This guide includes the information and steps to use the Locations and Events Tabs in 25Live as well as utilizing the home page tabs.
We will begin with the locations tab. Located here on the home page of 25Live.

This tab is useful for when you know what location you want and are trying to see if it is available. It is also helpful when you want to know what rooms are available in a building or if you are looking for a room with a specific feature or technology.
When you click on the locations tab the first page will look like this. You have three options, the search for locations tab is the easiest and quickest option. Pre-defined and advanced locations require more information about the location you want to find.
This is what will be displayed when you enter a room, building or keyword into this search bar and click go.

You can click on this Date and change it to the day you are wanting to see.

This large box (circled in Red) explains the functionalities on the page, it can be hidden by clicking on hide this guide or the X in the upper right hand corner.

This bar along the bottom is where the information on room availability is actually displayed. The numbers along the top denote the time of day. Events will show up as a green box and if you hover over the event you can see the details of the event.
This is what the list tab looks like. It will display the details of the rooms you have searched for. It is helpful if you are looking for a specific feature.

This is what the Calendar tab looks like. It is helpful if you want to see the availability of a room for a whole week or month.
Now we will look at the Events Tab. It is located here when you are on the home page of 25Live.

The events tab is most useful for when you have an event you have created and you need to change or if you want to look at where a course is located. All courses are in the 25Live database and can be searched for using their CRN.
This is what the events tab looks like when you initially click on it. Using the Search for Events tab (circled in red) in the Events tab will be the easiest way to find what you are looking for. The Pre-defined and Advanced tabs require extra information.

This is where you will input the CRN of a course or keyword of an event name. It is a good idea to name your event something unique or to always include your last name in any event bookings.
Once you have put a keyword or CRN in the search bar it will display events that match what you have searched for. It will include some details of the event.

The last name of the requestor was included in the title of this event (circled in red) this makes it easier to find. You can click on the event title (in blue) to see more details about this event.
When you click on the blue event title it will take you to the event page where more information is available about the event.

- **Details tab** will show you the event occurrences and who requested the event.
- **Calendar tab** will show you when the event will occur in a calendar view.
- **Task tab** list will show you if the event is awaiting confirmation.
There are three additional tabs (circled in red) on the home page (circled in green). These tabs can drastically change how data is displayed on the home page and can improve user experience.

- The Dashboard tab displays all the quick links on 25Live and is a good tab to use if you frequently schedule or run reports in 25Live.
- The Calendar view is best for users who control space on campus, or for users who frequently use specific rooms.
- The availability tab will show you the daily schedule for any rooms you have starred.
If you have any other questions about 25Live you can call 406-243-2414, email registrar_rooms@mso.umt.edu or stop by our office in Lommasson 201.