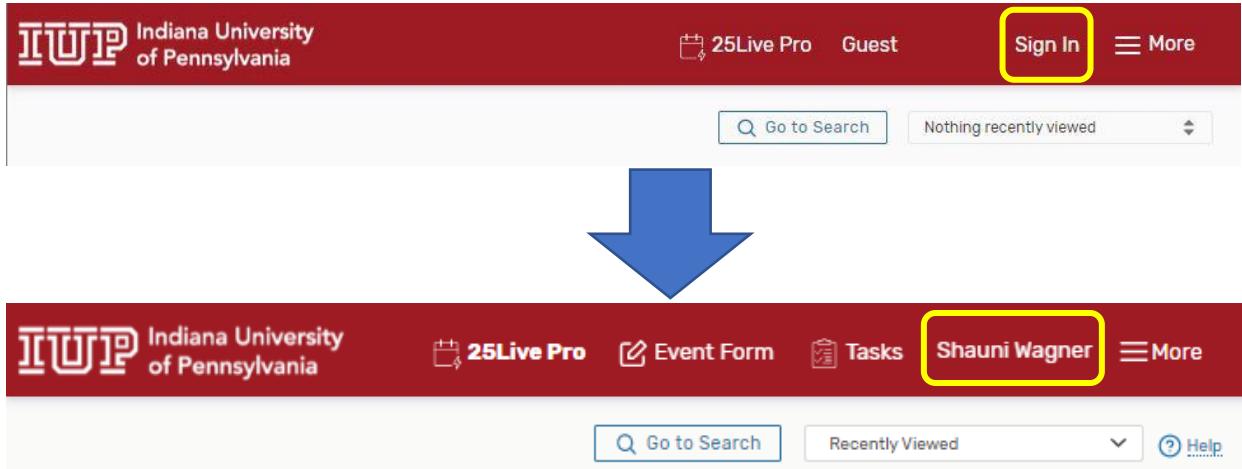


# 25 Live Search and Dashboard Options

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

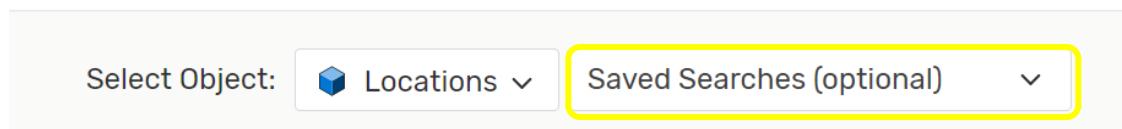


## Step 1: Go To Search

### 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.

The screenshot shows the 'Go To Search' interface. At the top, there is a dropdown menu labeled 'Select Object:' with 'Locations' selected. Next to it is another dropdown for 'Saved Searches (optional)'. Below this, there is a toggle switch between 'Quick Search' (which is turned on) and 'Advanced'. A search input field contains the text 'McElhaney'. To the right of the input field are a delete button ('x') and a help icon ('?'). Below the input field, there is a hint: '(i) Hint! Type :: to use SeriesQL.' To the right of the input field, the message 'Search has not been saved' is displayed. At the bottom right are three buttons: 'Reset', 'Save As', and a large blue 'Search' button.

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:

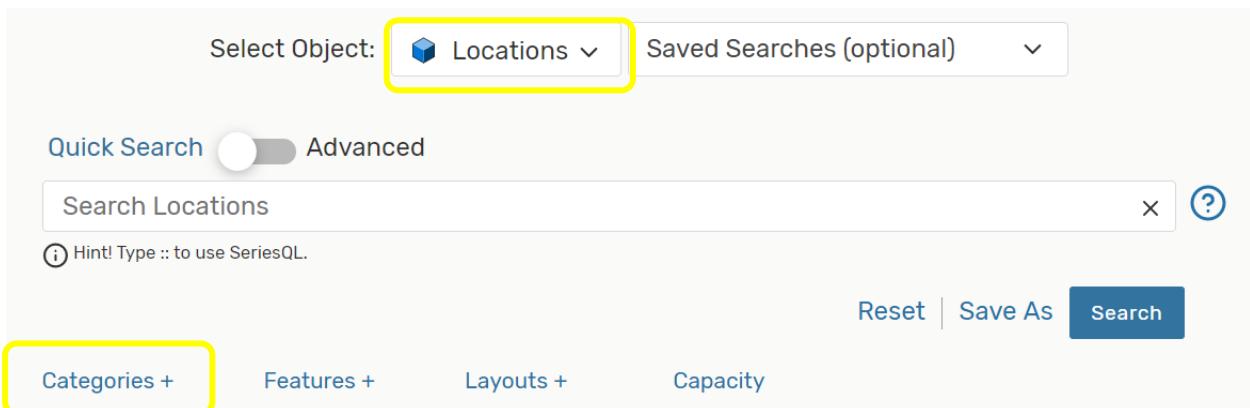
Add to starred searches:  No  Yes

## 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 screenshot shows the 25 Live search interface. At the top, there is a dropdown menu labeled "Select Object" with "Locations" selected. Below it is a "Saved Searches (optional)" dropdown. Underneath these are "Quick Search" and "Advanced" buttons, and a search bar with placeholder text "Search Locations". A hint below the search bar says "Hint! Type :: to use SeriesQL." To the right of the search bar are "Reset", "Save As", and "Search" buttons. At the bottom, there are four tabs: "Categories +", "Features +", "Layouts +", and "Capacity". The "Categories +" tab is highlighted with a yellow box.

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.

- Cogswell Hall
- College of Education and Communications
- College of Fine Arts
- College of Health and Human Services

# 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.

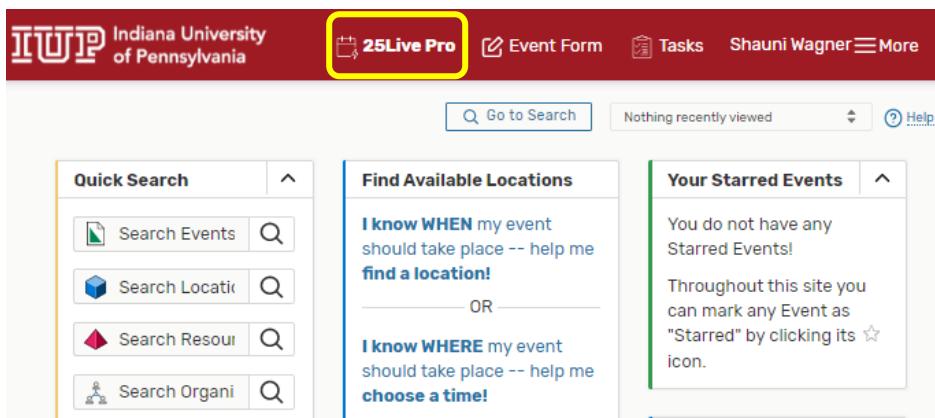
To save a specific location, click the star to enable or disable the star.

# 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.



The screenshot shows the 25Live Pro dashboard. At the top, there's a navigation bar with the Indiana University of Pennsylvania logo, a '25Live Pro' button (which is highlighted with a yellow box), 'Event Form', 'Tasks', 'Shauni Wagner', and a 'More' dropdown. Below the navigation is a search bar with 'Go to Search' and 'Nothing recently viewed'. The main area has three sections: 'Quick Search' with links to 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'; 'Find Available Locations' with instructions for finding events by time or place; and 'Your Starred Events' which currently says 'You do not have any Starred Events!'.

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	
 Facilities Location	
 My Athletic Locations	
 My Facilities Search	
 My Housing Search	
 My Library Locations	
 My Outdoor Locations	
 Straight Hall	
 Zink Hall	

## Specific Saved Locations/Rooms

Result of star/save a specific location

Your Starred Locations	
 COGSW 101F	 
Cogswell Hall 101F - Music Library Seminar	
 RSM 16	 
Robertshaw 16 - Engineering & Construction Conference Room	

With Starred items, you can immediately reference the locations. In the example above, clicking Straight Hall would return locations/rooms in Straight 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.