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