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)

<table>
<thead>
<tr>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Details: After clicking on a location's name from any screen, the summary details view shows by default. (Headings)</td>
</tr>
<tr>
<td>Layouts</td>
</tr>
<tr>
<td>Images</td>
</tr>
<tr>
<td>Map</td>
</tr>
<tr>
<td>Location Scheduler</td>
</tr>
<tr>
<td>Categories</td>
</tr>
<tr>
<td>Features</td>
</tr>
</tbody>
</table>
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)
4. When all the **Options** have been selected and filtered, click on the **Search** button to the right of it.

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.
   a. Name: Subject Code, Catalog Nbr, Section Number, Class Nbr, Term Code
   b. Organization: Subject Code
   c. Start Date: First day of Classes/ Start of Term
   d. Start Time: Meeting Pattern Start Time from PeopleSoft Schedule of Classes
   e. State: Class Status from People Soft. Ex. 25Live: Confirmed = PeopleSoft: Active

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

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