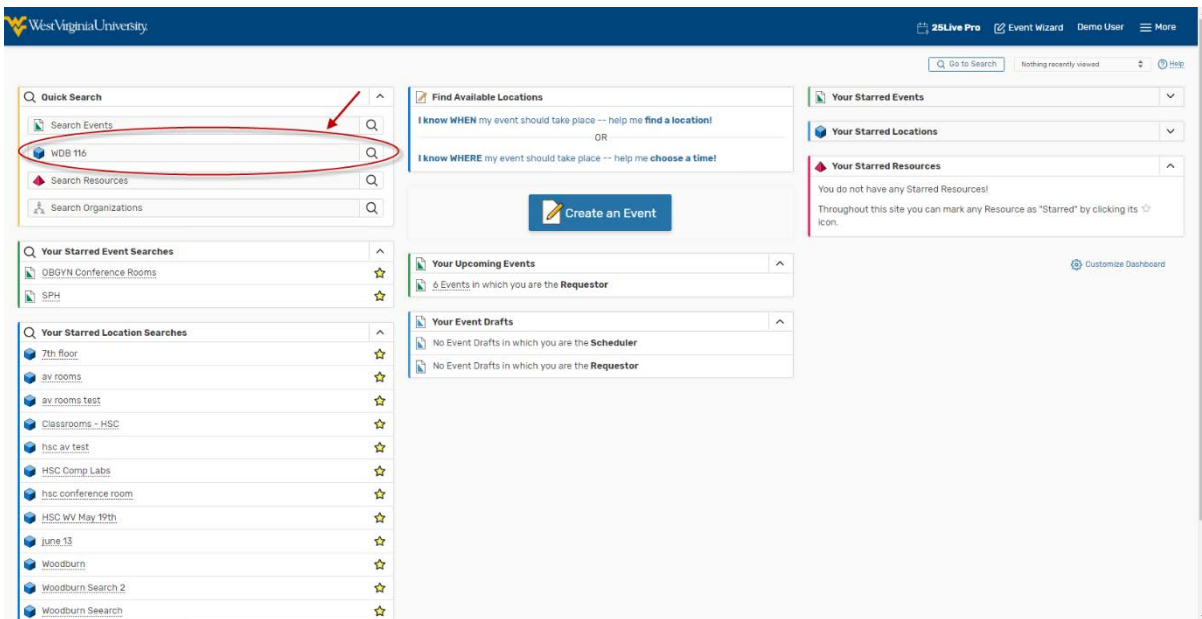
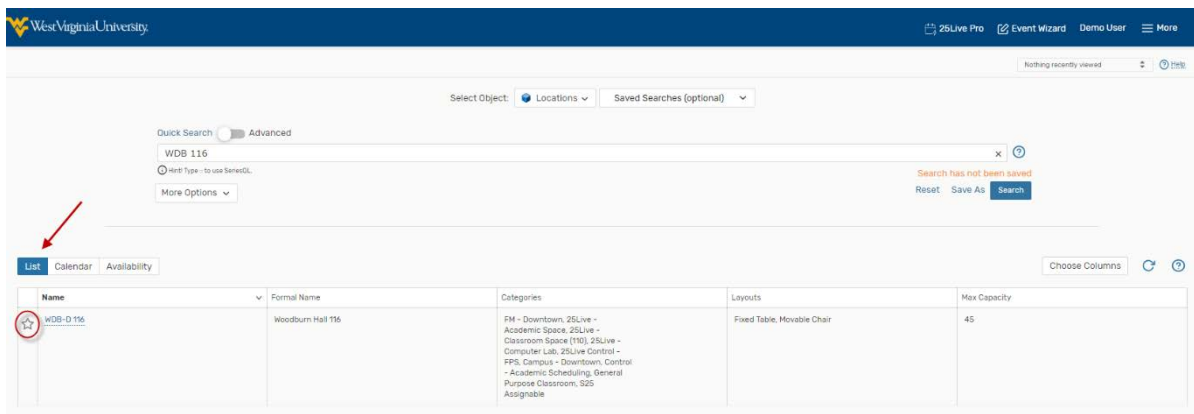


How to Create a Starred Item

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.



West Virginia University

25Live Pro Event Wizard Demo User More

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

WDB 116

Hint Type: to use SeriesQL


More Options

Search has not been saved

Reset Save As Search

List Calendar Availability

Choose Columns









Name	Formal Name	Categories	Layouts	Max Capacity
 WDB-D 116	Woodburn Hall 116	PM - Downtown, 25Live - Academic Space, 25Live - Classroom Space (110), 25Live - Computer Lab, 25Live Control - FPS, Campus - Downtown, Control - Academic Scheduling, General Purpose Classroom, S25 Assignable	Fixed Table, Movable Chair	45


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

Go to Search Nothing recently viewed Help

Your Starred Events


Your Starred Locations

-  **BMRF-H 101**
Biomedical Research Facility 101 - 101 Erma
-  **CAR-B 106**
Carter Hall 106
-  **HSN-H 1106**
Health Sciences North 1106
-  **HSN-H 1901**
Health Sciences North 1901 (Fukushima Auditorium)
-  **HSN-H 2116**
Health Sciences North 2116
-  **HSS-H 7601**
Health Sciences South 7601
-  **STA-D 47**
Stansbury Hall 47
-  **WDB-D 116**
Woodburn Hall 116

 See when these locations are available

Your Starred Resources

You do not have any Starred Resources!

Throughout this site you can mark any Resource as "Starred" by clicking its  icon.

7. To remove a starred item, follow the same procedure and click the star again.