

USING YOUR 25LIVE DASHBOARD

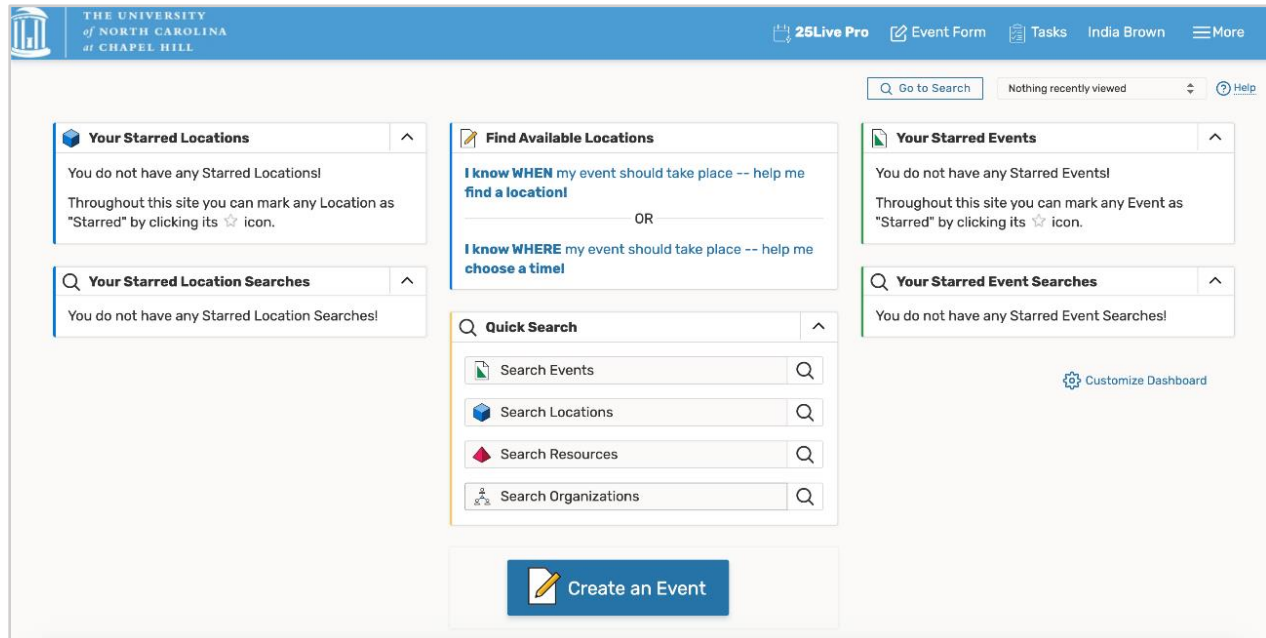
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INTRODUCTION

The 25Live Dashboard serves as the Home Screen for the 25Live system and can be used to navigate the entire scheduling software. This document will guide you through the features of the dashboard.

25Live Dashboard



THE DASHBOARD

After signing into 25Live with your Onyen and password, you will be presented with the 25Live Dashboard. The Dashboard allows you to create or search for events and perform several other reservation-related tasks.

- **GO TO SEARCH:** This button takes you to the search page where you can also save a search.
- **RECENTLY VIEWED:** This drop-down menu allows you to see all of the events or spaces that you have interacted with while active in 25Live.
- **HELP:** This option redirects you to: [25Live Pro Help](#), this website contains a series of links and FAQs about any aspect of the 25Live software. You can refer to this button if you have any questions about 25Live.
- **STARRED DEFINITIONS:** In 25Live, if you want to “favorite” something, you “star” it. You have the option to star events, locations, resources, organizations, reports, and contacts.
 - To star something, click the empty star next to the item you want to star/favorite. This changes the star to yellow. After you star an item, it will appear on your dashboard so you can access it quickly.

- To remove a starred item, click the yellow star next to the item you want to remove. This removes the yellow from the star. The next time your dashboard refreshes, the item no longer appears.
- **YOUR STARRED EVENTS:** This section allows for quick access to your starred events.

NAVIGATION BAR

Located on the top right of the 25Live Dashboard, the Navigation Bar can be used to access “25Live Pro”, “Event Form”, “Tasks”, and “More” buttons. Each of these buttons has a specific function outlined below.

- **25LIVE PRO:** This acts as the home button and redirects you to the Dashboard from anywhere within the 25Live system.
- **EVENT FORM:** This button opens a new, untitled Event Form that you can use to request any meeting or event space requestable in 25Live. For this form to be submitted to the Reservations Team, it must be completed in its entirety.
- **TASKS:** This button takes you to your task page. Your task page shows a list of tasks that have been assigned to you such as location requests, resource assignment requests, approval notifications, FYI notifications, and more.
- **NAME:** Shows your name as the person who is logged into 25Live.
- **MORE:** This button opens several more options of navigation in 25Live. The options listed in this menu are explained in further detail below.

THE “MORE” NAVIGATION LIST

This list is an extension of the Navigation Bar. Several additional ways to do actions and view reservations and/or events can be completed by selecting this option.

- **LIST:** This option provides you with a list of confirmed events or classes on campus on any given day. You can customize these searches based on date, event, or location.
- **CALENDAR:** This option gives you the ability to create events using a calendar view. The calendar also allows you to search for events or classes on campus on any given day, and see other confirmed events occurring during the same day, week, or month.
- **AVAILABILITY:** This option shows you a grid of all reservable spaces on campus and their availability by the hour on any given day.
- **SEARCH:** The Search button allows you to search for reservations based on the Event, Location, Organization, Resources, or Tasks.
- **REPORTS:** This option allows you to generate reports based on the data in the 25Live system.
- **USER SETTINGS:** This option allows you to view your contact card. The information presented is imported from the UNC Directory when you login using your Onyen. You won’t be able to

change information on your contact card directly so if a change needs to be made here, contact your 25Live administrator.

CREATE AN EVENT

Located at the bottom of the 25Live Dashboard, the “Create an Event” button functions the same as the Event Form in the Navigation Bar. This button will open a new, untitled Event Form that you can use to request any meeting or event space requestable in 25Live.

To learn how to create an event in detail review the training document *Creating Your Detailed Reservation*, available in the 25Live training resources on ReserveCarolina and Heellife.

CUSTOMIZE YOUR DASHBOARD

Selecting the “Customize Dashboard” button allows you to customize your dashboard. You have the option to add or remove and reposition elements of the dashboard based on the items you use most frequently.

- **HOW TO HIDE AND SHOW:** You can add or remove certain elements from your dashboard by clicking and dragging them to or from the shaded customization control area.
- **HOW TO REPOSITION:** Instead of completely hiding an element from the dashboard view, this option allows you to click and drag elements around your dashboard so that it is customized in a way that works best for you. Once you are finished repositioning, adding, or removing elements, click ‘Done’ to save the changes to your dashboard. If you want to reset your dashboard to its original setting, click ‘Reset Dashboard.’