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25Live Pro Navigation Overview

There are four common areas of 25Live Pro that will serve as the most used features for navigation.

The Top Navigation Bar

The “More” Menu

The Main Dashboard

The Event View Sub-Sections



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The Top Navigation Bar

Regardless of what area of 25Live Pro you are in, you will always see this navigation bar at the top of your screen.

Access the "More" Menu

Your username will appear here

See tasks that may be assigned to you

Begin creating a new event reservation

Navigate to the "home" dashboard

Go to the search page to quickly search for events or locations. You can also use any saved searches to run.

See a list of recently viewed events or locations

Get additional help from the Series25 article knowledge base.

25Live

25Live Pro Event Wizard Tasks Username Your More

Go to Search

Nothing recently viewed

Help

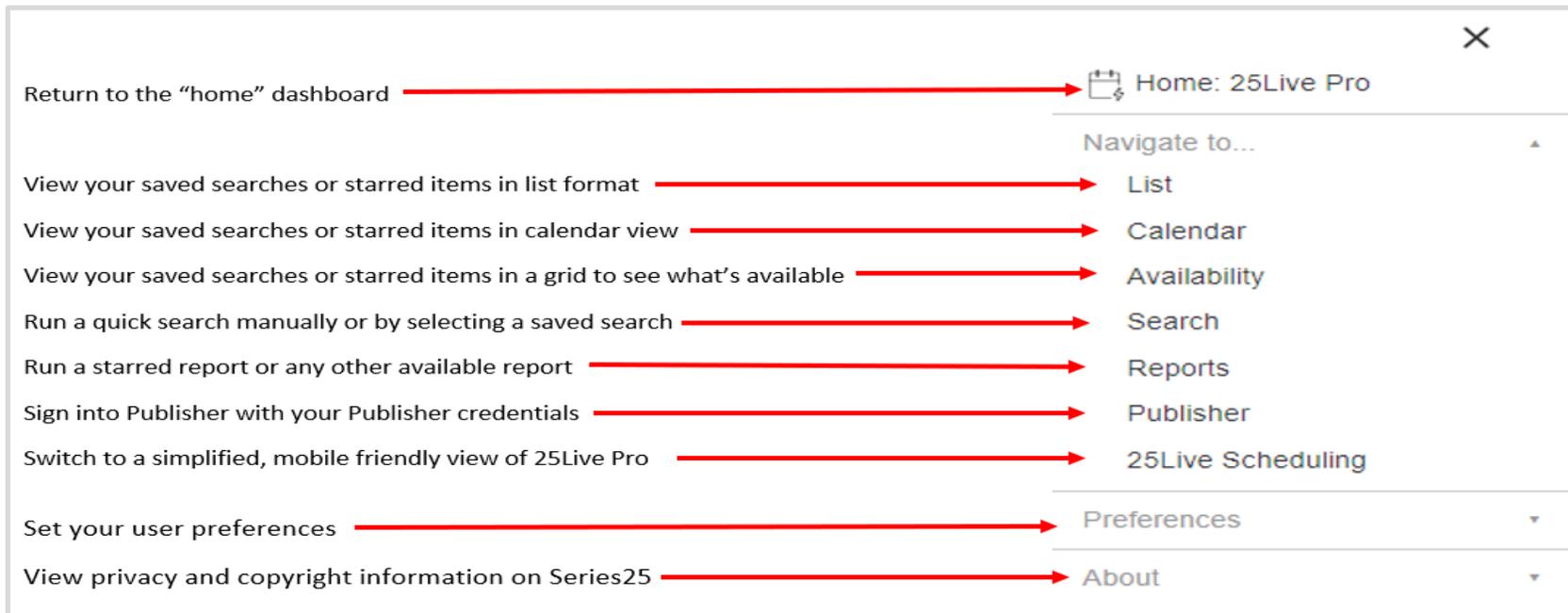
The diagram shows a screenshot of the 25Live Pro top navigation bar. Red arrows point from descriptive text to specific UI elements. The navigation bar is dark blue and contains the 25Live logo, a search icon, and several menu items: '25Live Pro', 'Event Wizard', 'Tasks', 'Username Your', and 'More'. Below the navigation bar is a white search bar with a 'Go to Search' button, a 'Nothing recently viewed' dropdown, and a 'Help' link. Red arrows connect the text to the 'More' menu, the username area, the 'Tasks' icon, the 'Event Wizard' icon, the search bar, the 'Nothing recently viewed' dropdown, and the 'Help' link.



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The “More” Menu

From the Top Navigation Bar, clicking on “More” brings up a pop-out menu with additional navigation options.





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The Main Dashboard

The dashboard can be customized to give you quick access to commonly used locations, resources and reports and a variety of other things. The more saved searches that you have, the better you can utilize the dashboard.

Your dashboard can be customized by clicking “Customize Dashboard” at the bottom right.

A rectangular button with a light gray border. On the left is a blue gear icon, and to its right is the text "Customize Dashboard" in blue.

Customize Dashboard

You can learn more about [Using and Customizing Your Home Dashboard](#) on the 25Live website.



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Without any customizations, the default view will look like the following image:

Quickly search on events, locations or resources

Quickly begin creating an event

The Top Navigation Bar previously discussed in this documentation

25Live Pro Event Wizard Tasks Lindsay Atkinson More

Go to Search Nothing recently viewed Help

Quick Search

- Search Events
- Search Locations
- Search 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 Starred Events

Your Starred Locations

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.

Customize Dashboard

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

- Hassenfeld
- Test Location Search

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

- Daily Room Sheet
- Event Requirements By Campus Partition
- Event Requirements By Location
- Location Availability Grid Daily

Your Upcoming Events

You are not associated with any upcoming events

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
- 0 Outstanding Tasks
- 0 Flagged Tasks
- 0 Tasks Assigned By You

View starred searches

View upcoming events or reservation drafts you are associated with.

View tasks that you are assigned to.

View starred objects



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The Event View Sub-Sections

When viewing event details, you can navigate between different pages.

A Capella Group Auditions Confirmed 2016-AACJCK Tue Dec ' Repeats
NW A Capella Group Auditions

Details Occurrences Calendar Schedule Task List Pricing Audit Trail

View a high level overview of your event's details. You can also edit details via the inline editing feature (special permissions required)

If your event has multiple occurrences, you can view those details here

View your event and any occurrences and related events in a calendar view by week or month

View a grid format of your event and its occurrences. You can also drag and drop the event to a new time

If any tasks are associated with the event, you can view them and assign them to other

View the pricing for your event and make adjustments as needed.

View all actions associated with the event to see which users have done what to an event in 25Live Pro