Using and Customizing Your Home 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.
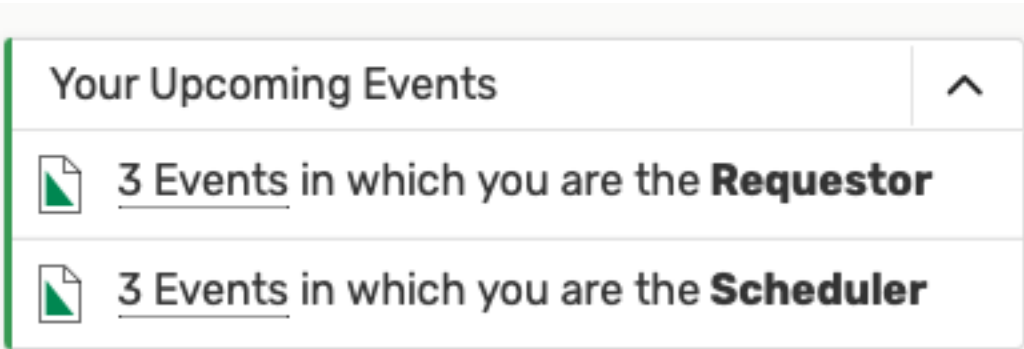

- **Quick Search**
Use the search fields to perform a very basic search for objects.

- **Find Available Locations**
Use the search fields to perform a very basic search for objects.

- **Create an Event**
A simple, easy to find button used to go straight to the online event request form.

- **Your upcoming events**
  Allows quick access to saved events for which you are the Requestor or the Scheduler.

- **Recently Viewed**
Shows the most recent events, locations, and organizations you have viewed in this session.

- **Tasks**
List of tasks on today's agenda that are outstanding, flagged, or assigned by you.

- **Your Starred Event Searches**

  o Shows saved event searches you have starred as favorites
  o Click on the search titles to run the search
  o Unstar any favorites you want to remove from the element section

- **Your Starred Location Searches**

  o Shows saved location searches you have starred as favorites
  o Click on the search titles to run the search

- **Your Starred Events**

  o Displays a list of events you have starred as favorites.
  o Click on the event title to go to its details.
  o Use the edit icon to edit the event. **NOTE:** you cannot edit an event after a location has been assigned to it, but you can edit an event that is still waiting for a location assignment.

Your Starred Locations

  o Displays a list of locations you have starred as favorites.
  o Click on the location titles to run the search
  o Use the create icon to create an event using this location.
  o Unstar any favorites you want to remove from the element section.

To Collapse or Expand a Dashboard Element Section

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.
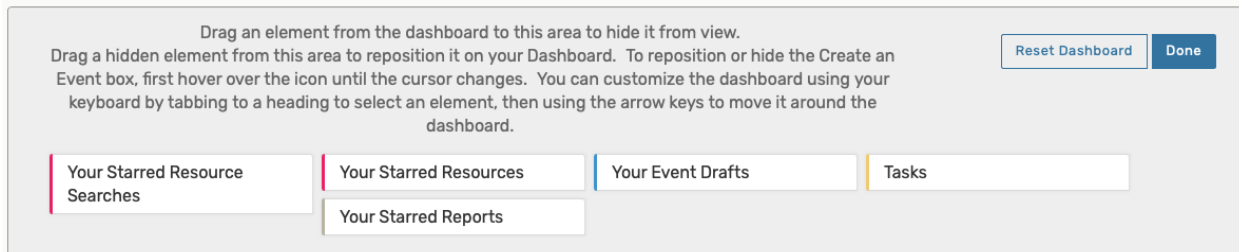
Customizing Your Home Dashboard View

Use the (Customize Dashboard) 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

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.
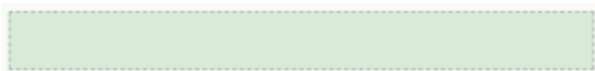
Tip: Available Spaces are Outlined

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

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.