



USING AND CUSTOMIZING YOUR HOME DASHBOARD

Your Dashboard Features Elements

The 25Live dashboard uses element sections to give you quick access to commonly used objects. You can customize the placement of the elements and hide those you don't wish to see. The default dashboard includes all the available elements in their expanded view.

- **Express Scheduling or Create an Event**
 - The Express Scheduling widget offers an easy, direct way to schedule simple events in common spaces that don't need additional approval, such as library study rooms, music practice rooms, and spaces students and basic users are allowed to reserve/request

Express Scheduling

Standard AI

Date / Time

Mon Nov 10 2025

3:00 pm

To:

4:00 pm

Duration:
1 Hour

Express Locations

Search spaces

Event Name

Quick Search

- **Quick Search** – use the search fields to perform a very basic search for objects.

- **Find Available Locations**

Find Available Locations

I know WHEN my event should take place --
help me **find a location!**

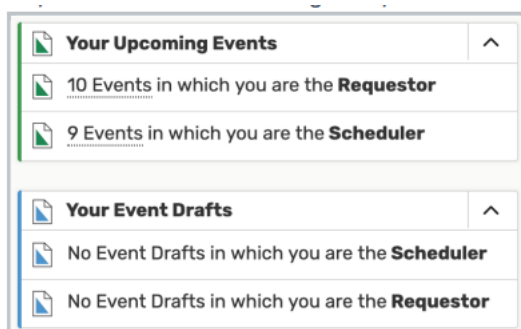
OR

I know WHERE my event should take place --
help me **choose a time!**

- Fast access to help you create events based on simple criteria with options for:
 - "I know WHEN my event should take place," including an Academic Availability feature
 - "I know WHERE my event should take place" with a direct location search

- **Your Upcoming Events**

- Allows quick access to saved events for which you are the Requestor or the Scheduler
- Only shows events occurring today or in the future



- **Your Event Drafts**

- Allows quick access to draft events for which you are the Requestor or the Scheduler
- Only shows events occurring today or in the future

- **Recently Viewed**

- Shows the most recent events, locations, resources, and organizations you have viewed in this session

- **Tasks**

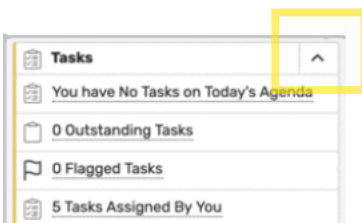
- List of tasks on today's agenda that are outstanding, flagged, or assigned by you

- **Your Starred Event Searches**

- Shows saved event searches you have starred as favorites
- Click on the search titles to run the search

- Unstar any favorites you want to remove from the element section
- **Your Starred Location Searches**
 - Shows saved location searches you have starred as favorites
 - Click on the search titles to run the search
 - Unstar any favorites you want to remove from the element section
- **Your Starred Resource Searches**
 - Shows saved resource searches you have starred as favorites
 - Click on the search titles to run the search
 - Unstar any favorites you want to remove from the element section
- **Your Starred Reports**
 - Shows reports you have starred as favorites
 - Click on the report title to go to its options screen and run the report
 - Unstar any favorites you want to remove from the element section
- **Your Starred Events**
 - Displays a list of events you have starred as favorites
 - Click on the event title to go to its details Use the edit icon to edit the event
 - Unstar any favorites you want to remove from the element section
- **Your Starred Locations**
 - Displays a list of locations you have starred as favorites
 - Click on the location title to go to its details Use the create icon to create an event using this location
 - Unstar any favorites you want to remove from the element section
- **Your Starred Resources**
 - Displays a list of resources you have starred as favorites
 - Click on the resource title to go to its details
 - Use the create icon to create an event using this resource
 - Unstar any favorites you want to remove from the element section

To Collapse or Expand a Dashboard Element Section



Each element section has an arrow (or chevron) icon in its upper-right corner. Click the icon to toggle the element to collapse or expand the content.

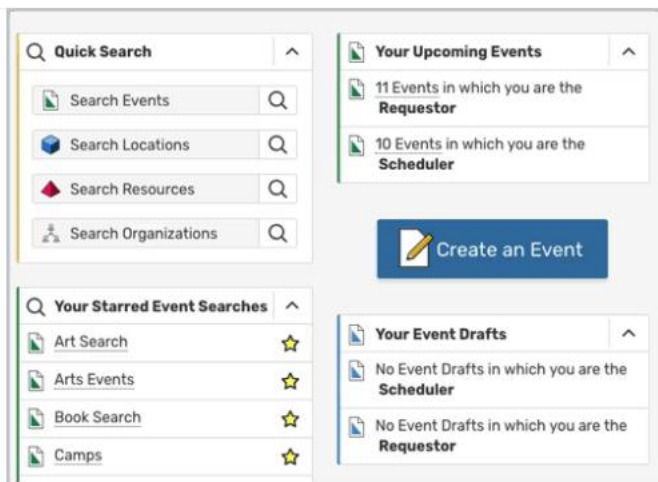
Customizing Your Home Dashboard View

Use the (Customize Dashboard) link at the bottom-right of the page to open the customization view. Your view will scroll to the top of the page to the revealed customization controls.

Within the shaded customization controls section, there are written instructions to remind you how to move elements in and out as well as an option to Reset Dashboard.

Use the Done button to close the customization controls

To Move Elements



As you hover your mouse over the title of an element, the mouse cursor will change to a crosshair icon . Click on the title of an element to move it. Drag the box to the desired position, then release it.

To Add or Remove Elements

You can hide an element from view (remove it from your dashboard) by clicking its title and dragging it into the shaded customization control area.

The customization control area displays titles of elements that have previously been hidden from view. Simply drag any element by its title back onto the dashboard to restore it. Outlines will appear as you drag the element over available spaces.

If you are finished moving elements, use the Done button to close the customization controls.