25Live Room Scheduler

Tips
25LIVE TIPS

Sign into 25Live. You will be either on the Dashboard or the Calendar view of the Home tab. Choose the Dashboard view.

HELP

25Live provides two different ways to look up information about all processes may be used in this product.

A) You can hover over fields and buttons to bring up a yellow blurb explaining the purpose of the area. To see more detailed information, click on the light bulb on the bottom right corner of the blurb. To disable this function, scroll down to the bottom of the page and click disable on Help Tips.

B) Click on the Help button.

A window will pop up with all 25Live relevant information organized in categories and folders.
Each page is printable. You can also open help in a standalone browser window by clicking on the little white square icon on the bottom right corner. This way you can keep the help up all time while working in 25Live.

**TEXT SIZE**

In 25Live you can switch to a bigger or smaller text size without adjusting your browser settings. Scroll down to the footer and use the plus and minus signs next to Text Size for bigger or smaller fonts. Clicking on the asterisk sets text size as default.
ICON LEGEND

Click on the Icon Legend sign in the footer to open up all icons and their descriptions.

SPECIAL CURSORS

25Live uses special cursors that show up while hovering over a clickable event or location. A little green box indicates events; the blue is for locations. Without clicking on the event or location they will show high level details. Right clicking will offer different views and functions.
**USER PREFERENCES**

Once you are signed in, you may set your Date/Time Preferences, change your password, or edit your contact information by clicking on Preferences and select as applicable. Reload the browser to update the preferences.

The password setup only accepts letters, numbers, and the underscore character.