25LIVE TIPS & TRICKS

Customize the Dashboard

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

You can also **move** elements on the Dashboard at any time. To move, click and drag the element header to the desired location on the screen.
Set Stars (Favorites)

You can star, or make a favorite for Events and Locations that you frequently use. Use the Quick Search on the Home tab to search for an item, a Location in this case, and then simply click on the star next to the location.

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

After searching for a Location, select the Calendar tab 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

From the Home tab in the Your Upcoming Events section, click on the link for those events in which you are the Requestor.

On the List tab, 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.

Customize Columns

To see more or less information in an Events or Locations search, (Locations shown), click the dropdown arrow for Choose Visible Columns and check/uncheck the desired columns.
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 25Live.

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 25Live.