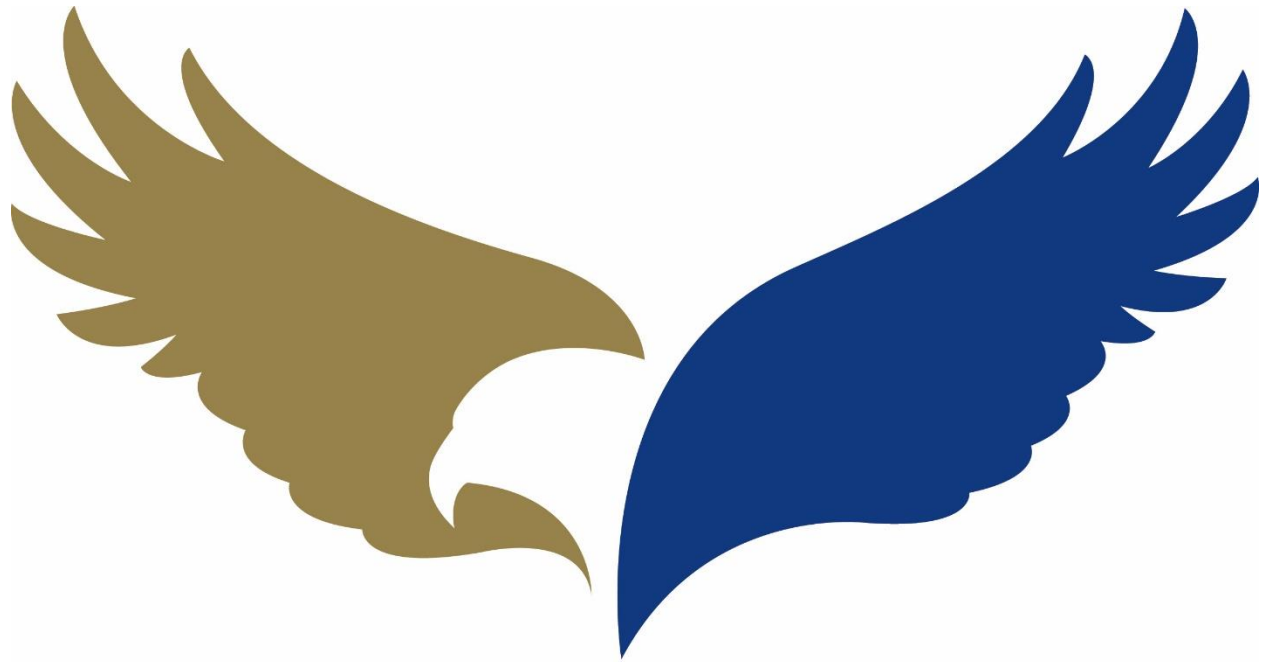


25Live Pro Event Scheduling



**CLARION
UNIVERSITY**

Dashboard Navigation Guide

25Live Pro Dashboard Navigation

Learning Your Dashboard

Every dashboard will look different due to the customization option. Individuals can take advantage of this to meet their specific needs. With that being said, we are going to go over what every option on the dashboard does.

The star icon beside events, resources, etc. gives you the option to highlight the star. By highlighting the star, ☆ it means that you have “starred” something or have made it one of your favorites. It allows you to easily find that specific starred item when searching for it.

You can minimize or maximize sections by “clicking” the carrot ^ next to the section.

The screenshot shows the 25Live Pro dashboard for Sara Smerkar. The 'Quick Search' section is highlighted with a red box and contains four search options: Search Events, Search Locations, Search Resources, and Search Organizations. Other sections include 'Your Starred Event Searches' with items like 'Daily Operations Test (1)', 'Linens & Work Orders', 'Tentative Future Events no Space', and 'Test Search'. 'Your Starred Locations' and 'Your Starred Resources' sections show messages indicating no starred items. 'Your Starred Events' also shows no starred items. The 'Your Event Drafts' section shows no drafts for the Scheduler or Requestor roles. 'Your Starred Reports' includes 'Daily Operations By Location'. 'Find Available Locations' provides instructions on when and where to search. 'Tasks' shows 7 outstanding tasks, 16 flagged tasks, and 0 tasks assigned by the user. 'Express Scheduling' includes fields for Date / Time (Mon APR 27 2020) and Express Locations (Search spaces).

The *Quick Search* section of the dashboard allows you to type a word into the section, it then searches for that specific thing you entered.

The *event search* will search a specific event. Example: Commencement

The *location search* will search for a specific location (not an event). Example: Gemmell Multipurpose Room

The *resource search* will search for a specific resource (not an event with that resource). Example: Catering

The *organization search* will search for a specific organization (not an event that the organization is hosting). Example: UAB

The screenshot shows the Clarion University 25Live Pro dashboard. The top navigation bar includes the university logo, user name 'Sara Smerkar', and a 'More' menu. Below the navigation bar is a search bar and a 'Recently Viewed' dropdown. The main content area is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts (highlighted with a red box):** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

The *Your Event Drafts* section allows you to see the events that were saved as a draft and not fully created.

The screenshot shows the Clarion University 25Live Pro dashboard. The top navigation bar includes the university logo, user name 'Sara Smerkar', and a 'More' menu. Below the navigation bar is a search bar and a 'Recently Viewed' dropdown. The main content area is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports (highlighted with a red box):** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

The *Your Starred Reports* section allows you to view and easily access the reports that you created and starred.

The screenshot shows the Clarion University dashboard interface. At the top left is the Clarion University logo. The top right shows user information: 25Live Pro, Event Form, Tasks (7), Sara Smerkar, and a More menu. Below this is a search bar with 'Go to Search' and 'Recently Viewed' options. The dashboard is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations (highlighted):** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.

The *Find Available Locations* section of the dashboard helps you find a location for your event by either knowing when the event is occurring or where the event is occurring.

This screenshot is identical to the one above, but with a different section highlighted. The **Your Starred Event Searches** section is highlighted with a red box. This section lists searches that the user has marked as important or frequently used. The items listed are: Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, and Test Search. Each item has a star icon to its right, indicating it is a starred search.

The *Your Starred Event Searches* section of the dashboard helps you navigate to the searches that you starred. These searches may be ones that you use often.

The screenshot shows the Clarion University 25Live Pro dashboard. The top navigation bar includes the university logo, user name 'Sara Smerkar', and a 'Tasks' notification. The main dashboard is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom (highlighted with a red box).
- Your Upcoming Events:** 8 Events in which you are the Scheduler (highlighted with a red box).
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.

The *Your Starred Resources Searches* section allows you to see the resources that you have created a search for.

This screenshot is identical to the one above, showing the same dashboard layout. In this instance, the 'Your Upcoming Events' section, which displays '8 Events in which you are the Scheduler', is highlighted with a red box.

The *Your Upcoming Events* section shows the events that you scheduled.

The screenshot shows the Clarion University dashboard interface. At the top left is the Clarion University logo. The top right shows the user name 'Sara Smerkar' and a 'Tasks' notification with a red circle containing the number '7'. Below the navigation bar are several widget sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks (highlighted with a red box):** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations!
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources!
- Your Starred Events:** You do not have any Starred Events!

The *Tasks* section allows you to see if you have any tasks that need to be completed or past tasks. This section is relevant for approvers of locations, resources, etc.

This screenshot is identical to the one above, showing the same dashboard layout. In this view, the **Express Scheduling** section at the bottom is highlighted with a red box. It contains the following fields:

- Date / Time:** Mon APR 27 2020
- Express Locations:** Search spaces (dropdown menu)
- Event Name:** (text input field)

The *Express Scheduling* button will always be on your dashboard. This is where you can enter information to quickly schedule an event through the express scheduling event, or you can choose the open in event form button to open the event form.

The screenshot shows the Clarion University dashboard interface. At the top left is the Clarion University logo. The top right shows the user's name 'Sara Smerkar' and a 'More' menu. Below the header is a search bar and a 'Recently Viewed' dropdown. The main content area is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** (highlighted with a red box) You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its ☆ icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

The *Your Starred Locations* section shows the specific locations that you starred.

This screenshot is identical to the one above, showing the same dashboard layout. In this view, the 'Your Starred Location Searches' section is highlighted with a red box. This section contains one entry: 'Daily Operations for Report' with a star icon (☆) to its right, indicating it has been starred.

The *Your Starred Locations Searches* section shows the searches that were created that you starred.

The screenshot shows the Clarion University 25Live Pro dashboard. The top navigation bar includes the university logo, user name 'Sara Smerkar', and a 'Tasks' notification. The main dashboard is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler.
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its icon. **This section is highlighted with a red box.**
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.

The *Your Starred Resources* section allows you to easily access the resources that you had previously starred.

This screenshot is identical to the one above, showing the same dashboard layout. The only difference is that the **Your Starred Events** section is highlighted with a red box. The text for this section reads: "You do not have any Starred Events! Throughout this site you can mark any Event as 'Starred' by clicking its icon."

The *Your Starred Events* section allows you to easily view and access the events that you have starred.

Customizing Your Dashboard

You can customize your dashboard to best fit your needs. To customize your dashboard, you need to be logged in and at your dashboard.

The screenshot shows the Clarion University dashboard interface. At the top left is the Clarion University logo. The top right navigation bar includes '25Live Pro', 'Event Form', 'Tasks 7', 'Sara Smerkar', and a 'More' menu. Below the navigation bar is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. The main dashboard area contains several widgets: 'Quick Search' with options for Events, Locations, Resources, and Organizations; 'Find Available Locations' with instructions on when and where to schedule; 'Your Starred Event Searches' listing 'Daily Operations Test (1)', 'Linens & Work Orders', 'Tentative Future Events no Space', and 'Test Search'; 'Your Starred Locations' with a message that no starred locations are present; 'Your Starred Location Searches' listing 'Daily Operations for Report'; and 'Your Upcoming Events' showing '8 Events in which you are the Scheduler'. An 'Express Scheduling' section is also visible with fields for 'Date / Time' (Mon APR 27 2020) and '12:00 pm'. A red box highlights the 'Customize Dashboard' button in the bottom right corner.

You can “click” the *Customize Dashboard* option on the dashboard to start customizing.

Once you “click” that, you will be taking to the customization screen.

The screenshot shows the dashboard customization screen. At the top is the same navigation bar as the previous screenshot. Below it is a search bar. A large grey area is highlighted with a red box, containing instructions: 'Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard.' This area includes buttons for 'Reset Dashboard' and 'Done'. Below the grey area are several drag-and-drop options: 'Your Starred Resources', 'Your Starred Events', 'Your Starred Reports', 'Tasks', 'Your Event Drafts', and 'Your Starred Resource Searches'. Below these options are the same dashboard widgets as in the previous screenshot, including 'Quick Search', 'Your Starred Event Searches', 'Your Starred Locations', 'Your Starred Location Searches', and 'Your Upcoming Events'.

The grey area will allow you to drag and drop elements to and from your dashboard. If it is in grey part, you will not see it on your dashboard.

The screenshot shows the Clarion University 25Live Pro dashboard. At the top left is the Clarion University logo. The top navigation bar includes '25Live Pro', 'Event Form', 'Tasks 7', 'Sara Smerkar', and a 'More' menu. Below the navigation bar is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. A central instruction box reads: 'Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard.' To the right of this box are 'Reset Dashboard' and 'Done' buttons, with the 'Done' button highlighted in a red box. The dashboard content includes sections for 'Your Starred Resources', 'Your Starred Events', 'Your Starred Reports', 'Tasks', 'Your Event Drafts', and 'Your Starred Resource Searches'. Below these are three columns of search and event lists: 'Quick Search' (with options for Events, Locations, Resources, and Organizations), 'Your Starred Event Searches' (with items like 'Daily Operations Test (1)', 'Linens & Work Orders', 'Tentative Future Events no Space', and 'Test Search'), and 'Your Starred Locations' (with a message 'You do not have any Starred Locations!'). A fourth column shows 'Your Starred Location Searches' with 'Daily Operations for Report'.

After you decide how you want your dashboard to look, you can “click” the *done* button. If you do not “click” *done*, it will not save the dashboard that you created.

This screenshot is identical to the one above, showing the same dashboard layout. However, in this version, the 'Reset Dashboard' button is highlighted with a red box, while the 'Done' button is not. This illustrates the option to revert the dashboard to its default state.

The *Reset Dashboard* option allows you to reset your dashboard to the default settings.