How to View Room Details in 25Live

(Public View)

1.) Click the “Locations” Tab at the top of the dashboard.

Please note that 25Live runs best in Google Chrome and Mozilla Firefox.
2.) Type in the building code or formal name of space in the “Search by Keyword” field and then click on the “List” view (ex. for the Sam Wilson building, type- A012 or Sam Wilson).

3.) This will give you a quick snapshot of the rooms in that building, along with their features, layout style, and capacity. To navigate to the next page of rooms, click the “next” button at the bottom right corner of the screen.
4.) To view a particular room, click on the building/room in blue. When the next screen pops up, then click on the “Details” view. This will give you the same information, but also include the picture of the room.