

<https://25live.collegenet.com/pro/towson#!/home/dash> * Sign into 25Live using your TU netID and password

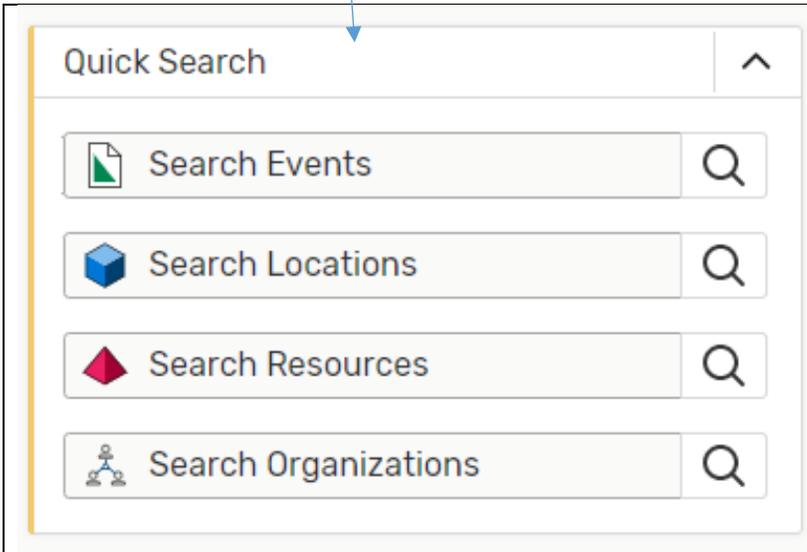
The screenshot shows the 25Live Pro dashboard interface. Five callouts are overlaid on the dashboard:

- 1** Quick Search allows you to quickly find items. Type in the Name
- 2** Advanced Search Options
- 3** Returns you to Dashboard
- 4** Reservation Request Form
- 5** Task List

The dashboard itself includes the TOWSON UNIVERSITY logo, navigation links for 25Live Pro, Event Form, Tasks (18), and user information for Charles Smallwood. The main content area features a Quick Search section with filters for Events, Locations, Resources, and Organizations. It also includes a 'Find Available Locations' section with instructions on how to use the search filters, a 'Create an Event' button, and a 'Your Starred' section with dropdowns for Events, Locations, and Resources. A 'Customize Dashboard' link is also present.

1

Quick Search allows you to quickly find items. Type in the Name



Quick Search allows you to type in:

- the full or partial name of an event; or, event reservation number
- the full name, partial name, nickname, or room number of a location
- the full or partial name of a resource
- the full or partial name of an organization

Benefits include: making favorites of certain items for the ease of future navigation. Quickly locating events assigned to a particular Event Manager. Events confirmed or pending for organizations.

From the search results you may look at a calendar view or list view of events related to the quick search and you may navigate by date.

2

Advanced Search Options

The screenshot shows the 'Go to Search' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Go to Search'. To its right is a 'Recently Viewed' dropdown menu and a 'Help' icon. Below these are three large, rounded rectangular buttons: 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources', each with a downward arrow on the right side. On the left side of the interface, there are some partially visible labels: 'ce --' and 'ace --'.

Go to Search is very much like Quick Search but provides you greater search options (more advanced learning); however, you may use it as you would Quick Search.

No matter which *object* you select, e.g. Events, Locations, Resources, Organizations, you will find options for different views as well as a date function to which you may navigate.

Views include "List" "Calendar" or "Availability."

Example A: Click *Go to Search* → *Events* → type in Celebration in *Search Events*.

Nine results are returned. The default setting is "Future Only" results; however, there is an option to change the results to "All Dates" which will garner 160 results. The default view is set to "List." You may opt for a "Calendar" View.

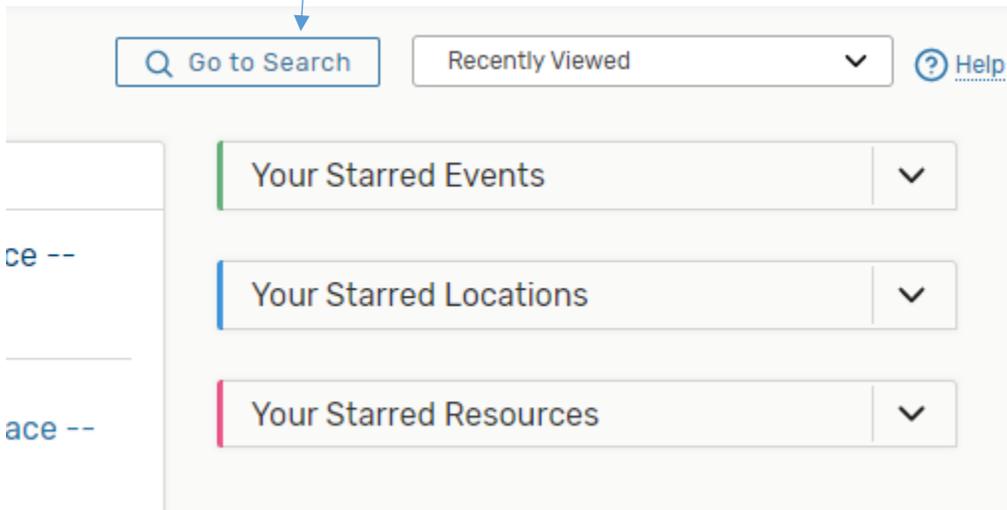
The screenshot shows the search results page for 'Celebration' events. At the top, there is a 'Select Object:' dropdown menu with 'Events' selected. Below it is a search bar with 'Celebration' entered. There are buttons for 'Reset', 'Save As', and 'Search'. Below the search bar are several filter categories: 'Cabinets +', 'Organizations +', 'Types +', 'Categories +', 'Roles +', and 'States +'. At the bottom of the search bar area, there are view options: 'List' (selected) and 'Calendar'. There are also date range filters: '← Future Only →' and 'Future Only All Dates'. Below these are three event results in a table.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations	Scheduler
☆ Ebony Celebration	Ebony Celebration	2020-ACCZBM	CENTER FOR STUDENT DIVERSITY	Department Event	Faculty Event, Staff Event, Student Event	Scheduler	Sun May 16 2021	Wed Mar 11 2020 4:29 pm	Confirmed	FH 0306 Minnegan Room, FH 0308 Field View Room	Beth Walsh
☆ Lavender Celebration 2021	Lavender Celebration 2021	2020-ACDLXK	CSD-LGBT	Student Org Event	Student Event		Sat May 08 2021	Mon Apr 27 2020 7:39 pm	Confirmed	PA 0100 South Campus Pavilion	Charles Smallwood
☆ TigerFest Week Celebration	Thursday	2020-ACCTHN	STUDENT ACTIVITIES	Department Event	Faculty Event, Staff Event, Student Event	Scheduler	Thu Apr 15 2021	Wed Feb 19 2020 1:12 pm	Confirmed	WC 0304 Meeting Room 1, WC 0305 Meeting	Beth Walsh

Example A

[Date

2 Advanced Search Options



Example B: Click *Go to Search* → *Locations* → type in WC 03 in *Search Locations*.

Six results are returned (or, the third floor of West Village Commons). The default view is set to “List.” You may opt for a “Calendar” View; “Availability” View; or “Availability Weekly” View. You may “star” a location to make it a favorite which will help with future searches.

Select Object: **Locations** Saved Searches (optional)

Quick Search Advanced

WC 03

Search has not been saved. Reset | Save As | Search

Categories + Features + Layouts + Capacity between and

List | Calendar | Availability | Availability Weekly

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
WC 0308 Exercise Room Meeting Room 5	West Village Commons 0308 Exercise Room	West Village Commons	Flooring: Dance, Sprung/Suspended, Flooring: Wood	(Ecs) As-is, (Ecs) T B D	20	20
WC 0307 Meeting Room 4	West Village Commons 0307 (Conference Room)	West Village Commons	Flooring: Carpet, Projection Screen	(Ecs) Classroom Rows, (Ecs) See Setup/Beo, (Ecs) Square-open, (Ecs) T B D, (Ecs) Theater Style, (Ecs) U-shaped	66	30

Select Object: **Locations** Saved Searches (optional)

Quick Search Advanced

WC 03

Search has not been saved
Reset | Save As | Search

Categories + Capacity between and

Legend | List | Calendar | **Availability** | Availability Weekly | Include Requested

← Mon Sep 21 2020 → | Overlapping

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
WC 0301 Commons 3rd Floor Lab...	Closed	Block out for Study Space																Closed
WC 0304 Meeting Room 1	Closed											Student Weekly Meetings						Closed
WC 0305 Meeting Room 2	Closed											Student Weekly Meetings						Closed
WC 0306 Meeting Room 3	Closed											Student Weekly Meetings						Closed
WC 0307 Meeting Room 4	Closed											Student Weekly Meetings						Closed
WC 0308 Exercise Room Meeting...	Closed																	Closed

No More Results

Example B

Advanced Search Options

Go to Search | Recently Viewed | Help

- Your Starred Events
- Your Starred Locations
- Your Starred Resources

Example C: Click *Go to Search* → *Resources* → type in *EM* in *Search Resources*.

Eleven results are returned. The default view is set to “List.” You may opt for a “Calendar” View or “Availability” View which will display the eleven EM’s assignments for the week displayed. Or, you may click on one EM, then select which view you prefer.

Select Object: Resources Saved Searches (optional)

Quick Search Advanced

EM

Search has not been saved

Reset | Save As | Search

Categories +

List | Calendar | Availability

Name	Categories	Custom Attributes	Quantity
★ ECS EM: Adrienne Holocker	E&Cs Event Managers		10000
★ ECS EM: Allison Hunt	E&Cs Event Managers		10000
★ ECS EM: Elizabeth Strauch	E&Cs Event Managers		10000
★ ECS EM: Julie Ecke	E&Cs Event Managers		10000

Example C

Advanced Search Options

Go to Search

Recently Viewed

Help

Your Starred Events

Your Starred Locations

Your Starred Resources

Example D: Click *Go to Search* → *Organizations* → type in *Campus Activities Board* in *Search Organizations*.

One result is returned. The default view is set to “List.” You may opt for a “Calendar” View which will display the events confirmed for the organization. You may navigate by date.

The screenshot shows the 25Live Pro interface with the following elements:

- Header:** TU TOWSON UNIVERSITY logo, 25Live Pro, Event Form, Tasks (4), Beth Walsh, and a More menu.
- Search Area:** "Select Object" dropdown set to "Organizations", "Saved Searches (optional)" dropdown, and a search input containing "Campus Activities Board". A "Hint! Type :: to use SeriesQL" is visible below the input.
- Calendar View:** A weekly calendar for September 20-26, 2020. The "Calendar" button is circled in green. Events are listed for Tuesday, Wednesday, and Thursday.
- Annotations:** Red circles highlight the "Organizations" dropdown, the search input, and the "Calendar" button. A yellow box labeled "Navigate by Date" points to the date navigation controls.

Example D

25Live Pro Event Form Tasks 53		Returns you to the Dashboard
		Opens the Event Form to make a request for space/create an event request.
		Displays your task list (not all users have a task list).