

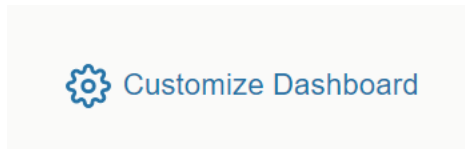
The Dashboard

When you sign in to 25Live at <https://25live.collegenet.com/pro/bu> using your personal BU login and Kerberos password, you'll land on the **dashboard**. The dashboard is your launching off point to other areas and functions in 25Live.

Customizing the Dashboard

You can customize your dashboard to make it work better for you. Most of the sections you see on the dashboard can either be moved around for different placement on your dashboard or hidden if they are not something you need to see or use.

To customize your dashboard, scroll to the bottom where you will find the **Customize Dashboard** button.



Clicking on this button will scroll your dashboard back to the top where you will now see a gray box explaining how you can customize it.

Drag an element from the dashboard to this area to hide it from view.

Drag a hidden element from this area to reposition it on your Dashboard. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. You can customize the dashboard using your keyboard by tabbing to a heading to select an element, then using the arrow keys to move it around the dashboard.

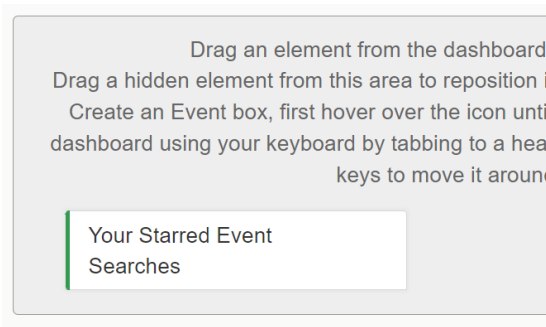
[Reset Dashboard](#) [Done](#)

You can drag any section you don't want to see or use up into the gray box to remove it from your dashboard. You always have the option to bring these sections back or reset your entire dashboard to its original view, so you don't need to be concerned that if you remove a section now that you won't be able to get it back later.

Hover over a section name until you see this icon:



Click on the section name and you will be able to drag it up to the gray box so it will disappear from your dashboard. Once in the gray box, release your mouse and the section will appear there.



Click the **Done** button to close the gray customization box.

If you just want to move sections around, you don't have to click on the **Customize Dashboard** button. You can simply hover your mouse over a section name until this icon appears again:







Click and move the section to another area of our dashboard, release your mouse once you have the placement you want, and the section will relocate.

Navigation Bar

The top navigation bar allows for ease of navigation to certain actions within 25Live and is always visible across the top of the 25Live environment no matter where you are in the system.

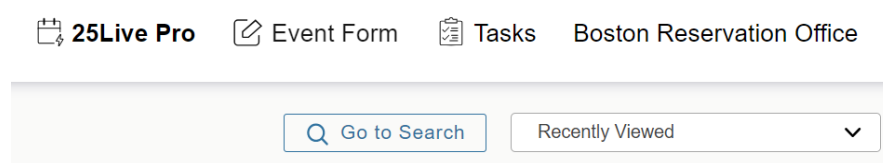


 **25Live Pro**  Event Form  Tasks Boston Reservation Office  More

The **25Live Pro** button will quickly bring you back to the dashboard, the **Event Form** button will open the **Event Form**, and the **More** dropdown menu gives you access to lists, calendars, and availability grids for events, locations, and organizations, to searching, and to reports.

Additional Navigation Options

There are two additional navigation options on the dashboard that you will find just below the navigation bar. Like the navigation bar, these options will always be visible as you go to different areas of 25Live.



Go to Search

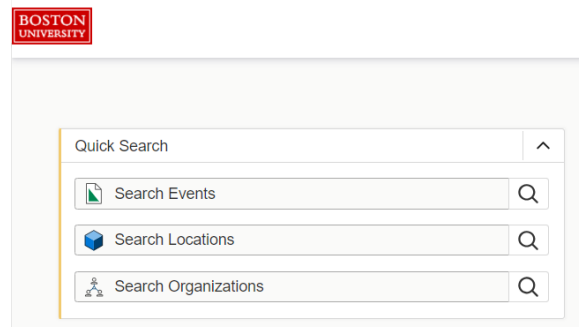
The **Go to Search** button will open the search function in 25Live – this is the same search function you can access from the **More** dropdown menu. Remember to select the correct search object so you can search for events, locations, or organizations. You can also leverage any starred searches, pre-defined searches, or public searches in each of these categories by clicking on the saved searches dropdown option.

Recently Viewed

The **Recently Viewed** dropdown keeps a history of events, locations, and organizations you've looked at over the previous few days. This function allows you one click access to go back to something you need to see again without having to search for it.

Quick Search

The **Quick Search** function allows you to easily find events, locations, or organizations. To find events, you can search by event name or unique reference number. To find locations, you can search by three letter building code, actual room number, or a formal location name. To find organizations, you can search by keyword in the organization name.



Starring

You can star events and locations and they will live on your dashboard to provide easy, one click access to them. Starring in 25Live is making something your favorite. When you star a location, your one click access will bring you to the location details and availability grids without having to actually search for the location first.

The screenshot displays two sections of a dashboard. The left section, titled 'Your Starred Events', contains three items: 'ABC Conference', 'Admissions Information Session', and 'Management Town Meeting'. Each item has a document icon, a link icon, and a star icon. The right section, titled 'Your Starred Locations', contains three items: 'Dahod Family Alumni Center at The Castle', 'GSU 239', and 'GSU 310'. Each item has a blue cube icon, a link icon, and a star icon. The 'Dahod Family Alumni Center at The Castle' item includes the address '225 Bay State Road - Dahod Family Alumni Center at The Castle'. The 'GSU 239' item includes the address 'George Sherman Union 239 - Terrace Lounge'. The 'GSU 310' item includes the address 'George Sherman Union 310'. The 'GSU 312' item includes the address 'George Sherman Union 312'.

For more information on starring, please see our guide titled, “Starring.”

Finding Your Events

You can also find your events by searching for them in the **Quick Search** with the event name or unique reference number, or you can simply click on the link in the **Your Upcoming Events** section on the dashboard. If you haven’t customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word “events” and this is a clickable link.

The screenshot displays two sections of a dashboard. The top section is a blue button with a pencil icon and the text 'Create an Event'. Below it is a section titled 'Your Upcoming Events' with a dropdown arrow. Below the title, there is a link icon followed by the text '11 Events in which you are the Requestor'.

Clicking on the link will bring up a list of your events. Once you find the one you are looking for, simply click on the event name to open it.

List Calendar ← Future Only → Future Only All Dates Select Columns ↻ ? Help

224 Matching Events

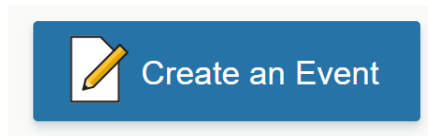
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations	Scheduler	Requestor
☆ 7th Annual BU ADRC CTE Conference		2022-ACDXLQ	Events & Conferences	Conference		Requestor	Thu Nov 30 2023	Wed Nov 30 2022 3:22 pm	Tentative	OSW 916	E&C Rooms	Andrew L. Vigue
☆ AGC Diversity Summit		2023-ACJVML	Events & Conferences	Conference		Requestor	Tue Oct 17 2023	Wed May 24 2023 5:05 pm	Tentative	GSU 219, GSU 219A, GSU 219B, GSU 330A, GSU Stone Lobby	E&C Rooms	Andrew L. Vigue
☆ All School Meeting		2023-ACHNMH	Boston University Academy	Meeting		Requestor	Tue Jan 16 2024	Tue Feb 28 2023 3:00 pm	Tentative		Registrar's Office	Andrew L. Vigue

If you just want see events you have coming up, make sure the **Future Only** button is selected. If you select **All Dates**, you will see all events you have requested, even ones that have already happened in the past.

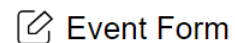
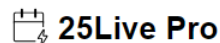
Creating Events

You can start creating an event by accessing the **Event Form** in one of two ways:

1. Clicking on the **Create an Event** button on the 25Live homepage:



2. Clicking on the **Event Form** button on the navigation bar at the top of the homepage:



The form will open, and you can begin entering your event information.

For a detailed, step by step guide for completing the Event Form, please see our guide titled, "Creating Events."

If you sign in and do not see the **Create an Event** button, this means you do not have full access to 25Live. Follow the steps found here to request your access:
<https://www.bu.edu/reservations/25live/getting-access/>.

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.