

Introducing 25Live Pro

25Live has been updated with a new name **25Live Pro**, new look and new functionality.

Use this URL to access 25Live Pro: <https://25live.collegenet.com/pro/pepperdine>

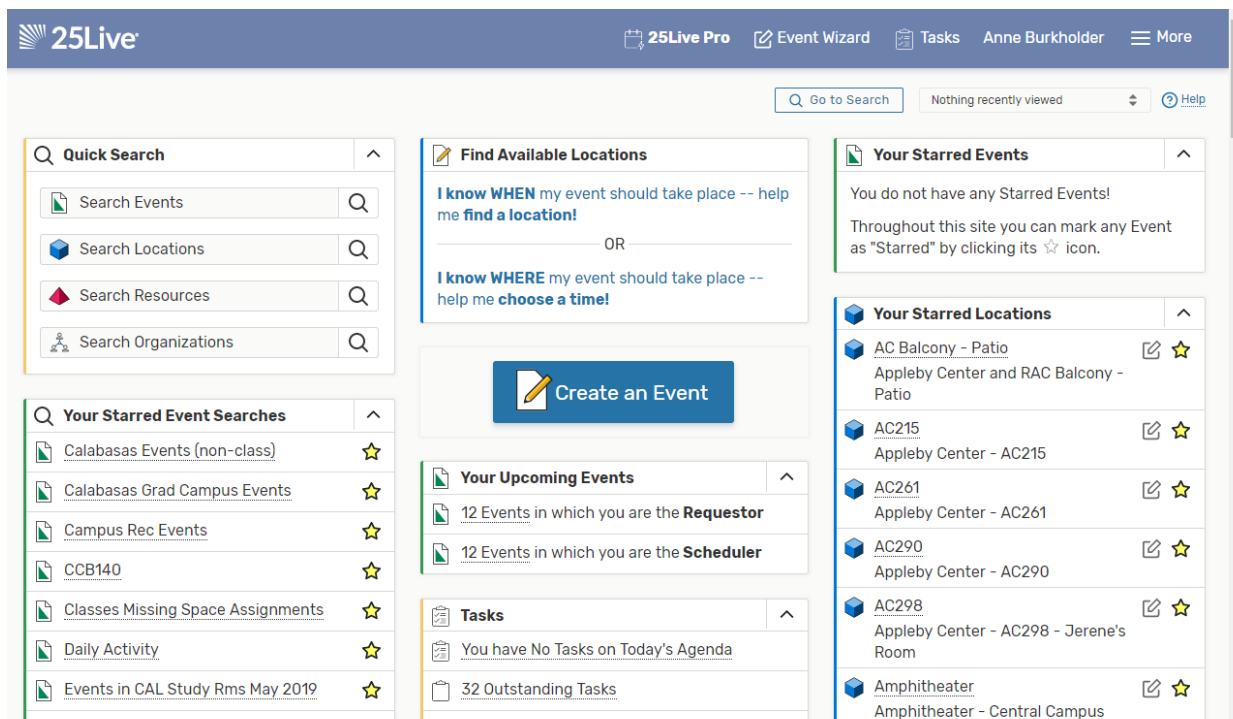
25Live and 25Live Pro are connected to the same database, so Pepperdine users are encouraged to start using 25Live Pro, and become familiar with the new navigation.

WaveNet credentials are required to access 25Live Pro.

The final switch to 25Live Pro will take place November 5th, 2019.

This user's guide documents the main changes to navigation in 25Live Pro.

Besides changes to navigation, the Event Request form has also been redesigned for greater ease of use. It is now one long form requiring the same event information as before.



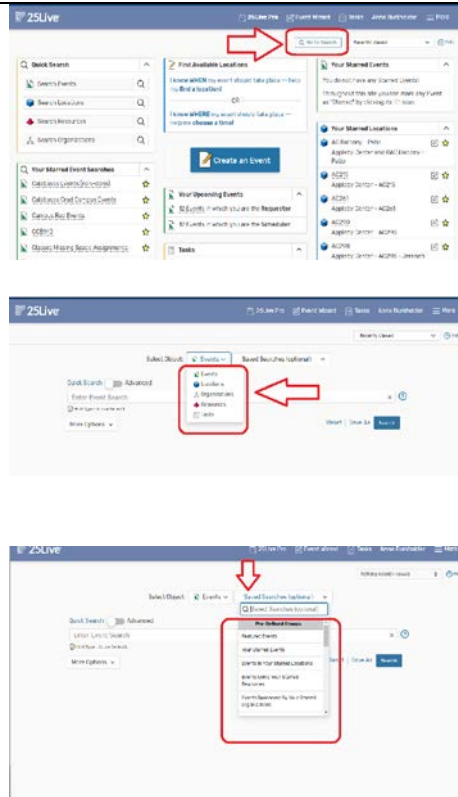
Navigation Tips

Searching for Events and/or Locations

The tabs at the top of 25Live page are gone. To access **List** view or **Calendar** view of **Events** or **Locations**, click on the “**Search**” button.

Click on the “**Select Object**” drop down, and select either **Events** or **Locations**.

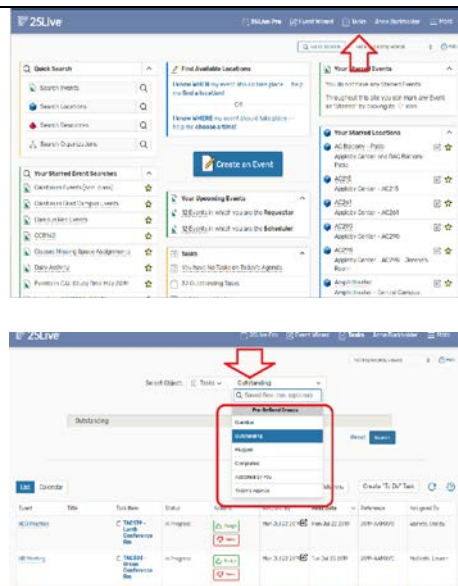
Use the “**Saved Searches**” drop down to select desired search



Accessing Tasks

Tasks has its own link at the top of the page, next to user’s name

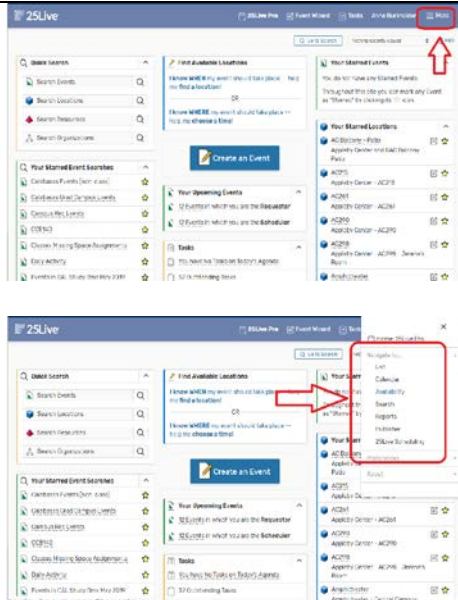
Then select the type of **tasks** (overdue, outstanding, completed) to be displayed



Accessing Availability screen

Click on the “More” button at the top right corner of the page.

Then navigate to the **Availability** link. **Availability** grid displays. Select **Location** search to be displayed for desired date



Access to Recently Viewed Objects

At the top right corner of the page, below user's name, open the list of “Recently Viewed” items

All objects viewed by a user during an un-interrupted 25Live session will be listed. This will give users easy and quick access to objects of prior interest

