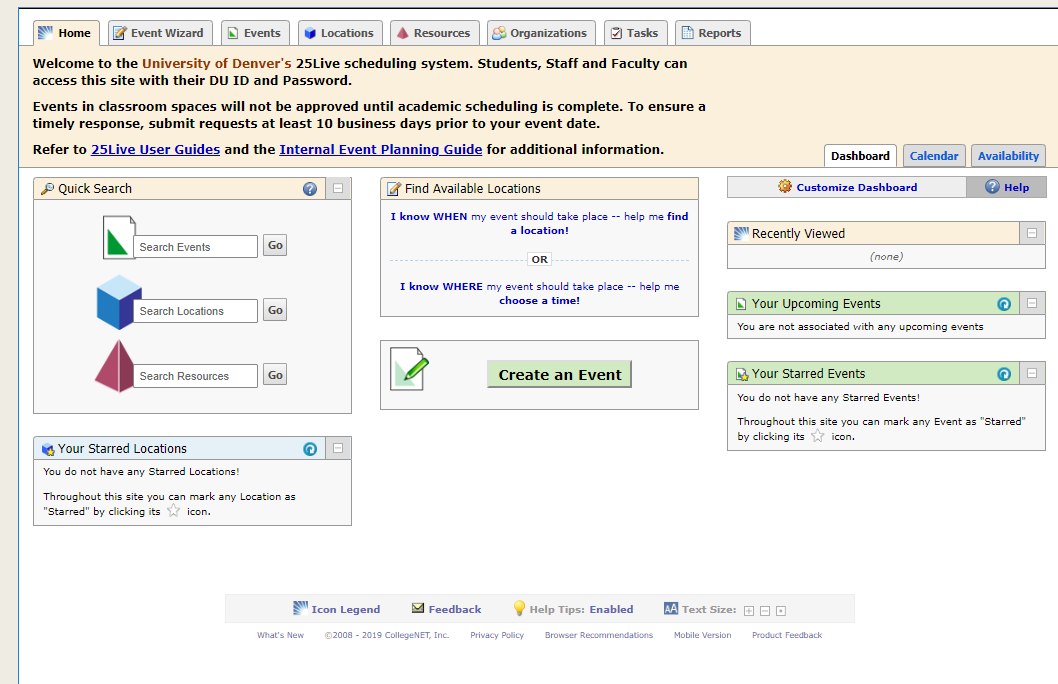


25Live: Basic Navigation

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

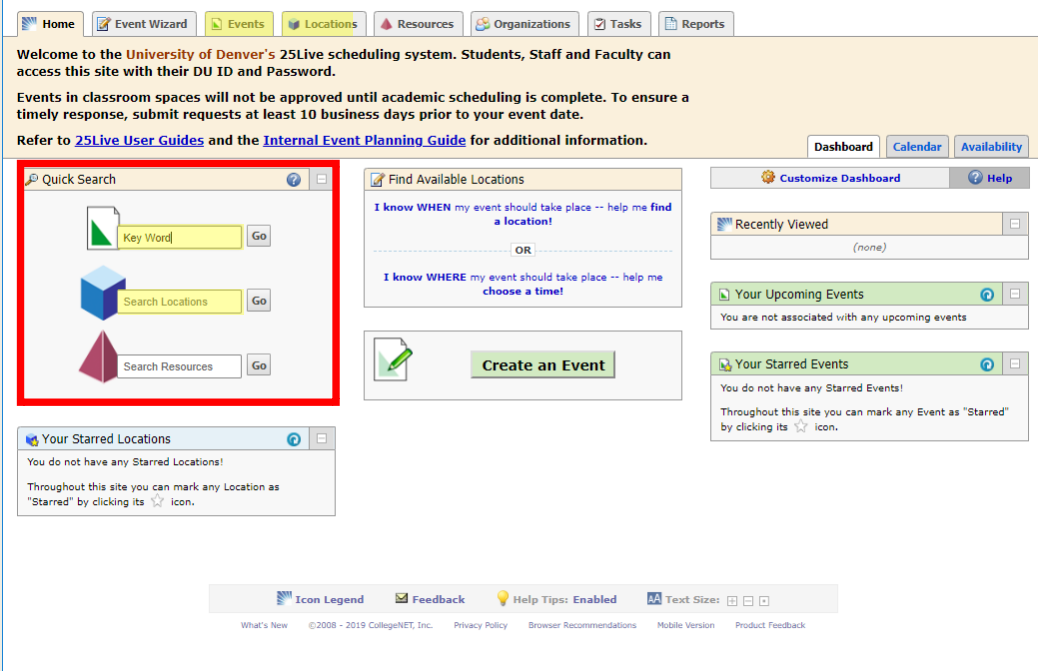
*Reference the **Getting Started User Guide** for instructions on how to log in

*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



Home Event Wizard Events Locations Resources Organizations Tasks Reports

Welcome to the University of Denver's 25Live scheduling system. Students, Staff and Faculty can access this site with their DU ID and Password.

Events in classroom spaces will not be approved until academic scheduling is complete. To ensure a timely response, submit requests at least 10 business days prior to your event date.

Refer to [25Live User Guides](#) and the [Internal Event Planning Guide](#) for additional information.

Dashboard Calendar Availability

Quick Search

Key Word Go

Search Locations Go

Search Resources Go

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Create an Event

Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Your Upcoming Events

You are not associated with any upcoming events

Your Starred Events

You do not have any Starred Events!

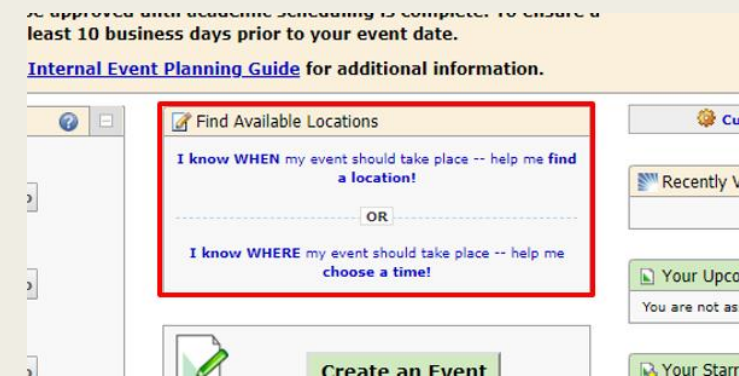
Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Icon Legend Feedback Help Tips: Enabled Text Size: □ □ □

What's New ©2008 - 2019 CollegenET, Inc. Privacy Policy Browser Recommendations Mobile Version Product Feedback

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



A screenshot of the 'Find Available Locations' tool showing the 'I know WHEN' search criteria. The form is titled 'Find Available Locations' and has a sub-header 'Enter the desired date and time for your event:'. It contains the following fields: 'Date:' with the value 'Wed Jan 01 2020', 'Start Time:' with the value '12:00 pm', 'End Time:' with the value '1:00 pm', and 'Number of Attendees:' with the value '15 (required)'. There is also a 'Search within:' dropdown menu with the text 'Select a Location Search...'. At the bottom, there is a button labeled 'Show me what's available!' with a green arrow icon.

A screenshot of the 'Find Available Locations' tool showing the 'I know WHERE' search criteria. The form is titled 'Find Available Locations' and has a sub-header 'Find Location by Name: AAC' with a 'Go' button. Below this is a dropdown menu with the text 'Select your location...'. Underneath, it says 'Somewhere between: Wed Jan 01 2020 -- Sat Jan 04 2020'. At the bottom, there is a button labeled 'Show me this location's availability' with a green arrow icon. Below the button, there is a link: 'Don't know the exact Location? Search by Location Groups...'.

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

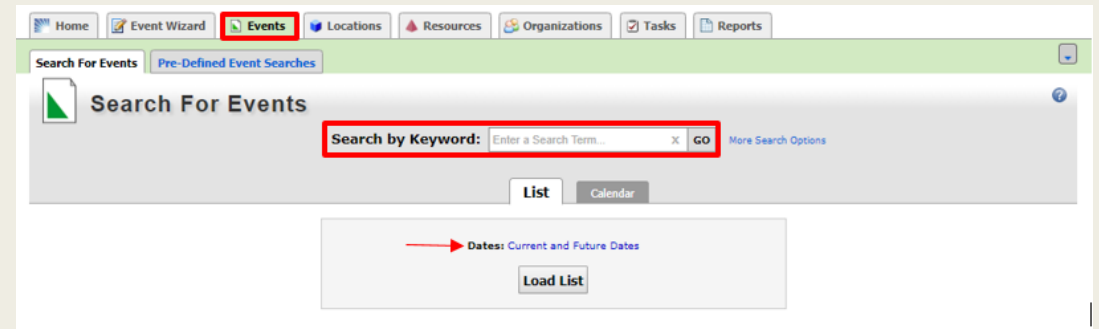
The screenshot shows the University of Denver's 25Live scheduling system interface. At the top, there is a navigation bar with tabs for Home, Event Wizard (selected), Events, Locations, Resources, Organizations, Tasks, and Reports. Below the navigation bar is a welcome message: "Welcome to the University of Denver's 25Live scheduling system. Students, Staff and Faculty can access this site with their DU ID and Password." It also includes a notice: "Events in classroom spaces will not be approved until academic scheduling is complete. To ensure a timely response, submit requests at least 10 business days prior to your event date." and a reference to "25Live User Guides" and the "Internal Event Planning Guide".

The main content area is divided into several sections. On the left is a "Quick Search" section with three search boxes: "Search Events", "Search Locations", and "Search Resources", each with a "Go" button. In the center is a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". A red box highlights a "Create an Event" button with a pencil icon in this section. On the right side, there are several panels: "Customize Dashboard" and "Help" buttons, a "Recently Viewed" panel showing "(none)", "Your Upcoming Events" panel showing "You are not associated with any upcoming events", and "Your Starred Events" panel showing "You do not have any Starred Events!".

At the bottom of the page, there is a footer with links for "Icon Legend", "Feedback", "Help Tips: Enabled", and "Text Size: [A] [A-] [A+]", along with copyright information: "©2008 - 2019 CollegeNET, Inc." and other links like "Privacy Policy", "Browser Recommendations", "Mobile Version", and "Product Feedback".

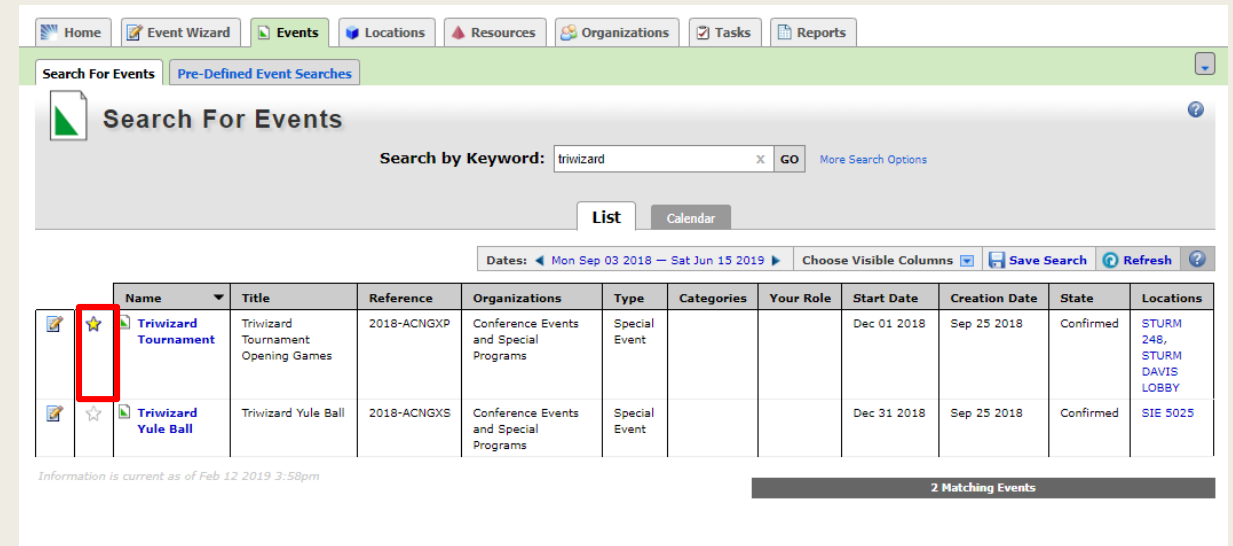
Basic Navigation: Events

- 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



The screenshot displays a web application interface for managing events. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this is a search bar with the text 'Search For Events' and a sub-tab for 'Pre-Defined Event Searches'. The search criteria is 'Triwizard' with a 'GO' button and a link for 'More Search Options'. Below the search bar are 'List' and 'Calendar' buttons. A date range selector shows 'Mon Sep 03 2018 -- Sat Jun 15 2019'. There are also buttons for 'Choose Visible Columns', 'Save Search', and 'Refresh'. The main content is a table with the following data:

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
	Triwizard Tournament	2018-ACNGXP	Conference Events and Special Programs	Special Event			Dec 01 2018	Sep 25 2018	Confirmed	STURM 248, STURM DAVIS LOBBY
	Triwizard Yule Ball	2018-ACNGXS	Conference Events and Special Programs	Special Event			Dec 31 2018	Sep 25 2018	Confirmed	SIE 5025

Information is current as of Feb 12 2019 3:58pm

2 Matching Events

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

The screenshot displays the 'Search For Events' interface. At the top, there is a search bar with the keyword 'trivizard' and a 'GO' button. Below the search bar, there are two tabs: 'List' and 'Calendar', with the 'Calendar' tab highlighted in a red box. The calendar view shows a grid of days from Sunday, December 23, to Saturday, January 5, 2019. The 'Calendar' tab is highlighted in a red box. The calendar shows events for 'Trivizard Yule Ball' and 'Trivizard Tournament Opening Games'. The 'Trivizard Yule Ball' event is scheduled for Sunday, December 30, and Monday, January 1, 2019, from 7:00 PM to 12:00 AM. The 'Trivizard Tournament Opening Games' event is scheduled for Tuesday, January 2, 2019, from 2:00 PM to 5:00 PM. The interface also includes a 'Dates' filter set to 'Sun Dec 23 2018 - Sat Jan 05 2019', a 'Save Search' button, and a 'Refresh' button. At the bottom, there is a footer with links for 'Icon Legend', 'Feedback', 'Help Tips: Enabled', and 'Text Size: [A] [A-] [A+]'. The footer also includes copyright information: '© 2008 - 2019 CollegeNET, Inc.' and links for 'Privacy Policy', 'Browser Recommendations', 'Mobile Version', and 'Product Feedback'.

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

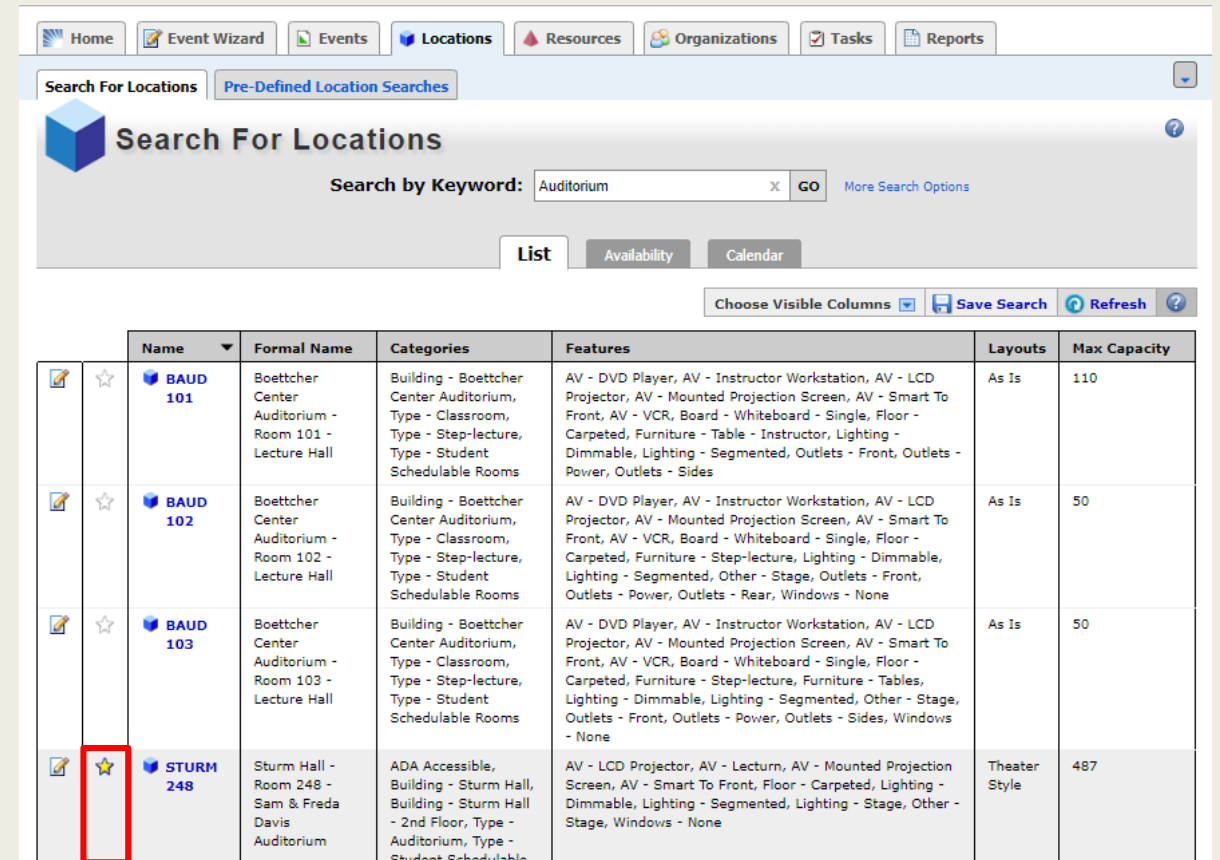
- Searching for a building name will help narrow the search

The screenshot shows a web application interface for searching locations. The 'Locations' tab is selected in the top navigation bar. The search bar contains the text 'Auditorium' and a 'GO' button. Below the search bar, there are buttons for 'List', 'Availability', and 'Calendar'. A table of search results is displayed below, with columns for Name, Formal Name, Categories, Features, Layouts, and Max Capacity.









Name	Formal Name	Categories	Features	Layouts	Max Capacity
BAUD 101	Boettcher Center Auditorium - Room 101 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Table - Instructor, Lighting - Dimmable, Lighting - Segmented, Outlets - Front, Outlets - Power, Outlets - Sides	As Is	110
BAUD 102	Boettcher Center Auditorium - Room 102 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Step-lecture, Lighting - Dimmable, Lighting - Segmented, Other - Stage, Outlets - Front, Outlets - Power, Outlets - Rear, Windows - None	As Is	50
BAUD 103	Boettcher Center Auditorium - Room 103 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Step-lecture, Furniture - Tables, Lighting - Dimmable, Lighting - Segmented, Other - Stage, Outlets - Front, Outlets - Power, Outlets - Sides, Windows - None	As Is	50
STURM 248	Sturm Hall - Room 248 - Sam & Freda Davis Auditorium	ADA Accessible, Building - Sturm Hall, Building - Sturm Hall - 2nd Floor, Type - Auditorium, Type - Student Schedulable	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	Theater Style	487

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



The screenshot shows a web application interface for searching locations. The search results are displayed in a table with the following columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity. The STURM 248 location is highlighted with a red box, and its star icon is filled, indicating it is starred.

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
	 BAUD 101	Boettcher Center Auditorium - Room 101 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Table - Instructor, Lighting - Dimmable, Lighting - Segmented, Outlets - Front, Outlets - Power, Outlets - Sides	As Is	110
	 BAUD 102	Boettcher Center Auditorium - Room 102 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Step-lecture, Lighting - Dimmable, Lighting - Segmented, Other - Stage, Outlets - Front, Outlets - Power, Outlets - Rear, Windows - None	As Is	50
	 BAUD 103	Boettcher Center Auditorium - Room 103 - Lecture Hall	Building - Boettcher Center Auditorium, Type - Classroom, Type - Step-lecture, Type - Student Schedulable Rooms	AV - DVD Player, AV - Instructor Workstation, AV - LCD Projector, AV - Mounted Projection Screen, AV - Smart To Front, AV - VCR, Board - Whiteboard - Single, Floor - Carpeted, Furniture - Step-lecture, Furniture - Tables, Lighting - Dimmable, Lighting - Segmented, Other - Stage, Outlets - Front, Outlets - Power, Outlets - Sides, Windows - None	As Is	50
	 STURM 248	Sturm Hall - Room 248 - Sam & Freda Davis Auditorium	ADA Accessible, Building - Sturm Hall, Building - Sturm Hall - 2nd Floor, Type - Auditorium, Type - Student Schedulable	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	Theater Style	487

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

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Search For Locations Pre-Defined Location Searches

Search For Locations

Search by Keyword: Auditorium X GO More Search Options

List Availability Calendar

Date: Wed Sep 05 2018 Same-Day Event view: Overlapping Save Search Refresh What is this view?

Name	0	1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11
BAUD 101												Discoveries											
BAUD 102												Discoveries											
BAUD 103												Discoveries											
STURM 248												Discoveries											
STURM 281												Discoveries											

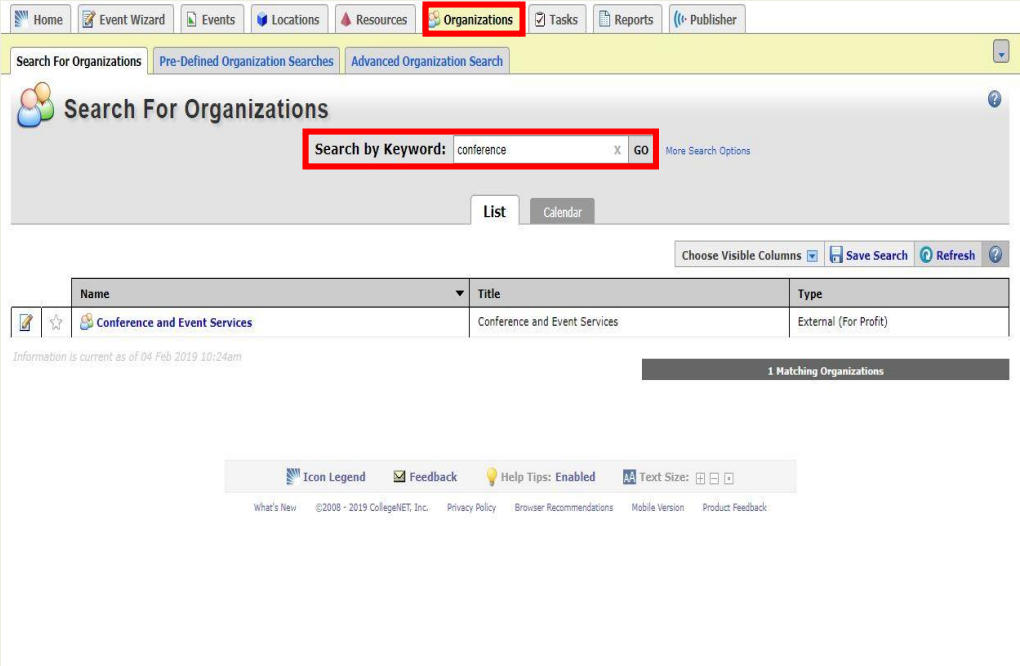
Click and Drag dashed bottom border to resize Availability grid.

Information is current as of Feb 12 2019 6:55pm


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



The screenshot displays the 'Organizations' tab in a web application. The 'Search by Keyword' field is highlighted with a red box and contains the text 'conference'. Below the search field, a table lists the search results. The table has three columns: Name, Title, and Type. The first row shows 'Conference and Event Services' under Name, 'Conference and Event Services' under Title, and 'External (For Profit)' under Type. A status bar at the bottom of the table indicates '1 Matching Organizations'. The footer of the page includes links for 'Icon Legend', 'Feedback', 'Help Tips: Enabled', and 'Text Size: [A] [A] [A]', along with copyright information for CollegeNET, Inc. and other utility links like 'Privacy Policy', 'Browser Recommendations', 'Mobile Version', and 'Product Feedback'.

Name	Title	Type
 Conference and Event Services	Conference and Event Services	External (For Profit)