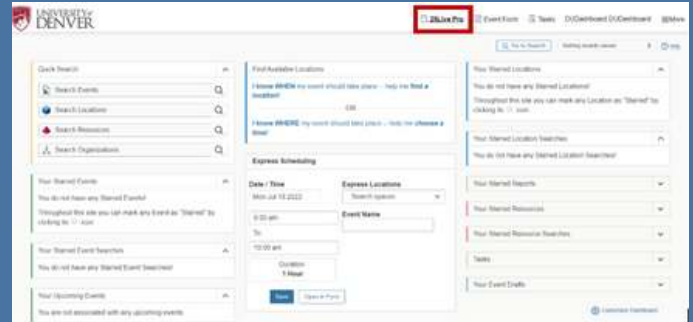


25LIVE: BASIC NAVIATION

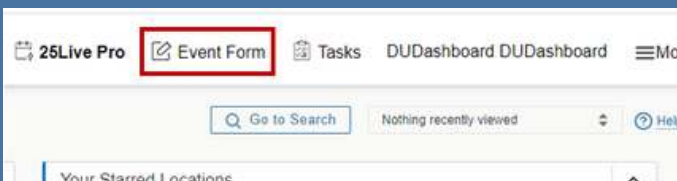
Homescreen

- Once signed in, the home page will appear
- Navigate back to this page at any time by selecting '25Live Pro' located in the navigation bar



Event Form

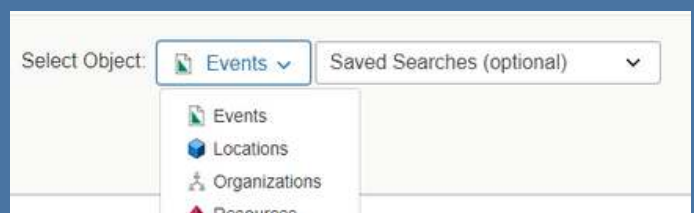
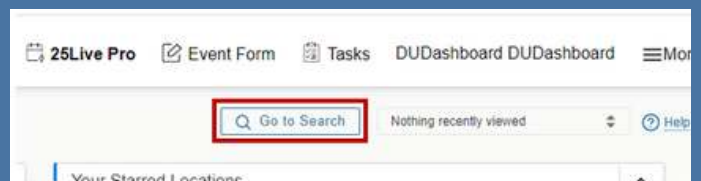
- Navigate to the Event Form by selecting 'Event Form' located in the navigation bar



*This is the tool used to place a request for a location

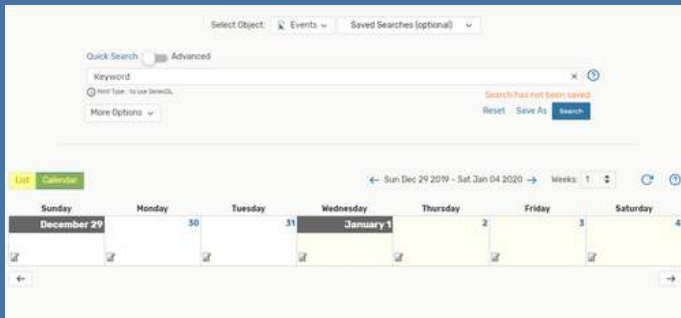
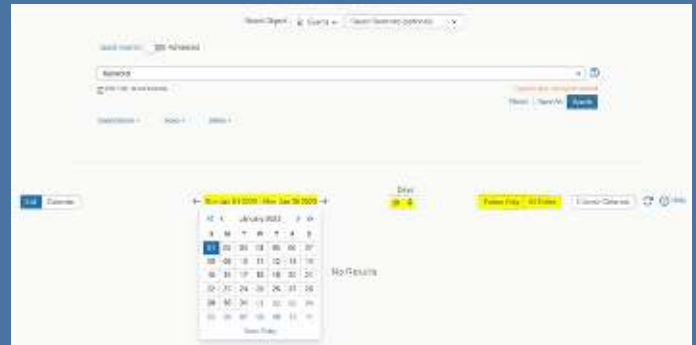
Go To Search

- Navigate to the Search page by selecting 'Go to Search' located under the navigation bar
- Use the "Select Object" dropdown to pick the type of search you want to run



Event Search

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



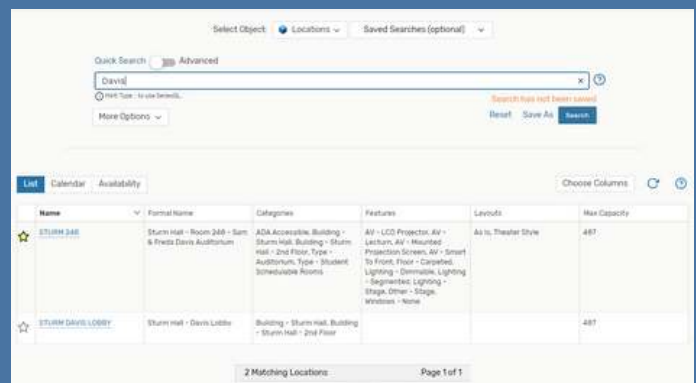
Event List vs Calendar

- 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


Location Search

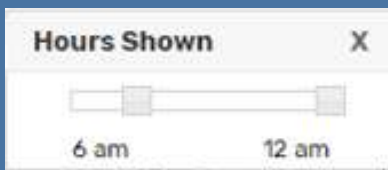
- Use a keyword from the Location Name or Formal Name to begin a Location Search

Location Ex: STURM 248
Formal Ex: Davis Auditorium



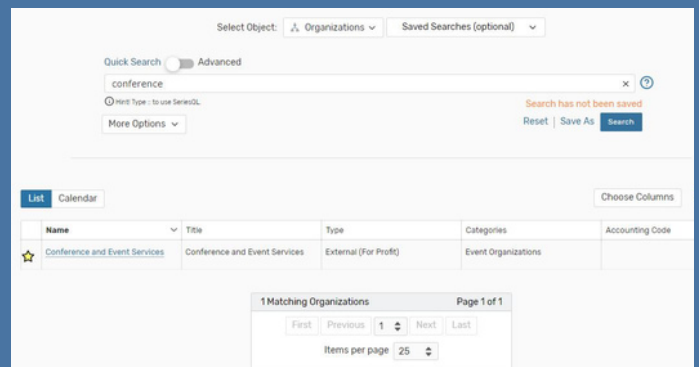
Location List vs Calendar vs Availability

- Location Search results can be viewed in 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




Organization Search

- 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



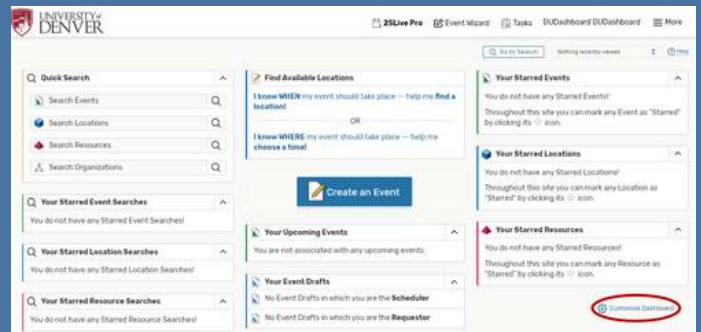
Favorites

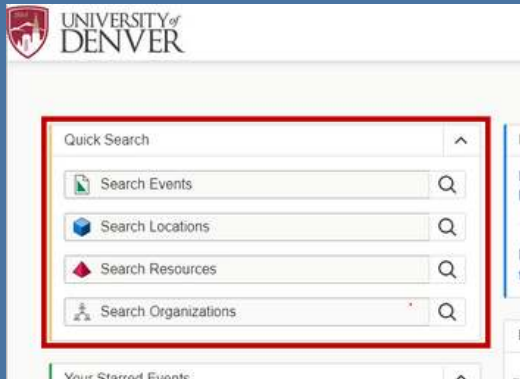
- After completing a search for the Event, Location or Organization you are seeking, it is recommended to mark it as a **Favorite** 
- Marking Favorites will eliminate the need to run the search again if you need to access the Event, Location or Organization in the future

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

Customize

- Marking Favorites and Modifying the Dashboard 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





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