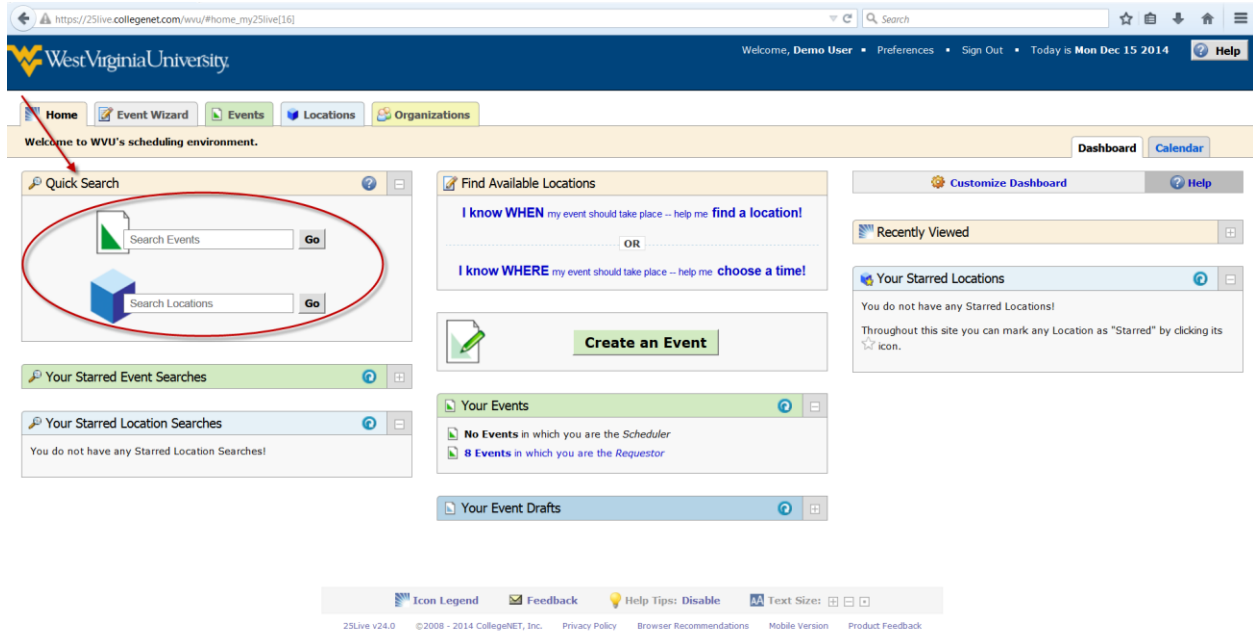
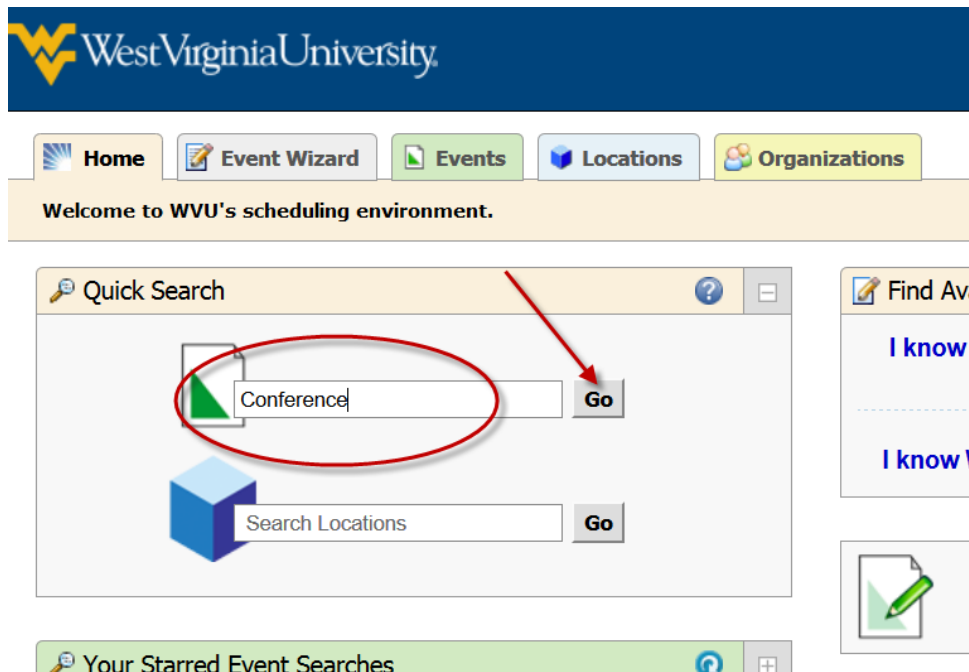


## How to Perform a Quick Search

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.



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

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Home Event Wizard Events Locations Organizations

Search For Events Pre-Defined Event Searches

**Search For Events**

Search by Keyword: Conference X GO More Search Options

List Calendar

Dates: Current and Future Dates Choose Visible Columns Save Search Refresh

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00PM	Dec 10 2014	CANCELLED	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWI	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 16 2015	2:00PM	Dec 10 2014	CANCELLED	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 26 2015	3:00PM	Dec 10 2014	Confirmed	OGH-D 110
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAXP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 12 2015	10:00AM	Dec 11 2014	Tentative	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAYA	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 12 2015	11:00AM	Dec 11 2014	Tentative	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKBAE	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 13 2015	10:15AM	Dec 12 2014	Tentative	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKBIBH	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 12 2015	1:00PM	Dec 12 2014	Tentative	
INTEGRATE Conference	INTEGRATE Conference	2014-AAKAAO	JOURNALISM, PERLEY ISAAC REED SCHOOL OF	Conference			May 29 2015	7:00AM	Nov 25 2014	Confirmed	MHH-D 020
INTEGRATE Conference	INTEGRATE Conference	2014-AAKAAQ	JOURNALISM, PERLEY ISAAC REED SCHOOL OF	Conference			May 29 2015	7:00AM	Nov 25 2014	Tentative	
INTEGRATE Conference	INTEGRATE conference	2014-AAKAAR	JOURNALISM, PERLEY ISAAC REED SCHOOL OF	Conference			May 30 2015	6:00AM	Nov 25 2014	Tentative	

Information is current as of

15 Matching Events Page 1 of 2

First Previous Next Last

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Home Event Wizard Events Locations Organizations

Search For Events Pre-Defined Event Searches FPS Conference

**FPS Conference**

Details Calendar Audit Trail

Edit this Event Event State: Confirmed More Actions Refresh

Event Details	
Event Name:	FPS Conference
Event Title:	Facilities Planning and Scheduling Conference
Event Type:	Conference
Reference:	2014-AAKAWP
Allen UID:	
State:	Confirmed
Organization:	FACILITIES PLANNING AND SCHEDULING
Cabinet:	2015 SPECIAL EVENTS
Scheduler:	2SLiveViewer Seat
Requestor:	Demo User
Head Count:	15 expected
Event Custom Attributes:	
Contact Email Address:	Meredith.Morris@mail.wvu.edu
Contact Name:	Meredith Morris
Contact Phone Number:	3042932857
Creation Date:	Wed Dec 10 2014

Information is current as of

Event Preferences				
The following location preferences were registered for Rsvr_377B46:				
OGH-D 110 Remove preferences				

Event Occurrences				
Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 26 2015	3:00pm	Mon Jan 26 2015	4:00pm	