# Navigating In 25Live

Tips for moving around and working within the 25Live application.

The Navigation Bar

1 The red Navigation Bar is always present at the top of any 25Live page.

Return to this area to access key parts of the 25Live application, access search tools, or return to recently viewed pages.
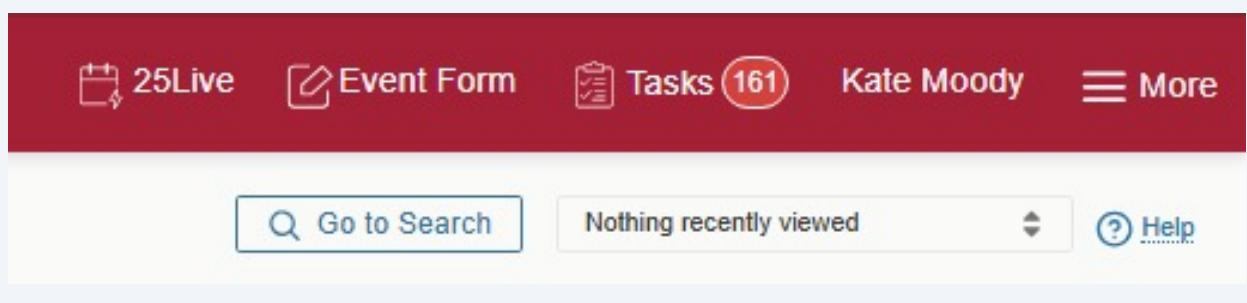
2 Clicking the "25Live" icon will always return you to your dashboard.
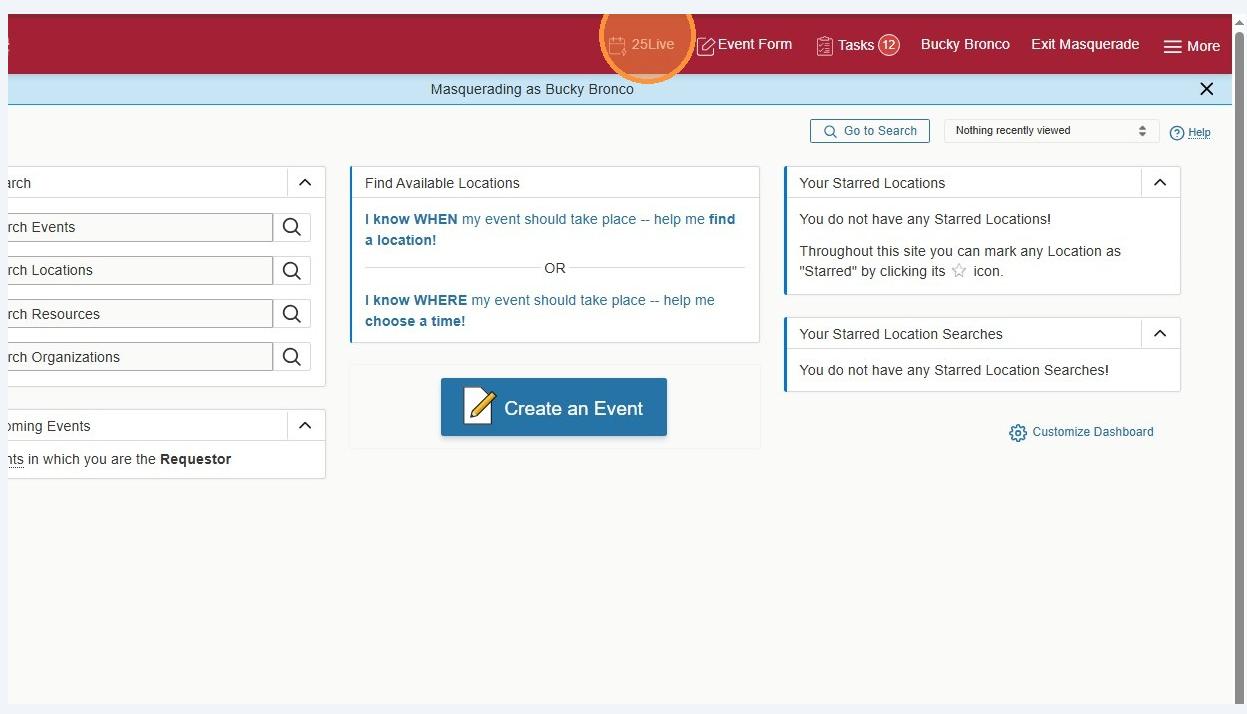
3 Clicking the "Event Form" icon will take you to a new event request form.
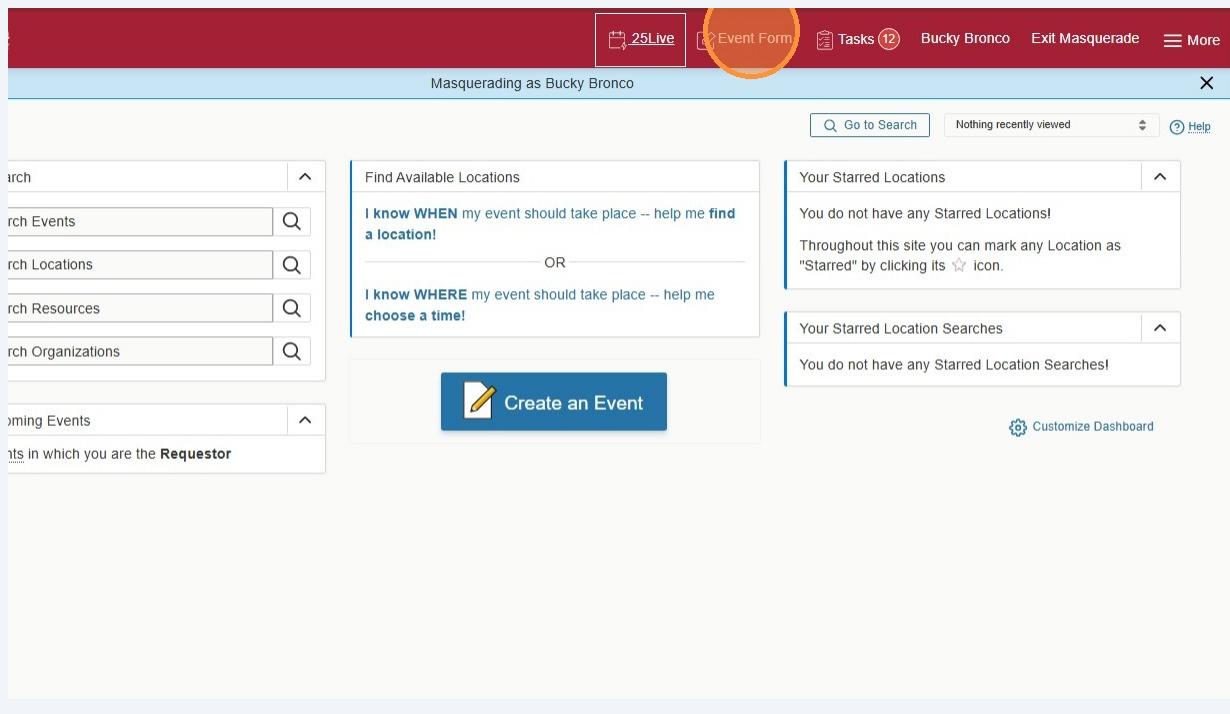
4 Clicking on the "Tasks" icon will take you to any event tasks that are assigned to you. This icon will most frequently be used by Building Managers and Resource Providers.
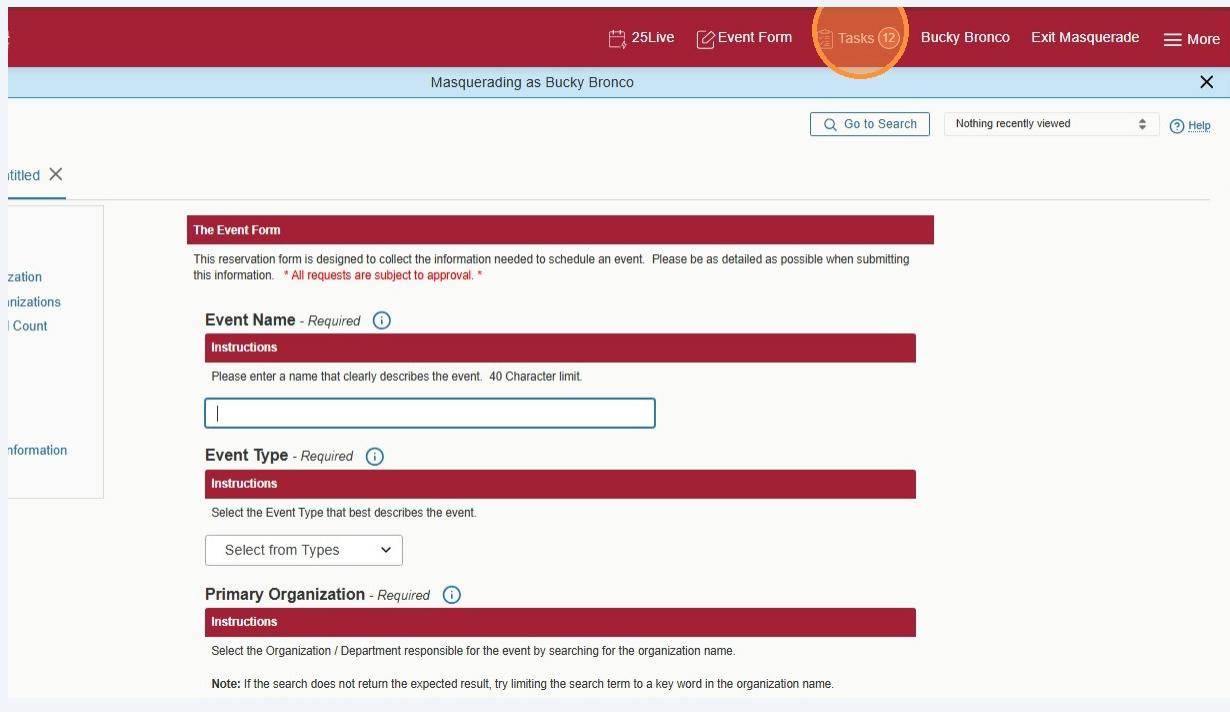
5 The name of the user will be indicated in the Navigation Bar.

6 Clicking on the "More" icon will produce a drop-down menu of options.

7 The drop-down menu will allow you to access and navigate to additional 25Live functionality.
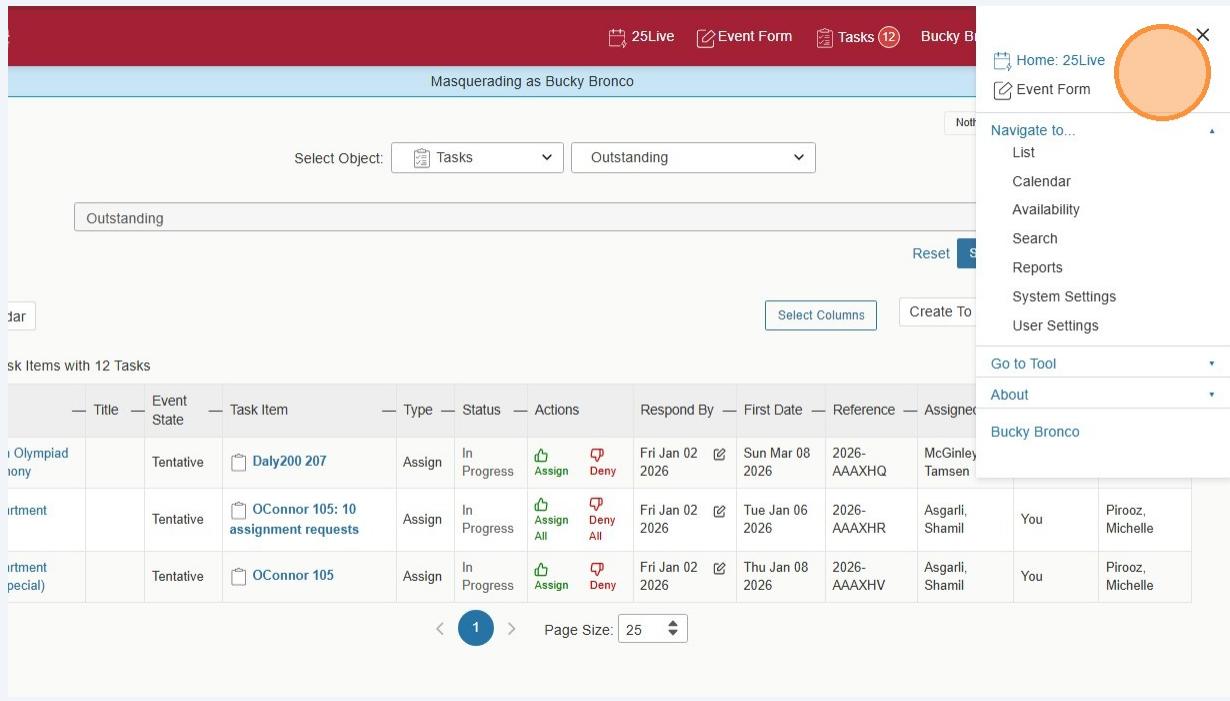
	25Live	Event Form	Tasks (12)	Bucky B

Masquerading as Bucky Bronco

×
Home: 25Live
Event Form

Navigate to...
List
Calendar
Availability
Search
Reports
System Settings
User Settings

Go to Tool ▼
About ▼

Bucky Bronco

Select Object: Tasks ▼ Outstanding ▼

Outstanding

Reset

Select Columns | Create To

Task Items with 12 Tasks

—	Title —	Event State	Task Item	—	Type —	Status —	Actions	Respond By	—	First Date —	Reference —	Assigned		
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‹ 1 › Page Size: 25 ⇅

8 Use the "Recently Viewed" drop-down menu to quickly return to any event, location, or resource you've viewed during your current 25Live session.

Clara SITY

	25Live	Event Form	Tasks (91)	Kate Moody	☰ More

🔍 Go to Search   Recently Viewed ▼   ❓ Help

k Search ∧

Search Events 🔍
Search Locations 🔍
Search Resources 🔍
Search Organizations 🔍

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 Locations ∧

You do not have any Starred Locations!

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

Your Starred Location Searches ∧

Mission Gardens ★
Outdoor Event Spaces ★

Your Upcoming Events ∧

You are not associated with any upcoming events

⚙️ Customize Dashboard

You Can Use Multiple Browser Tabs in 25Live

9   25Live allows for multitasking in multiple browser tabs. You can open events, locations, resources, reports, and any other objects in multiple browser tabs for convenience.

Quick Tip: If you hold down the Control button on your keyboard and then click on an area in 25Live, that 25Live function will open in a new browser window.

Additional 25Live Navigation Tips

10   • Expand and reduce panels:

• Look for the chevron symbol (^) in panels that indicates information can be expanded or reduced.

• Look for drag-and-drop features:

• Many areas of 25Live, such as the home dashboard and the event form, provide opportunities to quickly drag and drop objects where you need them.