Using the Top Navigation Bar

The navigation bar is always present across the top of the 25Live interface to give you convenient access to the most used sections of the application:

- **25Live**
  - The link to return to your home dashboard in 25Live
- **Event Wizard**
  - A direct link to the online form used to create events
- **Tasks**
  - Link to the Tasks section where you can search for tasks, complete your tasks, and create new tasks
- **Welcome**
  - This message indicates the name of the currently logged in user
  - See Working with Your User Preferences for additional information about user preferences
- **More**
  - An expandable menu that provides you with additional links and options

The More Menu

**Note: Your Menu Content May Differ**

What you can see and do in 25Live depends upon how your instance has been configured by your 25Live Administrators and what permissions your user has been granted.

The expanded More menu offers easy navigation to the following:

- **Home: 25Live Pro**
  - Link to return to the home dashboard of 25Live
- **Tasks**
  - Link to the Tasks section where you can search for tasks, complete your tasks, and create new tasks
- **List** (see Browsing Personal Views)
  - Access to a list view of your saved searches as well as starred items
- **Calendar** (see Browsing Personal Views)
  - Access to a calendar view of your saved searches as well as starred items
- **Availability** (see Browsing Personal Views)
  - Shows location availability for starred locations and saved and public location searches
- **Search** (see Searching for Events, Locations, Organizations, Resources, and Tasks)
  - Easy access to the main search view with options to search for events, locations, organizations, resources, and tasks
  - List, calendar, and availability views are available
  - Advanced search options provide more targeted results
- **Reports**
  - Access to run reports, email, export and save, print, and more
- **Publisher**
  - Provides the ability to login to the 25Live Publisher
- **System Settings** (if your user is an administrator in a -1 security group)
  - Access to settings for redirection and Event Form options for administrators
- **25Live Scheduling**
  - Use this link to go to the mobile-friendly, basic scheduling version of 25Live
- **Preferences**
  - Provides the ability to edit your contact information, change your password, and configure additional preferences
  - See Working with Your User Preferences
- **About**
  - With appropriate security permissions, provides the ability to edit the welcome message and viewer message for this 25Live instance
  - Access to contact your institution's 25Live administrator
  - Current release notes for 25Live
Additional Navigation Elements

Just under the top navigation bar, there are additional navigation elements to help you quickly get to sections.

Go to Search

This link takes you to the main search screen where you can search for events, locations, resources, organizations, and tasks.

Recently Viewed

This dropdown menu contains a list of the last objects (events, locations, resources, and organizations) you've viewed in this session.

Help

Link to these help topics. You may also seek additional help if needed.

Related Topics

- Using and Customizing Your Home Dashboard
- Browsing Personal Views
- Searching for Events, Locations, Organizations, Resources, and Tasks
- Creating Events
- Creating To Do Tasks
- Viewing Tasks

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