

25LIVE PRO QUICK GUIDE

25live.collegenet.com/pro/csusm



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NEW 25Live Pro Home Page

The screenshot shows a calendar interface for December 2019. The header includes the CSUSM logo, navigation links for '25Live Pro', 'Event Form', 'Tasks', 'Crash Cougar', and 'More'. Below the header is a search bar and a date range selector set to 'Mon Dec 02 2019 - Sun Dec 08 2019'. The calendar grid displays events for each day from Monday to Sunday. Monday, December 2nd, features a 'Vocal Ensemble Concert' (Private) from 7:00 pm to 9:00 pm. Tuesday, December 3rd, has 'Donuts with the Dean of Students' from 9:00 am to 10:00 am and 'World AIDS Day' from 6:00 pm to 7:30 pm. Wednesday, December 4th, features a 'Jazz & World Music Ensembles Concert' from 7:00 pm to 9:00 pm. Thursday, December 5th, has 'PAUSE FOR PAWS FALL 2019' from 10:00 am to 2:00 pm, 'STRESSLESS RELAXATION STATIONS' from 11:30 am to 1:00 pm, 'ANNUAL EMPLOYEE SERVICE AWARDS' from 3:00 pm to 5:00 pm, and 'LAS POSADAS!' from 5:00 pm to 8:00 pm. Friday, December 6th, features a 'PIANO RECITAL' from 7:00 pm to 9:00 pm.

NEW Dashboard

Quick Access to the Event Form

The screenshot shows the 25Live Pro dashboard. The header is identical to the calendar view. The main content area is divided into several sections. On the left is a 'Quick Search' section with search boxes for Events, Locations, Resources, and Organizations. Below this are sections for 'Your Starred Event Searches', 'Your Starred Location Searches', 'Your Starred Resource Searches', and 'Your Starred Reports', all showing 'You do not have any Starred... Searches!'. In the center is a 'Find Available Locations' section with instructions on how to find a location based on time or location, and a 'Create an Event' button. Below this is 'Your Upcoming Events' (no events), 'Your Event Drafts' (no drafts as scheduler or requestor), and 'Tasks' (no tasks on today's agenda). On the right are sections for 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources', all showing 'You do not have any Starred...'. A 'Customize Dashboard' link is at the bottom right. Two green arrows point from the text above to the '25Live Pro' and 'Event Form' links in the header.

NEW Navigation Tools

CSUSM 25Live Pro Guest Sign In More

Go to Search Nothing recently viewed

Featured Events at CSUSM Related Locations Sun Jun 16 2019 - Sat Jun 22 2019 3-D Week Month (as of 1:33 pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 16	17	18	19	20	21	22
		8:00 am - 1:00 pm TRANSFER STUDENT ORIENTATION A.M. (Private) 12:00 pm - 9:00 pm TRANSFER STUDENT ORIENTATION P.M. (Private)				

Three Places to Find What You Are Looking For

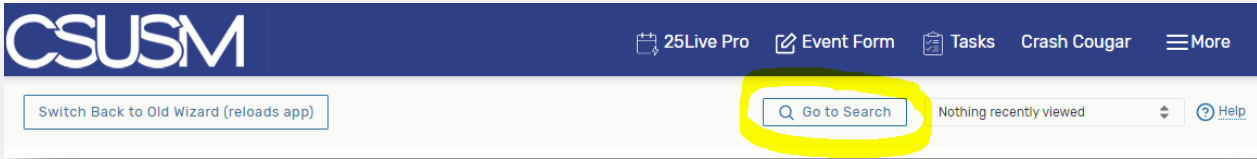
1. Go to Search
2. Recently Viewed
3. More (hamburger icon)

These options will always appear in the top right hand corner on all screens as you navigate through 25Live.

25Live Pro Guest Sign In More

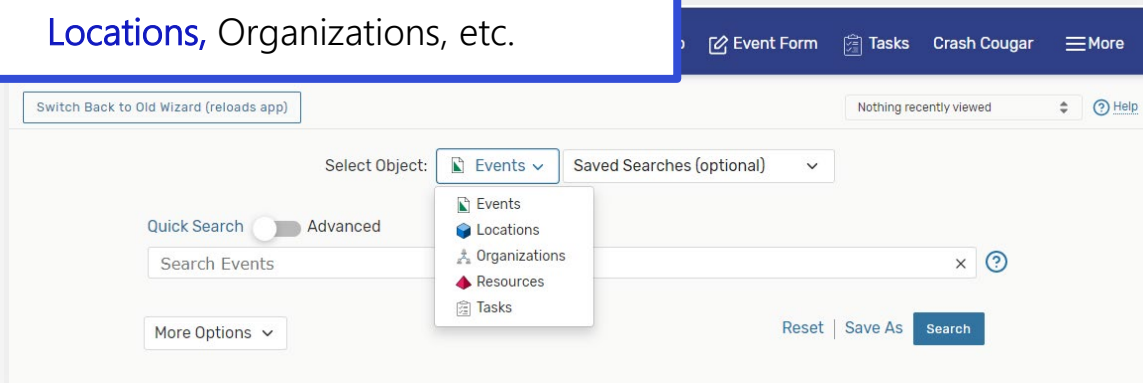
Go to Search Nothing recently viewed

1. Go to Search



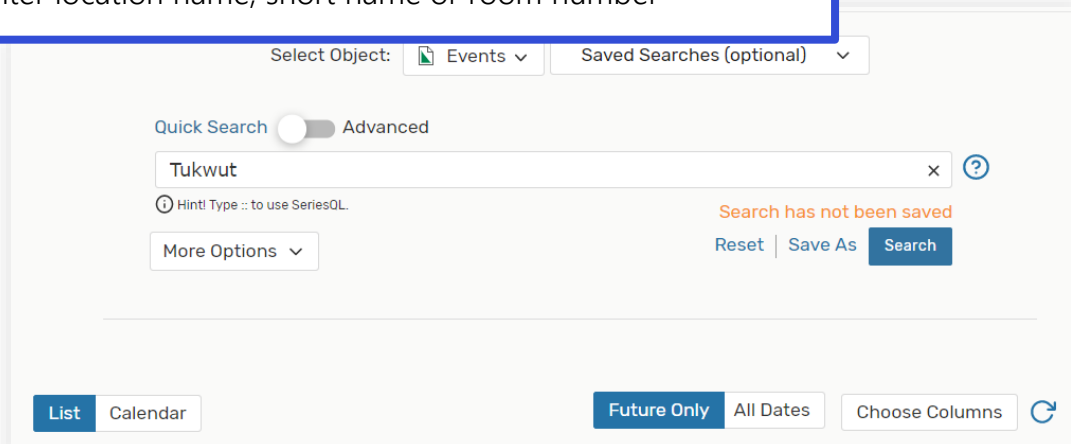
Click on the Go to Search button for search options. Select from the drop down menu to search for:

- Events (event name/reference number),
- Locations, Organizations, etc.

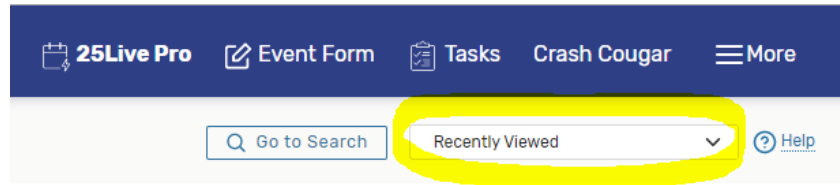


Event Search: enter key word or reference number

Location Search: enter location name, short name or room number



2. Recently Viewed

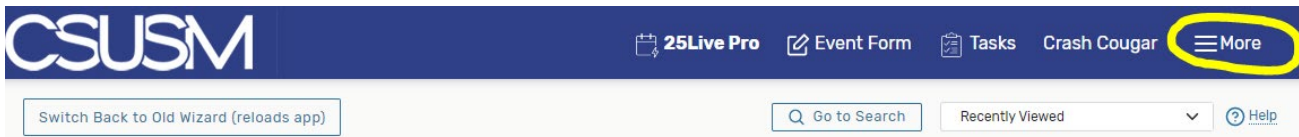


Events and Locations that you've **recently opened** will appear here – most recent on top.

This is the new way to jump back and forth between tabs/screens.



3. More (hamburger icon)



Click on the More to get to:

- Home: 25Live Pro (dashboard)
- Navigate to Different Views:
 1. List view
 2. Calendar view (default view)
 3. Availability view
 4. Search options (aka Go to Search)
 5. 25Live Scheduling – Mobile Version
- Sign In / Sign Out

