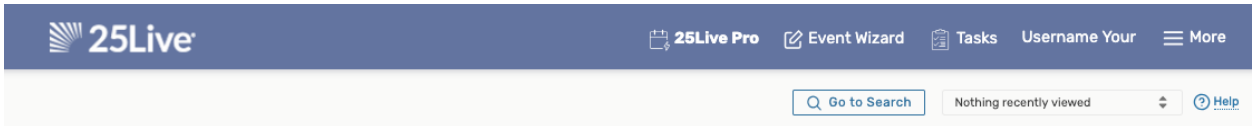


Navigating Through 25Live

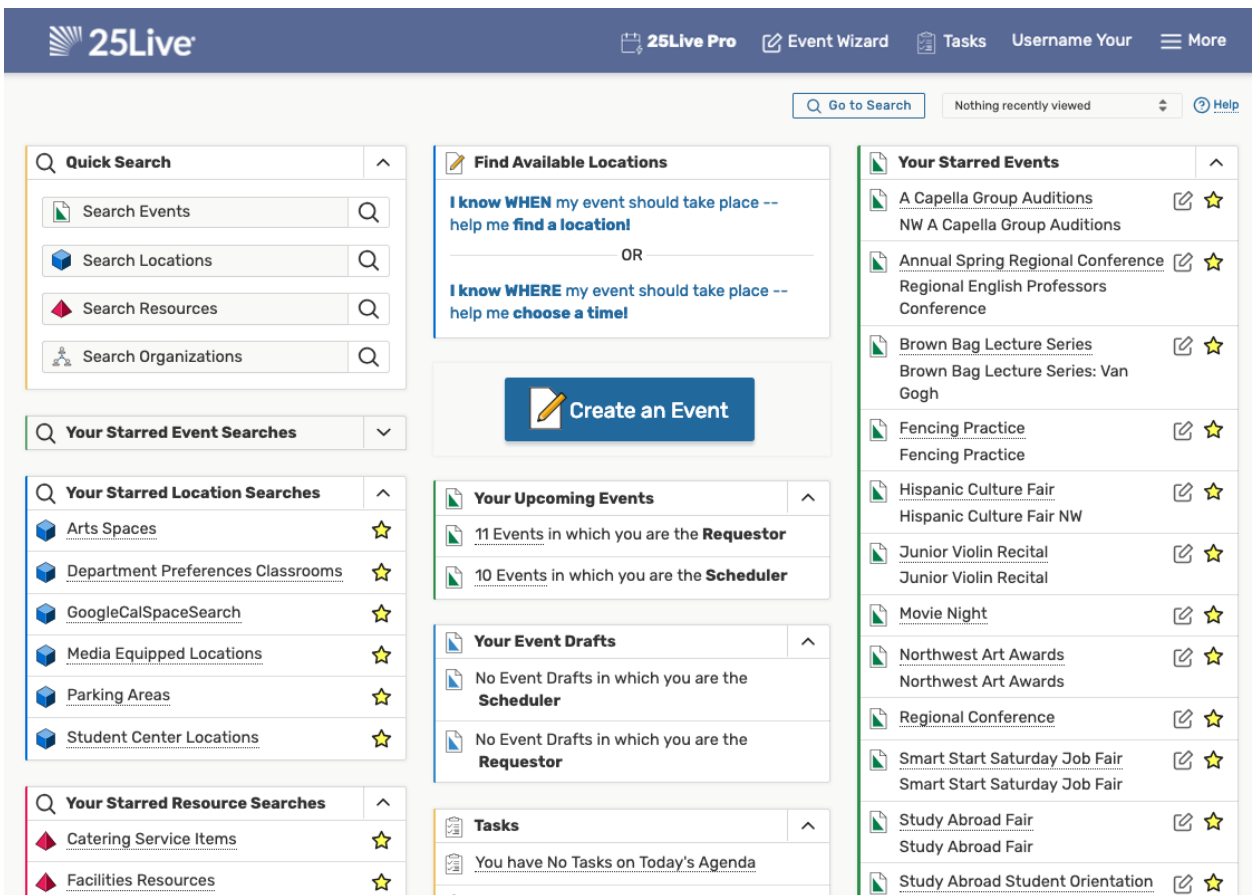
The Top Navigation Bar is Always Available



The top navigation bar.

The consistent navigation component on every screen and view in 25Live is the top navigation bar. Return to this handy area to access the main parts of the application, search, and visit other Series25 applications.

Access Your Favorite Objects and Views Faster By Customizing Your Dashboard



The 25Live dashboard can be customized to make accessing favorites faster.

The best way to improve your productivity in 25Live is to customize your home dashboard. With smart customization, you can quickly create events, access starred/favorite objects in one click, and quickly access saved searches.


Quick Search



The Quick Search element on the 25Live Dashboard.

Uses the search fields to perform a very basic search for objects.

Find Available Locations

 **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!**


Image: The Find Available Locations widget also has Academic Availability features.



- Fast access to help you create events based on simple criteria with options for:
 - "I know WHEN my event should take place," including an Academic Availability feature
 - "I know WHERE my event should take place" with a direct location search
- **Your Upcoming Events**
 - Allows quick access to saved events for which you are the Requestor or the Scheduler


- Only shows events occurring today or in the future


 **Your Upcoming Events** 

 **10 Events in which you are the Requestor**

 **9 Events in which you are the Scheduler**




 **Your Event Drafts** 

 **No Event Drafts in which you are the Scheduler**

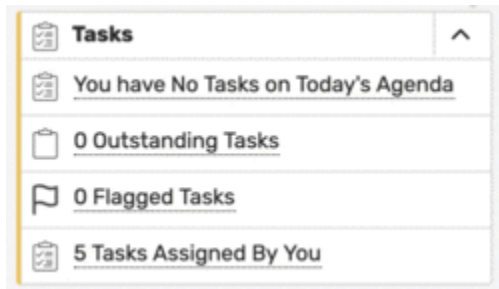
 **No Event Drafts in which you are the Requestor**

The "Your" widgets on the Dashboard are personalized for your user.


- **Your Event Drafts**
 - Allows quick access to draft events for which you are the Requestor or the Scheduler
 - Only shows events occurring today or in the future
- **Recently Viewed**
 - Shows the most recent events, locations, resources, and organizations you have viewed in this session
- **Tasks**
 - List of tasks on today's agenda that are outstanding, flagged, or assigned by you
- **Your Starred Event Searches**
 - Shows saved event searches you have starred as favorites
 - Click on the search titles to run the search
 - Unstar any favorites you want to remove from the element section
- **Your Starred Location Searches**
 - Shows saved location searches you have starred as favorites
 - Click on the search titles to run the search
 - Unstar any favorites you want to remove from the element section
- **Your Starred Resource Searches**
 - Shows saved resource searches you have starred as favorites
 - Click on the search titles to run the search
 - Unstar any favorites you want to remove from the element section
- **Your Starred Reports**

- Shows reports you have starred as favorites
- Click on the report title to go to its options screen and run the report
- Unstar any favorites you want to remove from the element section
- **Your Starred Events**
 - Displays a list of events you have starred as favorites
 - Click on the event title to go to its details
 - Use the edit  icon to edit the event
 - Unstar any favorites you want to remove from the element section
- **Your Starred Locations**
 - Displays a list of locations you have starred as favorites
 - Click on the location title to go to its details
 - Use the create  icon to create an event using this location
 - Unstar any favorites you want to remove from the element section
- **Your Starred Resources**
 - Displays a list of resources you have starred as favorites
 - Click on the resource title to go to its details
 - Use the create  icon to create an event using this resource
 - Unstar any favorites you want to remove from the element section


To Collapse or Expand a Dashboard Element Section



Use the toggle to expand or collapse dashboard element sections.


Each element section has an arrow (or chevron)  icon in its upper-right corner. Click the icon to toggle the element to collapse or expand the content.

Customizing Your Home Dashboard View

Use the  [Customize Dashboard](#) (Customize Dashboard) link at the bottom-right of the page to open the customization view. Your view will scroll to the top of the page to the revealed customization controls.

Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard.

[Reset Dashboard](#) [Done](#)

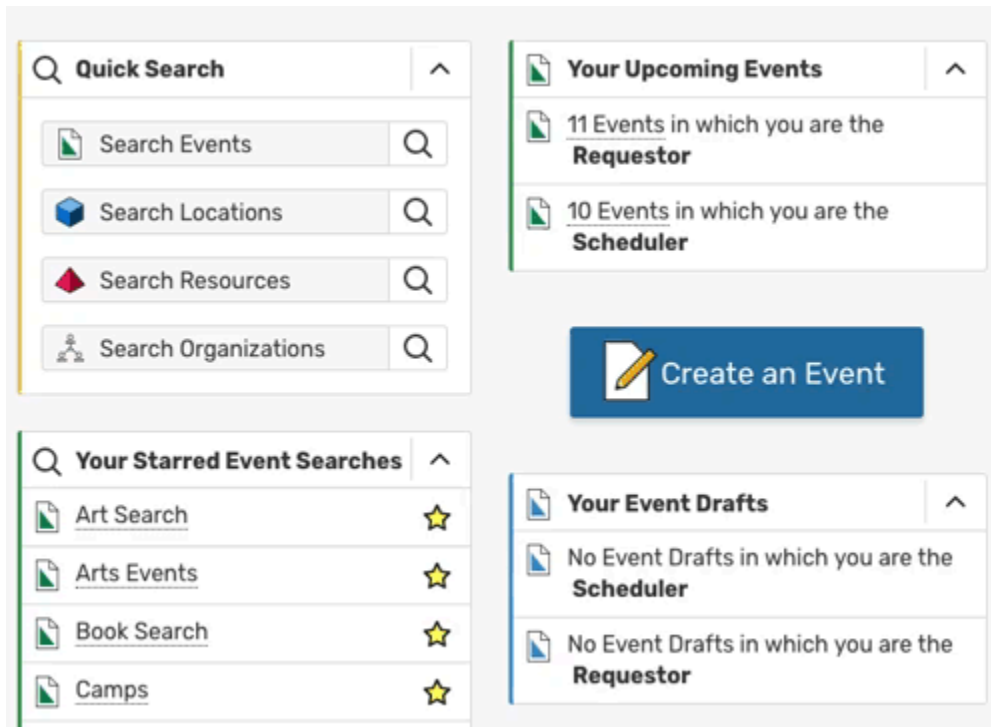
 **Your Upcoming Events**

The customization controls are revealed at the top of the view after using the Customize Dashboard link.


Within the shaded customization controls section, there are written instructions to remind you how to move elements in and out as well as an option to **Reset Dashboard**.

Use the **Done** button to close the customization controls.

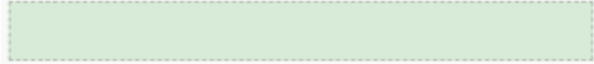
To Move Elements



Drag using the title of an element to reposition it on your dashboard.

As you hover your mouse over the title of an element, the mouse cursor will change to a crosshair icon . Click on the title of an element to move it. Drag the box to the desired position, then release it.

Tip: Available Spaces are Outlined



Outline indicating you may drop a dashboard element in the space.

Outlines will appear as you drag the element over available spaces.

If you are finished moving elements, use the **Done** button to close the customization controls.

To Add or Remove Elements

You can drag elements into or out of the shaded customization control area.

You can hide an element from view (remove it from your dashboard) by clicking its title and dragging it into the shaded customization control area.

The customization control area displays titles of elements that have previously been hidden from view. Simply drag any element by its title back onto the dashboard to restore it. Outlines will appear as you drag the element over available spaces.

If you are finished moving elements, use the **Done** button to close the customization controls.