



NAVIGATING THROUGH 25LIVE

The Top Navigation Bar is Always Available



25Live Event Form Tasks Chat More

The consistent navigation component on every screen and view in 25Live is the top navigation bar. Return to this handy area to access the main parts of the application, search, and visit other Series25 applications.

Access Your Favorite Objects and Views Faster By Customizing Your Dashboard

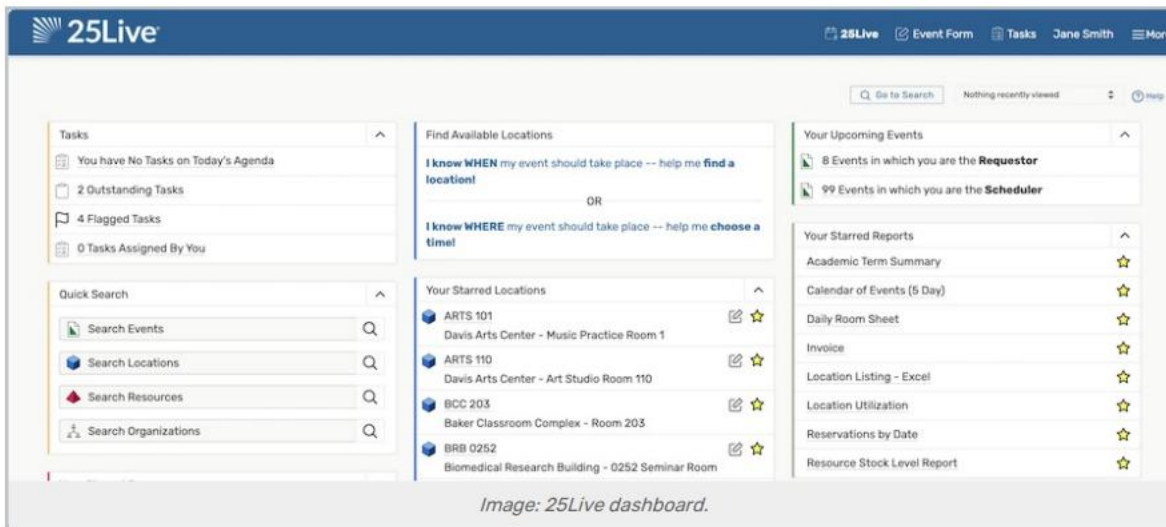
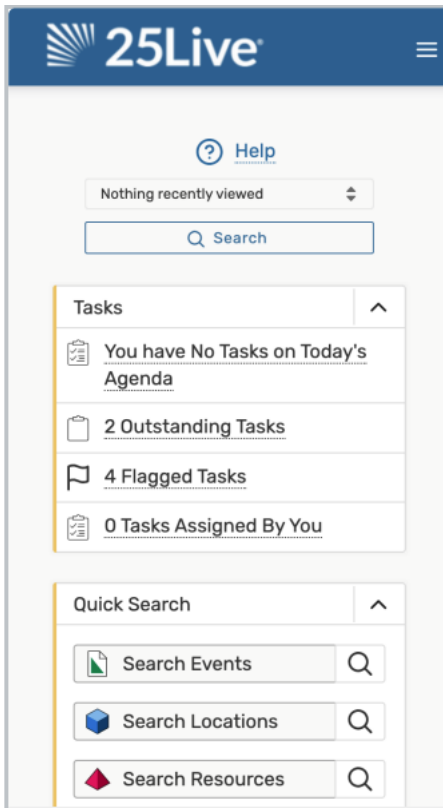


Image: 25Live dashboard.

The best way to improve your productivity in 25Live is to customize your home dashboard. With smart customization, you can quickly create events, access starred/favorite objects in one click, and quickly access saved searches. Read more about customizing the dashboard on the “Using and Customizing Home Dashboard” user guide.

In **mobile devices** and other narrow screens, the top navigation bar compresses options into the more menu on the right side.



Additional Tips to Get More Out of 25Live

- **Take advantage of search**
 - With three search modes (Quick, SeriesQL, and Advanced), it's often faster to search for what you need rather than to browse.
- **Use the Recently Viewed dropdown menu**
 - Near the top navigation bar's search box is a recently viewed dropdown menu that will show objects you have viewed within the current session.
- **Expand panels**
 - Look for the chevron symbol in panels that indicates content that can expand or collapse.
- **Look for drag-and-drop features**
 - Many areas of 25Live, such as the home dashboard and availability views provide opportunities to quickly drag and drop objects where you need them.