## 25Live Pro

## **Event Search**

- 1. Open an internet browser and navigate to <u>https://24live.collegnet.com/pro/uark</u> .
- 2. Click the Sign In link and enter your UA login and password.
- 3. Click on the **Go to Search** button.

📇 25Live Pro	🕜 Event Wizard	貸 Tasks	≡	More
	Q Go to Search	Nothing recently viewed	¢	(?) Help

- 4. Select **Events** from the Select Object drop-down menu.
- 5. A new screen opens where you may search for events by using a **Keyword**, by clicking the **More Options** drop-down menu or by clicking the toggle button to **Advanced**.

Select Object:	🖹 Events 🗸	Saved Searches (optional) 🗸 🗸
Quick Search Advanced		
More Options ~		Search has not been saved Reset   Save As Search

6. The search results appear. The results may be viewed in a **List** view (as shown) or in a **Calendar** view by clicking on the link for the desired view. *The* **All Dates** option will take several minutes to load and is **NOT** recommended.

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		PSYC	2003 00:	1								×	?	
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Lis	t Calen Name ~	dar Title	Refer	Organ	Туре	Categ	Your	Start	Future 0 Start	nly All C	Dates	Choose C Locati	Columns Resou	C ③
			ence	izatio ns		ories	Role	Date	Time	on Date		ons	rces	uler
☆	PSYC 2003 001 1470 1203	GENERA L PSYCHO LOGY	2019- ACJMG M	PSYC	Sections			Tue Jan 14 2020	9:30 am	Wed Jun 05 2019 12:39 pm	Tentativ e			Administ rator R25
☆	PSYC 2003 001	GENERA L PSYCHO	2019- ACHNJV	PSYC	Sections			Mon Aug 26 2019	7:30 am	Mon May 13 2019 8:22 am	Tentativ e	GEAR01		Administ rator R25

7. Click the **Calendar** view to select the specific dates. The view defaults to the current week.



8. Select the number of weeks from the **Weeks** drop-down menu.

List Calendar			← Mon Nov	04 2019 - Sun Nov 1	10 2019 🔿 Weeks:	1 🗘 C 🧿
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
November 4	5	6	7	8	8 5	10
7:30 am - 8:20 am <b>PSYC 2003 001</b> <b>2264 1199</b> <i>MWF 0730-0820</i> <b>WKP0730-0820</b>	9:30 am - 10:45 am PSYC 2003H 001 2274 1199 <i>TR 0930-1045</i> WEMH0252	7:30 am - 8:20 am <b>PSYC 2003 001</b> <b>2264 1199</b> <i>MWF 0730-0820</i> <b>WKIMP0411</b>	9:30 am - 10:45 am PSYC 2003H 001 2274 1199 <i>TR 0930-1045</i> MEMH0252	7:30 am - 8:20 am PSYC 2003 001 2264 1199 <i>MWF 0730-0820</i> © KIMP0411		
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9. Click the **Date Range** to select specific dates in a given month. *You can move forward or backward by using the arrows at the bottom of the screen.* 

List Calendar			÷	Mon «	Nov I	04 20 Nove	19 - S	Sun N • 2019	lov 10	2019 »	• →	Veeks:	1	\$	C ()
Monday	Tuesday	Wednesday	Thu	м	т	w	т	F	s	s	atur	lay		Sun	day
November 4	5	6	0.70	28	29	30	31	01	02	03			9		10
7:30 am - 8:20 am	9:30 am - 10:45 am PSYC 2003H 001	7:30 am - 8:20 am PSYC 2003 001	9:30 am - PSYC 20	04	05	06	07	08	09	10					
2264 1199	2274 1199	2264 1199	2274 115	11	12	13	14	15	16	17					
MWF 0730-0820	TR 0930-1045	MWF 0730-0820	TR 0930	18	19	20	21	22	23	24					
💗 KIMP0411	MEMH0252	V KIMP0411	MEMF	25	26	27	28	29	30	01					
		ß		02	03	04	05	06	07	08			<b></b>		
<b>←</b>						Sel	ect lo	day							$\rightarrow$

10. To view more detail on a specific event, hover over the event and a summary of the event will appear.



## 25Live Pro

11. Click the **link** for the event and the view expands to show all details. **NOTE:** There may be more options available based on your security access in 25Live Pro. Click on **Edit Event** or **More Actions** to open more options.

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CENERAL PSY	001 2264 1199 CHOLOGY	Tentative	2019-ACHNOV			Non Aug 26 2019 7:30 am - 8:20 am Repeats every week on Monday, Wednesday and Friday through 12/12		GEAR0102	e
Details Occ General Event Name: Event Title: Event Title: Grganization:	uminese Dawedar Scheiduse Sak Lat Pro Port 2003 001 2244 1197 Gesauet, Protocologor Gesauet Para	ng AuttTrat		< ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲	Event Categories Custom Attributes Add a Custom Attribute		Col Control Postative	More Actions 💌	© C
Additional Organization(s): Scheduler: Head Count:	PSYC R25. Administrator expected		40	C	Event Info Event Owner: Creation Date:	1 Man 13 2017			^
	registered		n	C	Alien UID: Reference:	LYRX-EV-117-1199-2264 2019-ACHN3V			
Description:				C	Folder:	PSYC			
commence.	Instructors: Myers, Madison Rose			e					
Internal Notes:				C					
Confirmation Te	at:			C					
Attached Files:	Browse, No file selected								
Tasks Completed	1			^					
Approvels: Assignments To Do's:	0/0 0/0 0/0		Vore this ever	Pic Taski Lint					
Event Relationsh	ipa			^					
Bound Events:	PSYC 2003H 001 2274 1199/TR 0930-1045								

12. Click **More Actions** to view new options. *A user may not have access to every option listed. However, all users* should be able to add the event to **Favorites** by clicking on the **Star** and to **Email the** *event.* 

🕑 Edit Event	Tentative 🗢 More Actions 🗸 (
<	Add to Favorites
	Contemporation Edit Event
	Copy Event
	📩 Manage Related Events
	👗 Manage Bindings
	Delete Event
	Create 'To Do' Task
	🖉 Email Event Details
	(It- Send this Event to the 25Live Publisher
	👻 Take Ownershin of this Event 🗸 🗸

If you do not have the security access for a given area, you will receive the following message.

Sorry, you do not have permission to edit this event.
ОК