

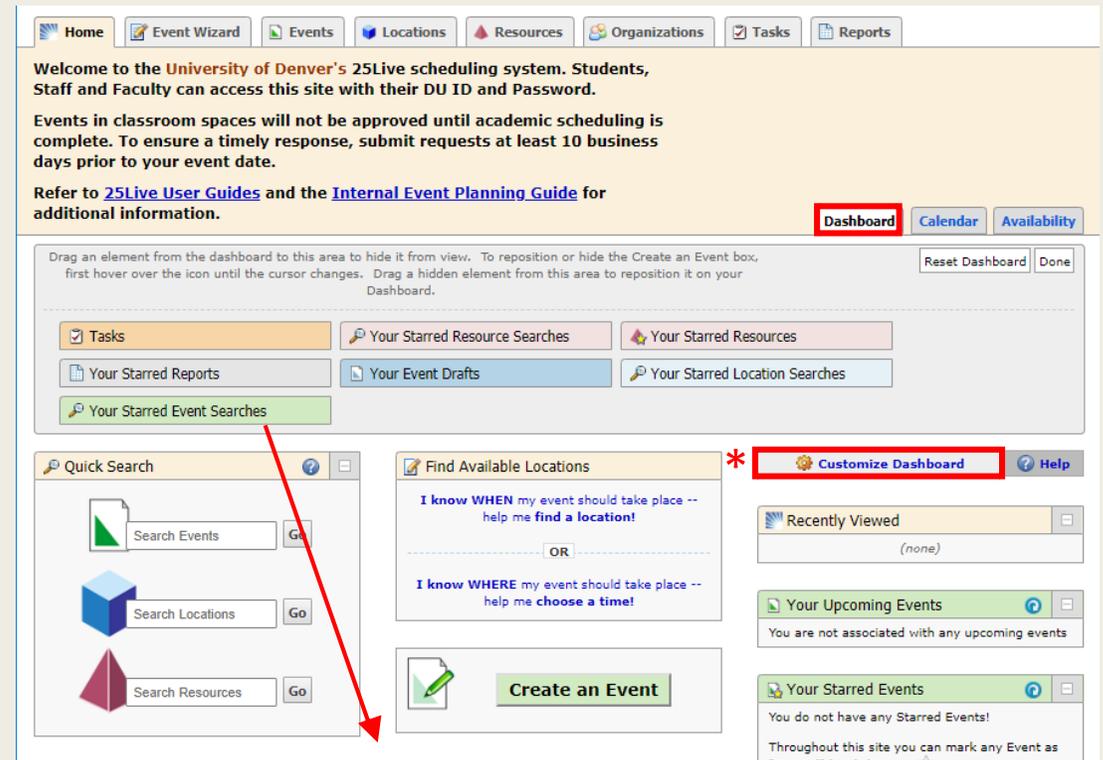
Customize 25Live: Dashboard and Favorites

- The Dashboard is comprised of elements that act as shortcuts
- Favorites are Events, Location, and Organizations that have been “Starred”
- Modifying the dashboard and saving Favorites are ways to make 25Live work most effectively for you

The screenshot displays the 25Live scheduling system dashboard. 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 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." A notice states: "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." A link is provided: "Refer to 25Live User Guides and the Internal Event Planning Guide for additional information." The dashboard is divided into several sections: a "Quick Search" section with search boxes for Events, Locations, and Resources; a "Create an Event" button; 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 "Your Starred Locations" section listing five locations: LAW - WEST TERRACE, STURM 124, STURM 134, STURM 151, and STURM 175, each with a star icon and a "See when these locations are available" checkbox; and a "Customize Dashboard" section with a "Help" button and three panels: "Recently Viewed" (none), "Your Upcoming Events" (none), and "Your Starred Events" (none).

Dashboard: Adding Elements

- On the Dashboard tab of the Home screen, Select **Customize Dashboard**
- Elements shown in the gray area are currently hidden from the Dashboard
- Drag a hidden element from the gray area to any available white space to add it to the Dashboard



Dashboard: Removing Elements

- Existing elements on the dashboard can be hidden by dragging them into the grey box
- After you have finished customizing the dashboard, click “Done” to save the changes

*Elements on the Dashboard can be repositioned at any time

*Reset dashboard is also available for users who want to reset the dashboard to the original setting.

The screenshot displays the University of Denver's 25Live scheduling system dashboard. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this, a welcome message states: "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 dashboard area features a grey box at the top with instructions: "Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard." This box contains several elements: "Your Starred Resource Searches", "Tasks", "Your Starred Resources", and "Your Event Drafts". A "Reset Dashboard" button and a "Done" button (highlighted with a red box) are located in the top right of this grey box. A red arrow points from the "Done" button to the "Customize Dashboard" button below it.

The dashboard is divided into several sections:

- Quick Search:** Includes search boxes for "Search Events", "Search Locations", and "Search Resources", each with a "Go" button.
- Create an Event:** A prominent green button with a pencil icon.
- Find Available Locations:** A 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!".
- Your Starred Locations:** A list of locations with star icons, including "LAW - WEST TERRACE", "STURM 124", "STURM 134", "STURM 151", and "STURM 175".
- Your Starred Location Searches:** A section indicating "You do not have any Starred Location Searches!".
- Your Starred Event Searches:** A section indicating "You do not have any Starred Event Searches!".
- Your Starred Events:** A section indicating "You do not have any Starred Events!" and a note: "Throughout this site you can mark any Event as 'Starred' by clicking its icon."

Favorites: What are they

- Favorites are Events, Location, and Organizations you have “Starred”
- “Starred” elements are linked to the dashboard shortcuts
- Perform a search in the Events, Locations or Organizations tabs to edit favorites at any time

*Reference the **Basic Navigation User Guide** for instructions on how to perform a search

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

Search Events | 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

Customize Dashboard | Help

Recently Viewed

(none)

Your Upcoming Events

You are not associated with any upcoming events

Your Starred Events

- Trivizard Tournament Opening Games
- Trivizard Yule Ball

Your Starred Locations

- STURM 248
Sturm Hall - Room 248 - Sam & Freda Davis Auditorium
- STURM 281
Sturm Hall - Room 281 - Lindsay Auditorium

See when these locations are available

Favorites: How to Save

- Click on the a grey **star icon** to turn it yellow, indicating a favorite
- Favorites can be removed by clicking on the yellow star to return it to grey

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