Using and Customizing Your Home Dashboard

Tip: Your Dashboard View is "Sticky"

The home dashboard will save your last location (such as search) as your default view. Simply use the **25Live** item in the top navigation bar to return to the dashboard.

Video - Customizing Your 25Live Dashboard

Your Dashboard Features Elements

The 25Live dashboard uses element sections to give you quick access to commonly used objects. You can customize the placement of the elements and hide those you don't wish to see. The default dashboard includes all the available elements in their expanded view.

- **Express Scheduling or Create an Event**
  - If your institution has **Express Scheduling** set up, this widget offers an easy, direct way to schedule simple events in common spaces that don't need additional approval, such as library study rooms, music practice rooms, and spaces students and basic users are allowed to reserve/request
  - If Express Scheduling isn't set up, your instance might show a **Create an Event** button, which provides a simple, easy to find button used to go straight to the online event request form
  - Requires "Create Events" or "Event Form" permissions in Series25 Group Administration

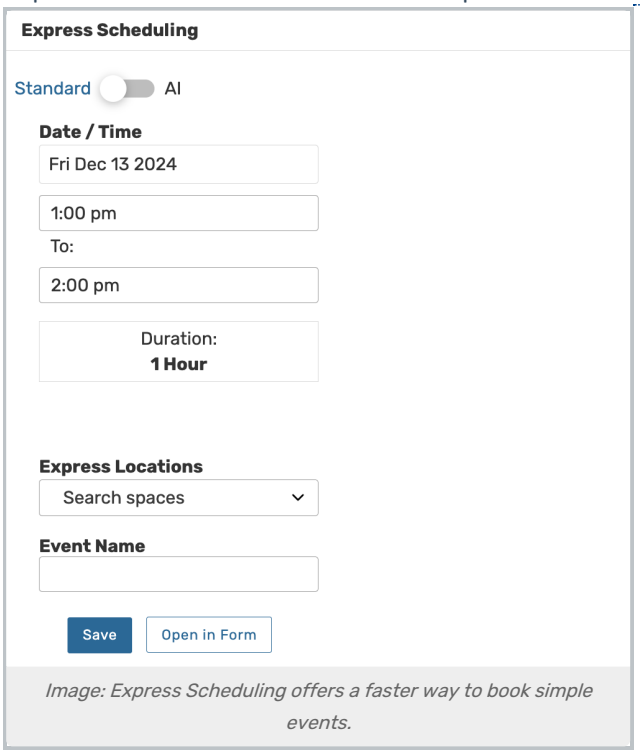

Image: Express Scheduling offers a faster way to book simple events.

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- **Quick Search**

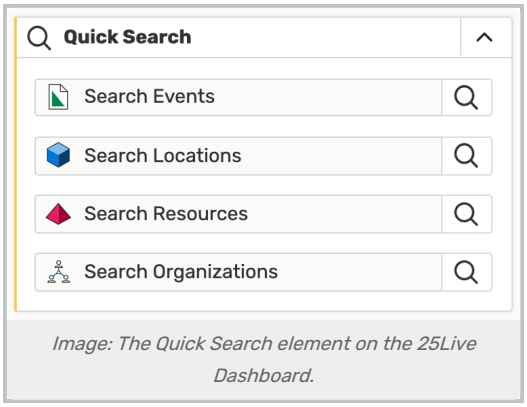

Image: The Quick Search element on the 25Live Dashboard.

  - Use the search fields to perform a very basic search for objects
  - Requires basic search permissions in Series25 Group Administration
  - See "Using the Dashboard Quick Search" for more details

- **Find Available Locations**

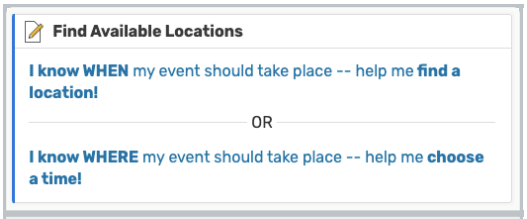

Image: The Find Available Locations widget also has Academic Availability features.

  - Fast access to help you create events based on simple criteria with options for:
    - "I know WHEN my event should take place," including an Academic Availability feature
    - "I know WHERE my event should take place" with a direct location search
  - Requires permission to create events with the Event Form in Series25 Group Administration

- **Your Upcoming Events**
  - Allows quick access to saved events for which you are the Requestor or the Scheduler
  - Only shows events occurring today or in the future

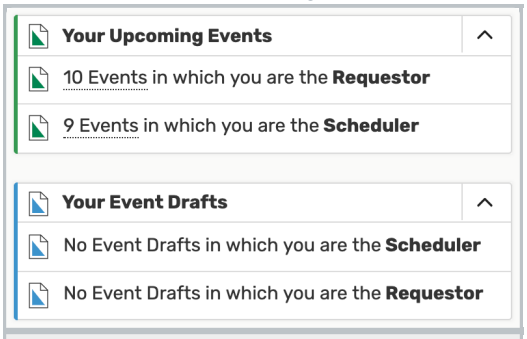

Image: The "Your" widgets on the Dashboard are personalized for your user.

- **Your Event Drafts**

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  - Allows quick access to draft events for which you are the Requestor or the Scheduler
  - Only shows events occurring today or in the future
- **Recently Viewed**
  - Shows the most recent events, locations, resources, and organizations you have viewed in this session
- **Tasks**
  - List of tasks on today's agenda that are outstanding, flagged, or assigned by you
  - Requires "View Tasks List" permissions in Series25 Group Administration
- **Your Starred Event Searches**
  - Shows saved event searches you have starred as favorites
  - Click on the search titles to run the search
  - Unstar any favorites you want to remove from the element section
- **Your Starred Location Searches**
  - Shows saved location searches you have starred as favorites
  - Click on the search titles to run the search
  - Unstar any favorites you want to remove from the element section
- **Your Starred Resource Searches**
  - Shows saved resource searches you have starred as favorites
  - Click on the search titles to run the search
  - Unstar any favorites you want to remove from the element section
- **Your Starred Reports**
  - Shows reports you have starred as favorites
  - Click on the report title to go to its options screen and run the report
  - Unstar any favorites you want to remove from the element section
- **Your Starred Events**
  - Displays a list of events you have starred as favorites
  - Click on the event title to go to its details
  - Use the edit icon to edit the event
  - Unstar any favorites you want to remove from the element section
- **Your Starred Locations**
  - Displays a list of locations you have starred as favorites
  - Click on the location title to go to its details
  - Use the create icon to create an event using this location
  - Unstar any favorites you want to remove from the element section
- **Your Starred Resources**
  - Displays a list of resources you have starred as favorites
  - Click on the resource title to go to its details

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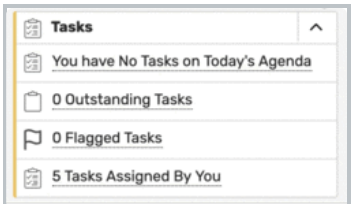
  - Use the create icon to create an event using this resource
  - Unstar any favorites you want to remove from the element section
- *Note: creating an event using a location or resource requires Assignment Policy permissions in Series25 Group Administration.*

Viewing Item Details and Quick Actions

Hover (if on a device with a mouse) over an item listed within a dashboard element section (such as a location in **Your Starred Locations** or a resource in **Your Starred Resources**) to see a popover with its key details. Right-click an item to open a menu of quick actions, such as **Details**, **Availability**, **List**, or **Calendar**. The options shown depend on the item type.

To Collapse or Expand a Dashboard Element Section



Animation: Use the toggle to expand or collapse dashboard element sections.

Each element section has an arrow (or chevron) icon in its upper-right corner. Click the icon to toggle the element to collapse or expand the content.

Customizing Your Home Dashboard View

Use the Customize Dashboard (Customize Dashboard) link at the bottom-right of the page to open the customization view. Your view will scroll to the top of the page to the revealed customization controls.

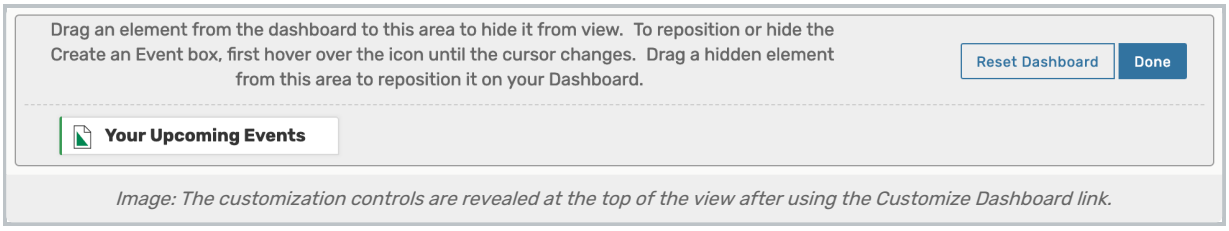


Image: The customization controls are revealed at the top of the view after using the Customize Dashboard link.

Within the shaded customization controls section, there are written instructions to remind you how to move elements in and out as well as an option to **Reset Dashboard**.

Use the **Done** button to close the customization controls.

To Move Elements

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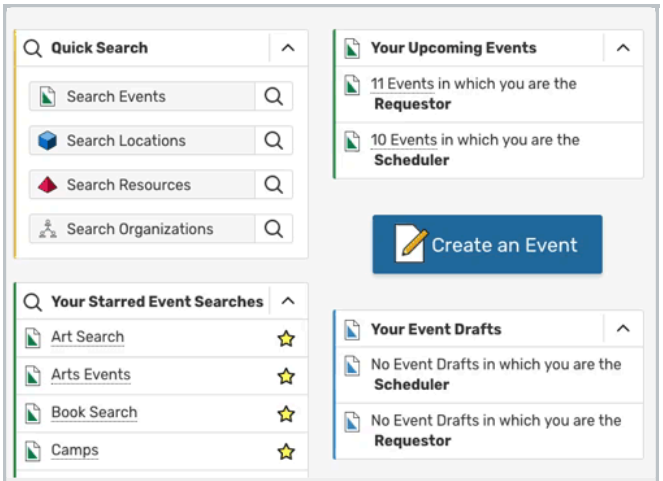

Animation: Drag using the title of an element to reposition it on your dashboard.

As you hover your mouse over the title of an element, the mouse cursor will change to a crosshair icon . Click on the title of an element to move it. Drag the box to the desired position, then release it.

Note: A Single-Pointer Alternative to Dragging

Don't want to drag an element? Tap or click its title to select it, then use the arrow buttons that appear on the selection overlay to move the element up, down, left, or right into place.

Tip: Available Spaces are Outlined

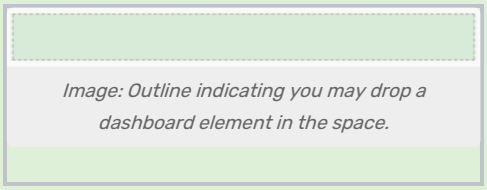

Image: Outline indicating you may drop a dashboard element in the space.

Outlines will appear as you drag the element over available spaces.

If you are finished moving elements, use the **Done** button to close the customization controls.

To Add or Remove Elements

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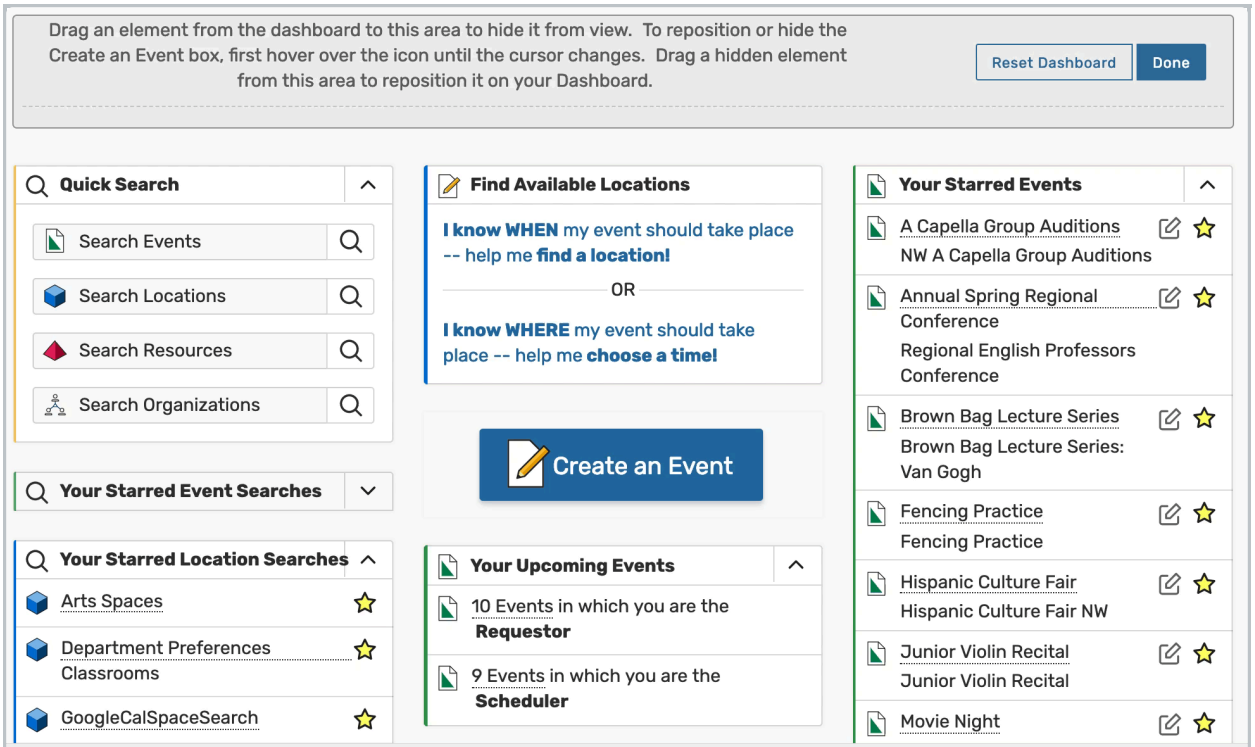

Animation: You can drag elements into or out of the shaded customization control area.

You can hide an element from view (remove it from your dashboard) by clicking its title and dragging it into the shaded customization control area.

The customization control area displays titles of elements that have previously been hidden from view. Simply drag any element by its title back onto the dashboard to restore it. Outlines will appear as you drag the element over available spaces.

If you are finished moving elements, use the **Done** button to close the customization controls.

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