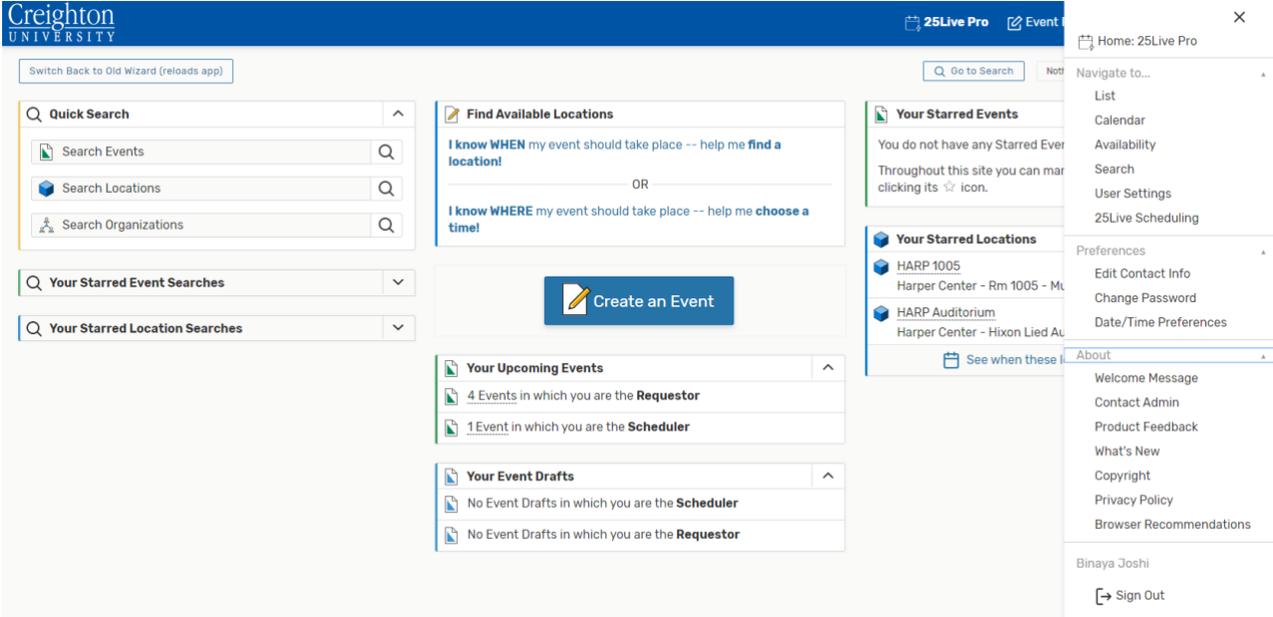
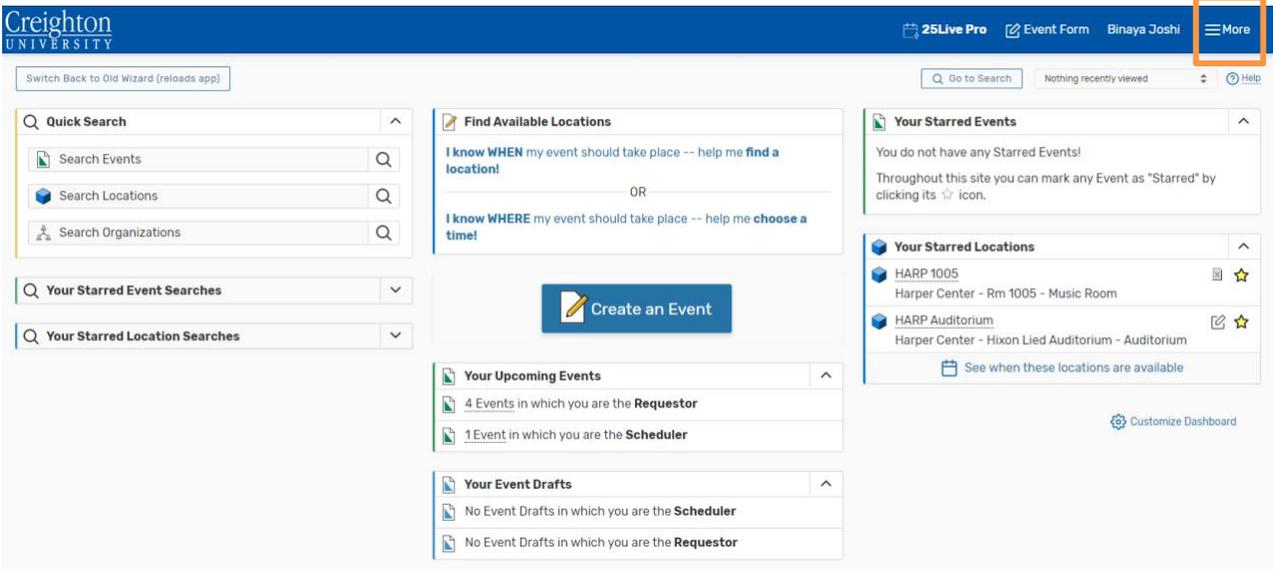


# Navigating 25Live Dashboard

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 below contains the following data:

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

## 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 how to find a location or choose a time; '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 December 29 to January 4. The calendar shows events for Friday, January 3, and Saturday, January 4. The events are:

Day	Event	Time	Location
Friday, Jan 3	Res Life Student Staff Winter Training	8:00 am - 8:00 pm	HARP 3023 South 2/3rds
Friday, Jan 3	Res Life Student Staff Winter Training	1:00 pm - 5:00 pm	HARP 3027 Entire, HARP 3028 Entire, HARP 3029 Entire
Saturday, Jan 4	Women's Recruitment	7:00 am - 11:00 pm	HARP 3023 Entire, HARP 3026, HARP 3028 Entire, HARP Auditorium, HARP Ballroom A, HARP Ballroom B (more locations)

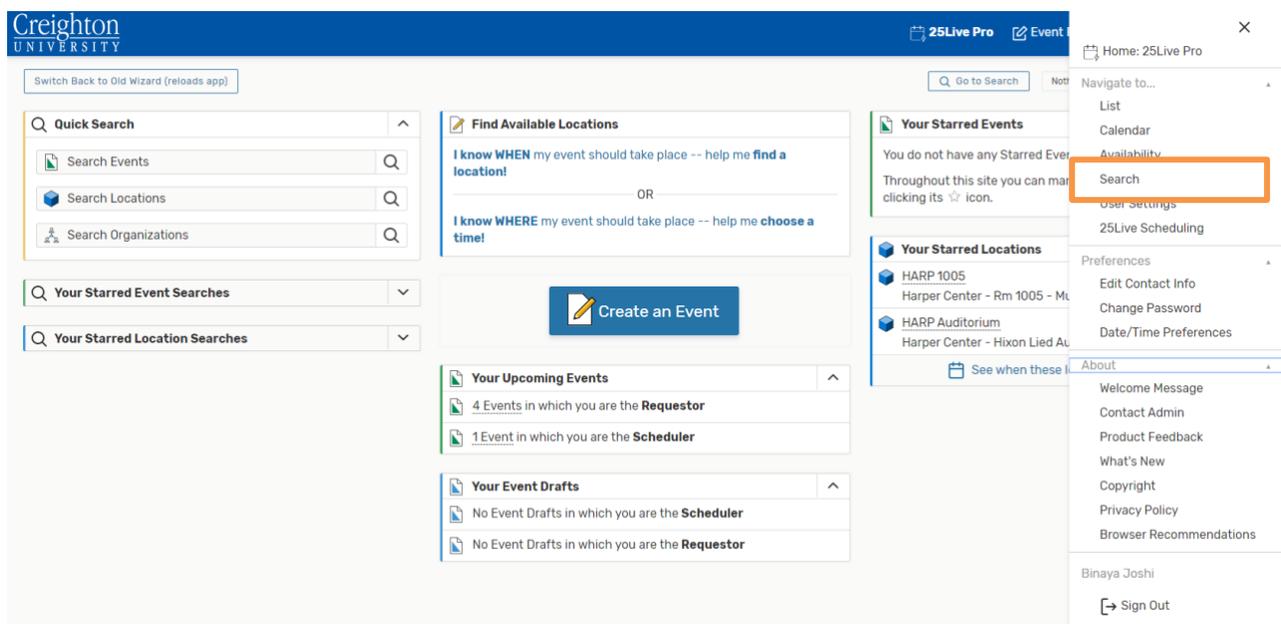


## Navigate to... → Search

**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.

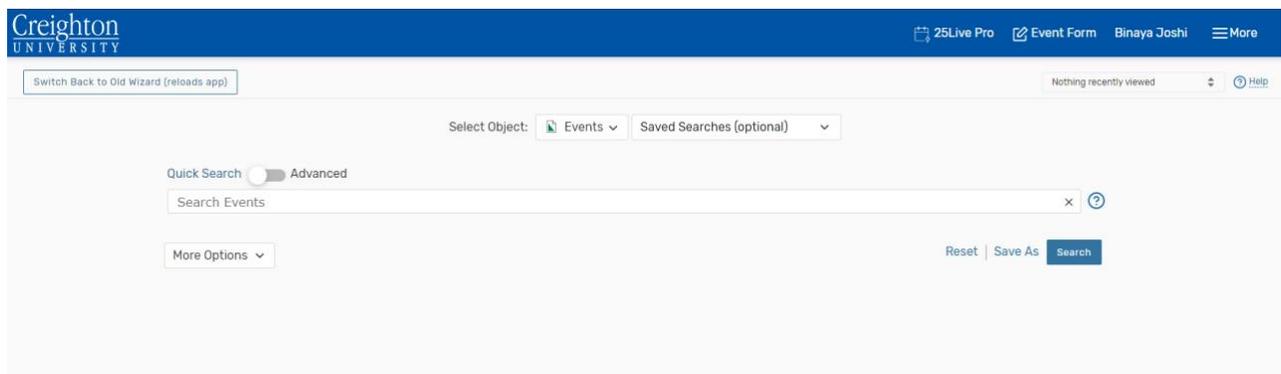
**You can find an individual organization** by keyword or pre-defined search using the organizations tab. You can find your starred organization searches along with public event searches from here. You can load/view the searched result as list items or even calendar items.



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 on how to find a location or choose a time, and a 'Create an Event' button. On the right, there is a 'Your Starred Events' section and a 'Your Starred Locations' section listing 'HARP 1005' and 'HARP Auditorium'. 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', 'About', 'Welcome Message', 'Contact Admin', 'Product Feedback', 'What's New', 'Copyright', 'Privacy Policy', 'Browser Recommendations', 'Binaya Joshi', and 'Sign Out'.

## Dropdowns

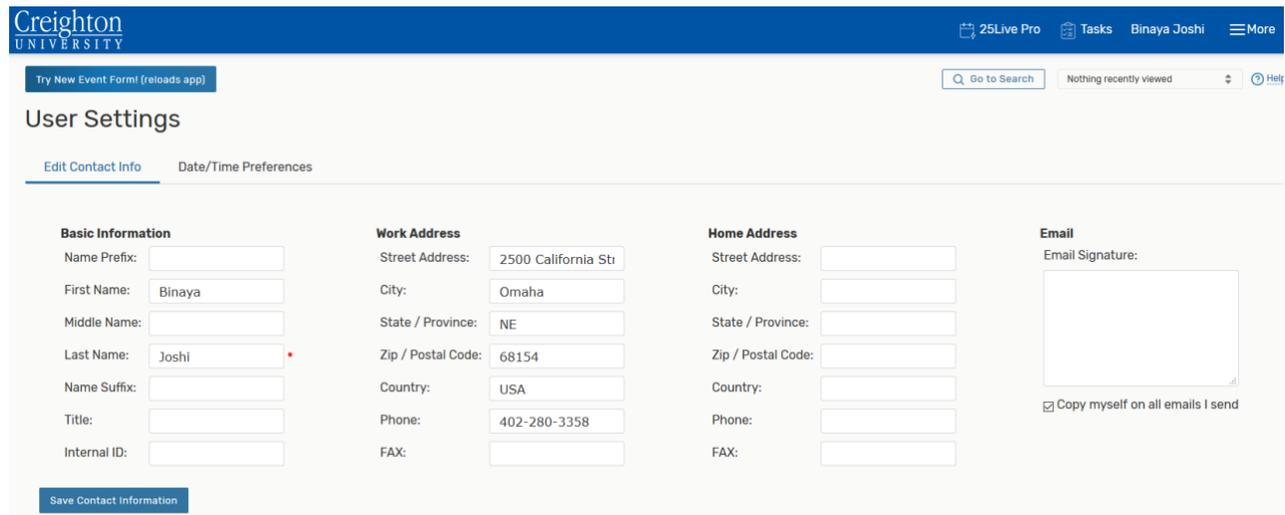
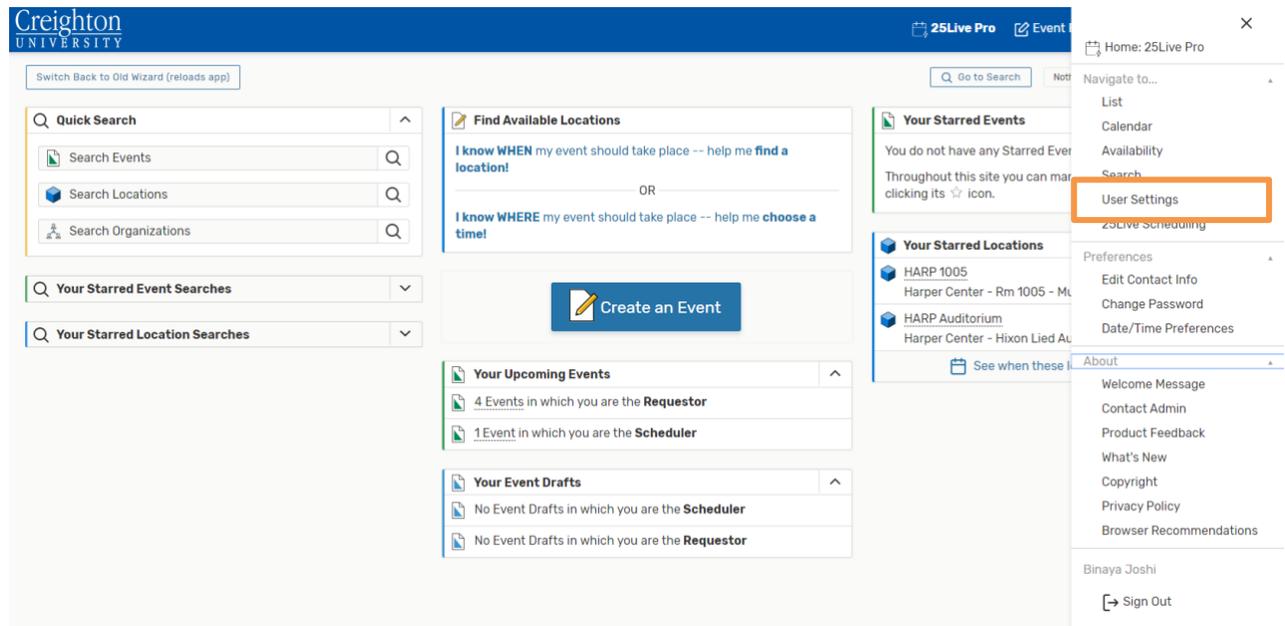
- **Search Objects:** Events, Locations, Organizations
- **Saved Searches (optional):** Featured Events, Your Starred Events, Events in Your Starred Locations, Events Using Starred Resources, Events Sponsored By Your Starred Organizations
- **More Options:** Cabinets, Organizations, States



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 a 'More' menu. 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. At the bottom right, there are 'Reset', 'Save As', and 'Search' buttons.

# 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, a 'Switch Back to Old Wizard (reloads app)' button, and a '25Live Pro' header. A search bar is present with a 'Go to Search' button. The main content area is divided into several sections: 'Quick Search' with filters for Events, Locations, and Organizations; 'Find Available Locations' with instructions on how to search by time or location; 'Your Starred Events' and 'Your Starred Locations' lists; and 'Your Upcoming Events' and 'Your Event Drafts' sections. A 'Create an Event' button is prominently displayed. On the right side, a 'Navigate to...' dropdown menu is open, listing various options such as 'List', 'Calendar', 'Availability', 'Search', 'User Settings', and '25Live Scheduling', which is highlighted with an orange box. Other options include 'Edit Contact Info', 'Change Password', 'Date/Time Preferences', 'About', 'Welcome Message', 'Contact Admin', 'Product Feedback', 'What's New', 'Copyright', 'Privacy Policy', 'Browser Recommendations', and a 'Sign Out' button.

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 dashboard. The top navigation bar includes 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 present.
- Your Starred Locations:** A section on the right listing 'HARP 1005' and 'HARP Auditorium' with star icons.
- Your Upcoming Events:** A section showing '4 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'.
- Your Event Drafts:** A section showing 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.