





## Using the Navigation Bar

Sign in to 25Live at <https://25live.collegenet.com/pro/bu> using your personal BU login and Kerberos password, and you'll see the **Navigation Bar**.

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



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Here is a summary of the actions you can take using the **Navigation Bar**:

### 25Live Pro

This button will bring you directly back to the 25Live dashboard from wherever you are in 25Live. It is an easy way to get back home with just one click. Because 25Live is web-based, you can also use the browser's back button to navigate back to the dashboard.

### Event Form

This button will open the **Event Form**, which is what you use to create your event and make a request for a location. The **Create an Event** button in the middle of dashboard is another way to open the **Event Form**.

### Tasks

This button opens up the task list so you can view your tasks. Most users don't have tasks in 25Live. If you are a space owner, that tasks button is how you will access your task list to see requests for the locations for which you have approval and assignment rights.

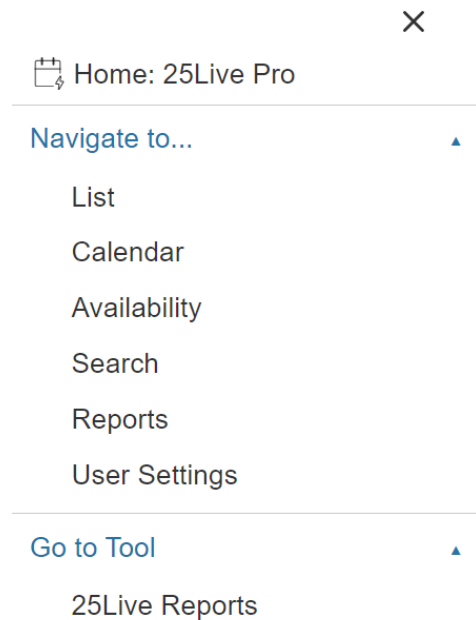
### Your Name

You will always see your name listed in the navigation bar when you are logged into 25Live.

## More

This button opens a dropdown menu with more actions you can take in 25Live.

Here is a summary of actions you can take with the **More** dropdown menu:



## List

Selecting list will allow you to see your starred (favorite) events, events you have requested, and any event searches you have created for a specific date. Click on the calendar date to change it.

## Calendar

Selecting calendar will allow you to see any of your saved searches for events, locations, or organizations in a visual calendar format for a specific time period. You can click on the calendar dates to change them and also expand the calendar to view up to 16 weeks.

## Availability

Selecting availability will bring up an availability grid for a specific date. Click on the calendar date to change it. You can leverage any of your starred location searches or the public location searches that exist in 25Live in this view.

## Search

Selecting search will open up the search function in 25Live. Here you can select your search object and either 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.

## Reports

If your access level in 25Live gives you access to reports, selecting reports in the **More** dropdown menu will open the **25Live Reports** function and allow you to run various reports using event, location, and organization searches that you've created.

## User Settings

Selecting user settings will display your basic contact information (your name and BU email) and also allow you to adjust the display of your 25Live environment with features such as dark mode, date and time preferences, time display, and availability view display hours.

## 25Live Reports

Selecting 25Live Reports under the **Go to Tool** heading will open the **25Live Reports** function, just like selecting reports does higher up in the menu dropdown. Again, if your access level in 25Live gives you access to reports, you will be able to use this function.

## 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.

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## **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.

## **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](mailto: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.