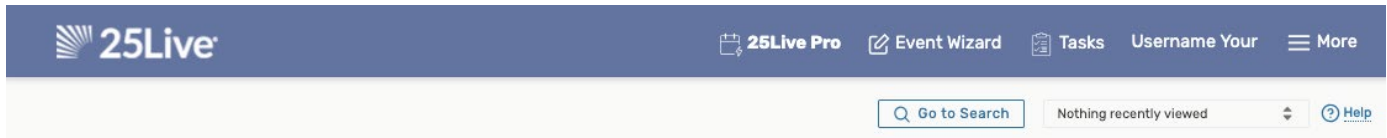


# Setting Up Your 25Live Dashboard

## The Top Navigation Bar is Always Available




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

Right below the navigation bar, there is a **“Go to Search”** button and a **“Recently Viewed”** drop down list which shows the most recent events, locations, resources, and organizations you have viewed in this session.

## Access Your Favorite Objects and Views Faster by Customizing Your Dashboard with Widgets

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

Click the “Customize Dashboard” (  [Customize Dashboard](#) ) button on the bottom right of your dashboard to choose the 25Live elements that you’d like to have quick access to by adding the widgets described below.

List of Available Widgets:

- Quick Search
- Find Available Locations
- Your Upcoming Events
- Your Events Drafts
- Tasks
- Your Starred Event Searches
- Your Starred Events
- Your Starred Location Searches
- Your Starred Locations

- Your Starred Resource Searches
- Your Starred Resources
- Your Starred Reports

25Live

📅 25Live Pro
🔗 Event Wizard
📋 Tasks
👤 Username Your
☰ More

🔍 Go to Search

Nothing recently viewed

[🔗 Help](#)

**Quick Search** ^

📄 Search Events 🔍

📍 Search Locations 🔍

📁 Search Resources 🔍

👤 Search Organizations 🔍

**Your Starred Event Searches** v

**Your Starred Location Searches** ^

📍 Arts Spaces ★

📍 Department Preferences Classrooms ★

📍 GoogleCalSpaceSearch ★

📍 Media Equipped Locations ★

📍 Parking Areas ★

📍 Student Center Locations ★

**Your Starred Resource Searches** ^

📁 Catering Service Items ★

📁 Facilities Resources ★

**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!**

📄 **Create an Event**

**Your Upcoming Events** ^

📄 11 Events in which you are the **Requestor**

📄 10 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**

**Tasks** ^

📄 You have No Tasks on Today's Agenda

**Your Starred Events** ^

📄 A Capella Group Auditions 🔗 ★  
 NW A Capella Group Auditions

📄 Annual Spring Regional Conference 🔗 ★  
 Regional English Professors Conference

📄 Brown Bag Lecture Series 🔗 ★  
 Brown Bag Lecture Series: Van Gogh

📄 Fencing Practice 🔗 ★  
 Fencing Practice

📄 Hispanic Culture Fair 🔗 ★  
 Hispanic Culture Fair NW

📄 Junior Violin Recital 🔗 ★  
 Junior Violin Recital

📄 Movie Night 🔗 ★

📄 Northwest Art Awards 🔗 ★  
 Northwest Art Awards

📄 Regional Conference 🔗 ★

📄 Smart Start Saturday Job Fair 🔗 ★  
 Smart Start Saturday Job Fair

📄 Study Abroad Fair 🔗 ★  
 Study Abroad Fair

📄 Study Abroad Student Orientation 🔗 ★

## Quick Search Widget

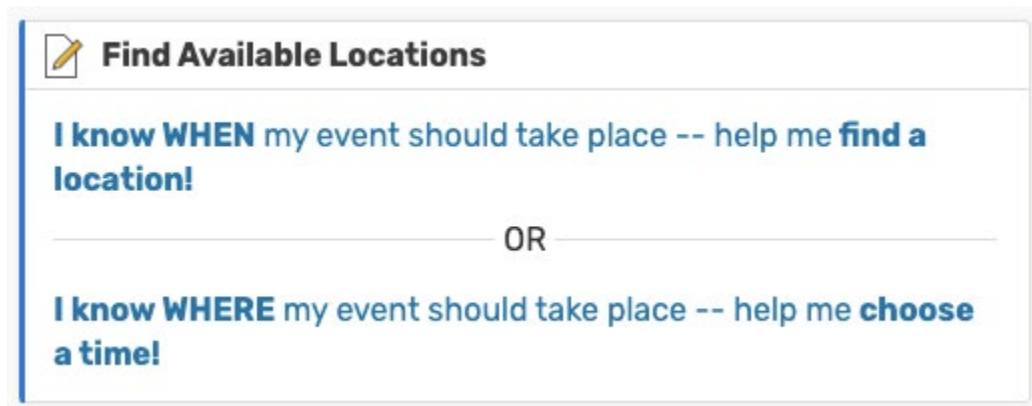


The screenshot shows a 'Quick Search' widget with a search icon and an upward arrow. Below the title are four search categories, each with a unique icon and a search button:

-  Search Events
-  Search Locations
-  Search Resources
-  Search Organizations

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

## Find Available Locations Widget



The screenshot shows the 'Find Available Locations' widget. It features a pencil icon and the title 'Find Available Locations'. Below the title are two options for finding a location, separated by an 'OR' separator:

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

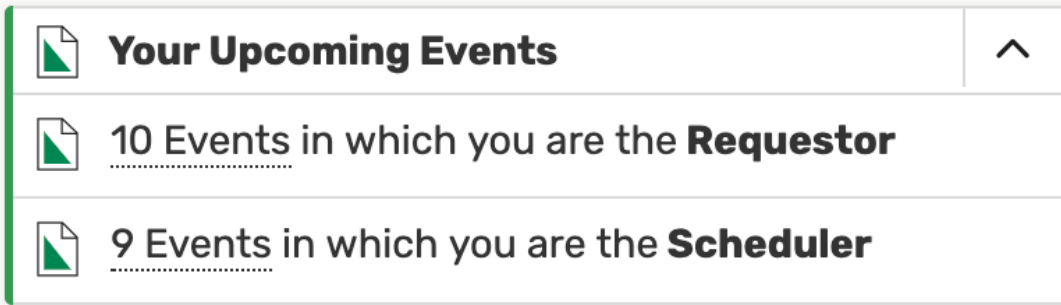
OR

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

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

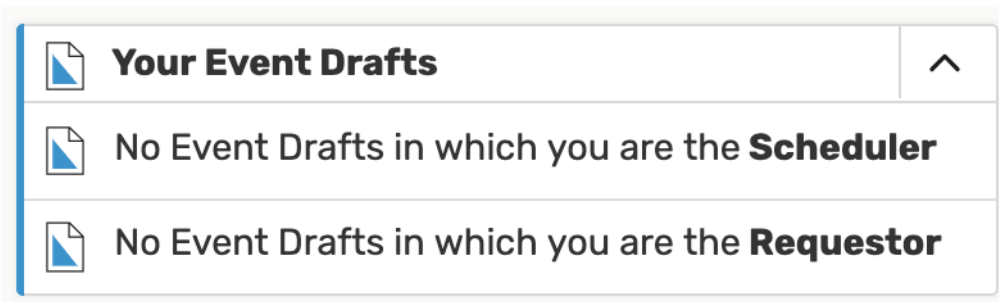
## Your Upcoming Events Widget



The widget has a title bar with a document icon and the text "Your Upcoming Events" and an upward arrow. Below the title bar are two rows of content, each with a document icon and text: "10 Events in which you are the Requestor" and "9 Events in which you are the Scheduler".

Allows quick access to saved events for which you are the Requestor or the Scheduler. Only shows events occurring today or in the future.

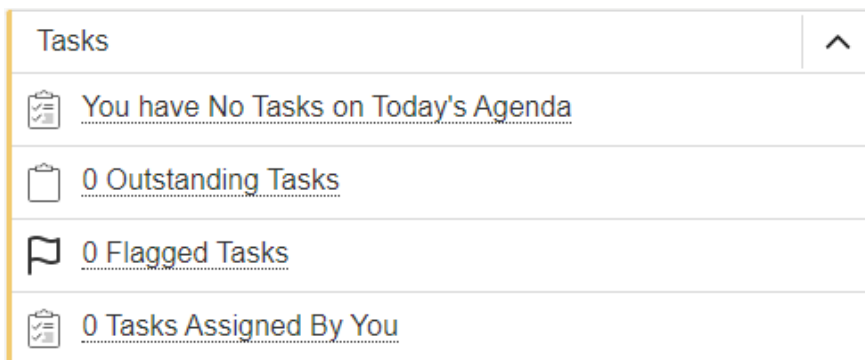
## Your Event Drafts Widget



The widget has a title bar with a document icon and the text "Your Event Drafts" and an upward arrow. Below the title bar are two rows of content, each with a document icon and text: "No Event Drafts in which you are the Scheduler" and "No Event Drafts in which you are the Requestor".

Allows quick access to draft events for which you are the Requestor or the Scheduler. Only shows events occurring today or in the future.

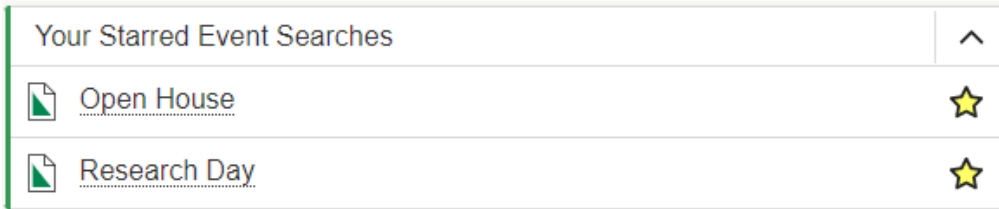
## Tasks Widget



The widget has a title bar with the text "Tasks" and an upward arrow. Below the title bar are four rows of content, each with a task icon and text: "You have No Tasks on Today's Agenda", "0 Outstanding Tasks", "0 Flagged Tasks", and "0 Tasks Assigned By You".

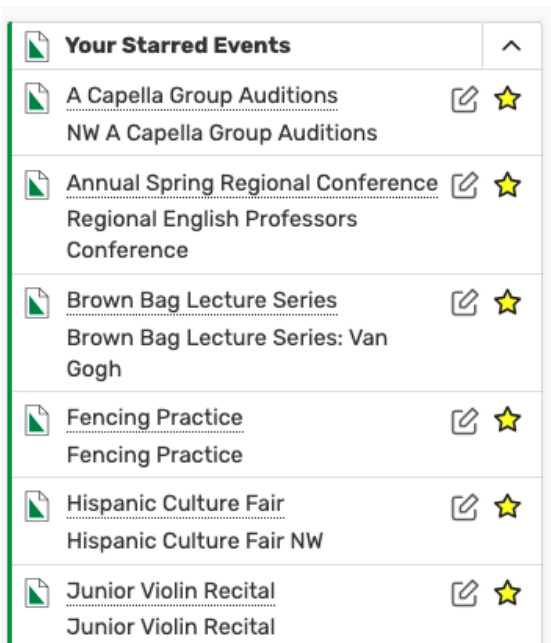
List of tasks on today's agenda that are outstanding, flagged, or assigned by you.


## Your Starred Event Searches Widget



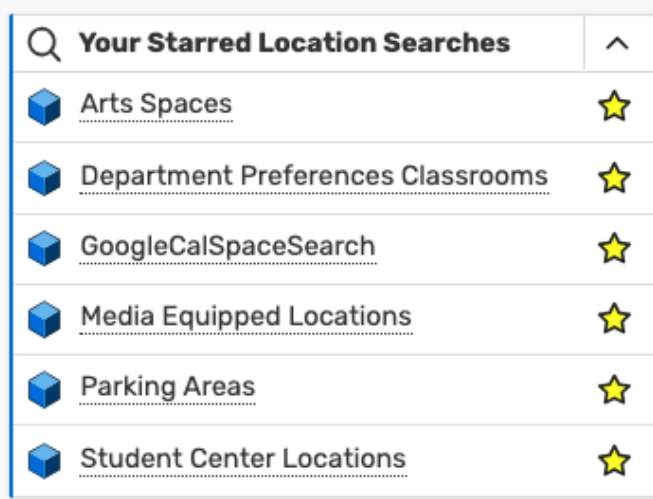
Shows **event searches** you have starred. To save event searches, type in a search term to the events field in the Quick Search Widget and click “Save As” in the results page. Give that search a name. This widget will allow you to quickly access a category of events that you often search for. Unstar any favorites you want to remove from this section by clicking on the star.

## Your Starred Events Widgets



Shows **events** you have starred. To star events, open the desired event and click on the star next to its name at the top of the page. Use the edit  icon to edit the event. Unstar any favorites you want to remove from this section by clicking on the star.

## Your Starred Location Searches Widget



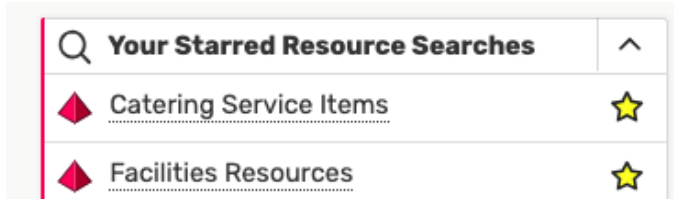
Shows **location searches** you have starred. To star locations searches, type in a search term to the locations field in the Quick Search Widget and click “Save As” in the results page. Give that search a name. This widget will allow you to quickly access a category of locations that you often search for. Unstar any favorites you want to remove from this section by clicking on the star.

## Your Starred Locations Widget



Shows **locations** you have starred. To star locations, open the desired location and click on the star next to its name at the top of the page. Use the create icon to create an event using this location. Unstar any favorites you want to remove from this section by clicking on the star. Click on the location to see its availability.


## Your Starred Resource Searches Widget



Shows **resource searches** you have starred. To star resource searches, type in a search term to the resource field in the Quick Search Widget and click “Save As” in the results page. Give that search a name. This widget will allow you to quickly access a category of resources that you often search for. Unstar any favorites you want to remove from this section by clicking on the star.

## Your Starred Resources Widget



Shows **resources** you have starred. To star resources, open the desired resource and click on the star next to its name at the top of the page. Use the create  icon to create an event using this resource. Unstar any favorites you want to remove from this section by clicking on the star. Click on the resource to see its availability.

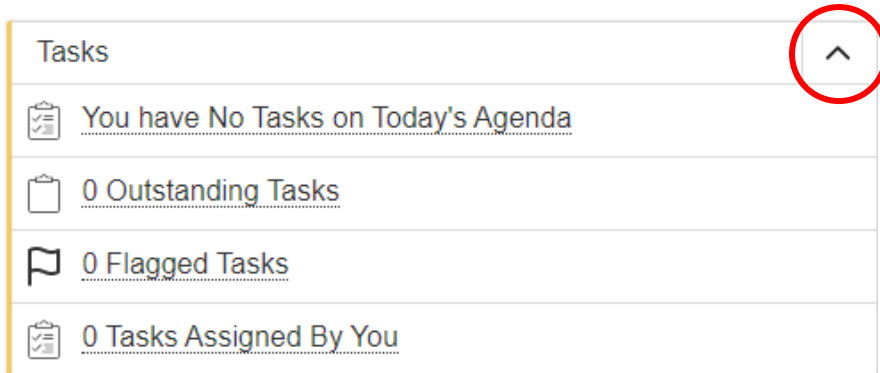
## Your Starred Reports Widget



Shows **reports** you have starred as favorites. To star reports, click on the menu button on the top right-corner of the page and select “Reports.” Select the desired report from the left-hand menu and click on the star next to its name. Unstar any favorites you want to remove from this section by clicking on the star.

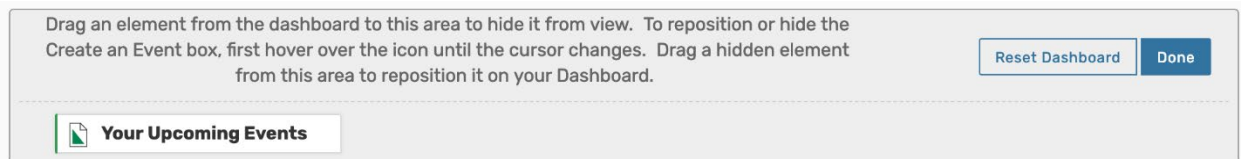
## Customizing Your Home Dashboard View

### Collapse or Expand a Dashboard Widget



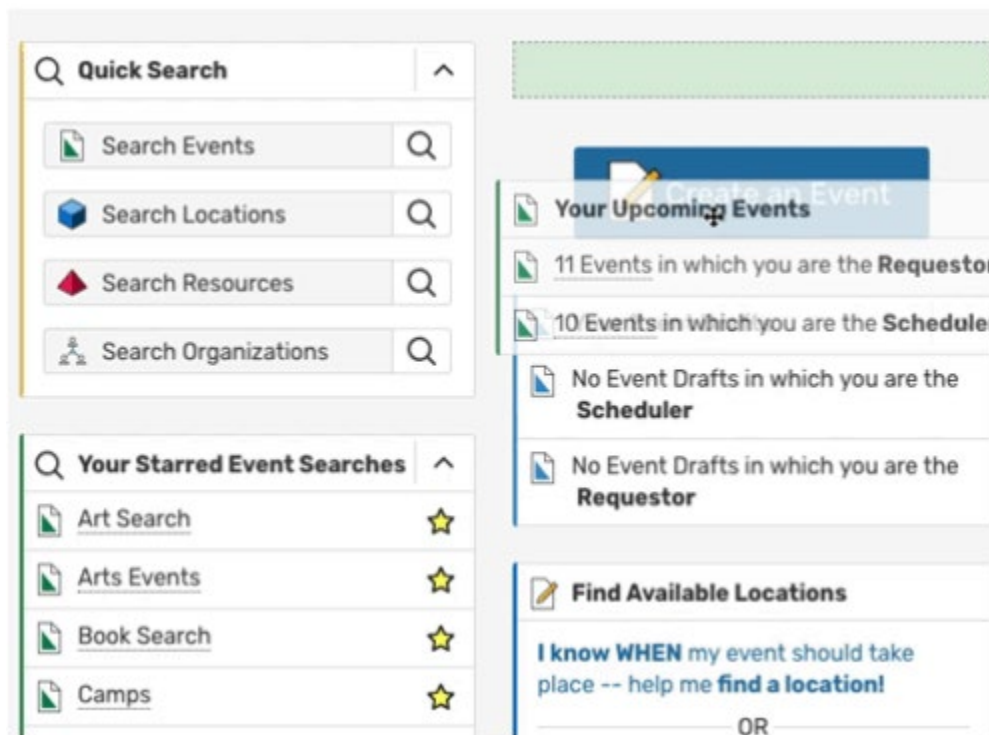
Use the toggle to expand or collapse dashboard element sections. Each element section has an arrow (or chevron) ^ icon in its upper-right corner. Click the icon to toggle the element to collapse or expand the content.


When you click on the Customize Dashboard button at the bottom-right of the page, you will see 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.





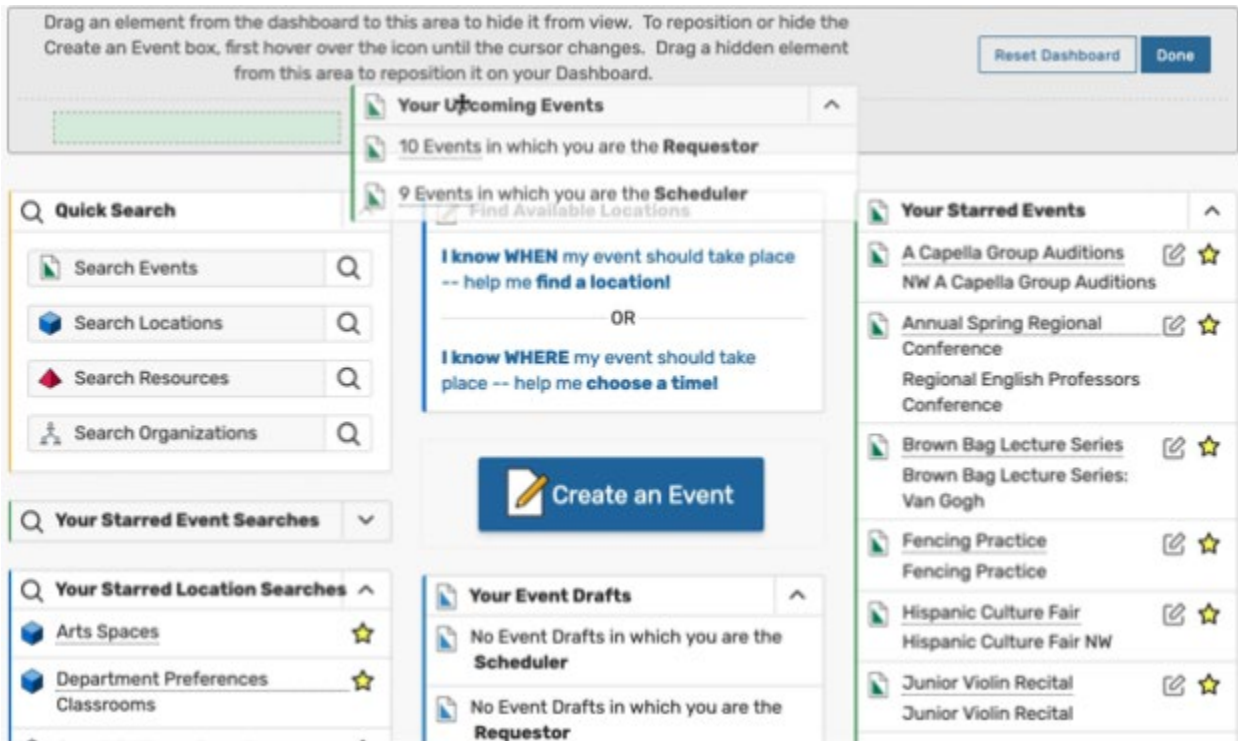
## Changing Placement of Widgets



As you hover your mouse over the title of a widget, 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. Available spaces will be highlighted when you move a widget close to them.

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

## Add or Remove Widgets



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

You can remove a widget from your dashboard by clicking its title and dragging it into the shaded customization control area that shows up at the top of the page when you click on the Customize Dashboard button at the bottom-right of the page. To add them back to your dashboard, simply drag any element 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.