

Accessing Series25 Tools from 25Live



Security Note

Some Series25 tools will only be displayed in the menu based on your institution's licensing and/or your user's security permissions.

To enable Tool's access for your users' security groups, look for the following optional permissions in [Series25 Group Administration](#):

Group Administration - Tools Access: 1.0 *Access to Group Administration Tool*

Some functionality within Groups requires [Additional Permissions](#).

Data Import - Users will need to be in the System Administrator (-1) security group

LYNX - Tools Access: 4.0 *Access to LYNX Tool*

25Live Reports - Tools Access: 2.0 *Access to Reports*

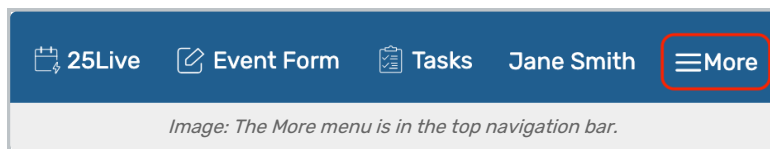
The reports accessible to your user will depend on your group's security permissions.

X25 Analytics - Tools Access: 3.0 *Access to X25 Analytics Tool* (as well as additional licenses)

Series25 includes all the tools needed to support academic scheduling and full event management. Many of these applications are accessible via the "More" menu in 25Live. Your instance may have any of the following Series25 applications.

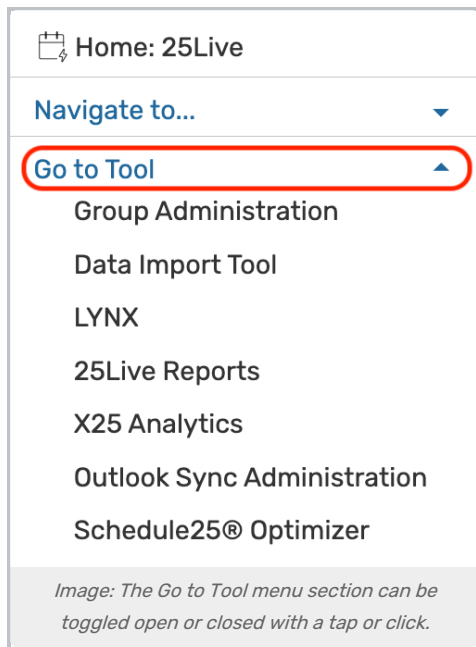
How to Access Series25 Tools

1. Go to the More Menu



After logging into 25Live, open the **More** menu in the top navigation bar.

2. Open the Go to Tool Section



Use the menu link to open the **Go to Tool** section.

3. Use the Tool Links

Within the section, you will see links to any of the Series25 tools your institution licenses and has set up links to display.

- **Group Administration**
 - [About Series25 Group Administration](#)
 - [Group Administration Help Topics](#)
- **Data Import Tool**
 - [Series25 Import Tool Help Topics](#)
- **Series25 LYNX Interface**
 - [About the Series25 LYNX Interface](#)
 - [LYNX Interface Help Topics](#)
- **25Live Reports**
 - [About 25Live Reports](#)
 - [25Live Reports Help Topics](#)
- **Outlook Sync Administration** *(only with approved access)*
 - Tools for managing your Outlook integration with Series25. See [Synchronizing Outlook and 25Live Calendars](#)
- **X25 Analytics** *(contains Schedule25 Optimizer)*
 - [About X25 Analytics](#)
 - [X25 Analytics Help Topics](#)

- [About the Schedule25 Optimizer](#)
- [Schedule25 Optimizer Help](#)

Your license also includes the [Series25 WebServices API](#) at no additional cost.

Setting Permissions to View Tools

The Series25 Group Administration tool has a section where administrators can turn on or off access for different Series25 applications.

[See the Group Administration Help](#)