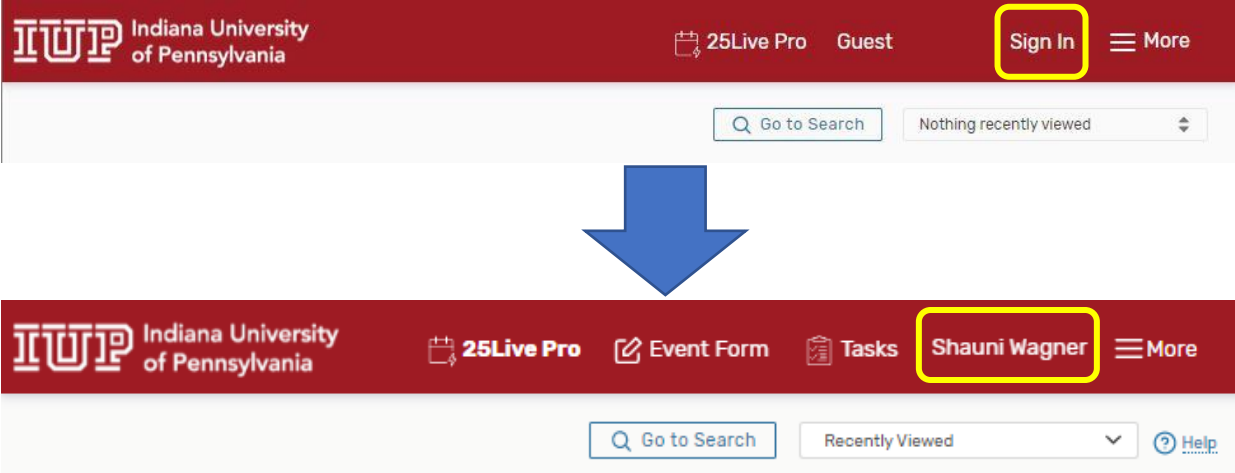


# 25 Live Search and Dashboard Options

The following instructions provide more tips on Searching in 25 Live and using the 25 Live Pro Dashboard to improve your efficient use of 25 Live.

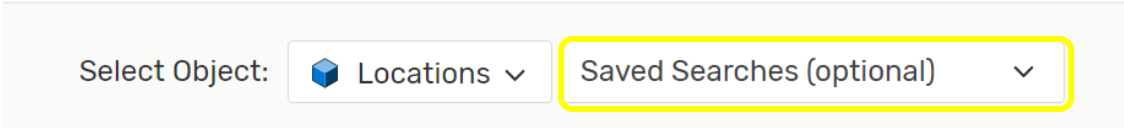
- 1. Get started on [iup.edu/registrar](http://iup.edu/registrar) by selecting **Sign In**
- 2. Sign in using your network credentials
  - ! If name doesn't appear on top of the screen:  
clear cache, close browser, reopen **Live25 Pro**, and **sign in** again



## Step 1: Go To Search

- Method 1:**  
Search by Location Building, and Star a Location Search

Select Go To Search. The default search is by Events, change to Locations as illustrated below. In the Saved Searches dropdown, scroll and select your location of interest.



The locations will display in alphabetical order, and any Starred Locations as will display at the top of the list. A Starred location is a saved location for you. Example below – the selection of the starred item. Click to enable or disable a starred/saved prebuilt location listed search.

# 25 Live Search and Dashboard Options

## Facilities Location



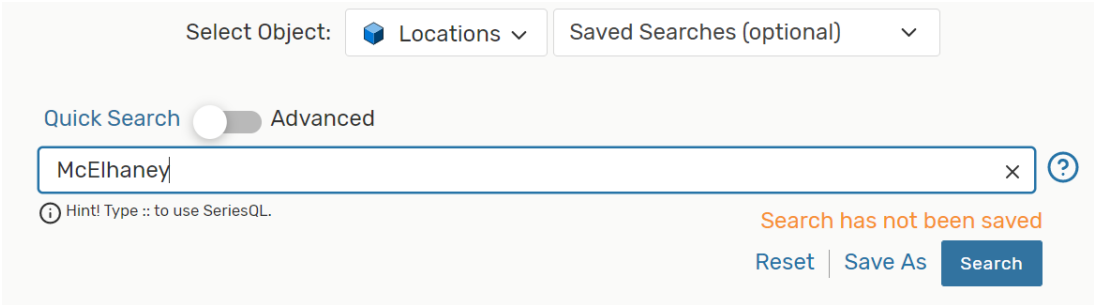
Selecting from this list, will display any room/location for the search. i.e. Facilities Location search will return any IUP location categorized as a Facilities Location. The common listings are by building and by Capacity.

Click Reset Search button if you are unable to change or have issues. This resets the option and removes any recent search.

### Method 2:

Search by text, and Saving the Search

Select Go To Search. The default search is by Events, change to Locations as illustrated below. After changing to Location, you can search by the name or portion of the same of the location. Examples are below.



This search will return all locations with McElhaney in the name or formal name. The 25 Live formal name may include wording for Owl, WebCam, Conference, Meeting. These can be used to search quickly for a known location name or formal name.

After entering the search text, click Search.

**To Save a Search** after completing the search and seeing the desired output, you may save the search by using the Save As option. When selected, the following displays which allows you Star the saved search.

You can name the search for your purposes. The saved search will not be shared with any other user.

# 25 Live Search and Dashboard Options

### Save Search

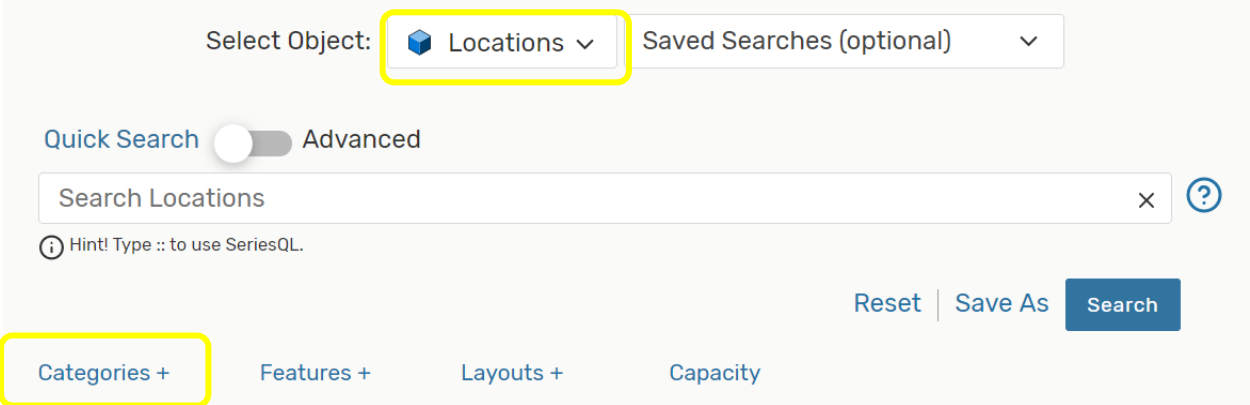
Search Name:

Add to starred searches:  No  
 Yes

### Method 3: Search by Category, and Saving the Search

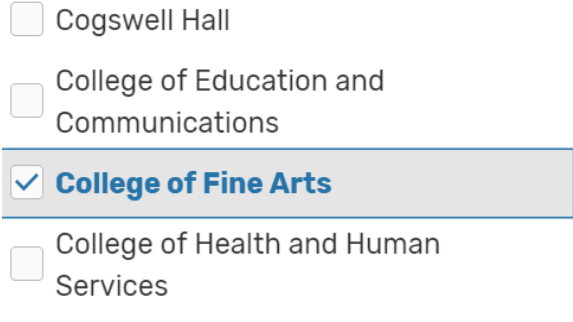
You may chose to search by a 25 Live Categories. The location categories are setup for security and ease of use. Categories are by building, Academic College, and type. Below are the options to search by Category.

Go to Search, and Reset if needed. Choose Location type, and click on Categories.



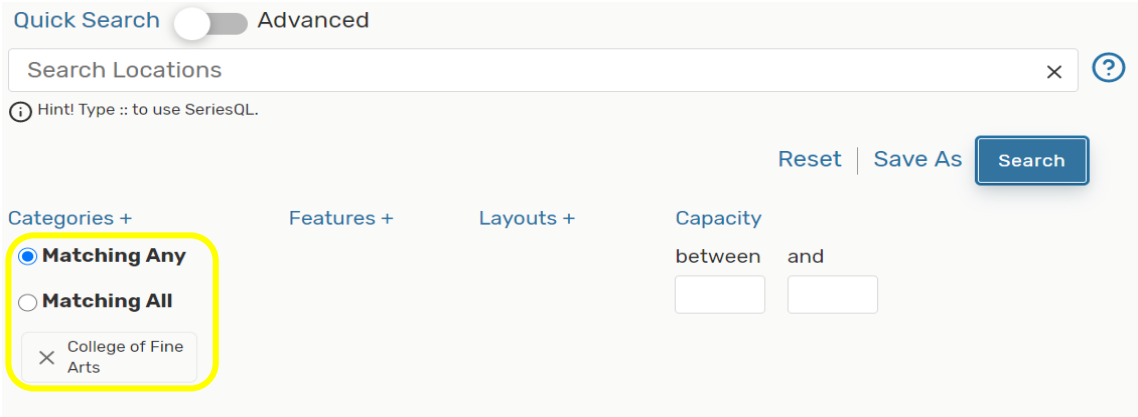
The Categories screen will display several checkboxes for each category, and you may select multiples. This may be ideal for those in Academic Colleges needing to view their buildings.

Screenshot of a portion of the screen that would result in output for the College of Fine Arts.



# 25 Live Search and Dashboard Options

After selecting the category or categories and selecting Done, you will return to the search screen. You need to Search to view the results. Your selected category will appear.



To Save a Search after completing the search and seeing the desired output, you may save the search by using the Save As option. When selected, the following displays which allows you Star the saved search.

You can name the search for your purposes. The saved search will not be shared with any other user.

### Save Search

Search Name:

Add to starred searches:  No  Yes



## Step 2: Star Your Searches by Location Search or by Specific Room/Location

The above step and related methods demonstrated how to search by location, location category, or perform a text search. In addition, instructions were provided on how to star/save your searches.

Once a search is completed, the locations are listed. You can star/save a specific location as well. This action will allow you to effectively use the dashboard options.

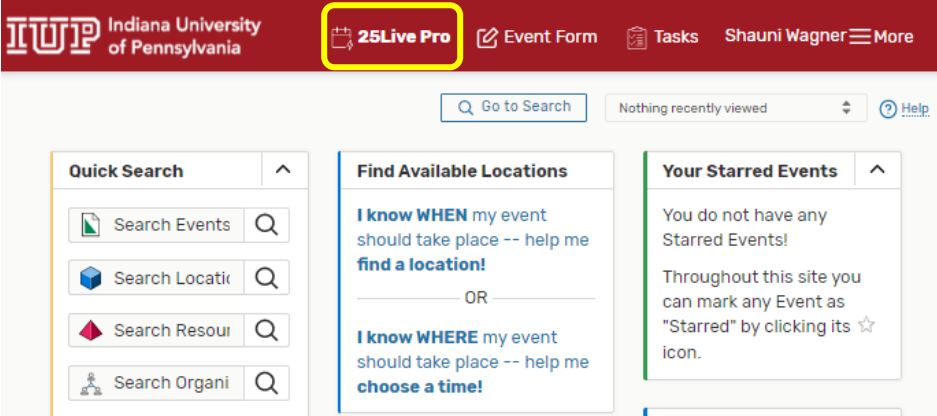
To save a specific location, click the star to enable or disable the star.

# 25 Live Search and Dashboard Options

	Name	Formal Name	Categories	
	COGSW 101F	Cogswell Hall 101F - Music Library Seminar	Cogswell Hall, College of Fine Arts, Main Campus	→ Saved
	COGSW 102	Cogswell Hall 102 - Video Conferencing (OWL) Music Education Classroom	Cogswell Hall, College of Fine Arts, Main Campus	→ Not Saved

### Step 3: Using the Dashboard to be more effective

To access the Dashboard select 25Live Pro on top toolbar. This will take you to your own personal dashboard which you can customize to your needs. As noted above, you can Search for locations via the methods discussed, and once you Star or Save a Search, you can view those Starred/Saved items quickly via your Dashboard.



















For frequent 25 Live users, we encourage you to Star/Save your buildings, and specific rooms which are frequently scheduled, or need reviewed.

# 25 Live Search and Dashboard Options







## Starred Locations

Available on Go To Search Location options

Your Starred Location Searches		^
 <a href="#">Facilities Location</a>		
 <a href="#">My Athletic Locations</a>		
 <a href="#">My Facilities Search</a>		
 <a href="#">My Housing Search</a>		
 <a href="#">My Library Locations</a>		
 <a href="#">My Outdoor Locations</a>		
 <a href="#">Stright Hall</a>		
 <a href="#">Zink Hall</a>		

## Specific Saved Locations/Rooms


Result of star/save a specific location

Your Starred Locations		^
 <a href="#">COGSW 101F</a>	 	
Cogswell Hall 101F - Music Library Seminar		
 <a href="#">RSM 16</a>	 	
Robertshaw 16 - Engineering & Construction Conference Room		

With Starred items, you can immediately reference the locations. In the example above, clicking Stright Hall would return locations/rooms in Stright Hall, and selecting COGSW 101F would return the location Cogswell 101F.

This allows you to quickly access your common or needed locations for scheduling and viewing availability.

**Removing a Starred Item from Dashboard:**

Identify the item on your dashboard and click on the Star  to de-select. Refresh your web browser, and the Starred Item should be removed.