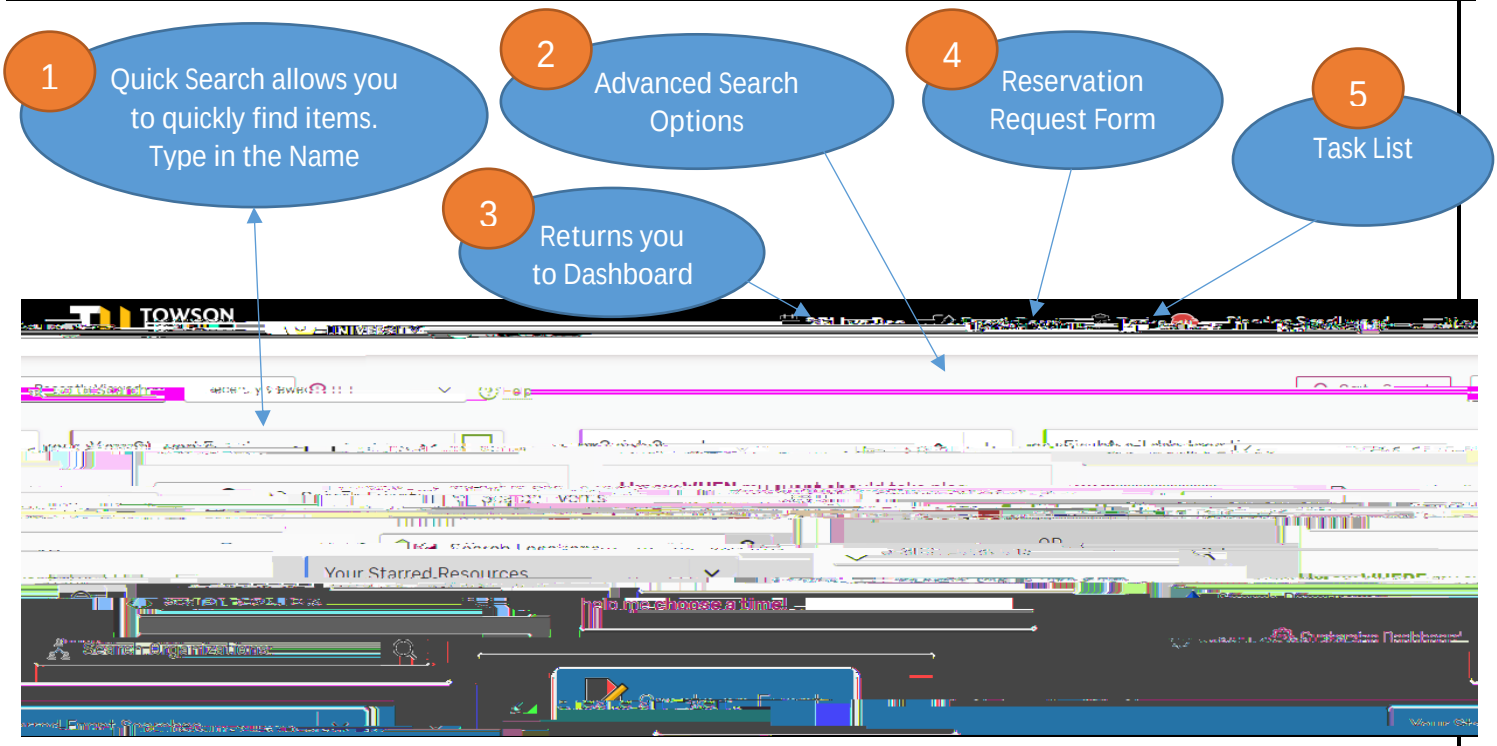
25LIVE PRO QUICK START



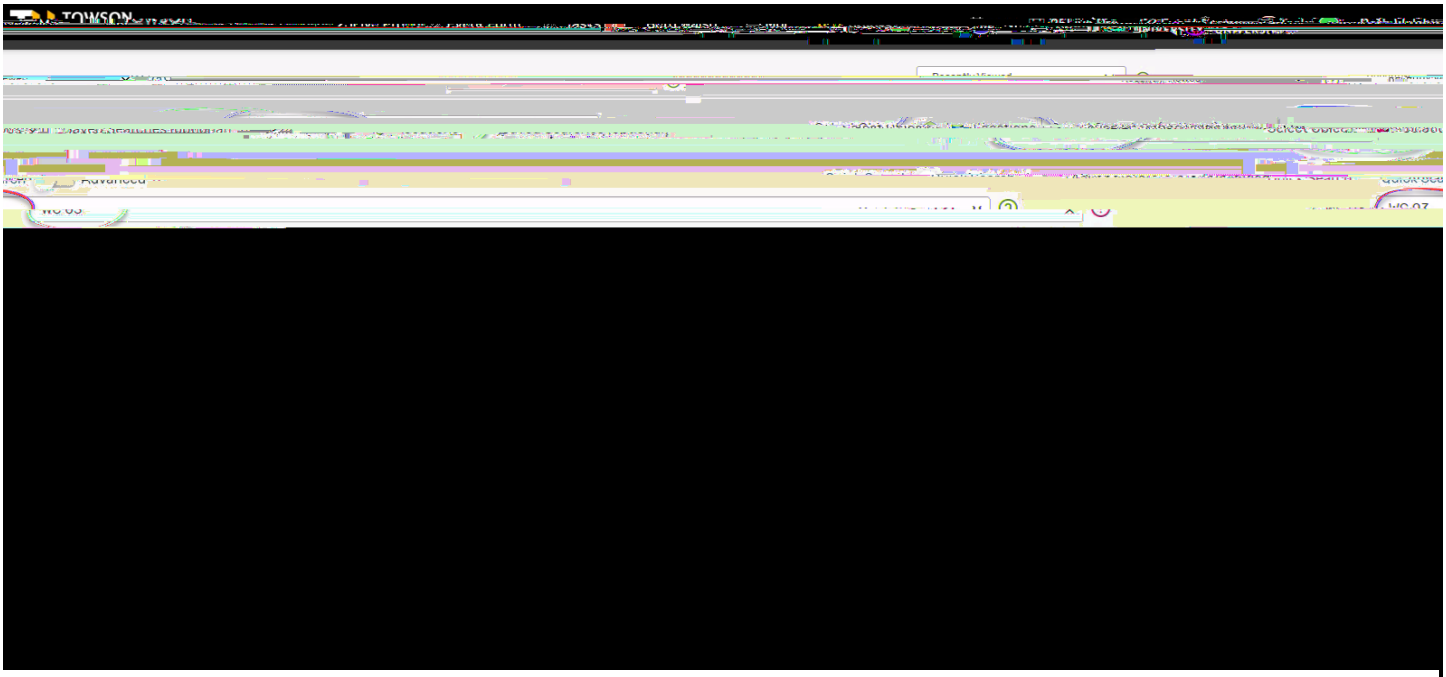
allows you to type in:

- the full or partial name of an event; or, event reservation number
- the full name, partial name, nickname, or room number of a location
- the full or partial name of a resource
- the full or partial name of an organization

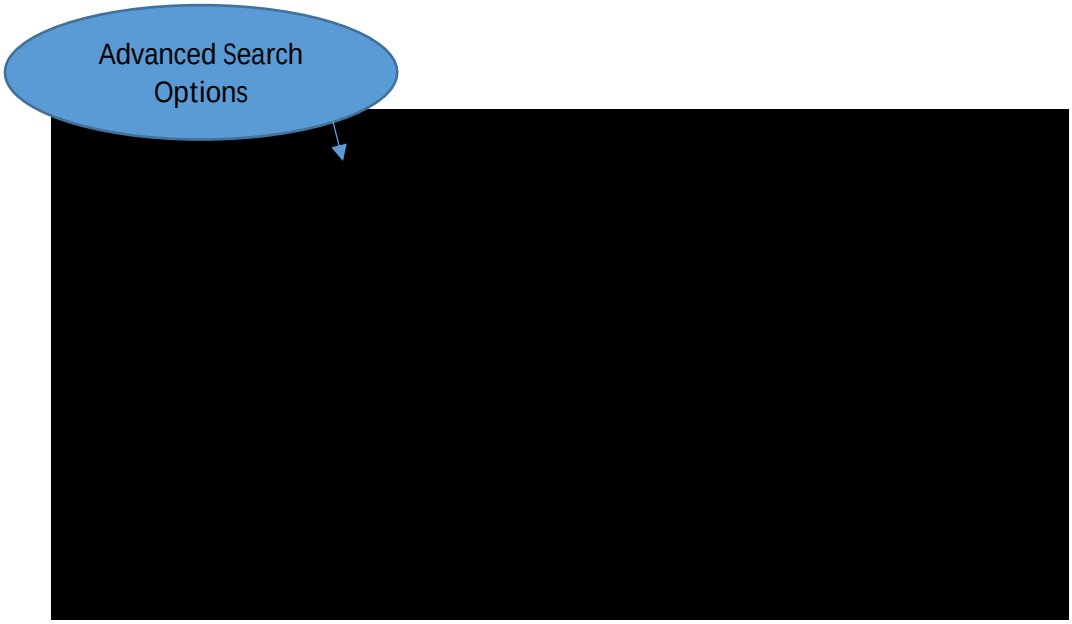
Benefits include: making favorites of certain items for the ease of future navigation. Quickly locating events assigned to a particular Event Manager. Events confirmed or pending for organizations.

From the search results you may look at a calendar view or list view of events related to the quick search and you may

Example B: Click type in WC 03 in .

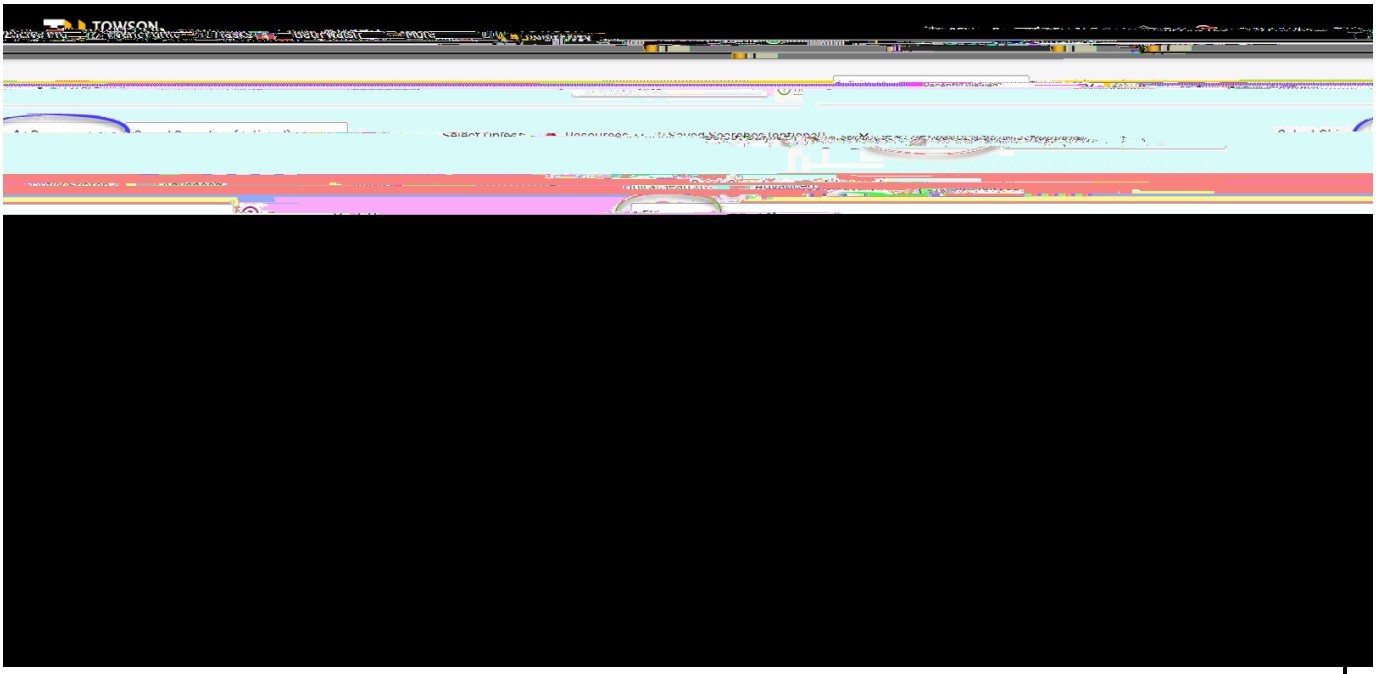


Example B

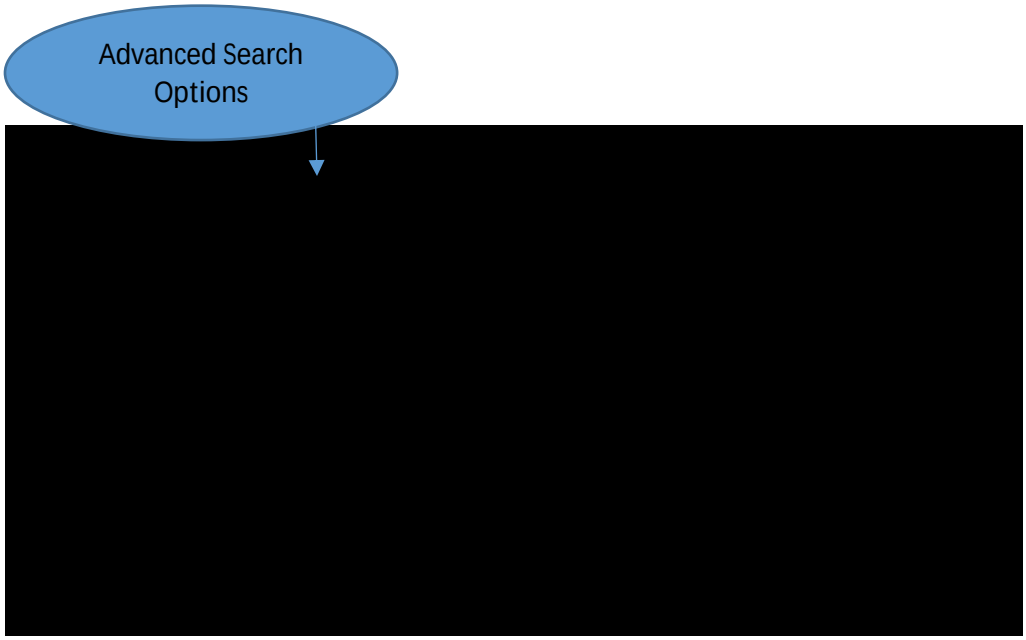


Example C: Click type in in .

Eleven results are returned. The default view is set to "List." You may opt for a "Calendar" View or "Availability" View which will display the eleven EM's assignments for the week displayed. Or, you may click on one EM, then select which view your prefer.



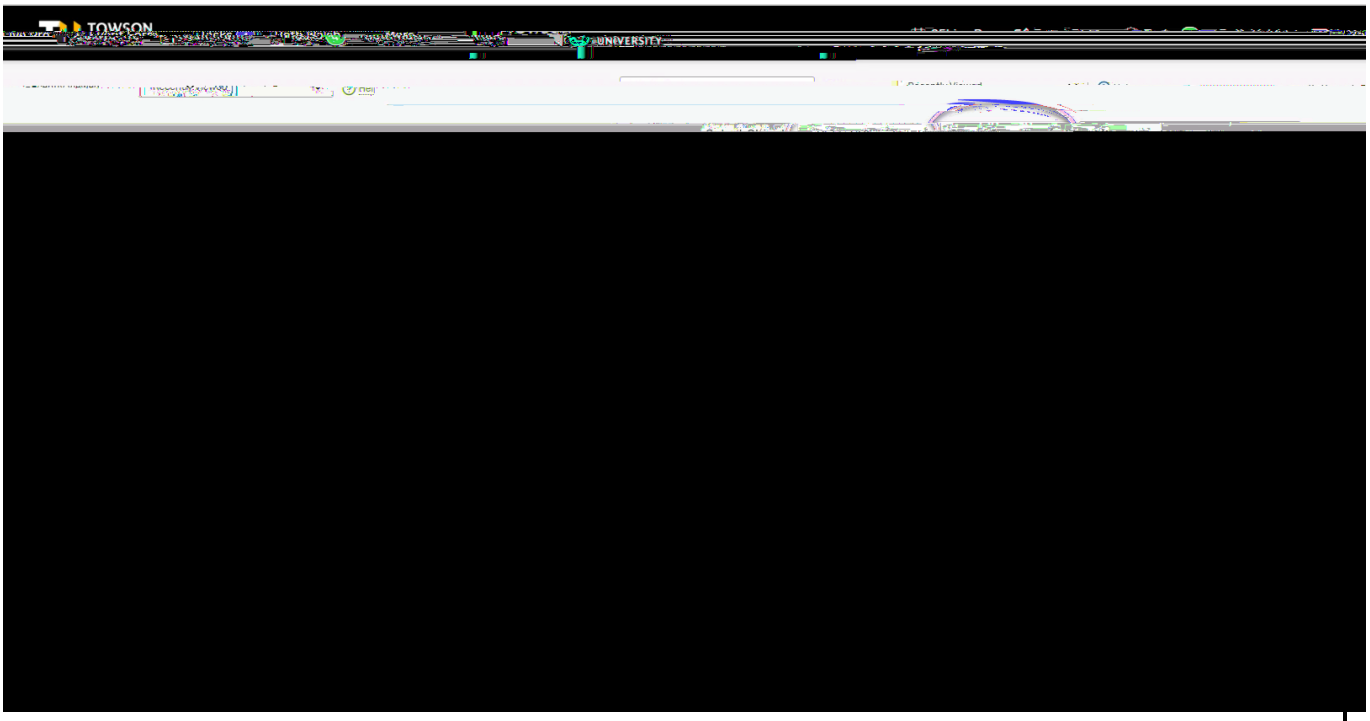
Example C



Example D: Click type in in

.

One result is returned. The default view is set to "List." You may opt for a "Calendar" View which will display the events confirmed for the organization. You may navigate by date.



Example D

	3	Returns you to the Dashboard
	4	Opens the Event Form to make a request for space/create an event request.
	5	Displays your task list (not all users have a task list).