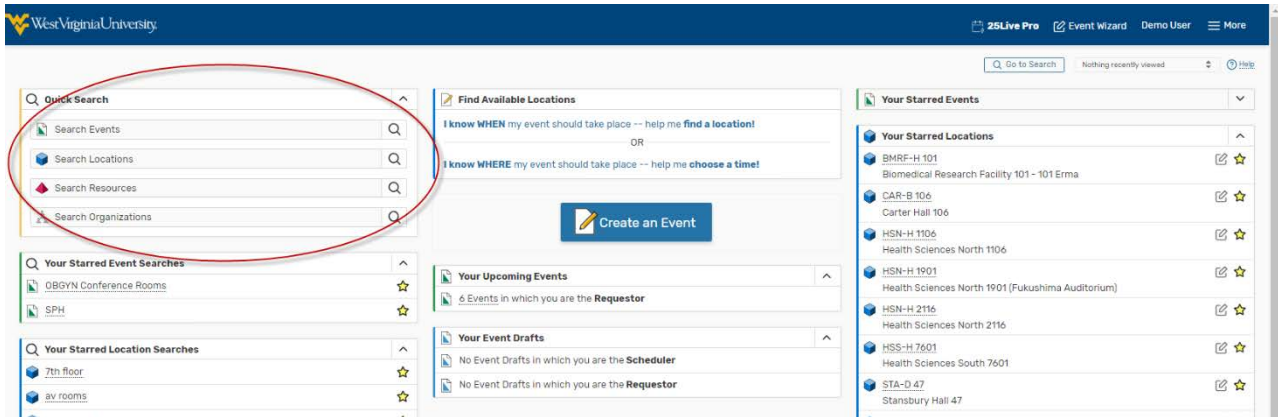
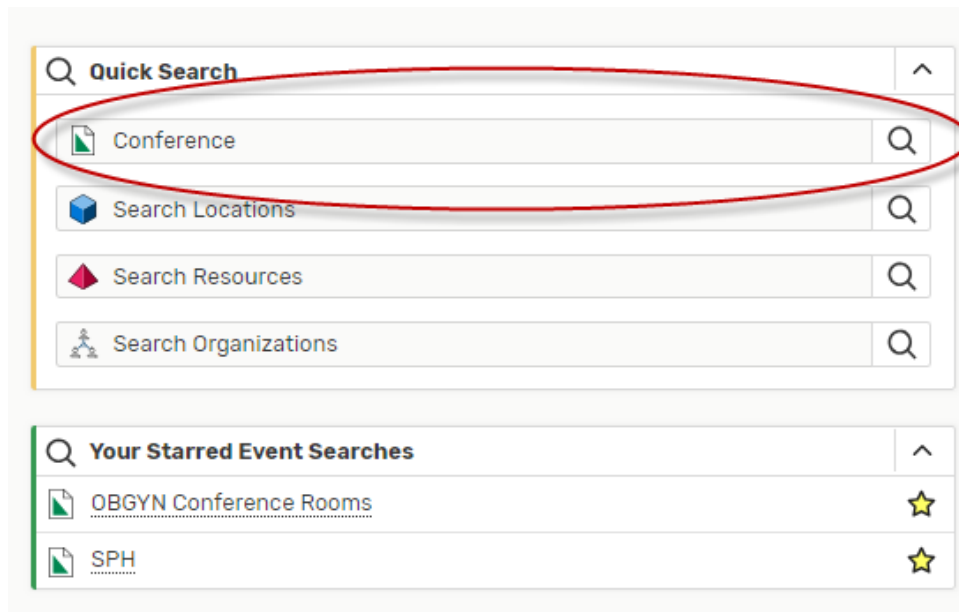


How to Perform a Quick Search

1. After logging into 25Live, locate the “Quick Search” field on the left side of the home page.



2. Enter any part of the Event Name or Location name into the appropriate box.



- After locating the desired event or location, the event detail can be pulled up by clicking on the name of the event or location.

West Virginia University | 25Live Pro | Event Wizard | Demo User | More

Select Object: Events | Saved Searches (optional)

Quick Search: | Search has not been saved | Reset | Save As | Search

List | Calendar | Future Only | All Dates | Choose Columns

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
FPS Conference		2019-ABZGCA	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Thu Mar 28 2019	16:00	Thu Mar 28 2019 16:54	Tentative	WDB-D 116
WVTWS Conference		2019-ABZFWF	WILDLIFE AND FISHERIES MNGT. DEPT OF	Conference			Fri Apr 05 2019	9:00	Thu Mar 28 2019 9:46	Tentative	PER-E 308
Unknown Conference		2019-ABZFQP	PATHOLOGY DEPARTMENT OF	Conference			Wed Apr 03 2019	8:00	Wed Mar 27 2019 13:41	Confirmed	HSN-H 2165
Gwendolyn Hoan		2019-ABZFMF	PEDIATRICS	Meeting			Wed Apr 10 2019	12:00	Wed Mar 27 2019	Confirmed	HSN-H 1901

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FPS Conference | Tentative | 2019-ABZGCA | Thu Mar 28 2019 16:00 - 17:00 | WDB-D 116

Details | Occurrences | Calendar | Audit Trail

Edit Event | Tentative | More Actions

General

Event Name: FPS Conference
Event Type: Conference
Organization: FACILITIES PLANNING AND SCHEDULING
Scheduler: 25LiveViewer Seat
Requestor: Demo User
Head Count: 25 expected
0 registered

Event Relationships

Event Categories

Custom Attributes

Event Info

Event Owner: Demo User
Creation Date: Thu Mar 28 2019
Reference: 2019-ABZGCA
Cabinet: 2019 SPECIAL EVENTS
Folder: Tentative Event Submitter Folder