Using 25Live 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:

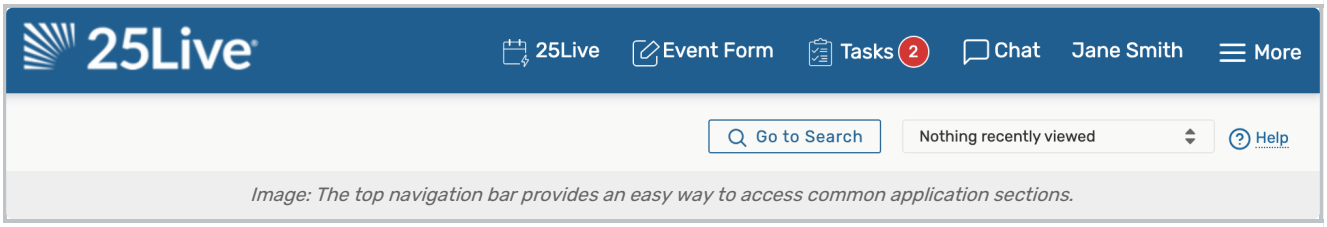


Image: The top navigation bar provides an easy way to access common application sections.

- **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)
- **Chat**
  - The chat feature lets you communicate with other 25Live users.
- **(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.

( )In addition, some links are available in 25Live when using a browser, but not in the 25Live mobile application. For example, the More menu uses an icon of three horizontal bars instead of a label.

The expanded More menu offers easy navigation to the following:

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- **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, 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 log in to the 25Live Publisher Using Publisher
- Connect25
  - Access to the Connect25 Student Engagement tool. *(Licensed customers only)*
- **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

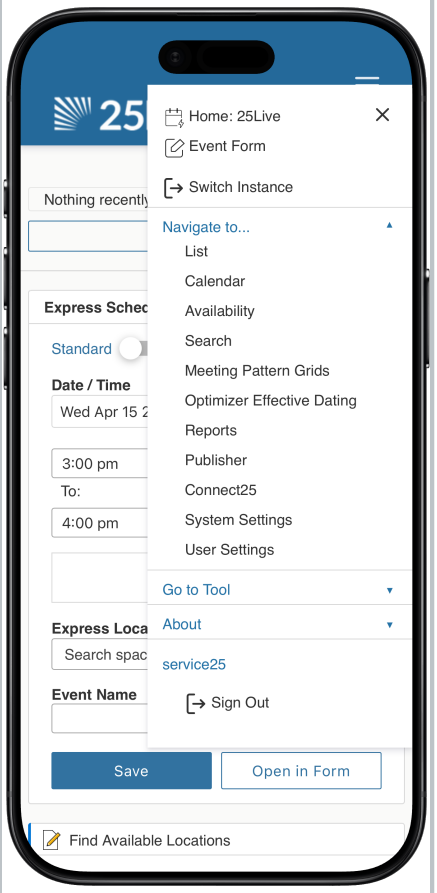


Image:Use the top, three-bar menu in the 25Live mobile application.

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- ( ) **Go to Tool** *(expandable, best used in browser only)*
  - Use the links in this section to go to other Series25 tools, including:
    - Group Administration
    - Data Import Tool
    - Import Tool (New)
    - LYNX *(Licensed customers only)*
    - 25Live Reports
    - X25 Analytics
    - Chat
    - 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.*
- **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.

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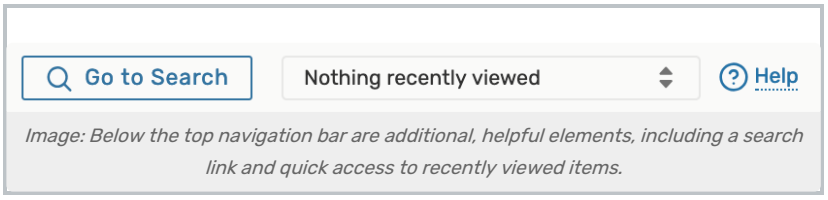


Image: Below the top navigation bar are additional, helpful elements, including a search link and quick access to recently viewed items.

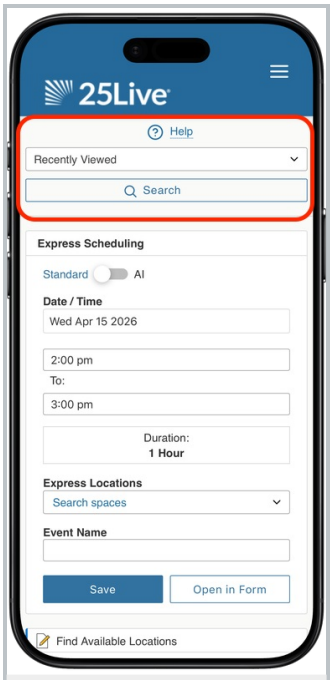


Image: The 25Live mobile app has the same options in a different configuration.

- **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.

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