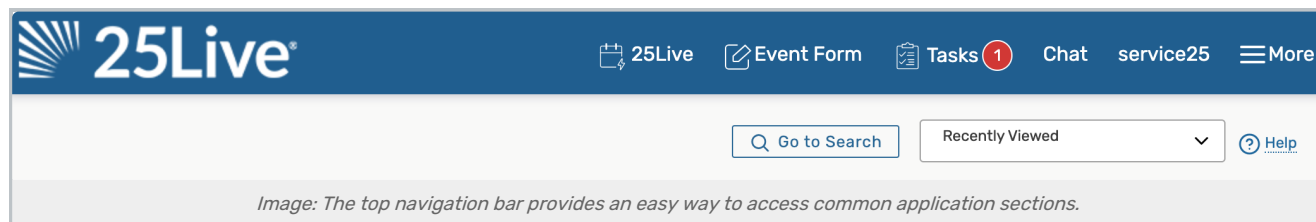


## Using the Top Navigation Bar

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:



- **25Live**
  - The link to return to your [home dashboard](#) in 25Live
- **Event Form**
  - A direct link to the online form used to [create events](#)
- **Tasks**
  - Link to the Tasks section where you can [search for tasks](#), [complete your tasks](#), and [create new tasks](#)
  - The badge number may reflect your Outstanding, Overdue, or other task searches, depending on the Task Defaults setting for your user in *More > [User Settings](#) > Display* setting (if you have Tasks viewing permissions)
- **(User's Name)**
  - This is the name of the currently logged in user
- **More**
  - An expandable menu that provides you with additional links and options

## The More Menu

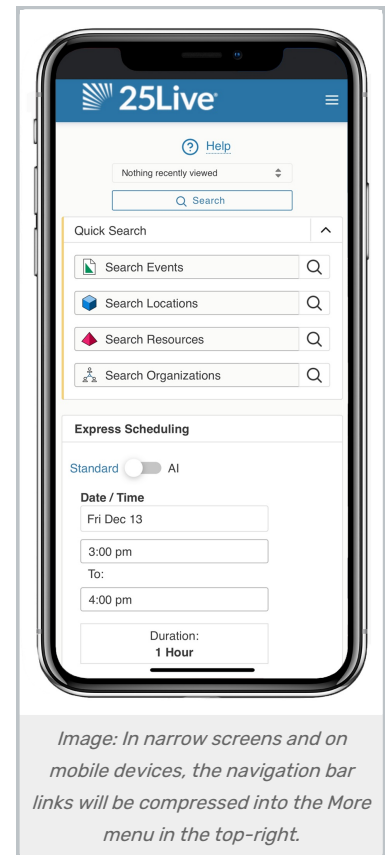


### Note: Your Menu Content May Differ

What you can see and do in 25Live depends upon how your instance has been configured by your 25Live Administrators and what permissions your user has been granted.

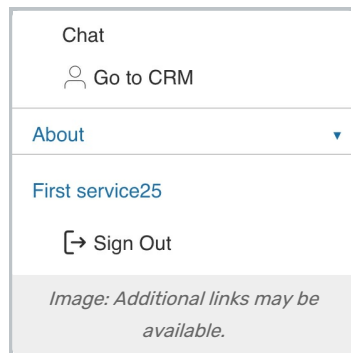
The expanded More menu offers easy navigation to the following:

- **Home: 25Live**
  - Link to return to the [home dashboard](#) of 25Live
- **Event Form**
  - Link to the event form
- **Tasks**
  - Link to the area where you can manage and complete tasks
- **List**
  - Access to the default list view of your [saved searches](#) as well as [starred items](#)
- **Calendar**
  - Access to the default calendar view of your [saved searches](#) as well as [starred items](#)
- **Availability**
  - Shows location availability for [starred](#) locations and [saved](#) and public location searches
- **Search**
  - Easy access to the main search view with options to search for events, locations, organizations, resources, and tasks
  - List, calendar, and availability views are available
  - [Advanced search options](#) provide more targeted [results](#)
- **Meeting Pattern Grid**
  - An innovative tool to help schedulers fine-tune results from Schedule25 Optimizer runs to find room for "Not Placed" and "Impossible to Place" course sections as well as quickly make location changes to suggested and accepted assignments.
- **Optimizer Effective Dating**
  - Automate some location changes for use with the [Schedule25 Optimizer](#).
- **Reports**
  - Access to [run reports](#), [email](#), export and [save, print](#), and more
- **Publisher**
  - Provides the ability to [login to the 25Live Publisher Using Publisher](#)
- **System Settings** (if your user is an administrator in a -1 security group)
  - Access to settings for redirection and Event Form options for administrators
- **User Settings**
  - Provides the ability to edit your contact information, change your password, and configure additional preferences
- **Go to Tool** (expandable)
  - Use the links in this section to go to other Series25 tools, including:



- [Group Administration](#)
- [Data Import Tool](#)
- [LYNX](#) (*Licensed customers only*)
- [25Live Reports](#)
- [X25 Analytics](#)
- [StandOut Classroom](#) (*Licensed customers only*)
- [Outlook Integration](#)
- [Schedule25® Optimizer](#) (*Licensed customers only*)

**Note:** Some of the links to tools can be removed for specific security groups using the [Series25 Group Administration](#) tool.



- If your institution also licenses the following CollegeNET products, you may see links to:
  - Chat (*to access the chat function in [StandOut Classroom](#)*)
  - Go to CRM (*goes to the [ApplyWeb CRM](#)*)
- **About** (*expandable*)
  - **Welcome Message:** Setting for users with permission to edit an optional message for users to view upon login
    - Any user can dismiss this message for future logins by using the **Show on Login** checkbox
  - **Edit Viewer Message:** Setting for users with permission to edit an optional message that a guest user (the [Viewer Seat](#)) would see
  - **Contact Admin:** Access to contact your institution's 25Live administrator
  - **Product Feedback:** Link to provide product feedback to CollegeNET
  - **User Community Forums:** Access to a helpful community of fellow higher education Series25 customers
  - **What's New:** Current release notes for all Series25 tools
  - **Accessibility:** CollegeNET's commitment to accessibility statement
  - **Copyright:** Copyright information
  - **Privacy Policy:** Link to view CollegeNET corporate privacy policy
  - **Browser Recommendations:** A list of officially supported browsers for this tool
- **Sign Out**
  - Provides the ability to sign out of 25Live

## Additional Navigation Elements

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

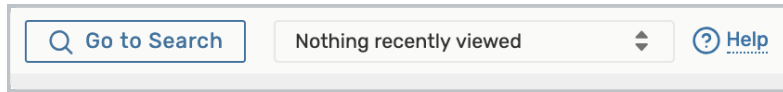


Image: Below the top navigation bar are additional, helpful elements including a search link and quick access to recently viewed items.

- **Go to Search**
  - This link takes you to [the main search screen](#) where you can search for events, locations, resources, organizations, and tasks.
- **Recently Viewed**
  - This dropdown menu contains a list of the last objects (events, locations, resources, and organizations) you've viewed in this session.
- **Help**
  - Link to these help topics. You may also seek [additional help](#) if needed.