25Live Basics 08/2013

25Live is the University’s space scheduling and event management system. You can use 25Live to request that an event be scheduled in a particular location, or to discover which locations are available for an event at a particular time. You can also use 25Live to publish an event to the University calendar.

The features available to you will depend on your role in the system. Anyone in the University community can request an event. However, only authorized individuals will be able to confirm a scheduled event in a specific location, or assign resources for that event.

Signing Onto 25Live

1. In Firefox, Chrome, or Safari, enter the address www.princeton.edu/25Live and press the Enter key.

   Important! Do not use Internet Explorer for 25Live! If your default browser is Internet Explorer, do not click on the link; 25Live does not work well in Internet Explorer. Instead of clicking on the link, open Firefox, Chrome, or Safari, and then cut and paste the link into the address bar.

2. Click the Sign In link at the top right, then enter your netID in the Username field, and your password in the Password field.

3. Press Enter, or click the Sign In button. The dashboard will be loaded with the features available to you, putting your most frequently needed tasks at your fingertips.

Accessing 25Live

What’s on the Dashboard?

The 25Live dashboard contains modules for each of the different functions you may need, based on your authorized role. The dashboard shown here is for a Scheduler. Someone who is only authorized to request space will not see the modules for resources.

To sign in or out, click here.

For quick searches using a single keyword, enter the keyword here and click Go.

When you have reviewed the release updates, you can permanently dismiss this module.

For a calendar view of your starred events, click on the Calendar tab.

To customize your dashboard, click here, then drag the modules to the desired location.

Events you have starred will be listed here.

Locations you have starred will be listed here.

For schedulers, resources you have starred will be listed here.

Events that have not been confirmed are found under Event Drafts. If you are a Scheduler, requests that need your attention will be found here.

Warnings and messages are displayed at the top of the page.

Events and locations you have starred will be listed on the left.

Clicking the Create an Event button opens the Event Creation and Editing window.

You can get to your assigned tasks from this module.

You can find your events here. Schedulers will be able to locate events by role here.

You can find your events here. The dashboard will be loaded with the features available to you, putting your most frequently needed tasks at your fingertips.
Customizing Your Dashboard

If you would prefer to arrange the items on your dashboard in a way that works better for you, you can reposition them, or even hide them from view. A hidden element (or module) remains in the area that opens when you click the Customize Dashboard button, so you can always restore it, if you need it later.

To move an element on your dashboard:
1. Hover your cursor over the header until it becomes a 4-pointed arrow,
2. Then drag the element to the place where you want to move it.

To hide an element on your dashboard:
1. Click the Customize Dashboard header to open it.
2. Hover over the heading of the element you want to hide until the cursor becomes a 4-pointed arrow.
3. Drag the element into the grey custom Dashboard area.
4. Click Done.

To restore a hidden element:
1. Click the Customize Dashboard header.
2. Drag the element back to a place on your Dashboard.

To restore the Dashboard to its default configuration, click the Customize Dashboard header, and then click Reset Dashboard.

Hidden elements can be found here.