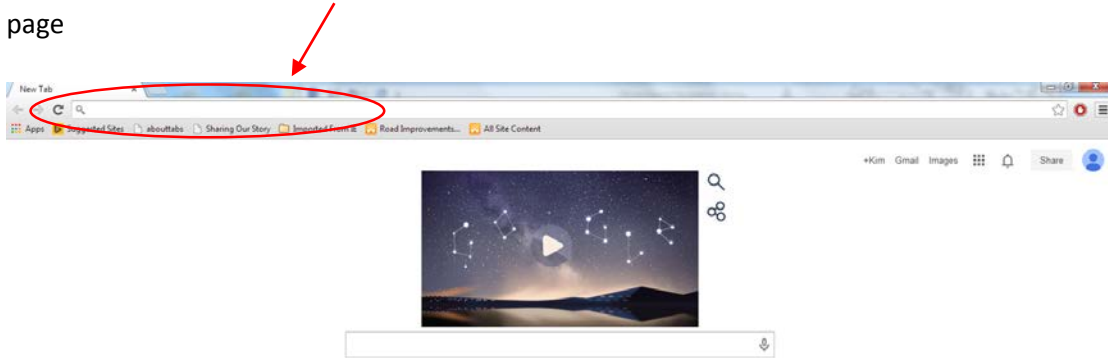


25Live Instruction Document Basic Navigation

Start with the search engine you prefer, such as Firefox, Mozilla, Google, or Internet Explorer. Copy the following URL into the address bar. <https://25live.louisville.edu>. Click enter and it will take you to the home page



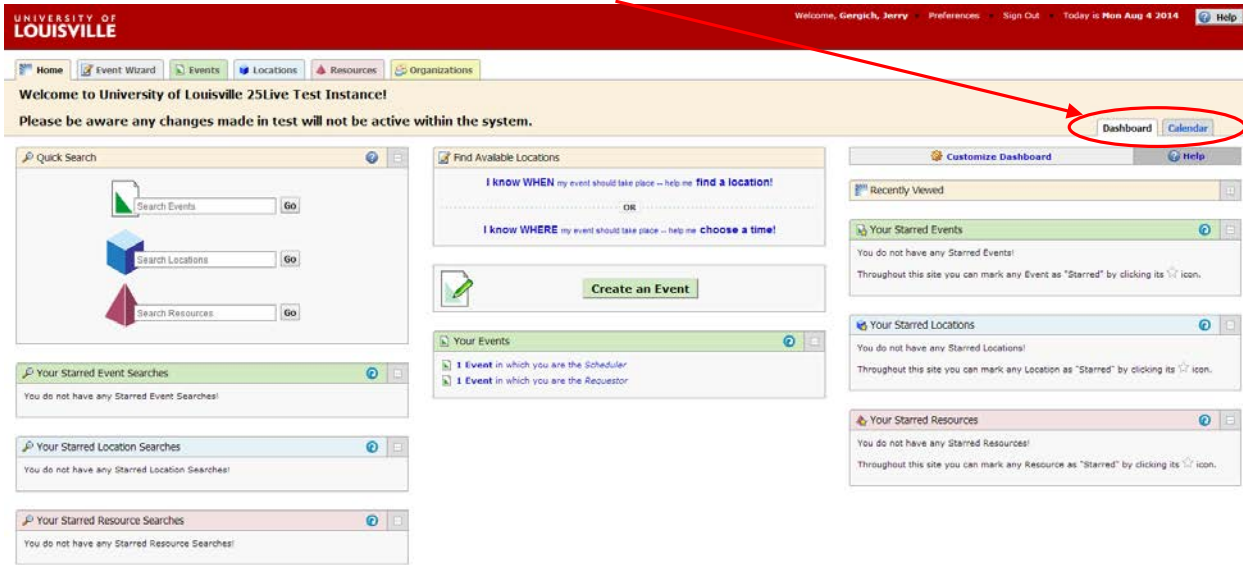
Following is the home page of 25Live. On the right hand side of the screen is the Sign In link.



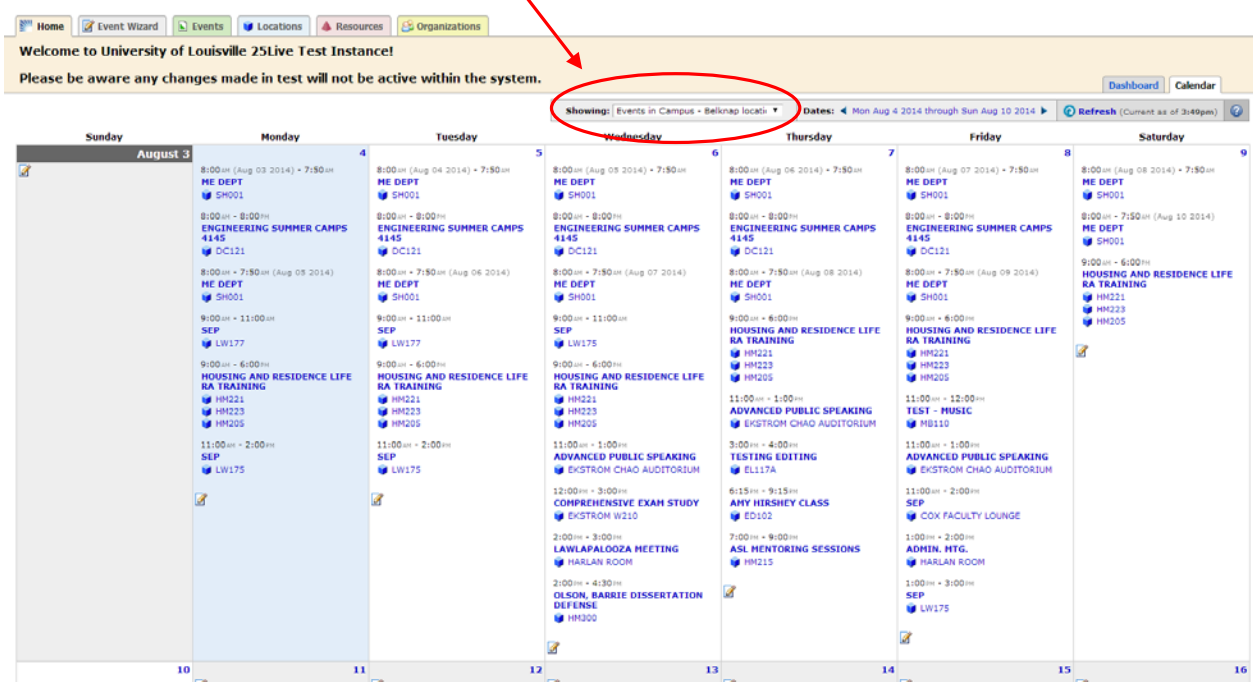
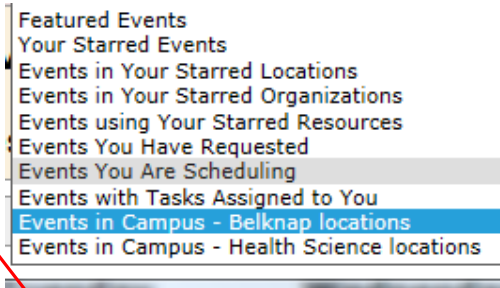
Anyone with a university user id and password will be able to log into the system. Enter your user id and password and click the Sign In button



The main page is called the Dashboard. The Dashboard will provide you search capabilities and option to create an event. You will notice there are two tabs on this page.



Click on the Calendar tab and you will have the option to see the events in a calendar format. Click the drop down in the Showing field. The drop down options are listed below:



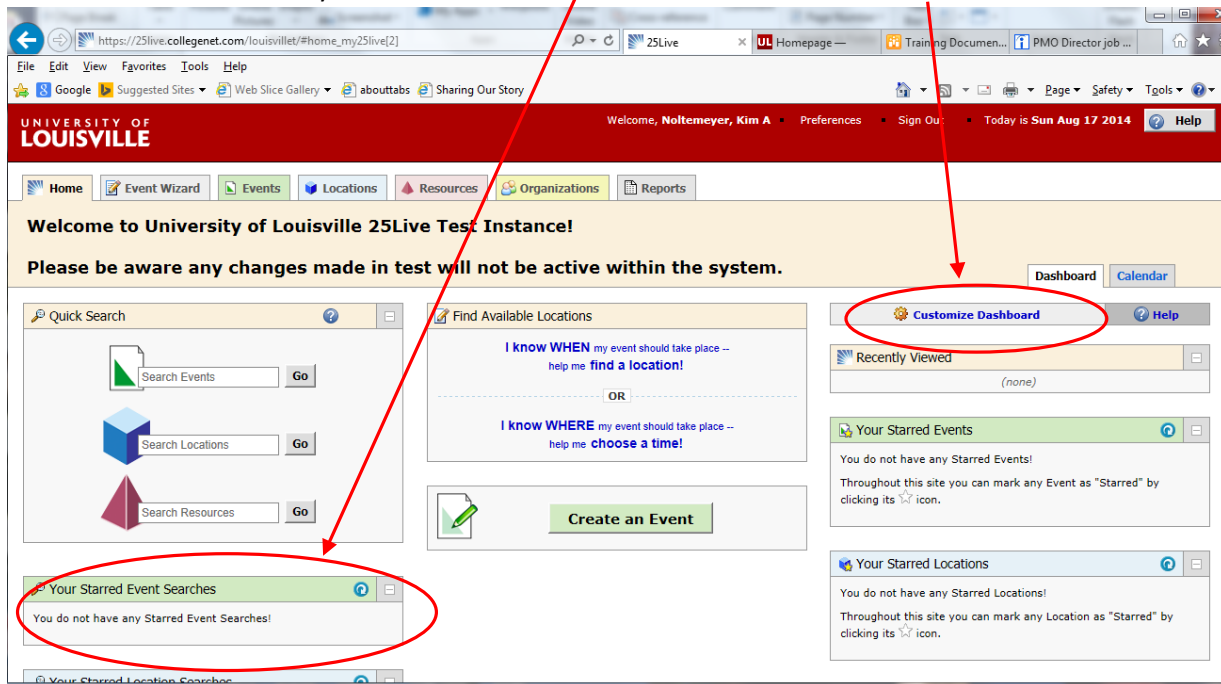
Customize Dashboard

You have the option to customize your dashboard. Sections can be moved on the dashboard by dragging and dropping to another area on the dashboard.

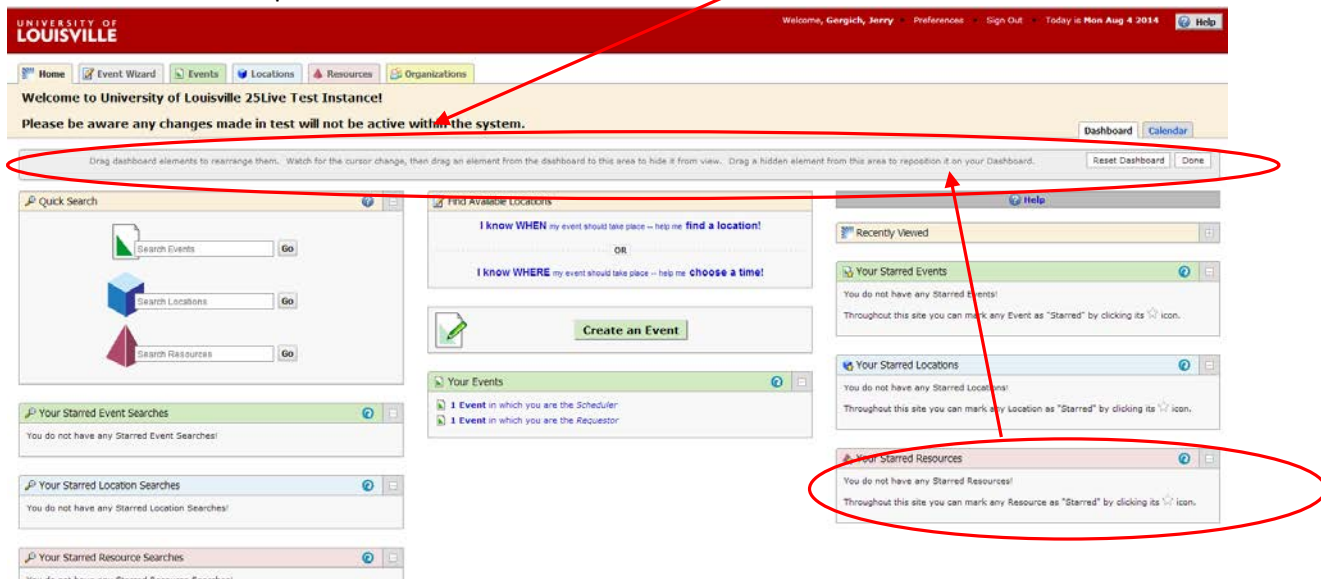
To move a section:

- Click on a section and hold down the mouse button.
- Drag to where you want the section to appear and release the mouse button.

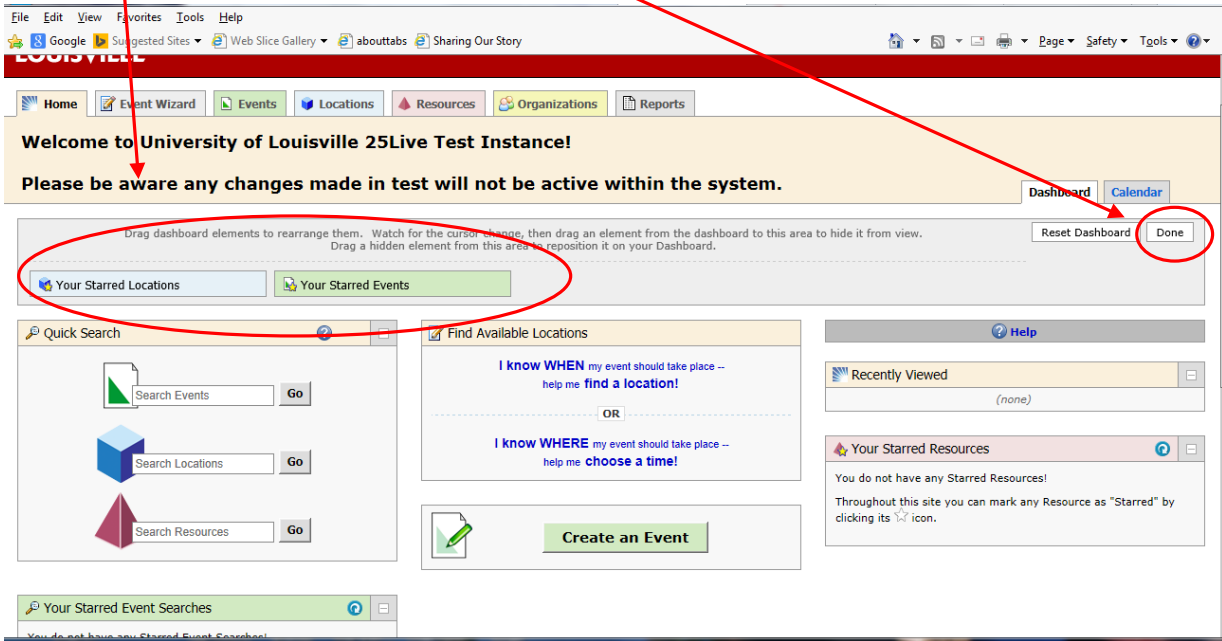
You can hide the sections you don't need. Click on the field "Customize Dashboard"



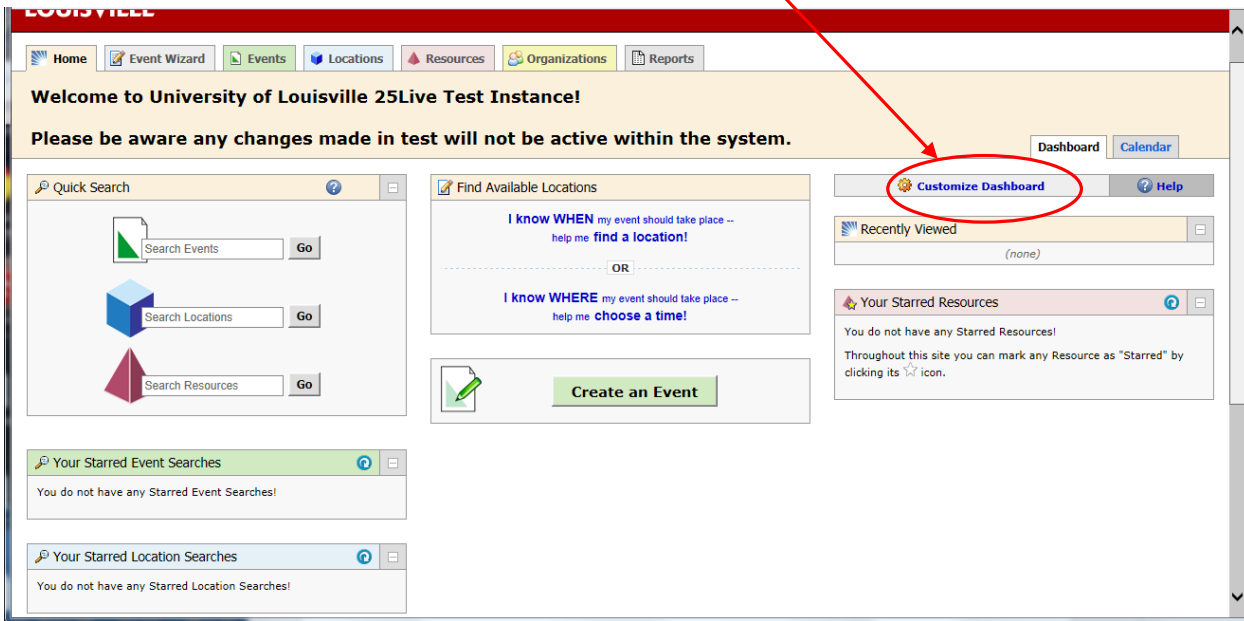
When you click on "Customize Dashboard", notice that another section shows. Now you can drag and drop a section into the new opened section.



The sections you want to hide will show in the section to customize dashboard. When you have moved the sections you wanted to hide, click on "Done". This will close the line.

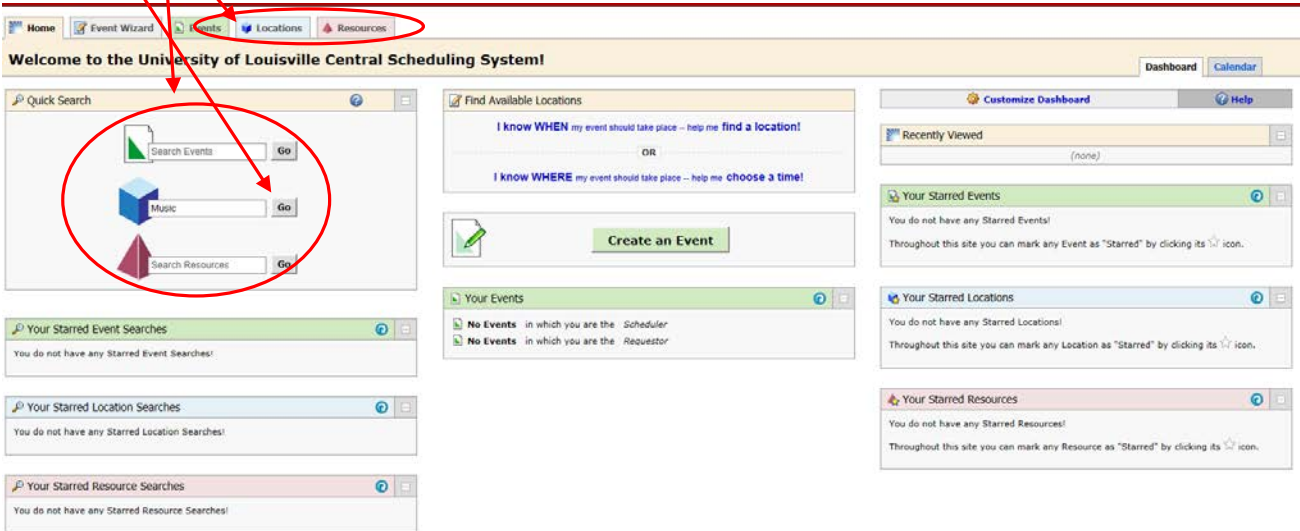


Notice that the Customize Dashboard gray bar is hidden along with the sections that were placed in that gray bar. To view the hidden sections, click on "Customize Dashboard" and the gray bar will reappear. You can then move the hidden sections back to your dashboard.

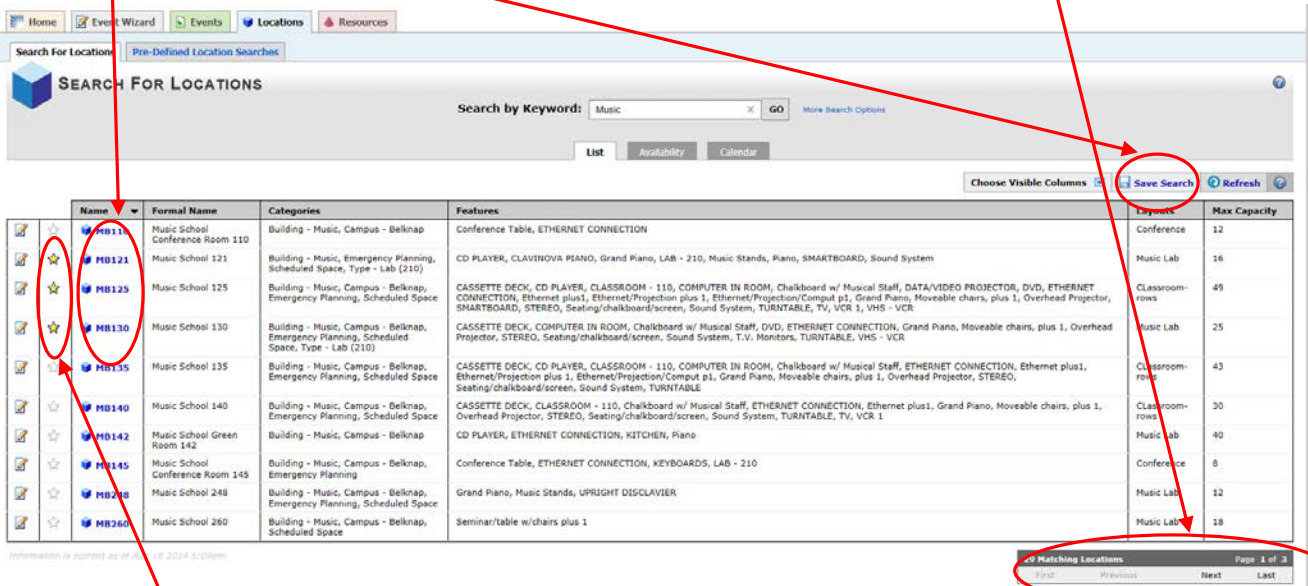


SEARCH FEATURES AND FAVORITES

There is a Quick Search feature on the dashboard. Enter the information you are searching for in the section and click GO. Tabs at the top provide additional search features that the quick search does not.



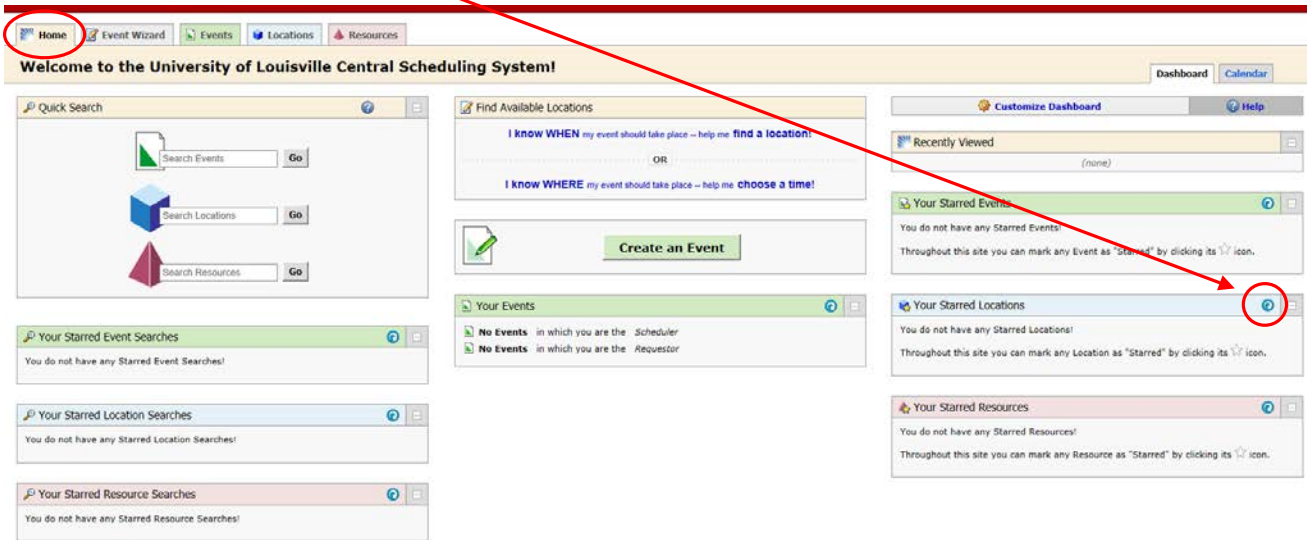
Above Music was entered into the search and below are the results of that search. Notice that only Music School rooms appear. Because of the number of Music School rooms, it takes three pages to show all the rooms as noted in the bottom corner of the panel. If you would like to save the entire search to your favorites, click on Save Search.



If you tend to schedule in the same rooms, you can select rooms as your favorites. Favorites are identified by clicking on the star in front of the room you would like as your favorite. The star will turn yellow.

Clicking on the Home tab to get back to your dashboard.

Event, location and resource favorites will show on the dashboard once you refresh that section. To refresh the section, click on the blue circle in the section you would like to refresh.



After the refresh runs, your favorites will now show on the dashboard.

