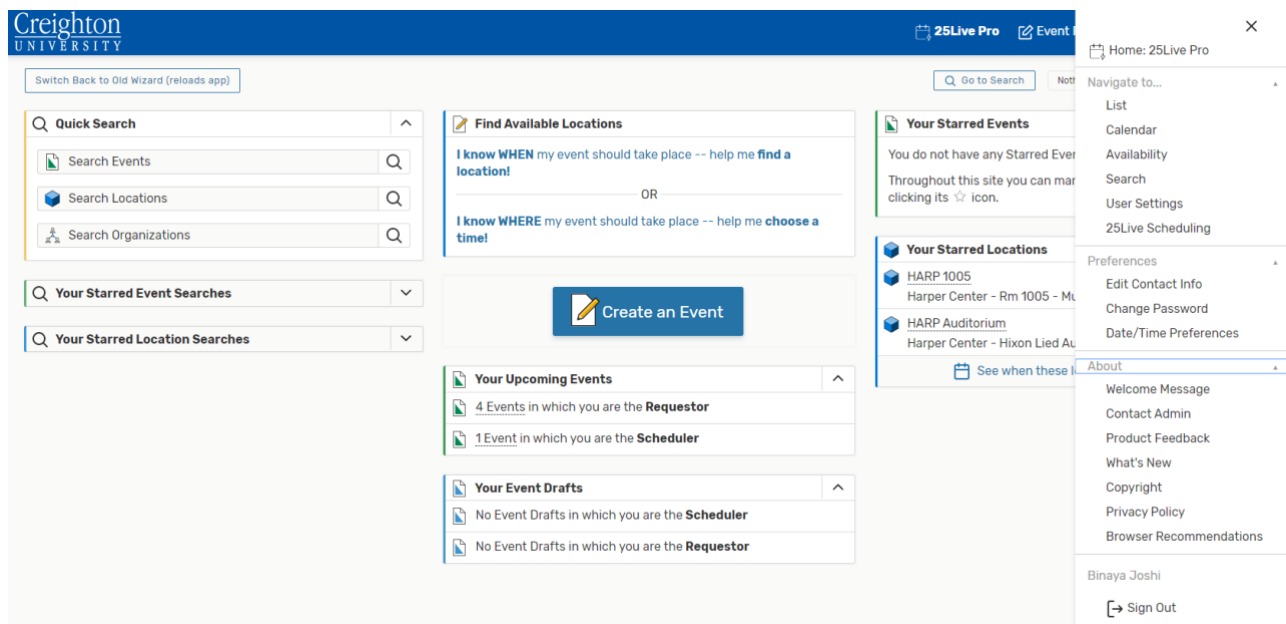
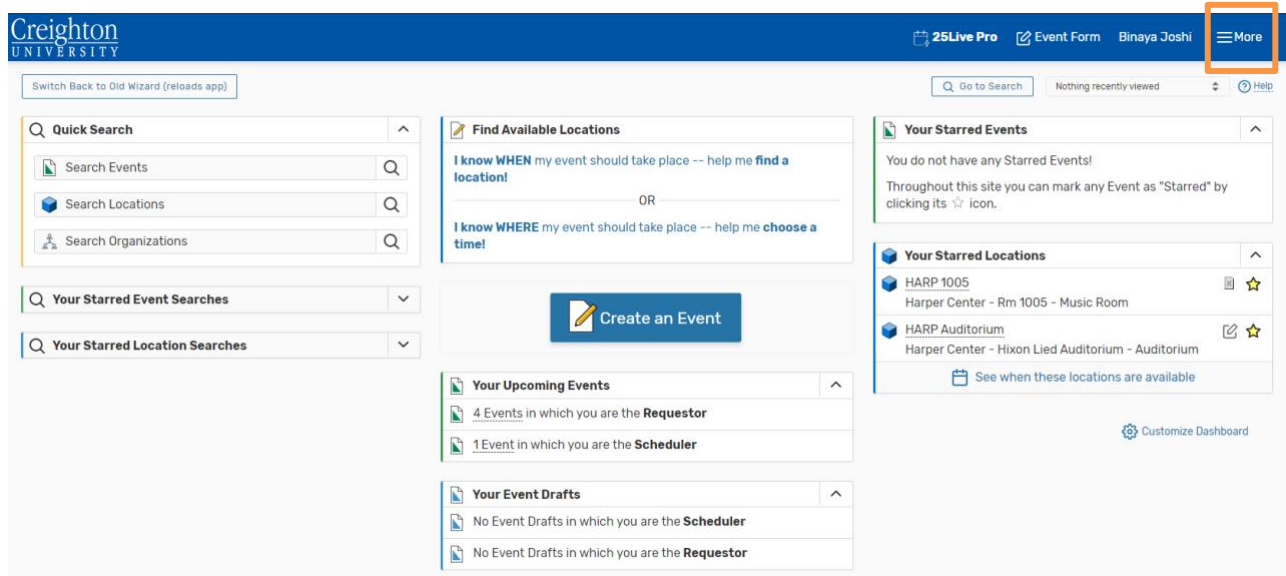


Navigating 25Live Dashboard

The dashboard is the first screen visible upon logging in. Classic 25Live included “Calendar” and “Availability” views on the home screen. These are now accessible via the “More” menu in the upper righthand corner. Like 25Live Classic, the Dashboard in 25Live Pro is customizable.

Dashboard allows you to:

- Quick search events, locations or organizations
- Begin creating an event
- Access starred events and locations
- Access starred event and location searches
- Access event drafts



Navigate to... → List

Lists display pre-set, quick-access searches; as well as your starred event searches, location searches and organization searches.

The screenshot shows the Creighton University 25Live Pro dashboard. On the right side, a user profile menu is open, with the 'List' option highlighted in an orange box. The dashboard includes sections for 'Quick Search' (with options for Events, Locations, and Organizations), 'Find Available Locations', 'Your Starred Events', 'Your Starred Locations', 'Your Upcoming Events', and 'Your Event Drafts'. A 'Create an Event' button is prominently displayed in the center.

The screenshot shows the 'Classes and Events' list on the Creighton University 25Live Pro dashboard. The table displays the following data:

Name	Start Date	Start Time	State	Locations
Academic Policy & Admin Committee	Tue Dec-17-2019	1:00 pm	Confirmed	
An Orientation to Managing at Creighton	Tue Dec-17-2019	9:00 am	Confirmed	CCC Auditorium
Budget Workshop	Tue Dec-17-2019	3:30 pm	Confirmed	SSCR 104
CliftonStrengths photoshoot event	Tue Dec-17-2019	11:00 am	Confirmed	SSCR 105
Competitive Sports Blocking	Tue Dec-17-2019	6:00 pm	Confirmed	KFGR CTB , KFGR CTC , KFGR CTD , KFGR CTE

Navigate to... → Calendar

Calendar shows event data from your starred objects and searches along with system pre-defined searches. This option will list all the current events starting with today's date. In other words, calendar provides easy access to pre-defined groups of events happening on dates you specify.

The screenshot shows the Creighton University 25Live Pro interface. The top navigation bar includes the university logo, the user name 'Binaya Joshi', and a 'More' menu icon. A search bar is located in the top right. The main content area is divided into several sections: 'Quick Search' with filters for Events, Locations, and Organizations; 'Find Available Locations' with instructions on when and where to find events; 'Your Starred Events' (currently empty); 'Your Starred Locations' listing HARP 1005 and HARP Auditorium; 'Your Upcoming Events' showing 4 events as Requestor and 1 as Scheduler; and 'Your Event Drafts' showing none. A 'Create an Event' button is prominently displayed. On the right, a 'Navigate to...' dropdown menu is open, with 'Calendar' highlighted in an orange box. Other options in the menu include List, Availability, Search, User Settings, 25Live Scheduling, Preferences (Edit Contact Info, Change Password, Date/Time Preferences), About (Welcome Message, Contact Admin, Product Feedback, What's New, Copyright, Privacy Policy, Browser Recommendations), and Sign Out.

The screenshot shows the Creighton University 25Live Pro interface in calendar view. The top navigation bar includes the university logo, the user name 'Binaya Joshi', and a 'More' menu icon. A search bar is located in the top right. The main content area displays a calendar grid for the week of Sunday, December 29, to Saturday, January 4. The calendar shows events for Friday, January 3, and Saturday, January 4. On Friday, there are two events: 'Res Life Student Staff Winter Training' (8:00 am - 8:00 pm) and 'Res Life Student Staff Winter Training' (1:00 pm - 5:00 pm). On Saturday, there is one event: 'Women's Recruitment' (7:00 am - 11:00 pm). The calendar also shows the location 'Harper All Locations' and the week view 'Weeks: 2'.

Navigate to... → Availability

Availability shows the available rooms to the preferred locations and date range you have selected. This is also the default setting for non-users. In other words, availability allows users/non-users of 25Live to view whether a room is available or not.

The screenshot shows the 25Live Pro interface. On the right side, a navigation menu is open, and the 'Availability' option is highlighted with an orange box. The main content area includes sections for 'Find Available Locations', 'Your Starred Events', 'Your Starred Locations', 'Your Upcoming Events', and 'Your Event Drafts'. The 'Find Available Locations' section contains instructions: '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!'. Below these instructions is a 'Create an Event' button. The 'Your Upcoming Events' section shows '4 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'. The 'Your Event Drafts' section shows 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.

The screenshot shows the availability calendar in 25Live Pro. The calendar is for Tuesday, December 17, 2019, from 9:37 am onwards. The calendar grid shows that all listed locations are 'Closed' for the entire duration. A 'Blackout: Contact Centralized Reservations' is noted for Anderson Plaza. The locations listed are:

Location	Availability
A-Frame Sign - Brandeis Courtyard	Closed
A-Frame Sign - Harper Flame	Closed
A-Frame Sign - McGlein/California Mall	Closed
A-Frame Sign - Ryan Center/Webster Hall	Closed
A-Frame Sign - Skutt Lower Entrance	Closed
A-Frame Sign - Skutt Main Entrance	Closed
A-Frame Sign - St. John's Fountain	Closed
A-Frame Sign - Hixon Lied/Anderson Plaza	Closed
Anderson Plaza	Closed (Blackout: Contact Centralized Reservations)
Becker Quad	Closed
BICR 248	Closed
BICR 249	Closed
BICR 251	Closed
BICR 252	Closed
BICR G09	Closed
BICR G10	Closed
BICR G11	Closed
BOYN 112 PT	Closed
BOYN 116 PT	Closed

Navigate to... → Search

You can find an individual event by keyword or pre-defined search using the locations tab. You can find your starred location searches along with public event searches from here. You can load/view the searched result as list items or even calendar items.

You can find an individual location by keyword or pre-defined search using the events tab. You can find your starred event searches along with public location searches from here. You can load/view the searched result based on availability, as list items, or even calendar items.

You can find an individual organization by keyword or pre-defined search using the organizations tab. You can find your starred organization searches along with public event searches from here. You can load/view the searched result as list items or even calendar items.

The screenshot shows the Creighton University 25Live Pro interface. On the left, there is a 'Quick Search' section with three search options: 'Search Events', 'Search Locations', and 'Search Organizations'. Below this are sections for 'Your Starred Event Searches' and 'Your Starred Location Searches'. In the center, there is a 'Find Available Locations' section with instructions and a 'Create an Event' button. On the right, there is a 'Your Starred Events' section and a 'Your Starred Locations' section. A dropdown menu is open on the right side, showing options like 'List', 'Calendar', 'Availability', 'Search' (highlighted with an orange box), 'User Settings', '25Live Scheduling', 'Preferences', 'Edit Contact Info', 'Change Password', 'Date/Time Preferences', 'About', 'Welcome Message', 'Contact Admin', 'Product Feedback', 'What's New', 'Copyright', 'Privacy Policy', 'Browser Recommendations', 'Binaya Joshi', and 'Sign Out'.

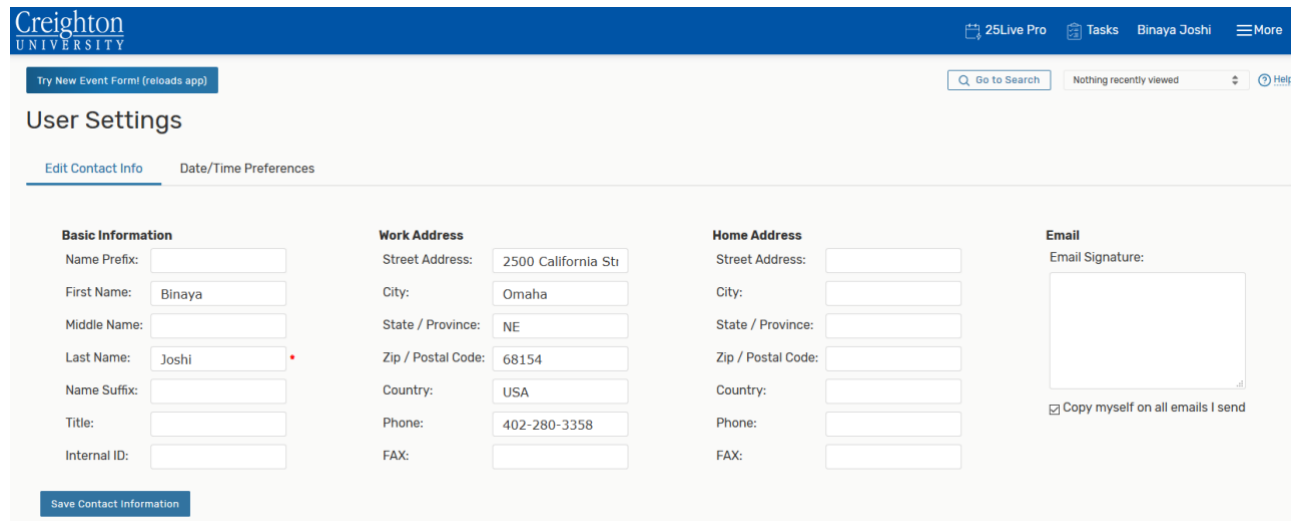
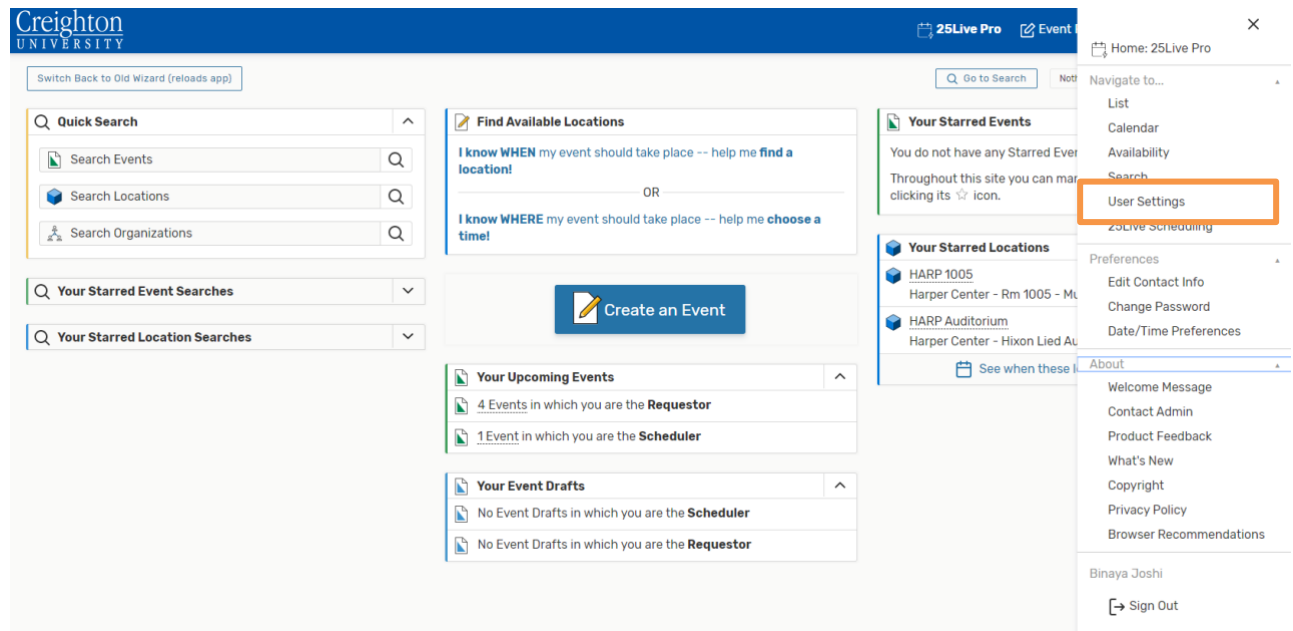
Dropdowns

- **Search Objects:** Events, Locations, Organizations
- **Saved Searches (optional):** Featured Events, Your Starred Events, Events in Your Starred Locations, Events Using Starred Resources, Events Sponsored By Your Starred Organizations
- **More Options:** Cabinets, Organizations, States

The screenshot shows the Creighton University 25Live Pro interface. At the top, there is a header with the Creighton University logo, '25Live Pro', 'Event Form', 'Binaya Joshi', and 'More'. Below the header, there is a 'Switch Back to Old Wizard (reloads app)' button. In the center, there is a 'Select Object:' section with two dropdown menus: 'Events' and 'Saved Searches (optional)'. Below this, there is a 'Quick Search' section with a toggle for 'Advanced' and a search bar containing 'Search Events'. There is also a 'More Options' dropdown menu. At the bottom right, there are buttons for 'Reset', 'Save As', and 'Search'.

Navigate to... → User Settings

User Settings allows you to update your contact information and date/time preferences.



Navigate to... → 25Live Scheduling

25Live Scheduling is the mobile-friendly, basic scheduling version of 25Live. This feature is not recommended for use on desktop.

The screenshot shows the 25Live Pro interface for Creighton University. The top navigation bar includes the university logo, the text "25Live Pro", and "Event". A "Home: 25Live Pro" dropdown menu is open on the right side, listing various navigation options. The "25Live Scheduling" option is highlighted with an orange box. Other options in the menu include "List", "Calendar", "Availability", "Search", "User Settings", "Preferences", "Edit Contact Info", "Change Password", "Date/Time Preferences", "About", "Welcome Message", "Contact Admin", "Product Feedback", "What's New", "Copyright", "Privacy Policy", "Browser Recommendations", and "Sign Out". The main content area of the interface includes a "Quick Search" section with filters for "Search Events", "Search Locations", and "Search Organizations". There are also sections for "Find Available Locations", "Your Starred Events", "Your Starred Locations", "Your Upcoming Events", and "Your Event Drafts". A "Create an Event" button is prominently displayed in the center.

Four navigation buttons are displayed in a 2x2 grid:

- See Available Locations
- Search for Events
- See Available Resources
- Search for Organizations

Below the buttons, there are links for "25Live Pro", "Privacy Policy", and "What's New". At the bottom, the copyright notice reads "© 2015 - 2019 CollegeNET, Inc."

If you do not have access, you will see this message.

More Permissions Needed false

Your account is missing the following privileges to view this version of 25Live:

- Access to view **Resources**
- Access to view **Reports**

Please contact your 25Live administrator to request these additional permissions.

Sign In as a Different User

Visit 25Live Pro

Navigate to... → Create an Event

The “Create an Event” buttons open the event wizard. Please see the “Creating an Event” guides for Faculty/Staff and Student Organization users.

The screenshot displays the Creighton University 25Live Pro Event Management Dashboard. The interface includes a top navigation bar with the university logo, user name (Binaya Joshi), and a 'More' menu. A search bar is located at the top right. The main content area is divided into several sections:

- Quick Search:** A sidebar on the left with search options for Events, Locations, and Organizations.
- Find Available Locations:** A central section with instructions: "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 blue "Create an Event" button is prominently displayed and highlighted with an orange border.
- Your Starred Events:** A section on the right indicating no starred events are currently present.
- Your Starred Locations:** A section on the right listing starred locations: HARP 1005 (Harper Center - Rm 1005 - Music Room) and HARP Auditorium (Harper Center - Hixon Lied Auditorium - Auditorium).
- Your Upcoming Events:** A section showing 4 events as Requestor and 1 event as Scheduler.
- Your Event Drafts:** A section showing no drafts as Scheduler or Requestor.