

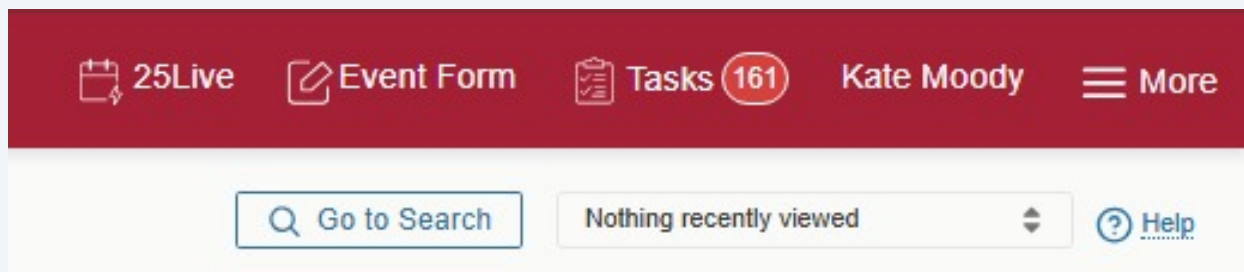
Navigating In 25Live

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

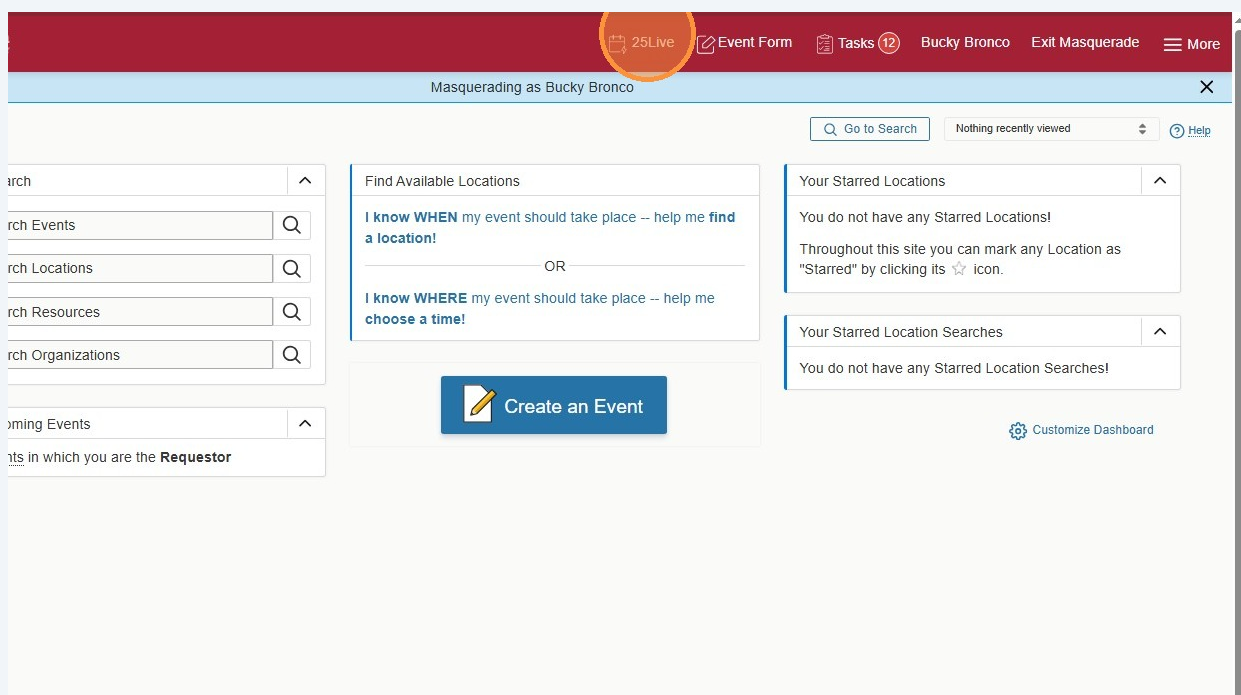
The Navigation Bar

- 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.

The screenshot shows the 25Live dashboard interface. The top navigation bar is dark red and contains several icons: a calendar icon for '25Live', a document icon for 'Event Form' (which is circled in orange), a task icon for 'Tasks (12)', a user icon for 'Bucky Bronco', an 'Exit Masquerade' button, and a 'More' menu icon. Below the navigation bar, a light blue banner indicates 'Masquerading as Bucky Bronco'. The main content area is divided into several sections. On the left, there is a sidebar with search filters for 'arch', 'rch Events', 'rch Locations', 'rch Resources', 'rch Organizations', 'oming Events', and 'ts in which you are the Requestor'. The central section is titled 'Find Available Locations' and contains two instructions: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Below these instructions is a large blue button labeled 'Create an Event'. On the right side, there are two panels: 'Your Starred Locations' and 'Your Starred Location Searches', both indicating that the user does not have any starred items. A 'Go to Search' button and a 'Nothing recently viewed' message are also visible.

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.

The screenshot shows the 'The Event Form' page in the 25Live system. The top navigation bar is dark red and contains the same icons as the previous screenshot, with the 'Tasks (12)' icon circled in orange. Below the navigation bar, a light blue banner indicates 'Masquerading as Bucky Bronco'. The main content area is titled 'The Event Form' and contains a red header bar with the title. Below the header, there is a paragraph of text: 'This reservation form is designed to collect the information needed to schedule an event. Please be as detailed as possible when submitting this information. * All requests are subject to approval. *'. The form is divided into three main sections, each with a red header bar and instructions: 'Event Name - Required' with a text input field, 'Event Type - Required' with a dropdown menu, and 'Primary Organization - Required' with a text input field. A 'Note' at the bottom states: 'Note: If the search does not return the expected result, try limiting the search term to a key word in the organization name.' The left sidebar is partially visible, showing search filters for 'ation', 'inizations', 'Count', and 'nformation'.

5 The name of the user will be indicated in the Navigation Bar.

The screenshot shows the application's navigation bar at the top. It includes links for '25Live', 'Event Form', 'Tasks' (with a badge of 12), 'Bucky Bronco' (highlighted with an orange circle), 'Exit Masquerade', and a 'More' icon (three horizontal lines). Below the navigation bar, a blue banner indicates 'Masquerading as Bucky Bronco'. The main content area features a 'Select Object' section with 'Tasks' and 'Outstanding' dropdowns, a search bar containing 'Outstanding', and buttons for 'Reset' and 'Search'. Below this are buttons for 'Select Columns', 'Create To Do Task', 'Bulk Edit', and a help icon. A table titled 'Task Items with 12 Tasks' is displayed, showing a list of tasks with columns for Title, Event State, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, Assigned To, and Scheduler. The table contains three rows of data. At the bottom, there is a pagination control showing '1' and a 'Page Size' dropdown set to '25'.

Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Olympiad iony	Tentative	Daly200 207	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Sun Mar 08 2026	2026-AAAXHQ	McGinley, Tamsen	You	Pirooz, Michelle
rtment	Tentative	OConnor 105: 10 assignment requests	Assign	In Progress	Assign All Deny All	Fri Jan 02 2026	Tue Jan 06 2026	2026-AAAXHR	Asgarli, Shamil	You	Pirooz, Michelle
rtment pecial)	Tentative	OConnor 105	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Thu Jan 08 2026	2026-AAAXHV	Asgarli, Shamil	You	Pirooz, Michelle

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

This screenshot is identical to the one above, showing the application interface. The 'More' icon (three horizontal lines) in the navigation bar is highlighted with an orange circle, indicating the point of interaction for this step. The rest of the interface, including the 'Masquerading as Bucky Bronco' banner, search filters, table, and pagination, remains the same.

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The drop-down menu will allow you to access and navigate to additional 25Live functionality.

Masquerading as Bucky Bronco

Select Object: Tasks Outstanding

Outstanding

Reset

Select Columns

Create To

12 Items with 12 Tasks

Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assignee
Olympiad	Tentative	Daly200 207	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Sun Mar 08 2026	2026-AAAXHQ	McGinley Tamsen
rtment	Tentative	OConnor 105: 10 assignment requests	Assign	In Progress	Assign All Deny All	Fri Jan 02 2026	Tue Jan 06 2026	2026-AAAXHR	Asgarli, Shamil
rtment (pecial)	Tentative	OConnor 105	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Thu Jan 08 2026	2026-AAAXHV	Asgarli, Shamil

Page Size: 25

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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 CITY

25Live Event Form Tasks 91 Kate Moody More

Go to Search Recently Viewed Help

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

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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

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- 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.