## 25LIVE PRO

## QUICK START



## Quick Search allows you to

type in:

the full or partial name of an event; or, event reservation number the full name, partial name, nickname, or room number of a location the full or partial name of a resource the full or partial name of an organization

Benefits include: making favorites of certain items for the ease of future navigation. Quickly locating events assigned to a particular Event Manager. Events confirmed or pending for organizations.

From the search results you may look at a calendar view or list view of events related to the quick search and you may

Example B: Click Go to Search Locations type in WC 03 in Search Locations.

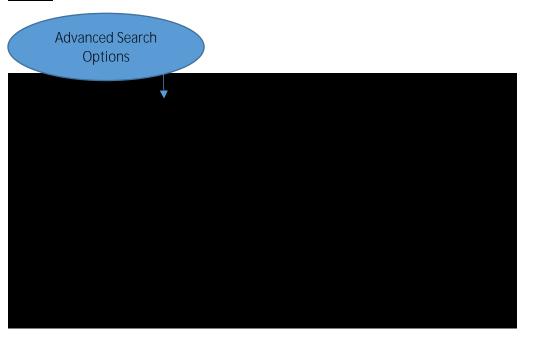
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Example B			
Advanced Search			
Options			

Example C: Click Go to Search Resources type in EM in Search Resources.

Eleven results are returned. The default view is set to "List." You may opt for a "Calendar" View or "Availability" View which will display the eleven EM's assignments for the week displayed. Or, you may click on one EM, then select which view your prefer.

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Example C



## Example D: Click Go to Search Organizations type in Campus Activities Board in Search Organizationss.

One result is returned. The default view is set to "List." You may opt for a "Calendar" View which will display the events confirmed for the organization. You may navigate by date.

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Example D

251 ivg Dra 📝 Evant Earm 🖻 Taeka 🚗	3	Returns you to the Dashboard
	4	Opens the Event Form to make a request for space/create an event request.
	5	Displays your task list (not all users have a task list).