

# 25LIVE

## Customizing your Dashboard

You can update your homepage dashboard to include only the items you want to see. This guide will walk you through the steps to customizing your dashboard:

After you sign in to 25LIVE, select the **(1) dashboard** tab from the homepage view.

Click the **(2) customize dashboard** button.

You can click and drag any box you want to move to the gray area to hide it from view. Simply hover over a box until you see the **(3) directional cursor**.

You can also move a single item out of the gray box by clicking on the colored tile and dragging it into the active area.

If you want to start over, click the **(4) reset dashboard** button to the default dashboard view.

Once you have made all desired changes click **(5) done**.

UNIVERSITY OF SOUTH CAROLINA

Welcome, Mclees, Lauren Preferences Today is Tue Apr 17 2018 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

**Test Environment**

**General Guidelines**  
Please allow three business days for event approval. If you experience an issue submitting a request in 25Live, please clear the history/cookies in your browser. If you are still experiencing issues after doing so, contact your campus administrator.

**USC Aiken**  
Requests for Spring 2018 are now being accepted and will be approved on a tentative basis. They are subject to be moved if that space is needed for an academic course. Student organizations can make reservation requests through May 15, 2018. Users may contact Karen Edgington [karene@usca.edu](mailto:karene@usca.edu) for assistance.

**USC Beaufort**  
Users may contact [making@uscb.edu](mailto:making@uscb.edu) for assistance.

**USC Columbia**  
Special event requests in general purpose academic locations for Spring 2018 are now being processed. Event requests by academic departments for the Summer will be processed starting on April 9, 2018. Faculty and staff may contact [classrooms@sc.edu](mailto:classrooms@sc.edu) for assistance. Student organizations should contact [sareserv@mailbox.sc.edu](mailto:sareserv@mailbox.sc.edu) for assistance.

**USC Lancaster, USC Salkehatchie, USC Sumter, and USC Union**  
Users may contact [pchelp@mailbox.sc.edu](mailto:pchelp@mailbox.sc.edu) for assistance.

Dashboard Calendar Availability

**2** Customize Dashboard Help

Quick Search

Search Events Go

Search Locations Go

Search Resources Go

Create an Event

Your Upcoming Events

16 Events in which you are the Requestor

2 Events in which you are the Scheduler

Your Starred Locations

Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Tasks

USC Columbia  
Special event requests in general purpose academic locations for Spring 2018 are now being processed. Event requests by academic departments for the Summer will be processed starting on April 9, 2018. Faculty and staff may contact [classrooms@sc.edu](mailto:classrooms@sc.edu) for assistance. Student organizations should contact [sareserv@mailbox.sc.edu](mailto:sareserv@mailbox.sc.edu) for assistance.

USC Lancaster, USC Salkehatchie, USC Sumter, and USC Union  
Users may contact [pchelp@mailbox.sc.edu](mailto:pchelp@mailbox.sc.edu) for assistance.

Dashboard Calendar Availability

4 Reset Dashboard Done

5

Drag an element from the dashboard to this area to hide it from view. To reposition or hide the Create an Event box, first hover over the icon until the cursor changes. Drag a hidden element from this area to reposition it on your Dashboard.

Your Starred Resource Searches Your Starred Event Searches Your Starred Location Searches Your Starred Events

Your Starred Resources Recently Viewed Your Starred Reports

Quick Search **3**

Search Events Go

Create an Event

Customize Dashboard Help

Find Available Locations

I know WHEN my event should take place -- help me find a