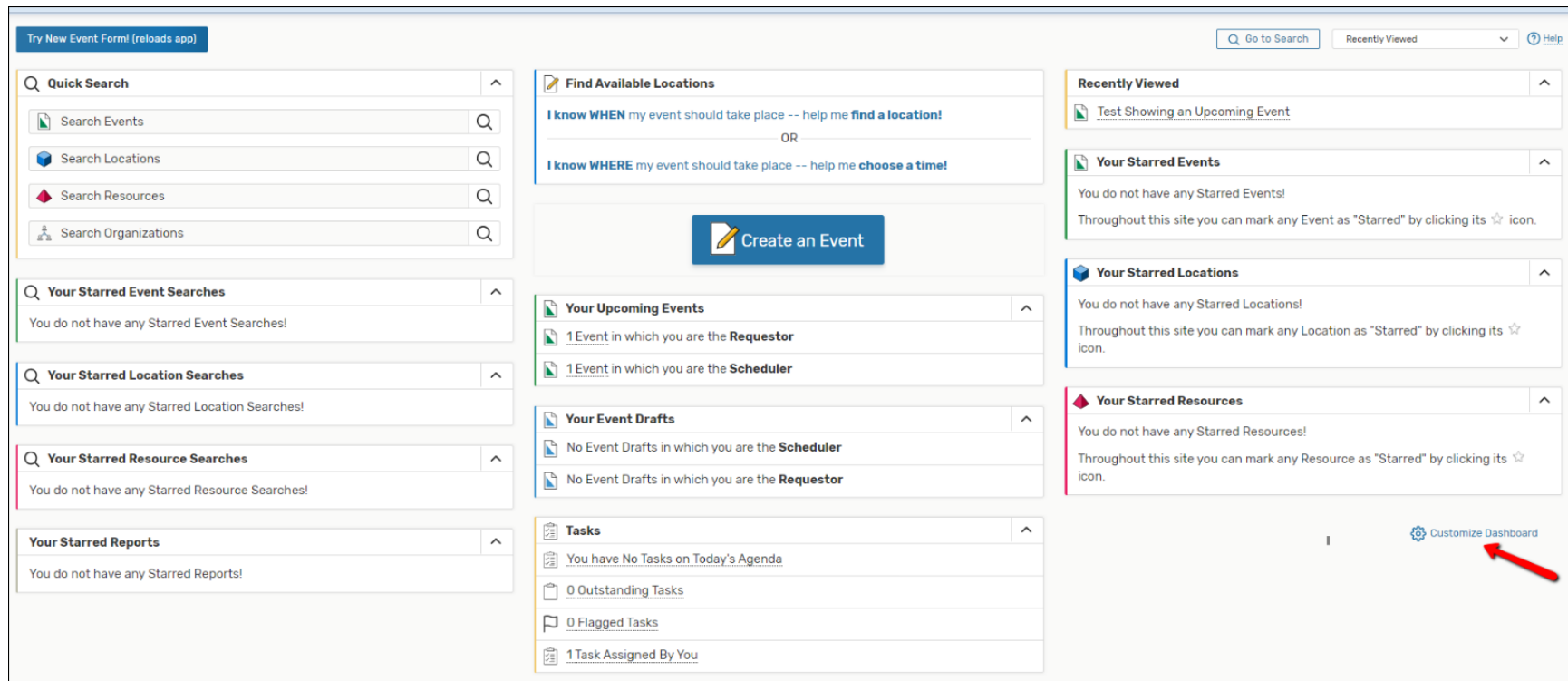


25LivePro TIPS & TRICKS

Customize the Dashboard

The home Dashboard can be customized to move, remove, or add sections. Click the **Customize Dashboard** gear to begin. You can then drag to remove or add any elements to and from the Dashboard.



[Try New Event Form! \(reloads app\)](#)

Recently Viewed

Help

Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard.

[Reset Dashboard](#)
[Done](#)

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

You do not have any Starred Reports!

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 Upcoming Events

1 Event in which you are the **Requestor**

1 Event in which you are the **Scheduler**

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

Recently Viewed

Test Showing an Upcoming Event

Your Starred Events

You do not have any Starred Events!

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

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 Resources

You do not have any Starred Resources!

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

Customize Dashboard

Set Stars (Favorites)

You can **star**, or make a favorite for Events and Locations that you frequently use. Use the Quick Search on the left side to search for Events, Locations, Resources or Organizations. In this case, **Search Locations**, and then simply click on the star next to location.

[Try New Event Form! \(reloads app\)](#)

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

You do not have any Starred Location Searches!

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

You do not have any Starred Reports!

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 Upcoming Events

1 Event in which you are the **Requestor**

1 Event in which you are the **Scheduler**

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

1 Task Assigned By You

Recently Viewed

Test Showing an Upcoming Event

Your Starred Events

You do not have any Starred Events!

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

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 Resources

You do not have any Starred Resources!

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

[Customize Dashboard](#)

Go to Search

Recently Viewed

Help

MICHIGAN STATE UNIVERSITY

Try New Event Form! (reloads app)

Quick Search ☐ Advanced

Computer Center

More Options ▾

Save Search

Search Name: CC 402

Add to starred searches: ☐ No ☒ Yes

Cancel Save

Search has not been saved

Reset Save As Search

List Calendar Availability

Choose Columns ↻

	Name ▾	Formal Name	Categories	Features	Layouts	Max Capacity
☆	CC 210	Computer Center - Classlab, Computer, Publicly Scheduled - 210	Building - Computer Center		As Is	20
★	CC 402	Computer Center - Classroom - 402	Building - Computer Center		As Is	219
☆	CC 403	Computer Center - Classlab, Computer, Publicly Scheduled - 403	Building - Computer Center		As Is	32
☆	CC 415	Computer Center - Classlab, Computer, Publicly Scheduled - 415	Building - Computer Center		As Is	32
☆	EPP 109	Eppley Center (BOC) - Classlab, Computer, Publicly Scheduled - 109	Building - Eppley Center		As Is	34

Starred items can easily be accessed from the **Dashboard**, and in the **Pre-Defined Searches**.

Try New Event Form! (reloads app)

Go to Search Recently Viewed Help

Quick Search

- Search Events
- Search Locations
- Search Resources
- Search Organizations

Your Starred Event Searches

You do not have any Starred Event Searches!

Your Starred Location Searches

- CC 402

Your Starred Resource Searches

You do not have any Starred Resource Searches!

Your Starred Reports

You do not have any Starred Reports!

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 Upcoming Events

- 1 Event in which you are the **Requestor**
- 1 Event in which you are the **Scheduler**

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
- 1 Task Assigned By You

Your Starred Events

You do not have any Starred Events!

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

Your Starred Locations

- CC 402
Computer Center - Classroom - 402

See when these locations are available

Your Starred Resources

You do not have any Starred Resources!

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

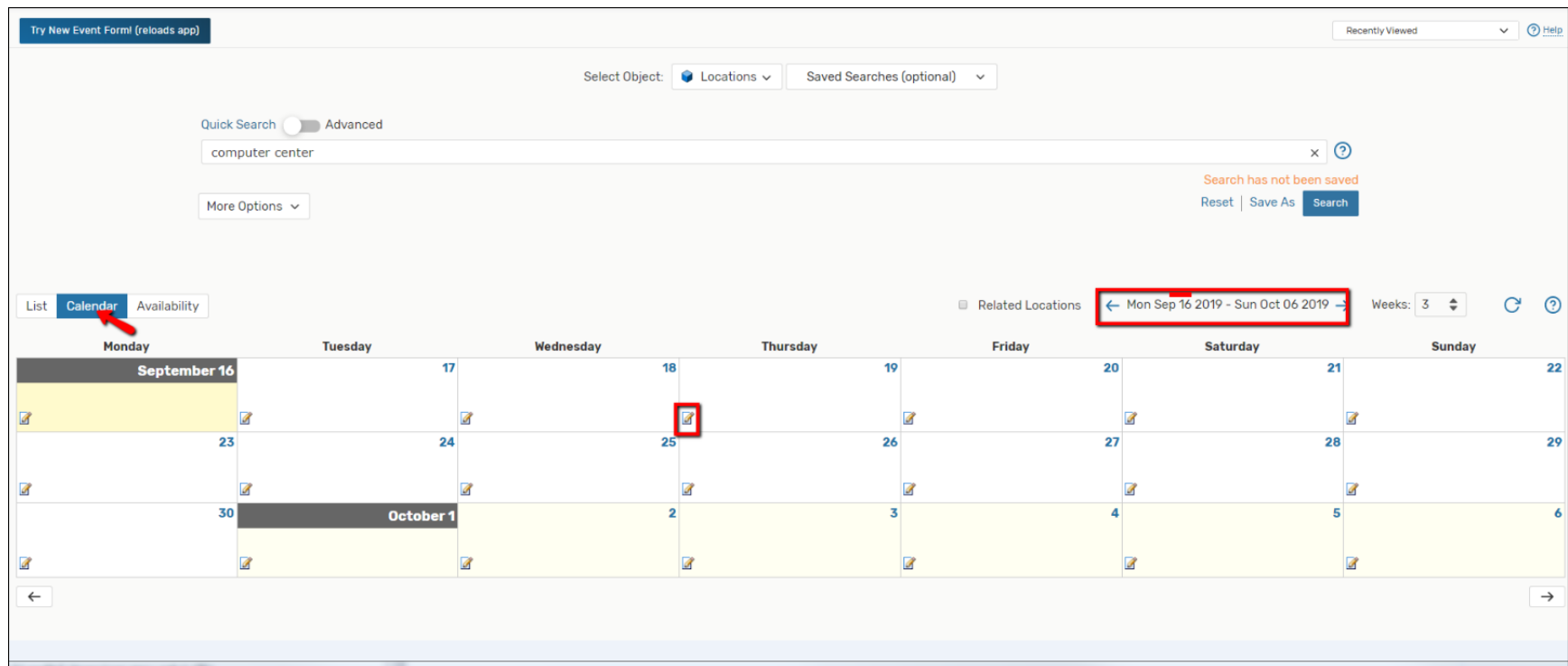
Customize Dashboard

Calendar View

After searching for a Location, select **Calendar** to view a calendar of events for that room.

Change the **date range** to view more/less days.

Click on the **paper/pencil icon** to create a **new event** for a specific day.



Check Request Status

Click on Your Upcoming Events in which you are the Requestor.

On **List**, reference the **State** column for the status of any events that you've requested.

- **Confirmed** = The event has been confirmed and created.
- **Tentative** = The event has been requested, but not yet confirmed.

Try New Event Form! (reloads app)
Recently Viewed

Select Object:
Events
Events You Have Request...

Events You Have Requested
Reset Search

List Calendar
← Future Only → Future Only All Dates Choose Columns

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources
☆	Test Showing an Upcoming Event		2019-AARPBD	764 - Small Animal Clinical Sciences	Testing		Requestor, Scheduler	Mon Sep 16 2019	3:00 pm	Mon Sep 16 2019 2:05 pm	Tentative		

1 Matching Events
Page 1 of 1

First Previous 1 Next Last

Items per page 25

Customize Columns

To see more or less information in an Events or Locations search, (Locations shown), click on **Choose Columns** and check/uncheck the desired columns.

Try New Event Form! (reloads app)

Recently Viewed ? Help

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

computer center x ?

Search has not been saved

Reset | Save As | Search

More Options

List | Calendar | Availability

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆	CC 210	Computer Center - Classtab, Computer, Publicly Scheduled - 210	Building - Computer Center		As Is	20
☆	CC 402	Computer Center - Classroom - 402	Building - Computer Center		As Is	219
☆	CC 403	Computer Center - Classtab, Computer, Publicly Scheduled - 403	Building - Computer Center		As Is	32
☆	CC 415	Computer Center - Classtab, Computer, Publicly Scheduled - 415	Building - Computer Center		As Is	32
☆	EPP 109	Eppley Center (BCC) - Classtab, Computer, Publicly Scheduled - 109	Building - Eppley Center		As Is	34

5 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

Choose Columns

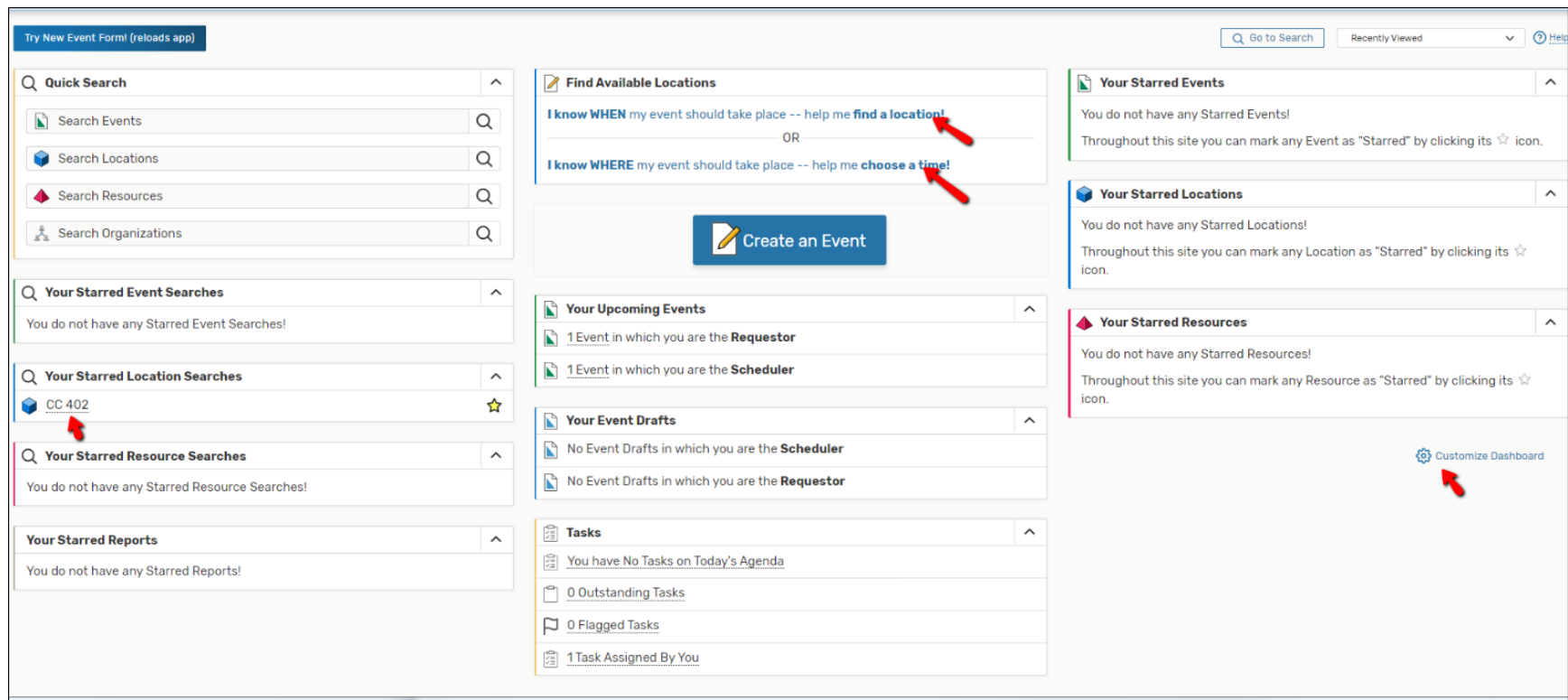
Choose Columns

- ☒ Name
- ☒ Formal Name
- ☒ Categories
- ☒ Features
- ☒ Layouts
- ☒ Max Capacity

Done

Blue Links

Any text that appears in [blue](#) is a link, making it easier to navigate between Locations, Events, Organizations, and Searches.



Log Off

There is no log off option for 25LivePro.

Since it logs you in using the MSU Net Authenticator, all you need to do is close out of your browser.

The next time you launch your browser, you'll be prompted to sign in to 25LivePro.

