

25Live



Tip: Login to View Full Contents

If you don't see what you're looking for, please [login](#) or use a help link when logged in to a Series25 application.

Getting Started

- [Navigating Through 25Live](#)
- [Using the Top Navigation Bar](#)
- [Accessing Series25 Tools from 25Live](#)
- [Using Favorites and Starred Items](#)
- [Using and Customizing Your Home Dashboard](#)
- [Working with User Settings](#)
 - [Using Dark Mode in 25Live](#)
- [Branding 25Live](#)
- [Browsing List, Calendar, and Availability Views](#)
(*Lists, Calendars, Availability*)

Creating and Working With Basic Events

- [Event Data Overview](#)
- [Learning About 25Live Event Structure](#)
- [Creating Events With the Event Form](#)
- [Creating Events with Express Scheduling](#)
- [Creating Repeating Events](#)
- [Choosing an Event State](#)
- [Choosing a Heading When Saving an Event](#)
- [Adding Images to Events](#)
- [Editing Individual Events](#)
- [Bulk Editing Multiple Events](#)
 - [Unassigning Locations with Bulk Editing](#)
- [Inline Editing Event Details](#)
- [Adjusting and Editing Individual Event Occurrences](#)
- [Adding Additional Time to Events](#)
- [Attaching Files to Events](#)

- [Taking Ownership of Events](#)
- [Copying Events](#)
- [Updating the Event Type on an Existing Event](#)
- [Canceling Events](#)
- [Requesting Cancellation of an Event](#)
- [Deleting Events](#)
- [Sending Events to 25Live Publisher](#)
- [Viewing an Event's Audit Trail](#)
- [Viewing Event Details](#)
- [Registering for an Event in 25Live](#)
- [Managing 25Live Event Registrations](#)
- [Quick Searches](#)
- [Advanced Searches](#)

Working with Large & Complex Events

- [Choosing How to Build Complex Events](#)
- [Creating Related Events](#)
- [Copying Related Events](#)
- [Editing Related Events](#)
- [Removing Event Relationships](#)
- [Creating Events With Segments](#)
- [Editing Events with Multiple Segments](#)
- [Creating Event Bindings](#)
- [Removing Event Bindings](#)

Working with Locations

- [Location Data Overview](#)
- [Quick Searches](#)
- [Advanced Searches](#)
- [Bulk Editing Locations](#)
- [Exporting Search Results To a Report](#)
- [Viewing Location Details](#)
 - [Inline Editing Location Details](#)
- [Copying a 25Live Location](#)
- [Setting Default Location Layout Setup and Takedown Times](#)

Working with Resources

- [Resource Data Overview](#)
- [Quick Searches](#)
- [Advanced Searches](#)
- [Bulk Editing Resources](#)
- [Viewing Resource Details](#)
 - [Inline Editing Resource Details](#)
- [Copying a 25Live Resource](#)

Working with Organizations

- [Organization Data Overview](#)
- [Quick Searches](#)
- [Advanced Searches](#)
- [Bulk Editing Organizations](#)
- [Viewing Organization Details](#)
 - [Inline Editing Organization Details](#)
- [Copying a 25Live Organization](#)

Working with Contacts

- [Contact Data Overview](#)
- [Viewing Contact Details](#)
- [Quick Searches](#)
- [Advanced Searches](#)

Searching

- [Quick Searches](#)
- [Advanced Searches](#)
 - [Excluding Searches From Results](#)
- [Exporting Search Results To a Report](#)
- [Academic Availability Checking Using Find Available Locations](#)
- [Searching for Tasks](#)
- [Working with Search Results](#)
- [Saving Searches](#)
- [Using Saved and Shared Searches](#)
- [Creating and Managing Public Searches](#)
- [Sharing Searches](#)

- [Using the SeriesQL Search Syntax](#)

Viewing and Editing Details

- [Inline Editing Details Fields](#)
- [Viewing Event Details](#)
 - [Emailing Event Details](#)
 - [Inline Editing Event Details](#)
- [Viewing Location Details](#)
 - [Setting Default Location Layout Setup and Takedown Times](#)
 - [Inline Editing Location Details](#)
- [Viewing Resource Details](#)
 - [Inline Editing Resource Details](#)
- [Viewing Organization Details](#)
 - [Inline Editing Organization Details](#)
- [Viewing Contact Details](#)
 - [Inline Editing Contact Details](#)
 - [Copying a 25Live Contact](#)
- [General Info on Inline Editing Details Fields](#)

Pricing

- [Viewing and Modifying Event Pricing](#)
- [Generating an Invoice](#)
- [Working With Custom Pricing Sets](#)
- **Pricing Administration:**
 - [Series25 Pricing Help](#)
 - [Accessing Series25 Pricing](#)
 - [Pricing Introduction](#)

Reports

- [25Live Reports Help](#)
 - [Reports Overview](#)
 - [Searching for Reports](#)
 - [Running Reports](#)
 - [Saving, Printing, Emailing, and Scheduling Reports](#)

Publisher

- [25Live Publisher](#)
 - [Creating Event Searches for 25Live Publisher Calendars](#)
 - [Managing Publisher Feeds](#)
 - [Subscribing to an Event Feed](#)
 - [Sending Events to Publisher](#)
 - [25Live Publisher Overview](#)

Tasks & Workflow

- [Creating To-Do Tasks](#)
- [Viewing Tasks](#)
- [Acting on Saved Task Searches](#)
- [Searching for Tasks](#)
- [Completing Tasks](#)
- [Tiered Workflow](#)

Support

- [Contacting Series25 Experts](#)
- [Accessibility Tips for 25Live](#)

Administrative Features

Scheduling Tools for Administrators

- [Using the 25Live Meeting Pattern Grid](#)
- [Optimizer Effective Dating](#)

Working With System Settings

- [Finding Object IDs in 25Live](#)
- **General Settings**
 - [Masquerading As Another User](#)
 - [Setting Masquerade Administration Rights](#)

- [Configuring the Theme](#)
- [Adding Grid Coloring to Availability Views](#)
- [Viewing User Activity](#)
- [Email Defaults](#)
- [System Defaults](#)
- [User Defaults](#)
- [Date and Time Defaults](#)
- [Viewing, Adding, and Editing 25Live Standard Schedules](#)

- [Event Save Email](#)
 - [Event Save Email: Creating, Copying, and Editing Scenarios](#)
 - [Creating, Copying, and Editing Email Templates](#)
 - [Using Manual Email Templates](#)
 - [Creating, Copying, and Editing To Do Templates](#)
 - [Event Save Email Template Variables - Reference and Examples](#)

- [Event Form Settings](#)
 - [Creating and Editing Custom Event Form Configurations in 25Live](#)
 - [Event Form Rules: Adding Conditional Rules for the 25Live Event Form](#)
 - [Selecting an Event Configuration](#)
 - [Event State Default](#)

- [Embedding](#)
 - [Embedding 25Live Event Forms and Express Scheduling Forms](#)
 - [Embedding 25Live Calendars, Availability Grids, and Event Details Lists](#)
 - [Customizing Embedded Content Styles](#)

- [Blackout Management](#)

- [Document Management](#)
 - [Creating and Managing Custom Contract Documents](#)
 - [Document Management Variables - Reference and Examples](#)
 - [Utilizing Custom Contract Documents](#)

- [Master Definitions](#)

- [Working With Master Definitions](#)
- [Adding and Editing Custom Attributes](#)
 - [Defining Discrete Dropdown Options for Event Custom Attributes](#)
 - [Using System-Supplied Event Master Definition Items](#)
- [Adding and Editing Categories](#)
- [Adding and Editing Roles](#)
- [Adding and Editing Requirements](#)
- [Adding and Editing Features](#)
- [Adding and Editing Layouts](#)
- [Adding and Editing Partitions](#)
- [Adding and Editing Org Ratings](#)
- [Adding and Editing Org Types](#)
- [Learning About the Event Type Hierarchy](#)
 - [Adding and Editing Cabinets](#)
 - [Adding and Editing Folders](#)
 - [Adding and Editing Event Types](#)
- [Hiding Custom Attributes](#)
- [Adding and Managing Images](#)
- [Adding and Editing Buildings](#)
- [Search Settings](#)
- [Pricing Settings](#)
 - [Pricing Introduction](#)
 - [Modifying Pricing Settings](#)
 - [Series25 Pricing Help](#)
- [Publisher Settings](#)
- [Workflow Settings](#)
- [Working With System Tags](#)

Additional 25Live Functionality

- [Synchronizing Outlook and 25Live Calendars](#)
- [Setting Up the 25Live Viewer Seat](#)