

25Live Basics – Tips and Tricks

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25LIVE. Users may also use Internet Explorer version 8.0 or higher.

The following tips and tricks will help you navigate the 25Live site and enable you to tailor the site to meet your needs and preferences. To ensure the best experience, we suggest that you log into the 25Live site before searching for events or creating event requests.

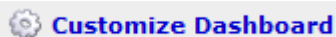
IMPORTANT: *In order to log out completely from the 25Live site, please be sure to close ALL of your browser windows especially if you are using a public computer.*

Tip #1 – Customizing Home Dashboard Page

Users can customize the Home Dashboard page with their preferences of what should be displayed each time they log into 25Live. Customizations can also improve the load time of the 25Live Home page by minimizing the number of data boxes on the page.

After logging into 25Live, do the following from the Dashboard tab:

1. Click on “**Custom Dashboard**” on the upper right.



2. A grey box should appear across the top of the 25Live site. Users can drag and drop boxes from the dashboard into this grey area. After completing moving the boxes, click **Done** which is located on the top right of the grey area.

Collapsing the boxes will increase the load time of the 25Live Home Dashboard page.

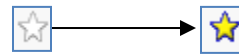
Tip #2 – Setting Starred Events, Locations and Resources

Your Starred Events, Locations and Resources allow quick access to information for the items you work with and/or use regularly. The advantage of starring

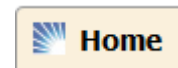
items is that you can later retrieve just those events, locations or resources in a single request.

If you regularly hold events in a certain location, starring that location will make your search for that location's availability and, consequently, your request for the space a faster process.

1. Click on the hollow star icon next to the event, location or resource that you want to star. The hollow star will turn yellow.



2. When you sign into the 25Live site, you will see your starred events, locations and/or resources on the **Home Dashboard** tab.



3. To remove a starred item, just click on the yellow star for that item.

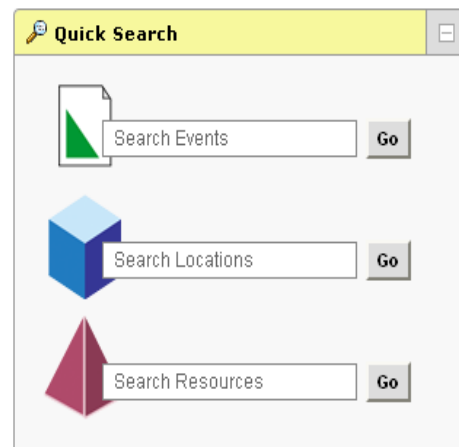
25Live is a “sticky” web application meaning that it remembers your settings and views from your last visit.

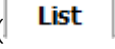
Tip #3 – Searching for Locations

Option A: Using Quick Search

From the Dashboard:

1. Enter either the individual space name OR the building name in the Search Locations field.



- Click the "List" () tab for space details such as capacity, features, etc.

Option B: Using "Public Searches"

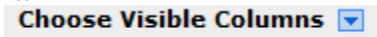
We have set up some "public searches" to make your search for appropriate space for your event easier. The public searches include the following:

- A&S Classrooms-Dept Scheduled
- Arts & Sciences Classrooms-All
- Arts & Sciences Classrooms-East Campus
- Arts & Sciences Classrooms-West Campus
- Franklin Center Spaces
- Good Spaces for Meetings
- Large Event Spaces (+100 capacity)
- Link-All
- Link-Group Study Rooms
- Link-Seminar & Classrooms
- Sanford School Spaces
- School of Medicine-All
- School of Medicine-Med North Spaces
- School of Medicine-Med South Spaces
- Smith Warehouse

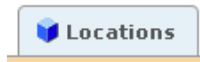


QUICK TIP: Users can customize the List view by sorting the columns OR choosing what columns should appear.

- Clicking on a column name will sort the data in that column
- Clicking on "Choose Visible Columns" dropdown will allow users to select which columns should be displayed in the list results.



- Click on the *Locations* tab.



- Click on the *Your Location Searches* tab.



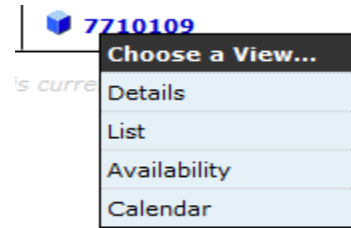
- Click on the *Public Searches* option at the bottom of the list in the drop-down box.


Search Groupings
Pre-Defined Groups
Index
Categories
Features
Layouts
Capacities
Public Searches

The box to the right will contain the list of public searches of locations that you can then use for your search. Click on a search to display the locations.

Tip #4 – View Information about a Location

If you want to see information about a given location, (e.g., audiovisual equipment, photos) *right-click* on the location's short name and select **Details**.



Layouts	Capacity	Images
Max Capacity	18	
Lecture Room (default)	18	

Categories

- GA SPACE
- SOCIAL SCIENCES BUILDING
- WEST CAMPUS

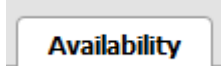
Related Spaces

none

[View this location's availability](#)

Tip #5 – Checking Space Availability & Changing Date Range

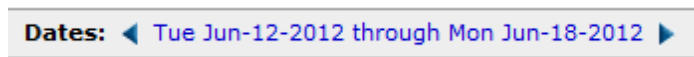
From search results view, click the “Availability” tab.



From Space Details view, click “View this location’s availability” which is located on the bottom right.

[View this location’s availability!](#)

Users can view more than a 1-day availability for individual spaces by right clicking on the space name and selecting “Availability”. A date range should now appear at the top of the availability grid.



1. There are several options at this point for selecting a date or date range in the following window that opens:

Start Date:
Tue Jun-12-2012

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select Today

End Date:
Mon Jun-18-2012

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select Today

Enforce a Date Range Interval of 1 Week

Update List

- You can enter start and end dates in the white boxes at the top, but to ensure the dates are correctly formatted, use the next option for entering start and end dates.
- Click on the start and end dates in the mini-calendar. You can scroll through the calendar using the <<, <, > and >> symbols. Note that unless you uncheck the “Enforce a Date Range Interval” box or change the interval using the dropdown, the End Date will be one week from your Start Date.
- You can click on the “Select Today” text under the calendar for the End Date to select just events for today.
- If you want a date range other than a week, click on the down arrow in the Date Range

Interval box to see the options and click on your desired date range interval.



- If you want a date range interval other than the options listed above (for example, 45 days or longer than 90 days), uncheck the box to the left of the Enforce a Date Range Interval and enter your desired date range by clicking on the start and end dates in the mini-calendar. *Note: You can only view a maximum of 90 days at a time, but when requesting an event; your date range can be longer than 90 days.*

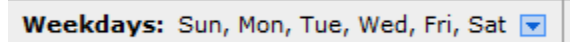


Tip #6 – Customizing Date/Time Availability Grid

After selecting the dates for the space availability grid, users can make a couple of customizations to the grid so it will display the data easier.

****NEW FEATURE**** Users can now select only specific days to display during a date range. For example, the grid could display only Mondays for an entire semester.

1. Click the dropdown next to “Weekdays”.

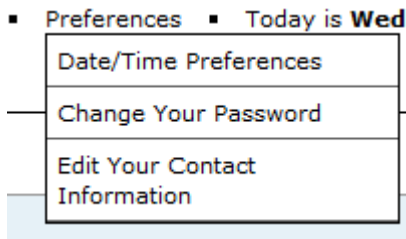


2. Uncheck the days you do NOT want to appear in the grid.
3. Click the **Refresh** button. Only the days selected will appear in the date range.

Customization: Adjusting time range

Users can customize the grid to only display a specific time range (i.e., 9am to 5pm). The default view is 12am to 11pm.

1. Click **Preferences** located at the top right of the screen.
2. Select **Date/Time Preferences**

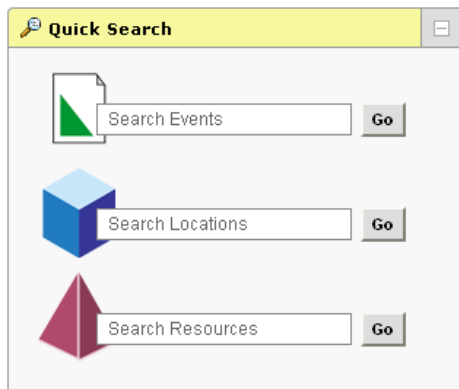


- Under the **Availability View Display Hours**, enter the time range you would like displayed in the availability grid.
- Click **"Update Preferences"**.
- To update the grid immediately, click **"Reload Now"**.

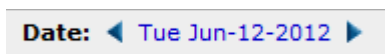
Tip #7 – Viewing Events in Select Locations

Option A

- Enter the name of the building and/or room whose schedule you want to see in the Quick Search Locations box on the Home Dashboard page and click on "Go."



- An availability grid will be displayed for either one day or one week. You can change the dates and/or timeframe as desired by clicking on the Date range displayed at the top of the grid.



- Click on any event name to see the event details.

QUICK TIP: To view events for a specific date range, right click on the space name (i.e., **7710124**), select **"List"**. *This view provides additional information such as setup/takedown times, headcount, etc.*

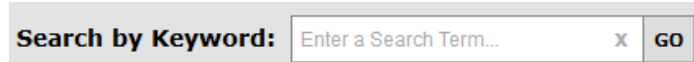
Users can modify the date range by following the instructions in Tip #5.

Option B

- Click on the Locations tab.



- In the Quick Search box, enter the name of your desired location(s). For example, if you want to see events in the Social Sciences rooms, enter "Social Sciences" in the box and you will see events for all Social Sciences spaces scheduled in 25Live. If you only want events in room 136, enter "Social Sciences 136."



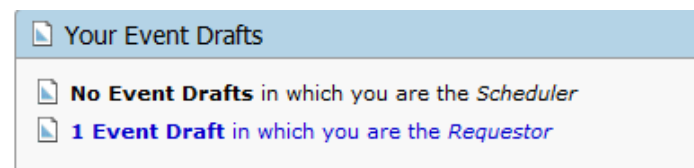
- To view a calendar display of events, click on the tab labeled Calendar.



- If you are primarily interested in certain spaces, you may want to mark them as "starred" locations (see Tip #3) so you can quickly select them once you log into 25Live.

Tip #8 – Checking the Status of Your Submitted Requests (Drafts)

- Sign into the 25Live site.
- From the Home tab, scroll down to the Your Event Drafts box.



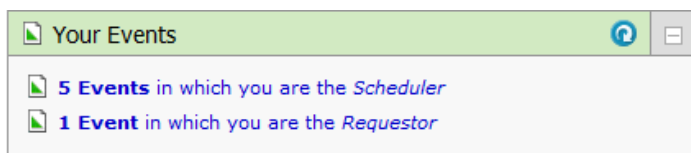
- Click on the # of drafts "in which you are the Requestor". The number of events you've requested that haven't been scheduled or confirmed (still in Draft status) with a start date of *current* or *future* will be listed here.
 - To view details about the draft such as the scheduler name, click on the event name. The scheduler email address will be listed on the bottom left of the page.

sched_email: classroom-reservations@duke.edu

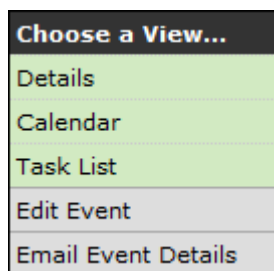
4. If you haven't heard from the scheduler within 3 business days of submitting your event, you can send an email to the scheduler,

Tip #9 – Viewing Approved Events You Have Requested

1. Sign into the 25Live site.
2. From the Home tab, scroll down to **Your Events** box.



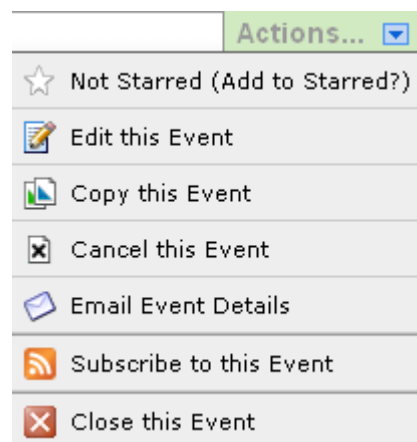
3. Click on "**x** Event in which you are the Requestor.
4. The number of events that are either confirmed or cancelled that you have submitted with a start date of current or future will be displayed.
5. Right-click on the event name and select Details to view the event details.



Users can't edit Confirmed events. An email will need to be sent to the scheduling unit with the specified changes.

Tip #10 – Those Little Extras You Can Now Do with Your Events in 25Live

1. When you click on one of your events (see Tip #6), in the green-shaded area, click on the *Actions . . .* down arrow to see the options you have for your event.



2. You can choose any of the options listed for the selected event.

There is a Feedback link at the bottom of the 25Live page. We encourage you to send us your feedback or any suggestions you have to improve the site.