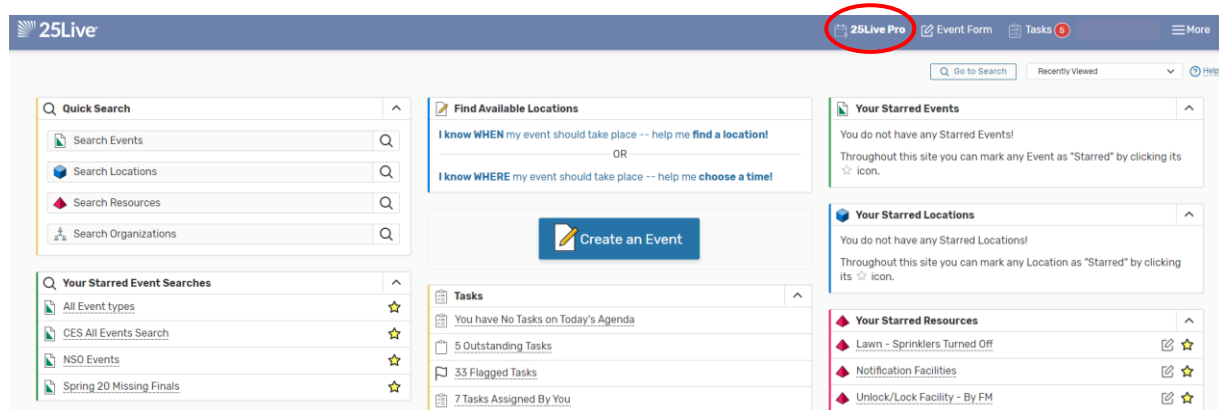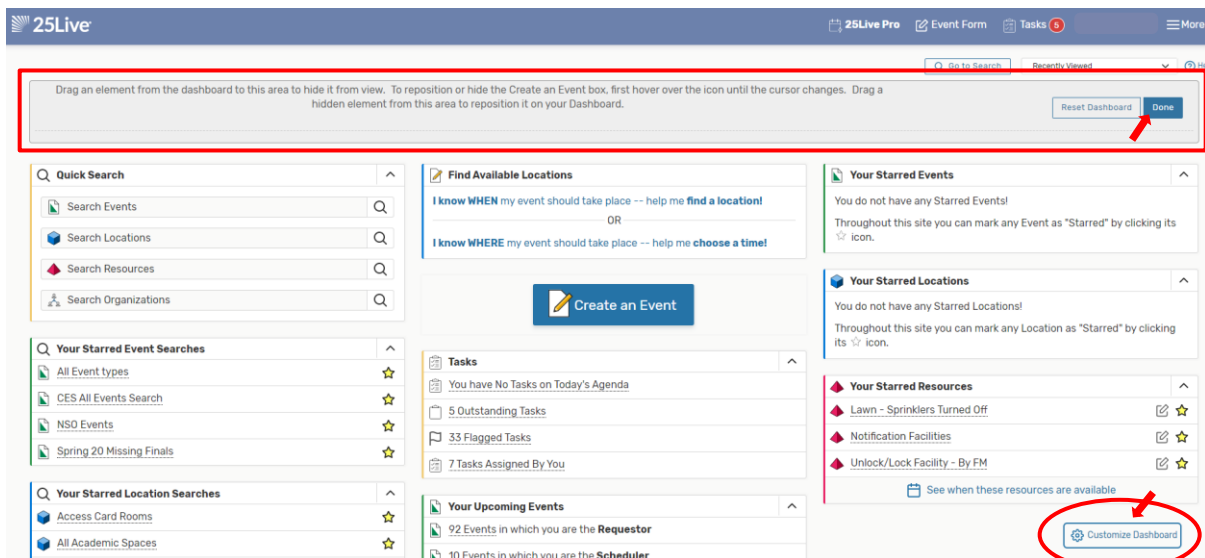# 25Live Pro

## Customize & Utilize the Dashboard

**Anytime you want to return to the dashboard after logging into the 25Live Pro system, click on the 25Live Pro icon shown circled in red here. The dashboard is also known as the homepage.**



## Arrange the Home Page to Your Liking



**Clicking on "Customize Dashboard" allows you to arrange your homepage. Drag and drop the different sections where you want them placed. You can hide any section you find you don't need by following the directions in the section with the red box around it above. To exit editing, click the "Done" button.**

# From the Dashboard, Utilize The 25Live Pro "Quick Search" Features

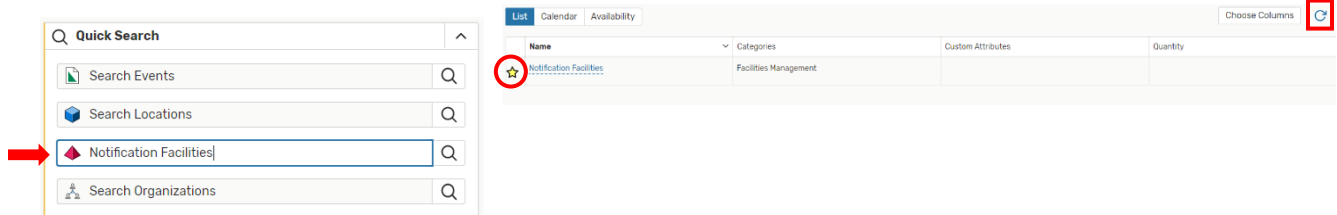**Searching for an Event?**                                 **Need to Research a Location?**



**TIP:** Most (but not all) of UNC's rooms are coded with four letters for the building and four numbers for the room.

## While Performing Searches, Star Regularly Used Items

Any Event, Location, Resource, Organization, or Search can be Starred.

**Go ahead and star a couple resources that you will need as a scheduler:**

⭐ In the "Search Resources" section, type "Notification Facilities" then hit the spyglass.  A new page will open.  Select the Star next to that Resource you are looking for, and then Refresh the section by clicking the circular arrow to the right of that section.
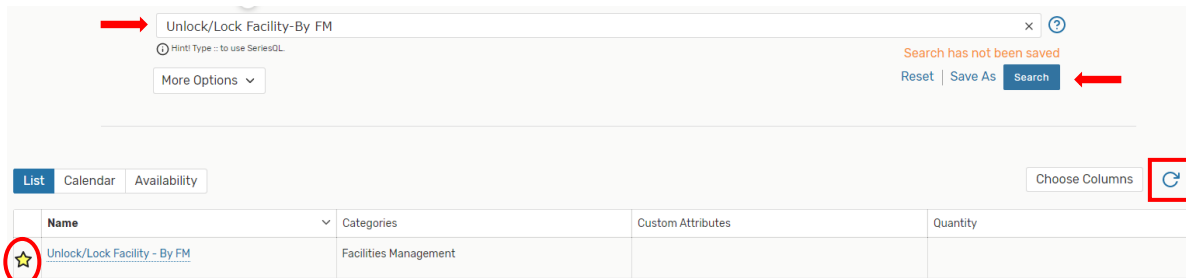


⭐ On that same search page, now type in "Unlock/Lock Facilities-By FM", hit enter or click the "Search" button.  Select the Star next to that Resource, and then Refresh that section.
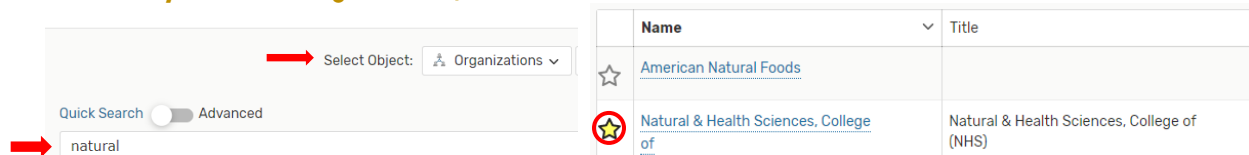


⭐ On the top of that same search page, change your "Select Object:" search to "Organizations".  Now in the Search bar, type in at least a partial spelling of your department as an organization name.  Star your chosen organization, and then refresh that section.



**TIP: Return to and refresh the Homepage to see the recent changes displayed on your Dashboard.  The refresh button is located next to the browser window at the top of your screen as shown highlighted here:**

# Navigate to other areas of 25Live Pro from the Dashboard

Note that there are multiple ways to navigate to the desired screen(s) in 25Live Pro.

➤ **Open the Event Form by clicking on "Event Form" <u>or</u> by clicking on "Create an Event".**
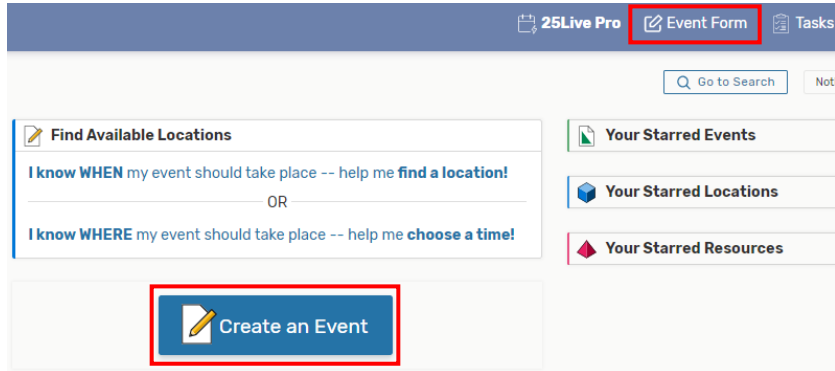


Note: The button in the middle of the page will not appear if Express Scheduling exists in your user group. If that is the case, use the "Event Form" button on the header bar to launch the Event Form.

➤ **If applicable to your job function, check and clear any tasks by opening the "Tasks" tab, or by checking the "Tasks" section of your homepage.**
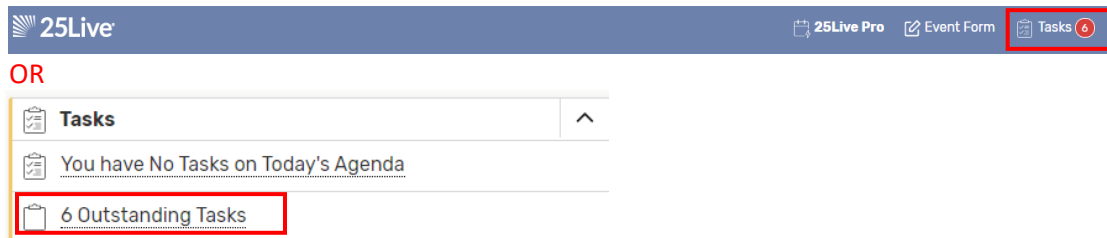


➤ **Use the "More" dropdown as an option to get to other screens like Calendars, Searches, Reports, etc. You can also modify your preferences or change your password by going into the "User Settings" located within the "More" dropdown. The "More" dropdown is also where you will go to "Sign out" of the 25Live Pro system.**
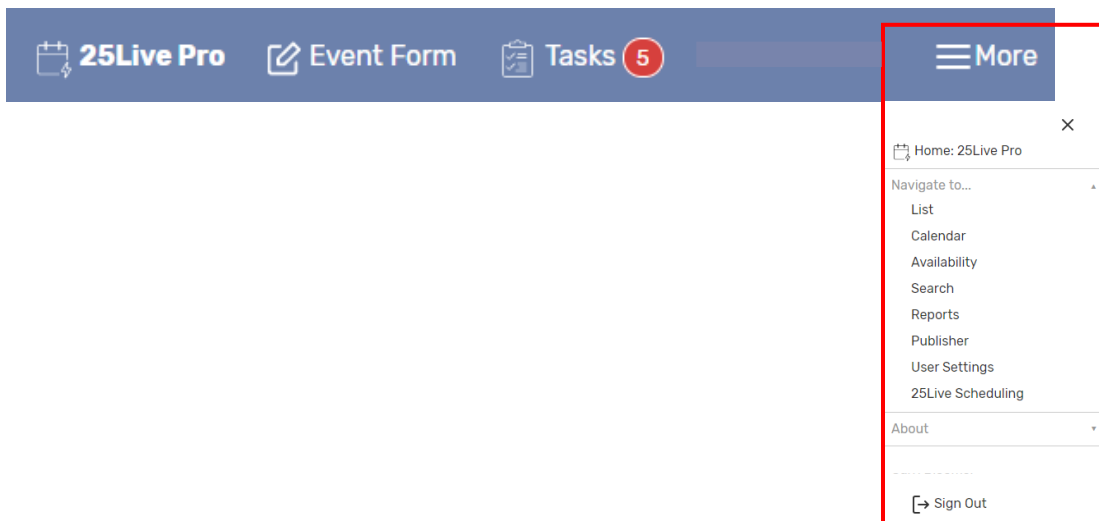
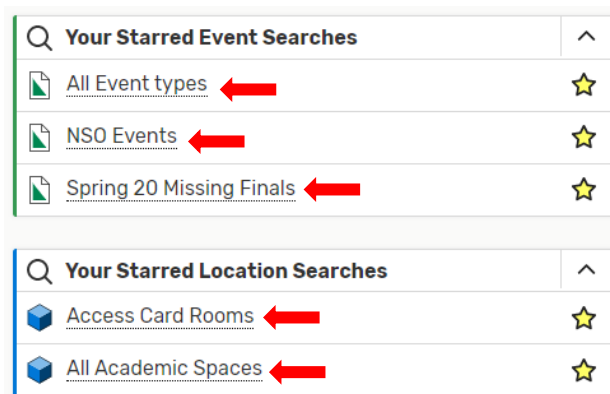➡️ **You can also go directly to the Search page by clicking on the "Go to Search" button on the Dashboard, located directly under the navigation bar:**

📅 **25Live Pro**   ✍️ Event Form   📋

🔍 Go to Search
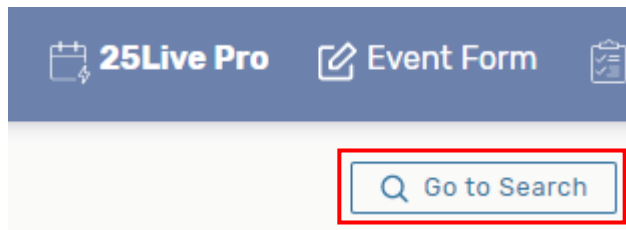
➡️ **If you have starred any events, locations, resources, or searches; from your homepage, simply click on your saved/starred title and the system will take you directly to that information.**

🔍 **Your Starred Event Searches**   ∧
📄 All Event types   ⬅️   ⭐
📄 NSO Events   ⬅️   ⭐
📄 Spring 20 Missing Finals   ⬅️   ⭐

🔍 **Your Starred Location Searches**   ∧
📦 Access Card Rooms   ⬅️   ⭐
📦 All Academic Spaces   ⬅️   ⭐

➡️ **From the Dashboard, you can also utilize the "Find Available Locations" feature.  Note: You will need to do a location search, then save and star the location(s) before this feature will work properly.**

✍️ **Find Available Locations**

**I know WHEN** my event should take place -- help me **find a location!**

―――――――― OR ――――――――

**I know WHERE** my event should take place -- help me **choose a time!**

**Remember that there is always more than one way to access the same information in 25Live.  For example, instead of using the "Find Available Locations" feature from the dashboard, you could do a Locations Quick Search by building(s) or even plug in a specific location and check for availability from the Search page as shown in this example:**

Quick Search ⬤ Advanced

mcke 0136

| List | Calendar | Availability | Availability Weekly |