



25Live Features List

Part of the Series25 platform, 25Live is the Series25® web-based room request and event scheduling, calendaring, and publishing tool where, with the appropriate rights, you can:

- Easily customize event request/scheduling forms for a variety of users and business needs
- Schedule an event occurring on a single or multiple dates (the latter specified as either ad hoc dates or a meeting pattern)
- Publish events to online calendars created and administered via 25Live Publisher
- Set up requirements workflow for events to be published to a calendar
- Specify the location scheduler to be automatically assigned to an event when the location is assigned
- Drag and drop to customize contents of your HomeDashboard
- Check daily or weekly availability grids to look for locations or resources
- Submit location and resource requests
- Start creating an event from a selected date, location, organization, or resource
- Edit event details and establish content relationships among events
- Create bindings among events so they must use the same location(s)
- Copy an existing event as the basis for a new event
- Edit or copy simultaneously all (or any) events related to an event being edited or copied
- Assign multiple locations and/or resources to an event and attach instructions and other details, by assigned location/resource and by occurrence
- Create related organizations and/or contacts as you create/edit an event
- Share locations among events
- View detailed information on a selected event, location, organization, or resource

Even More 25Live Features

- Email event details (that may include reports and an iCal file) to contacts associated with an event, favorite contacts, and other recipients; browse for any additional files to include
- Schedule or deny events for an organization sponsor based on past performance rating
- Cancel or delete an event
- View, print, and email more than 100 standard reports, as well as custom reports created by you; view examples and descriptions for a selected report
- Export reports to PDF, Excel, RTF, HTML, or Plain Text
- Create custom reports
- View and respond to event-related tasks
- View details and status of tasks
- Access 25Live from a mobile device
- Attach and modify “To Do” tasks for events
- Perform a variety of searches for events, locations, organizations, or resources
- Copy saved searches (“save as”), your own and those provided by the system
- Send copies of (“share”) your searches to selected users
- View pending and completed assignments for selected locations or resources
- “Star,” for easy access, your favorite events, locations, resources, organizations, contacts, and reports
- Set your user preference for a dashboard or a calendar 25Live home page
- Set your user preferences for display of dates and times, and edit your contact information
- Subscribe to an event feed with your preferred news reader or calendar