Dashboard (see next slide)
Customize Dashboard

Drag items you do not want to appear on your dashboard to the top.

Click Done when you’re satisfied.

Your dashboard can be adjusted and reset at any time.
Dashboard - Quick Search

If you know the name or reference number of your event, you can enter that information into Search Events. Please note that the event name and reference number must be exact.

Use Search Locations if you know where you would like an event to take place.
Navigation - Top Navigation Bar

Regardless of what area of Pro you are in, you will always see this navigation bar at the top of your screen.

- Navigate to the “home” dashboard
- Create a new event reservation
- Go to the search page to quickly search for events or locations.
- Access the “More” Menu *(see next slides for more information)*
- See a list of recent viewed events or locations
You can access the More menu from any page. This is a key way to navigate around 25Live Pro.
More menu

Most popular/used selections will be Home, Availability and Search.

The following slides will focus on the Search option.
Search - Locations, Quick Search

You may enter a building name in Quick Search (ex: SmithB) and come up with multiple ways to view your results: list view, calendar view, availability (overlapping) and availability (separated).

See next page for more details.
Quick Search - list view

List view shows you room details such as room features and maximum capacity.
Quick Search - availability (overlapping)

Most common view and easiest to tell what space is available when.
Quick Search - availability (separated)

Separated schedules items an hour per line.
Quick Search - More Options

Select More Options to refine your search.

Please keep in mind that the search will only show you available rooms that have the features you have chosen. If you do not have any specific needs, leave the More Options section blank.

See next page for more details.
Quick Search - More Options - Categories

Selecting one or more categories will narrow your search.
Please select the features that you know you need, i.e., projector, white board, ADA compliant, etc.
If you know this information, enter it here.
Quick Search - Matching All vs. Matching Any

Matching All - this option will pull up results with all of the features you’ve selected (ex: whiteboard AND projector AND 100-200 capacity)

Matching Any - this option will pull up results with any of the features you’ve selected (ex: whiteboard OR projector OR 100-200 capacity).
Search - Locations - Advanced search

Click Add Criteria if you would like to create a more detailed location search.

Most common criteria you would use when searching for a location are General, Locations and Features

As with a Quick Search, you’ll be able to choose List view, Calendar view or Availability view
The following slides will deal with the Availability feature.
Availability Search

The availability search has a number of predetermined searches such as Performance Spaces, Green Spaces, Lecture Halls, etc. This is a good place to start if you know where on campus you’d like to meet or what type of room you want to hold your event in.

Make sure to select the date you’re holding your event.
Availability search results

Here is an example of a search for Performance Spaces on June 4, 2019. This search only shows rooms that have been categorized as “performance space”.
Additional Information

- Contact the Scheduling Office at [scheduler@brown.edu](mailto:scheduler@brown.edu) or (401) 863-6217