

25Live Tips & Tricks

Not sure how to get back to where you started?

- In the upper left corner of the page select the **Home** tab.
- In the upper right corner of the page select the **Dashboard** tab.



Need a shortcut to a frequently viewed Event, Location, or Search?

- Click on the white star next to the item which you want to access frequently to “star it”. It will now appear on your **Home** page.



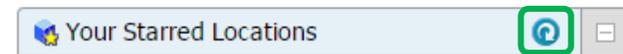
Don't want to have a shortcut to an Event, Location, or Search?

- Click on the yellow arrow next to the item and it will disappear from your **Starred** items.



Can't see a recently added **Starred** item, such as Location, Event or Search on your **Home** page?

- Click on the blue and white arrow **Refresh** icon in the corner of the corresponding section.



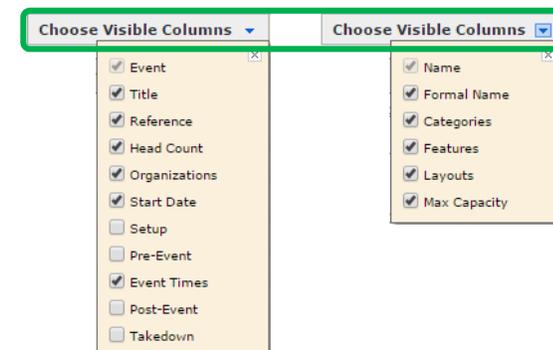
Can't see a recently added Event on the calendar?

- Click on the blue and white arrow and the **Refresh** link at the top of the table.



Want to see more or less information about a list of Locations or Events?

- Select the **Choose Visible Columns** drop-down menu and select the columns displaying information of interest to you.



- ☑ Everything appearing in blue is a link so you can easily navigate between Locations, Events, Organizations, and Searches.
 - Get more information by clicking on the Location, Event, or Organization's name.
 - Pick the days you want to see in the multi-week calendar view by clicking on the **Weekdays** drops down menu.
 - Adjust the date range of interest to you by clicking on the date(s).
 - Refresh the calendar view by clicking on the **Refresh** link.
 - Get more information about the calendar or availability view by selecting the **What is this view?** link.
 - Get tips on your Dashboard organization by clicking on the **Customize Dashboard** link.

[Search For Locations](#)

See when these locations are available

7:00 PM - 9:00 PM
National Circus & Acrobats of China  MATHEMATICS & COMPUTER SCIENCE
 TA_101

Weekdays: All Days ▾

[Current and Future Dates](#)

◀ Sun Sep 06 2015 - Sat Sep 12 2015 ▶

 Refresh

[What is this view?](#)

 [Customize Dashboard](#)

- ☑ Want to close an Event or Location? Too many things open?
 - Close them with the red X icon in the upper right corner.



- ☑ Select the **Actions** menu of a Location to:
 - Add it to your Starred Locations.
 - Create an Event in it.
 - Print this Location's daily events report for today.
 - Import events currently scheduled in this Location to your calendar (the events will not update automatically).
 - Change the default view tab for all locations.

Dates: ◀ Sun Sep 06 2015 — Sat Sep 12 2015 ▶  **Actions...** ▾

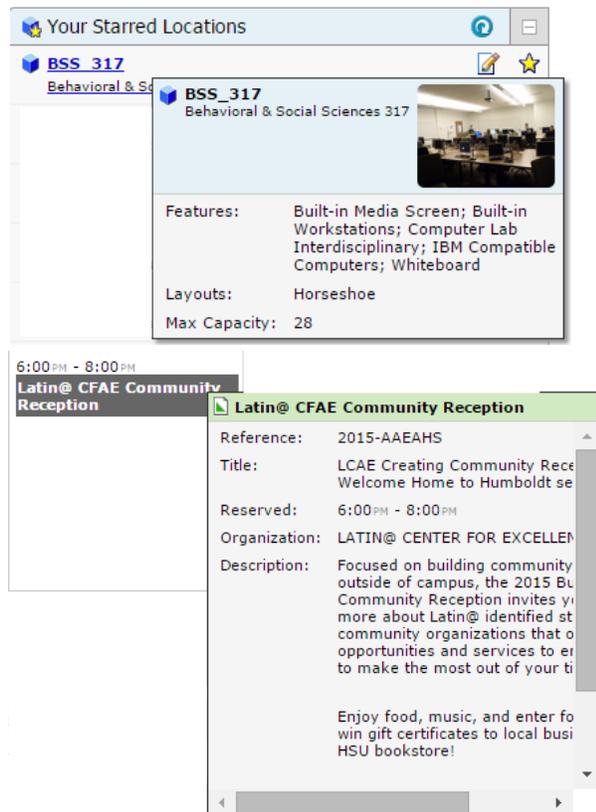
- ☆ Not Starred (Add to Starred?)
-  Create an Event in this Location
-  Print a Report for this Location
-  Subscribe to Events in this Location
-  Make "Calendar" my default view when loading individual Locations

Select the **More Actions** menu of an Event to:

- Add it to your Starred Events,
- Copy the Event.
- Email Event Details, including confirmation sheets and any attachments from your computer.
- Import the event to your calendar (changes to this event will not update automatically).
- Change the default view tab for all events.



Hover your mouse over items to get more information about them.



Access the Event Wizard to create an event from anywhere by clicking on the **“paper and pencil”** icon. If you use this icon the Wizard may be even pre-populated with date, time, and location fields.



☑ **Event Wizard:** Fields marked with red star (*) are required in order to complete the room request. You will not be able to **Save** your reservation if you do not fill out these fields.

Event Name

*
This field is required.

☑ **Event Wizard:** Pick the best fitting **Event Type** when you create your reservation. Event Type **CANNOT** be changes once the event is saved.

Event Type

Performance ★

➤ You can also “star” Event Types by selecting the star next to their name.

☑ **Event Wizard:** Use **ONLY** organizations that **DO NOT** contain numbers in their name.

Primary Organization for this Event

Search for an Organization *

- 178-CHEM
- CHEMISTRY

[Browse...](#)

➤ You can also “star” Organizations by selecting the star next to their name.

☑ **Event Wizard:** When searching for an available Location find the frequently used **Public Searches** under the **Saved Searches** section.

Saved Searches...

Your Starred Searches

All of Your Searches

Public Searches

- *Interdisciplinary Computer Labs
- *Large Lecture Rooms
- *Unrestricted Classrooms
- All Rooms
- Conference Rooms
- Restricted Rooms
- Rooms w/ Auditorium Seating

☑ **Event Wizard:** Check the “**Show only my authorized locations that have no time conflicts**” checkbox to ensure that your search returns only rooms you can book/request.

Show only my authorized locations that have no time conflicts Refresh

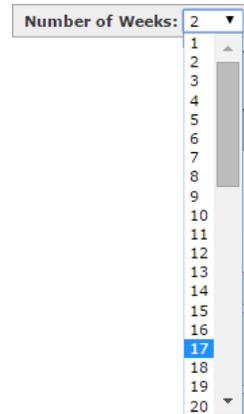
Enforce head count

☑ **Event Wizard:** Check the “**Enforce head count**” checkbox to ensure that the search returns only rooms big enough to fit all your meeting’s participants.

Show only my authorized locations that have no time conflicts Refresh

Enforce head count

- ☑ Want to check if a room is available for the entire semester?
 - On the location's **Availability (Weekly)** tab, select the **Number of Weeks** drop-down menu and pick 17 (15 weeks of instruction + 1 break week + 1 finals week).
 - You can also select only the days of interest to you from the **Weekdays** drop-down menu to speed up the page loading time.



Number of Weeks: 2 ▼

1 ▲

2

3

4

5

6

7

8

9

10

11

12

13

14

15

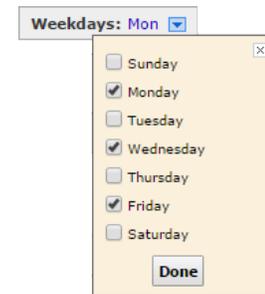
16

17

18

19

20 ▼



Weekdays: Mon ▼

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Done

For more information on how to use 25Live refer to the 25Live training page at:
<https://training.humboldt.edu/docs/r25/index.php>.