location.
- Starring a Location will eliminate the need to run this search again if you need to access the Location information in the future.
- Starred Locations will populate as shortcuts on your home page making them easy to access.
Basic Navigation: Locations Views

- In addition to the List view, you are able to see the Locations in an Availability view and a Calendar view.

- The Availability view is the easiest way to see when a specific location is available vs. in use.

- The same data from the Availability view is available in Calendar view. It is a matter of preference regarding which format you choose to view.
Basic Navigation: Organizations

- The **Organizations** Tab is where existing Organizations can be found.

- The **Search by Keyword** field allows you to narrow the search for your Department or Club.

- Starring your Organization will create a shortcut for when you are Creating an Event.

**Troubleshooting:** If your Organization is not found, try widening your search by using just one word in your organization name.