Using 25Live
Navigating 25Live®
Navigating Home tab

• Home tab provides two options for your initial working view of 25Live.
  • **Dashboard** – browser-based desktop for working
  • **Calendar** – provides easy access to pre-defined searches of events happening on dates you specify
Navigating Help

- To learn about working in 25Live, you can:
  - Click the Help icon
  - Click the Help button at the upper right of the browser window
25Live Footer

• At the footer of every 25Live page the following options appear

- **Icon Legend** – legend and description of icons that are found in 25Live
- **Feedback** – email that goes to an institution specific email address
- **Help Tips** – enabling or disabling the tooltips displayed when your cursor hovers over a functional area
- **Text Size** – change text size in 25Live without losing functionality
Special Cursors

• Special cursors appear whenever your mouse hovers above the name of a clickable event, location or resource.

• Left-click the name to open that item
• Right-click the name to select the view for opening that item or edit/email the item
  • Choosing a view from this list will load that item using the selected view
“Star” Items

• “Starred” Events, Locations and Resources allow quick access to information on the items you work with regularly
• By starring items you can later retrieve just those events, locations or resources in a single request or on the 25Live Home tab Dashboard view
• Organizations and Contacts may be starred and unstarred, but only in the Event Wizard
• Event Types may be starred and unstarred, but only in the Event Wizard
Quick Search

- From the 25Live Home tab Dashboard, you can perform a Quick Search for events, locations or resources and searches
  - Enter whole words or a beginning-of-word fragment
    - Search will look for matches in the event names and titles, event reference number; location short and formal names; or resource names
  - Searches are not case sensitive
  - Results will be displayed under the appropriate tab