

How to Create a Starred Item

1. Log into 25Live.
2. Users can designate any location or event as a “Starred Item” by click on the hollow star icon to the left of the name column in a list view. When clicked the icon will turn yellow and be saved as a “Starred Item” in the user’s 25Live account. This will help a user go quickly to their favorites when requesting events or running searches. This “Starred Item” is unique to the individual user.
3. Let’s designate room AGS-E 1001 as “Starred Item” for our example.
4. Go to the “Quick Search” on the home page and type in AGS-E 1001. Click Go.

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Welcome, Demo User • Preferences • Sign Out • Today is Fri Dec 12 2014 Help

Home Event Wizard Events Locations Organizations

Welcome to WVU's scheduling environment. Dashboard Calendar

Quick Search
Search Events Go
AGS-E 1001 Go

Find Available Locations
I know WHEN my event should take place -- help me find a location!
OR
I know WHERE my event should take place -- help me choose a time!

Customize Dashboard Help

Recently Viewed
(none)

Your Starred Locations
You do not have any Starred Locations!
Throughout this site you can mark any Location as "Starred" by clicking its icon.

Your Starred Event Searches

Your Starred Location Searches
You do not have any Starred Location Searches!

Create an Event

Your Events
No Events in which you are the Scheduler
8 Events in which you are the Requestor

Your Event Drafts

5. Click on “List” tab and click on the star that is to the left of the location name.


Search For Locations Pre-Defined Location Searches

Search For Locations

Search by Keyword: AGS-E 1001 X GO More Search Options

List Availability Calendar

Choose Visible Columns Save Search Refresh

Name	Formal Name	Categories	Features	Layouts	Max Capacity
 AGS-E 1001	Agricultural Sciences Building 1001	Campus - Evansdale, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Microphone, Handheld, AV - Microphone, Wireless, AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Evansdale Campus, General Purpose Classroom, Input Panel, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - Instructor	Fixed Tablet Arm Chair, Tiered Tablet Arm Chairs	112

Information is current as of

1 Matching Locations


Search For Locations Pre-Defined Location Searches

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Information is current as of [timestamp]

1 Matching Locations

6. AGS-E 1001 is now a "Starred Item".

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Recently Viewed

(none)

Your Starred Locations

 AGS-E 1001
Agricultural Sciences Building 1001

See when these locations are available

Your Starred Event Searches

Your Starred Location Searches

You do not have any Starred Location Searches!

Create an Event

Your Events

No Events in which you are the Scheduler

8 Events in which you are the Requestor

Your Event Drafts