25LIVE TIPS AND TRICKS

The following tips and tricks will help you navigate the 25Live site and enable you to customize the site to meet your needs and preferences. Before you begin:

- **Recommended browsers:** Before logging in, the browser preference is Firefox or Google Chrome. Internet Explorer (9 or higher) can be used but the Compatible View must be turned on or the user will be unable to log in. For the MAC, Safari and Firebox are both supported.
- **For more information:** Additional information about 25Live can be found at roomscheduling.msu.edu under Frequently Asked Questions.

LOGIN TO 25LIVE

To access the Academic Room Scheduling program entitled 25LIVE, in your browser go to: roomscheduling.msu.edu

Click the **Access 25Live** link. This will take you to the home screen of the 25Live system.

For most of these Tips and Tricks you need to be signed in. Click the **Sign In** link at the top of the screen.

TIP #1 – CUSTOMIZING THE DASHBOARD

The Dashboard is designed to be your browser-based desktop for working in 25Live. Remember what you can see and do here depends on whether you have “signed in” to the system.

- **CUSTOMIZE DASHBOARD:** Click **Customize Dashboard** at the upper right corner of the view to expand the area where you can drag a box. Use the drag and drop feature to move a box on the screen. You can move the box when you see the insertion point change to a four-headed arrow. Icons for collapse/expand can be found in the upper corner of a box.
- **RESET DASHBOARD:** Click **Reset Dashboard** to restore the default view layout.

TIP #2 – SETTING STARRED EVENTS, LOCATIONS, AND RESOURCES

You can “star” events, locations, and resources that you use frequently. The advantage of starring items is that you can later retrieve just those items more easily with doing a search again. You need to be signed in to 25Live to use “star.” From time to time, you may want to unstar the items that you feel no longer need to be starred.

- **STAR AN ITEM:** Click on the hollow star icon next to the event, location, or resource that you want to star. The hollow star will turn yellow. This indicates that you have that item “starred.”
  When you sign in to the 25Live site, you will see your starred items on the Home Dashboard.
- **UNSTAR AN ITEM:** Click on the yellow star to remove it as a starred item. The star will change back to a hollow star.

TIP #3 – QUICK SEARCH FOR LOCATION

- On the Home page tab, under Quick Search in the “Search Location” box, key in the room and building of the location you wish to view (e.g. 214 Bessey). Click Go.
TIP #4 – CALENDAR VIEW OF ROOM

- Search for the room location.
- In the screen that displays, click on the Calendar tab at the top. This will display that room’s calendar.
- At the top of the screen, click on the date link to change the dates to view.

- Note: The print screen at the right is a sample view of what a populated calendar would like. The print is small but in 25Live, it will display larger.

TIP #5 – CHECK STATUS OF YOUR SUBMITTED ROOM REQUEST

- From the Home page tab, scroll down to the “Your Event Drafts” box.
- Click on the “# of drafts in which you are the Requestor” The number of events you have requested that have not been confirmed (still in Draft status) with a start date of current or future will be listed.
- If you have not received a confirmation email within two (2) business days of submitting your request, you can send an email to reg@msu.edu or call (517) 355-4522.

TIP #6 – VIEWING APPROVED ROOM REQUESTS

- From the Home page tab, scroll down to the “Your Events” box.
- Click on the “# of Events in which you are the Requestor” The number of events that are either confirmed or cancelled that you have submitted with a start date of current or future will be displayed.
- Right Click on the event name and select Details to view the event details. A menu will display for you to choose a View: Details, Calendar, etc.