

Using the Top Navigation Bar

The navigation bar is always present across the top of the 25Live interface to give you convenient access to the most used sections of the application:



Image: The top navigation bar provides an easy way to access common application sections.

- **25Live**
 - The link to return to your home dashboard in 25Live.
- **Event Wizard**
 - The link to the online form used to create events.
- **Tasks**
 - The link to the Tasks section where you can search for tasks, complete your tasks, and create new tasks.
- **Welcome**
 - This message indicates the name of the currently logged in user.
- **More**
 - An expandable menu that provides you with additional links and options.

The More Menu

The expanded More menu offers easy navigation to the following:

- **Home: 25Live Pro**
 - The link to return to the home dashboard of 25Live.
- **List** (see *Browsing Personal Views*)
 - Access to a list view of your saved searches as well as starred items.
- **Calendar** (see *Browsing Personal Views*)
 - Access to a calendar view of your saved searches as well as starred items.
- **Availability** (see *Browsing Personal Views*)
 - Shows location availability for starred locations and saved and public location searches.
- **Search** (see *Searching for Events, Locations, and Organizations*)
 - Easy access to the main search view with options to search for events, locations, organizations, and tasks.
 - List, calendar, and availability views are available.
 - Advanced search options provide more targeted results.

- **Reports**
 - Access to run reports, email, export and save, print, and more.
- **25Live Scheduling**
 - Use this link to go to the mobile-friendly, basic scheduling version of 25Live
- **Preferences**
 - Provides the ability to edit your date and time preferences.
- **About**
 - Access to contact your institution's 25Live administrator.
 - Current release notes for 25Live.
 - Copyright information, privacy policy, and browser recommendations.

Additional Navigation Elements

Just under the top navigation bar, there are additional navigation elements to help you quickly get to sections.

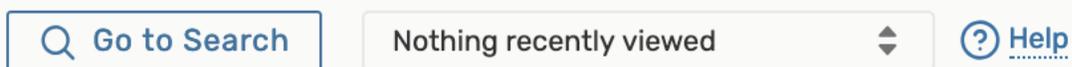


Image: Below the top navigation bar are additional, helpful elements including a search link and quick access to recently viewed items.

- **Go to Search**
 - This link takes you to the main search screen where you can search for events, locations, organizations, and tasks.
- **Recently Viewed**
 - This dropdown menu contains a list of the last objects (events, locations, and organizations) you've viewed in this session.