

Accessing the Optimizer



Security Note

In order to use this functionality, you must have the following permission enabled in [Series25 Group Administration](#):
Academic: 4.0 *Use Schedule25 Optimizer and Meeting Pattern Grid*

To open the Schedule25 Optimizer, use the link in the 25Live **More** menu under **Go to Tool**.

The screenshot shows the 25Live navigation bar with the following items: 25Live, Event Form, Tasks, Jane Smith, and a 'More' button (highlighted with a red box). Below the 'More' button, a dropdown menu is visible with the following items: Home: 25Live, Navigate to..., Go to Tool (highlighted with a red box), Group Administration, Data Import Tool, LYNX, 25Live Reports, X25 Analytics, Outlook Sync Administration, and Schedule25® Optimizer (highlighted with a red box). Below the dropdown menu is an 'About' link.

In X25, the Optimizer tab is found in the top navigation row below the header bar.

X25 Analytics

Welcome Jane Smith

Projects

Optimizer

Section Analytics

Manage Runs

View/Edit Settings

Manage Schedule25® Optimizer Runs

Use this tab to edit, copy, or delete existing runs. Once you have defined a run, click Run to prepare the run. For more help and information, review the [Schedule25 Optimizer User Guide](#).

Add a Run

☒ Just Show My Runs

| Name | Location Search | Event Search | Last Prepared | User |
|--------------------|---------------------|--------------|---------------|-----------|
| Winter/Spring 2022 | Optimizer Locations | Academic | 2022-02-14 | service25 |

Image: Optimizer tab in X25 Analytics.