

25LIVE PRO QUICK GUIDE

25live.collegenet.com/pro/csusm



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NEW 25Live Pro Home Page

The screenshot displays the 25Live Pro Home Page with a calendar view for the week of December 2nd to 8th, 2019. The interface includes a top navigation bar with the CSUSM logo, a search bar, and navigation links for '25Live Pro', 'Event Form', 'Tasks', 'Crash Cougar', and 'More'. Below the navigation bar, there is a 'Switch Back to Old Wizard (reloads app)' button and a 'Go to Search' field. The main content area is a calendar grid with columns for each day of the week. Events are listed in each column, including 'Vocal Ensemble Concert', 'Donuts with the Dean of Students', 'Jazz & World Music Ensembles Concert', 'PAUSE FOR PAWS FALL 2019', 'PIANO RECITAL', 'WORLD AIDS DAY', 'ANNUAL EMPLOYEE SERVICE AWARDS', and 'LAS POSADAS!'. Each event entry includes a time slot and a location name.

NEW Dashboard

Quick Access to the Event Form

The screenshot displays the 25Live Pro Home Page with a dashboard view. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there is a 'Switch Back to Old Wizard (reloads app)' button and a 'Go to Search' field. The main content area is a dashboard with several widgets. On the left, there is a 'Quick Search' widget with search boxes for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. Below this are four 'Your Starred' search widgets: 'Your Starred Event Searches', 'Your Starred Location Searches', 'Your Starred Resource Searches', and 'Your Starred Reports', all showing 'You do not have any Starred... Searches!'. In the center, there is a 'Find Available Locations' widget with instructions on how to find a location based on time or location. Below this is a 'Create an Event' button. To the right, there are three 'Your Starred' widgets: 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources', all showing 'You do not have any Starred...'. At the bottom, there is a 'Your Upcoming Events' widget showing 'You are not associated with any upcoming events', a 'Your Event Drafts' widget showing 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor', and a 'Tasks' widget showing 'You have No Tasks on Today's Agenda'. A 'Customize Dashboard' link is located at the bottom right.

NEW Navigation Tools

CSUSM 25Live Pro Guest Sign In More

Go to Search Nothing recently viewed

Featured Events at CSUSM Related Locations Sun Jun 16 2019 - Sat Jun 22 2019 3-D Week Month (as of 1:33 pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 16	17	18	19	20	21	22
		8:00 am - 1:00 pm TRANSFER STUDENT ORIENTATION A.M. (Private)				
		12:00 pm - 9:00 pm TRANSFER STUDENT ORIENTATION P.M. (Private)				

← →

Three Places to Find What You Are Looking For

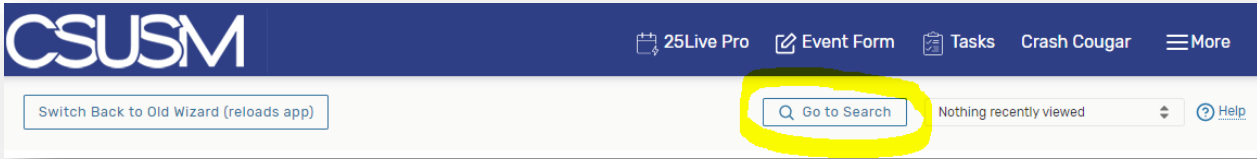
1. Go to Search
2. Recently Viewed
3. More (hamburger icon)

These options will always appear in the top right hand corner on all screens as you navigate through 25Live.

25Live Pro Guest Sign In More

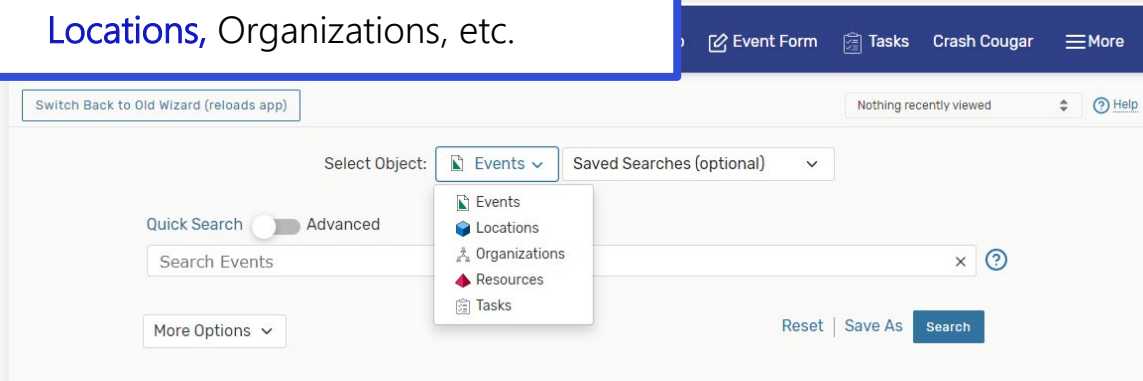
Go to Search Nothing recently viewed

1. Go to Search



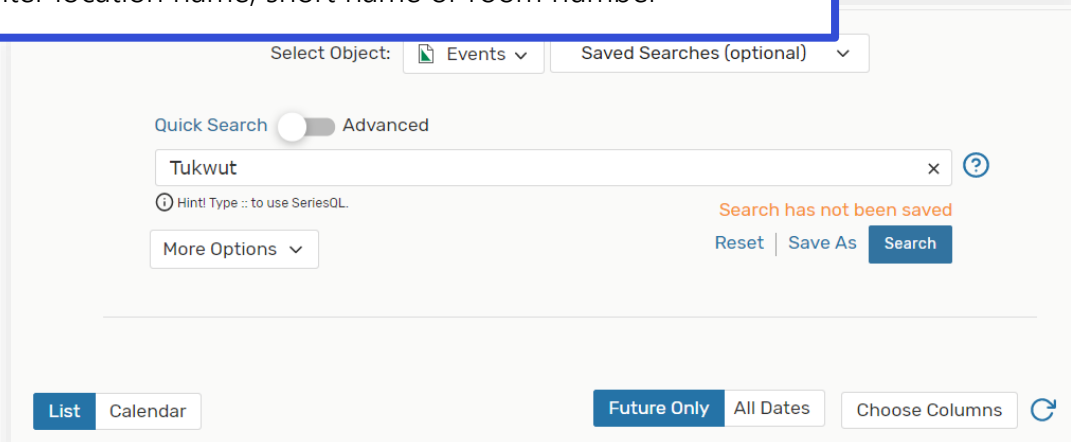
Click on the Go to Search button for search options. Select from the drop down menu to search for:

- Events (event name/reference number),
- Locations, Organizations, etc.

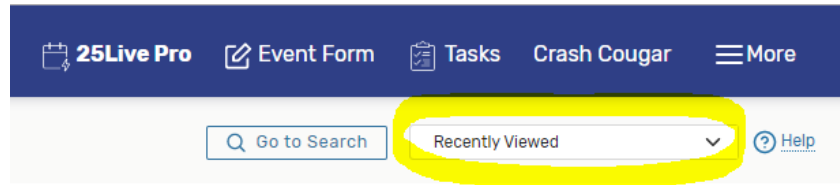


Event Search: enter key word or reference number

Location Search: enter location name, short name or room number



2. Recently Viewed

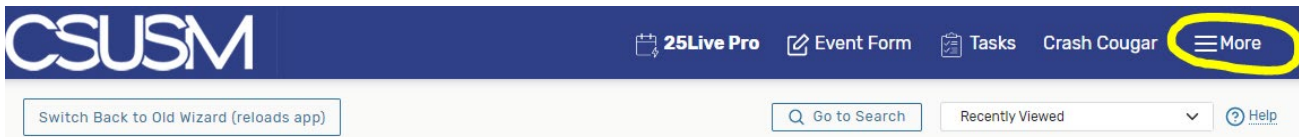


Events and Locations that you've **recently opened** will appear here – most recent on top.

This is the new way to jump back and forth between tabs/screens.



3. More (hamburger icon)



Click on the More to get to:

- Home: 25Live Pro (dashboard)
- Navigate to Different Views:
 1. List view
 2. Calendar view (default view)
 3. Availability view
 4. Search options (aka Go to Search)
 5. 25Live Scheduling – Mobile Version
- Sign In / Sign Out

