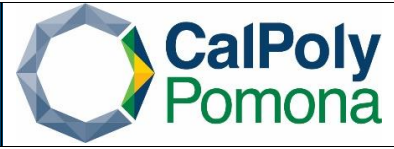
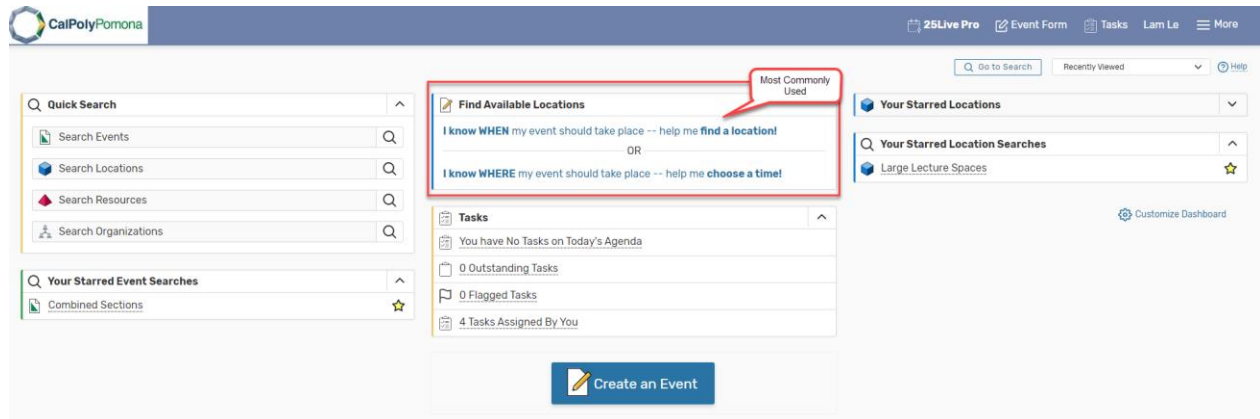


25Live: How to Search for a Location

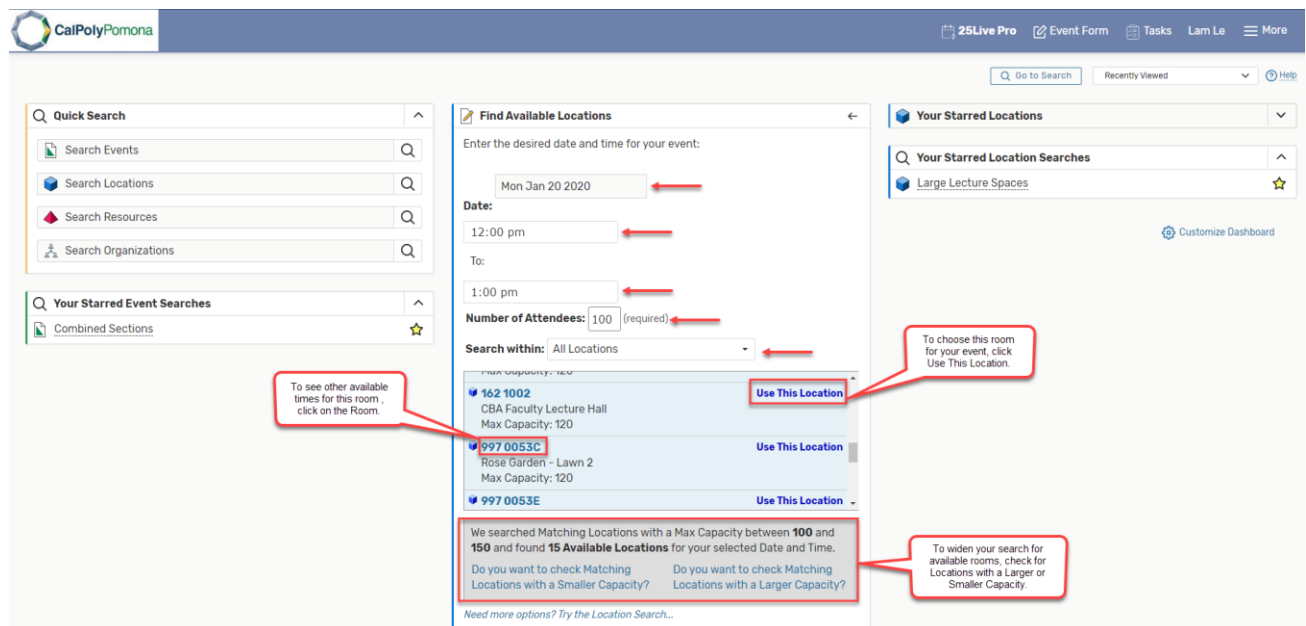


Using: Find Available Locations

1. From the home dashboard in 25Live, locate the “Find Available Location” dashboard box.



2. Click the appropriate link to search for rooms available by time or by location.
 - a. I know **WHEN**: Allows you to select a space available based on date/time.
 - b. I know **WHERE**: Allows you to select a space based on building/room location.

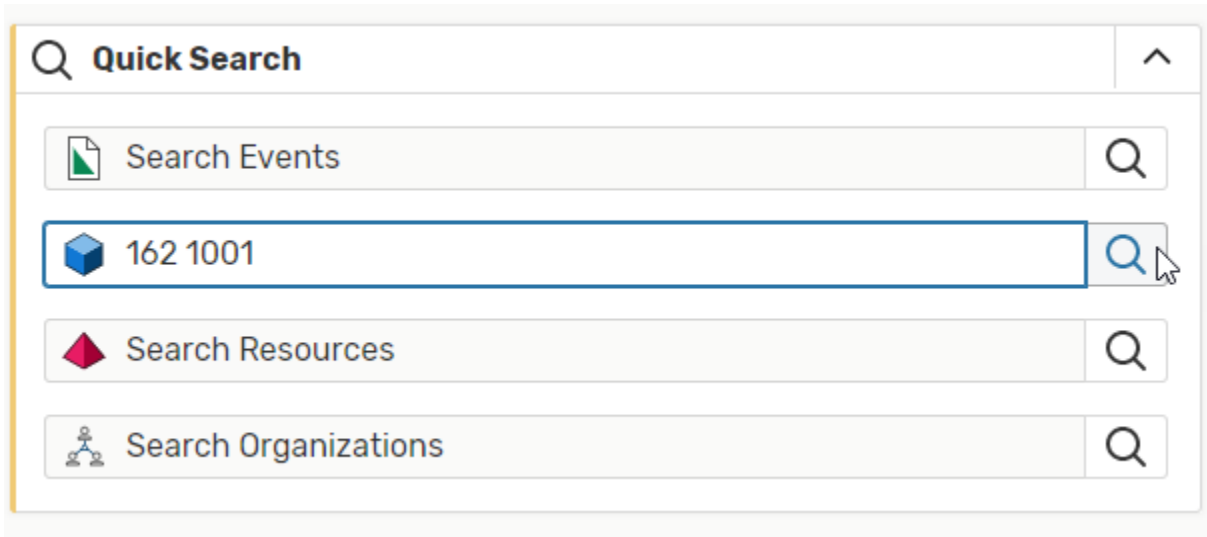


3. For the screenshot above: We know **WHEN** the event will take place.
 - a. Populate the Date, Start and End time, Number of Attendees
4. After populating the necessary fields (red arrows), you will be able to **Search within: All Locations, Starred Locations, etc.**

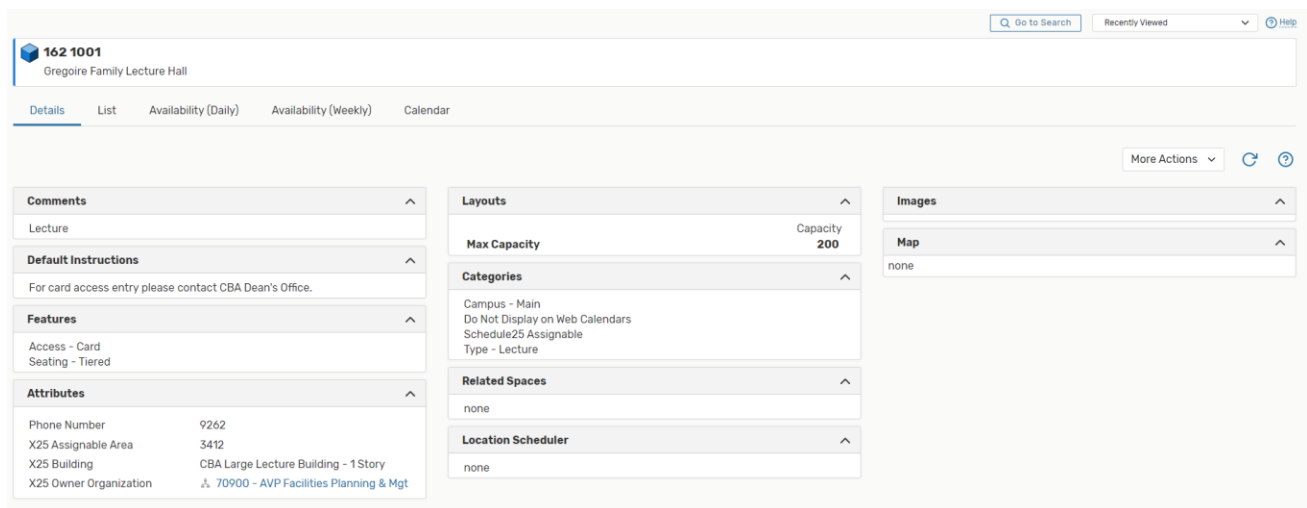
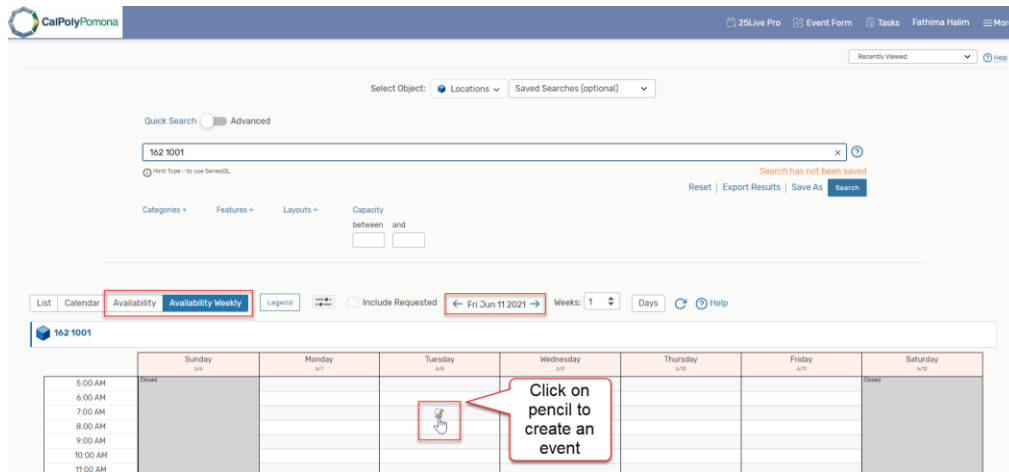
- a. 25Live will search all the best possible locations that will fit your number of attendees.
5. Once you find the space that fits your needs, click on '**Use This Location**'
6. After clicking on '**Use This Location**', it will take you to the 'Event Form' page, where you can begin creating your event. (see- *How to: Create an Event*)

Using: Dashboard Quick Search

1. Your home dashboard in 25Live features an array of customizable widgets, including **Quick Search**. This widget allows you to search for events, locations, resources, and organizations.



2. Type in one or more keywords for the type of object you want to search for and use the search button(s) to continue. Your search results will display in the search section.
3. Once you have submitted a search item you will be presented with the room or building availability grid listing the dates and times that a space is available. Remember to change the date to the day you are looking for.
 - a. Use the up/down arrows to the right of the page to view the availability of each room in that building.
 - b. Quick Tip: Any time you see a "paper and pencil" icon in the availability or calendar view, it's a sure sign that you can reserve that location (assuming that it is available). You can click directly on the "paper and pencil" icon to begin reserving the corresponding to it location.
4. Click the Room's name to view that room's availability grid/calendar/details.

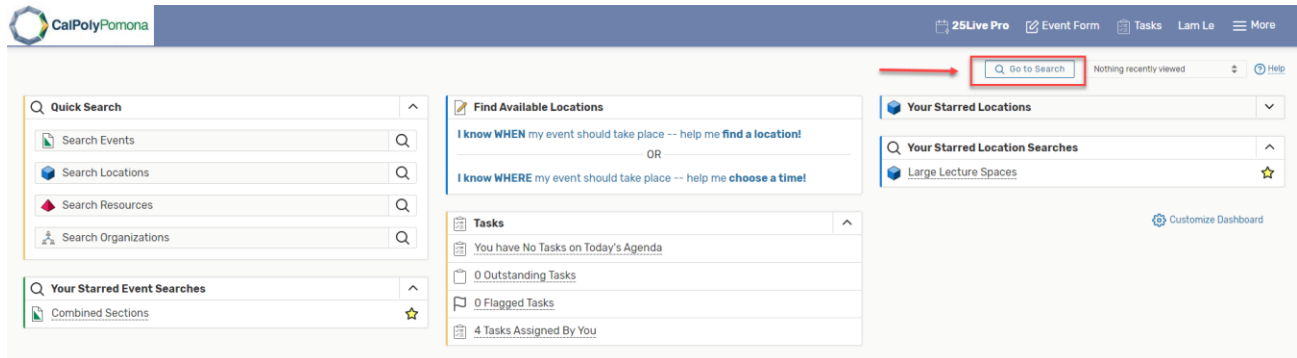


Location Details: After clicking on a location's name from any screen, the summary details view shows by default. (Headings)	Definition
Layouts	Shows all layouts defined for this location, each layout's instructions (if any), and each layout's maximum capacity
Images	Shows photos and diagrams of the layouts, if available
Map	Links to Google Maps for the longitude and latitude of the location
Location Scheduler	The Local Approver of the space, you can hover to view contact details. (Ex. Special Purpose Room approvals or lab approvals)
Categories	Lists and categorizes the types of rooms or events. It is helpful for searching a specific room or an event.
Features	Lists what the room contains and its characteristics. (Ex. Projectors, DVD Player,

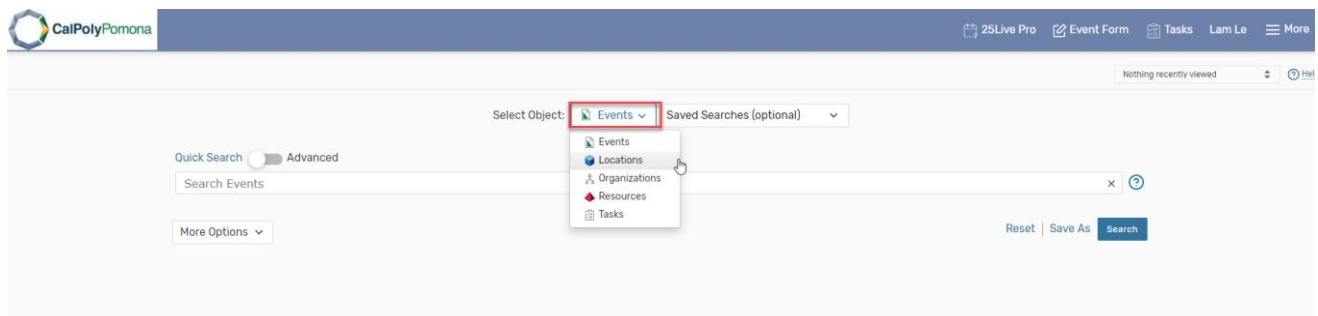
	Chalkboard, Smart Classroom, Basic Presentation Tech. etc.)
Attributes	Lists more information pertain to the room (Ex. Contact information, Size of the space, etc.)

Using: Go To Search- Finding Academic Course Sections in 25Live

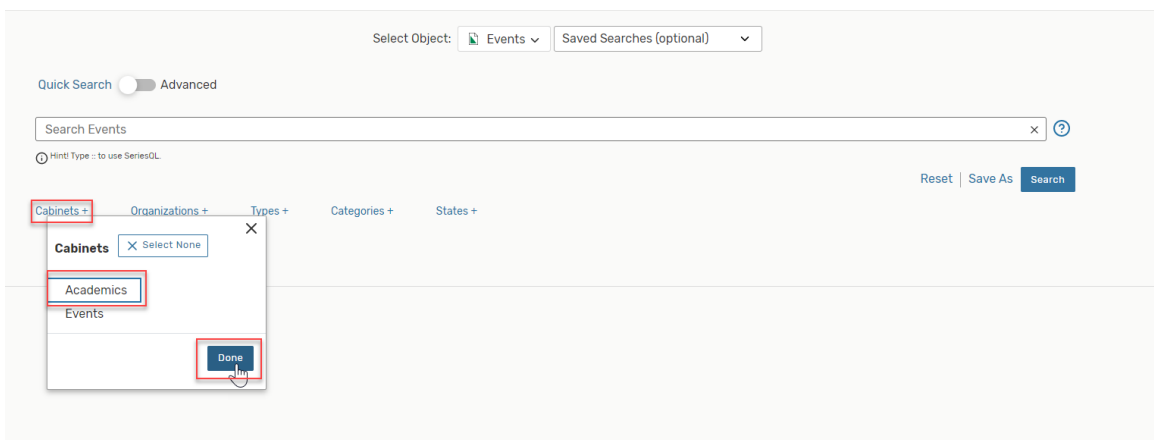
1. First, click on the **Go to Search** button in the upper right corner of 25Live



2. Then, from the Select Object drop-down menu select **Events**.
3. Next, click on the **More Options** button below. In the drop-down menu that will appear below, click on the **Cabinets** link and select the **Academics** from a pop-up window.



- a. To specify which Subject Code you would like to look up, add and click on the **Organizations** link and type in the corresponding Subject Code (Ex. BIO)



Select Object: Events Saved Searches (optional)

Quick Search Advanced

Search Events ?

Hint! Type :: to use SeriesQL

Reset | Save As Search

Cabinets + Organizations + Types + Categories + States +

X Academics

Organizations BIO x All filters ▼ ★ Only Favorites ✓ Select All X Select None

49900 - Biological Sciences Agricultural Biology Club **BIO** BTC

AGB Beta Beta Beta-Biology Honor Society Biotechnology Club

Done

4. When all the **Options** have been selected and filtered, click on the **Search** button to the right of it.

Select Object: Events Saved Searches (optional)

Quick Search Advanced

Search Events ?

Hint! Type :: to use SeriesQL

Reset | Save As Search

Cabinets + Organizations + Types + Categories + States +

X Academics X BIO

5. Once the search results display, in **List View**, you will see a list of rooms assigned to each of classes in the far right Locations column.
- Name: Subject Code, Catalog Nbr, Section Number, Class Nbr, Term Code
 - Organization: Subject Code
 - Start Date: First day of Classes/ Start of Term
 - Start Time: Meeting Pattern Start Time from PeopleSoft Schedule of Classes
 - State: Class Status from People Soft. Ex. 25Live: Confirmed = PeopleSoft: Active

List Calendar Class Sections

Start Date: First day of Classes

← All Dates → Future Only All Dates Choose Columns ?

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
★ BIO 3220 03 35825 2203	Cell and Molecular Biology	2019-AAZNR	BIO	LEC			Tue Jan 21 2020	8:30 am	Wed Nov 13 2019 9:02 am	Confirmed	003 1639		Interface Lynx
★ BIO 4400L 02 35639 2203	Stem Cell Biology Laboratory	2019-AAZXB	BIO	LAB			Tue Jan 21 2020	1:00 pm	Wed Oct 30 2019 9:06 am	Confirmed	004 2529		Interface Lynx
★ BIO 5990L 01 35304 2203	Spec Topic for Grad Studnt Lab	2019-AAZVFA	BIO	LAB			Wed Jan 22 2020	3:00 pm	Thu Oct 10 2019 11:32 am	Confirmed	003 2122		Interface Lynx
★ BIO 5990 04 35302 2203	Spec Topic for Grad Studnt	2019-AAZVDZ	BIO	LEC			Tue Jan 21 2020	1:00 pm	Thu Oct 10 2019 11:11 am	Confirmed	003 1623		Interface Lynx
★ BIO 5990 03 35298 2203	Spec Topic for Grad Studnt	2019-AAZVBL	BIO	LEC			Tue Jan 21 2020	1:00 pm	Wed Oct 09 2019 3:24 pm	Confirmed	004 2314		Interface Lynx
★ BIO 5990 02 35297 2203	Spec Topic for Grad Studnt	2019-AAZVBD	BIO	LEC			Mon Jan 20 2020	11:30 am	Wed Oct 09 2019 2:55 pm	Confirmed	003 1639		Interface Lynx

b. Click on **All Dates** to specify which dates you would like to view.

List Calendar

← All Dates → Future Only All Dates Choose Columns

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time		Locations	Resources	Scheduler
BIO 3220 03 35825 2203	Cell and Molecular Biology	2019-AABZNR	BIO	LEC			Tue Jan 21 2020	8:30 am	27 28 29 30 31 01 02	003 1639		Interface Lynx
BIO 4400L 02 35639 2203	Stem Cell Biology Laboratory	2019-AABXDB	BIO	LAB			Tue Jan 21 2020	1:00 pm	03 04 05 06 07 08 09	004 2529		Interface Lynx
BIO 5990L 01 35304 2203	Spec Topic for Grad Student Lab	2019-AABVFA	BIO	LAB			Wed Jan 22 2020	3:00 pm	10 11 12 13 14 15 16	003 2122		Interface Lynx
BIO 5990 04 35302 2203	Spec Topic for Grad Student	2019-AABVDZ	BIO	LEC			Tue Jan 21 2020	1:00 pm	17 18 19 20 21 22 23	003 1623		Interface Lynx
BIO 5990 03 35298 2203	Spec Topic for Grad Student	2019-AABVBL	BIO	LEC			Tue Jan 21 2020	1:00 pm	24 25 26 27 28 29 30	004 2314		Interface Lynx

6. Calendar View: Displays classes for the week, month, semester in a calendar format.
 - a. You may adjust the weeks to display a larger or smaller range

List Calendar

← Sun Nov 24 2019 - Sat Dec 21 2019 → Weeks: 4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 24	25	26	27	28	29	30
8:00 am - 8:50 am BIO 1110 03 73371 2197 MW 0800-0850 162 1001	8:00 am - 10:50 am BIO 1110L E05 78860 2197 T-0800-1050	8:00 am - 8:50 am BIO 1110 03 73371 2197 MW 0800-0850 162 1001	8:00 am - 8:50 am BIO 1110L E12 78867 2197 R-0800-1050	8:00 am - 10:50 am BIO 1110L E29 78884 2197 R-0800-1050	8:00 am - 8:50 am BIO 1210 E02 78838 2197 MWF-0800-0850	
8:00 am - 8:50 am BIO 1110 E03 78843 2197 MW 0800-0850	8:00 am - 10:50 am BIO 1110L E22 78877 2197 T-0800-1050	8:00 am - 8:50 am BIO 1110 E03 78843 2197 MW 0800-0850	8:00 am - 10:50 am BIO 1150L E11 78900 2197 R-0800-1050	8:00 am - 10:50 am BIO 1110L E29 78884 2197 R-0800-1050	8:00 am - 8:50 am BIO 3240 E01 78845 2197 MWF-0800-0850	
8:00 am - 8:50 am BIO 1210 02 73366 2197 MWF 0800-0850 015 1807	8:00 am - 10:50 am BIO 1150L E04 78893 2197 T-0800-1050	8:00 am - 8:50 am BIO 1210 02 73366 2197 MWF 0800-0850 015 1807	8:00 am - 10:50 am BIO 1210L E10 78912 2197 R-0800-1050	8:00 am - 10:50 am BIO 1150L E11 78900 2197 R-0800-1050	8:00 am - 10:50 am BIO 1110L E15 78870 2197 F-0800-1050	
8:00 am - 8:50 am BIO 1210 E02 78838 2197 MWF 0800-0850	8:00 am - 10:50 am BIO 1220L E04 78917 2197 T-0800-1050	8:00 am - 8:50 am BIO 1210 E02 78838 2197 MWF 0800-0850	8:00 am - 10:50 am BIO 1220L E14 79021 2197 R-0800-1050	8:00 am - 10:50 am BIO 1210L E10 78912 2197 R-0800-1050	8:00 am - 10:50 am BIO 1110L E15 78870 2197 F-0800-1050	
8:00 am - 8:50 am BIO 1210 01 73373 2197 MWF 0800-0850 162 1002	8:00 am - 10:50 am BIO 1220L E04 78917 2197 T-0800-1050	8:00 am - 8:50 am BIO 3240 01 73373 2197 MWF 0800-0850 162 1002	8:00 am - 10:50 am BIO 2060L E09 78930 2197 R-0800-1050	8:00 am - 10:50 am BIO 1210L E10 78912 2197 R-0800-1050	8:00 am - 10:50 am BIO 1210L E17 79008 2197 F-0800-1050	
	8:00 am - 10:50 am BIO 2050L 02 73447 2197 T 0800-1050				8:00 am - 9:50 am BIO 2060 E03 78831 2197 MWF-0800-0850	

7. Click on the Academic Course Section Name to view the Details/Occurrences/Calendar/Task List/Audit Trail, of the PeopleSoft Class Section.

BIO 1060 01 74749 2197 Confirmed 2019-AAADJH Thu Aug 22 2019 8:30 am - 9:45 am Repeats every week on Tuesday and Thursday through 12/8 163 2015

Human Biology

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Confirmed More Actions

General

Event Name: BIO 1060 01 74749 2197

Event Title: Human Biology

Event Type: LEC

Organization: BIO

Scheduler: Lynx, Interface

Head Count: expected 72 registered 70

Description: Instructors: King, Brandon Scott

Comments: Instructors: King, Brandon Scott

Internal Notes:

Confirmation Text:

Attached Files: Choose File No file chosen

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Event Owner: Eskandari, Sepehr

Creation Date: Tue Jun 04 2019

Alien UID: LYNX-EV-102-2197-74749

Reference: 2019-AAADJH

Cabinet: Academics

Folder: Course Sections

8. Quick Tip: If you think that you will be checking the room assignments frequently, you can also save this search by clicking on the Save As link:
 - a. Select the Yes radio button to add this search to your starred searches. This will allow you to quickly access this search directly from your 25Live home page.
 - b. Lastly, click on the Save button in the bottom right corner of the pop-up.

Quick Search Advanced

Search Events

Hint! Type :: to use SeriesQL

More Options

Reset Save As Search

Save Search

Search Name: BIO Class Sections

Add to starred searches: No Yes

Cancel Save

Reset Save As Search

Select Object: Events BIO Class Sections

Quick Search Advanced

BIO Class Sections

Search Actions

Reset Save Save As Search