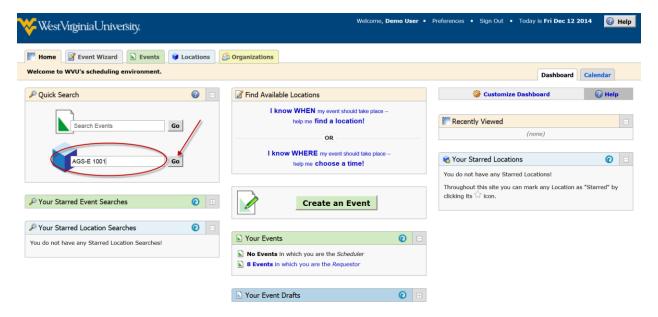
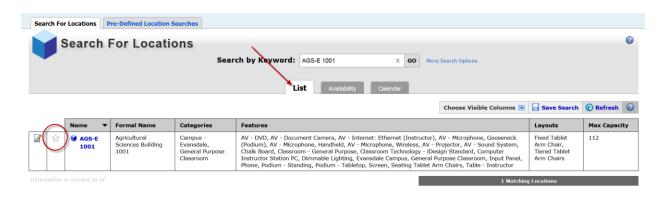
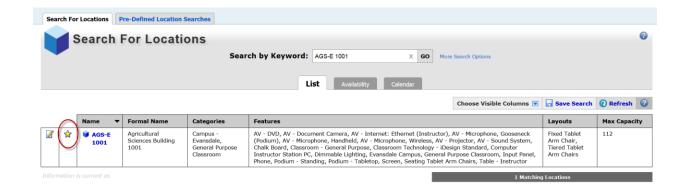
How to Create a Starred Item

- 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.



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





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

