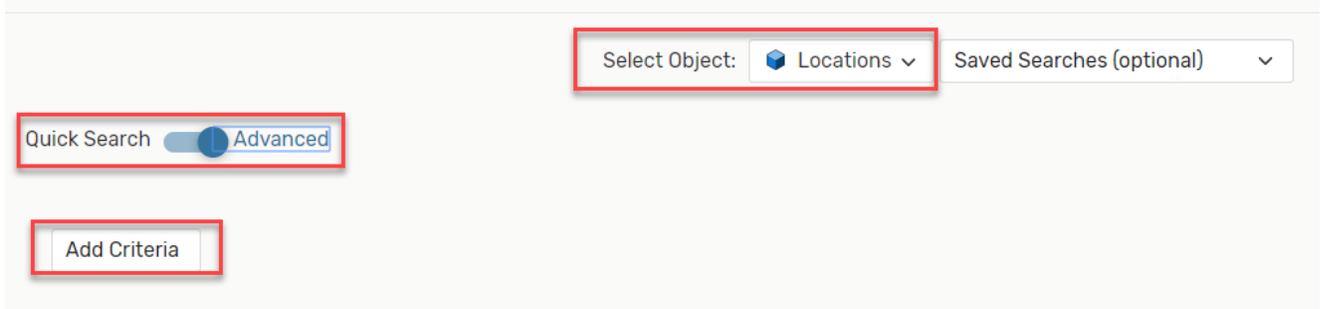


Using 25Live: How to Create a Custom Location Search?

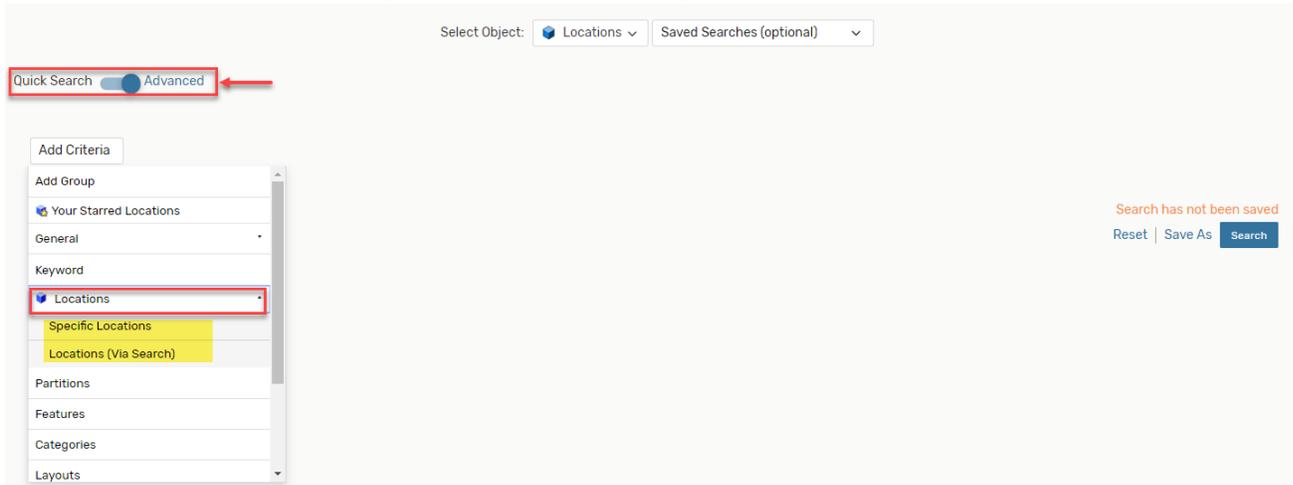
1. In order to create your own custom Location Search, click on the **Go to Search** button in the upper right corner of 25Live:



2. Select Object drop-down menu at the top of the page select Locations. Then, flip the toggle switch from Quick Search to **Advanced**. Lastly, click on the Add Criteria button to begin creating your own search.



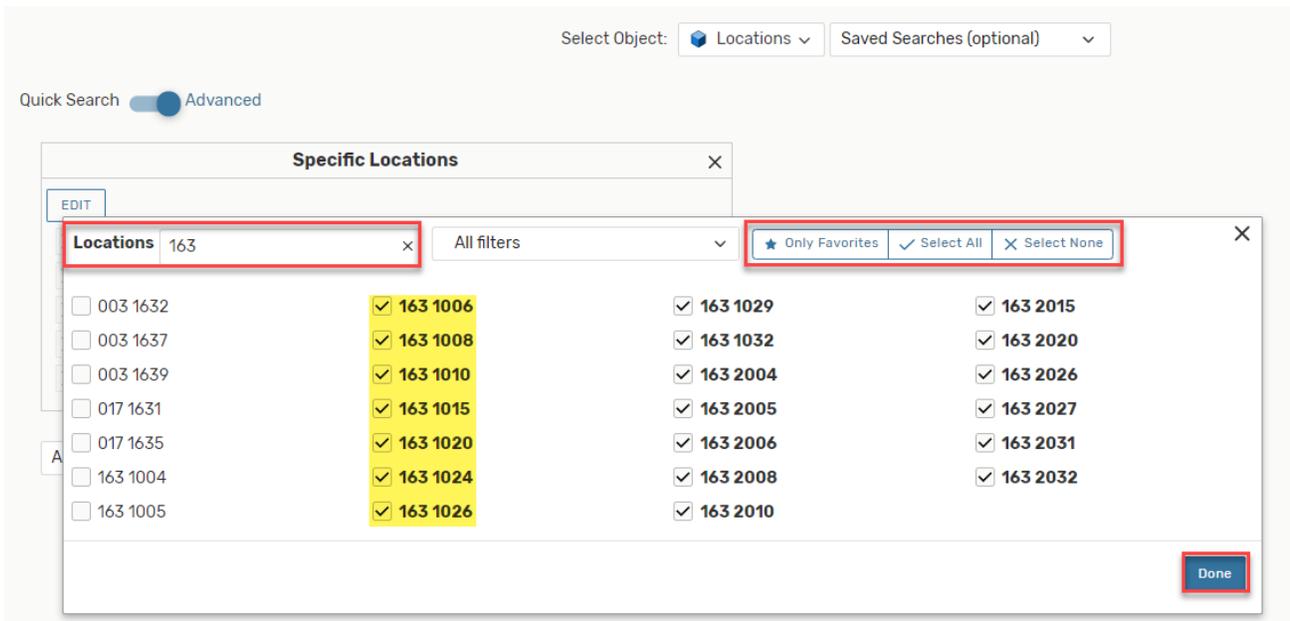
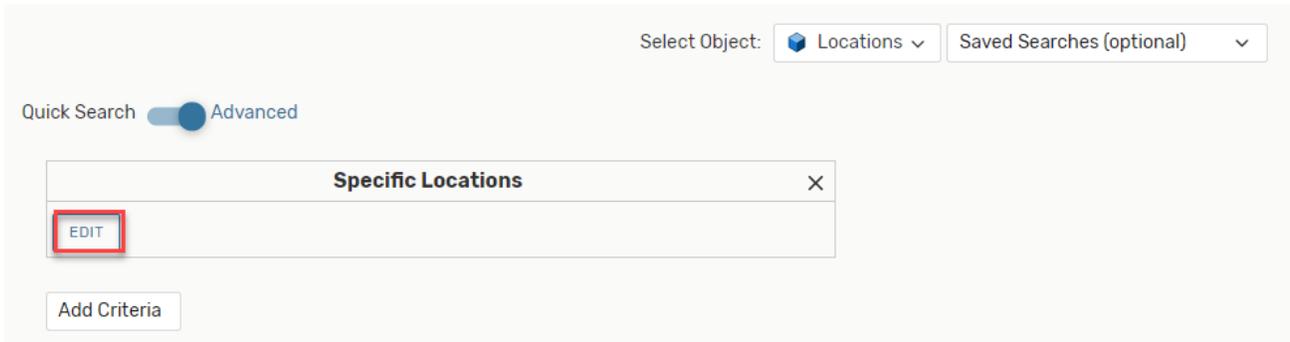
3. From the **Add Criteria** list, select from the drop down below. **Best Practice: use Locations>Specific Locations*
 - a. Click on Locations, next you will see a choice of Specific Locations and Locations (via Search)



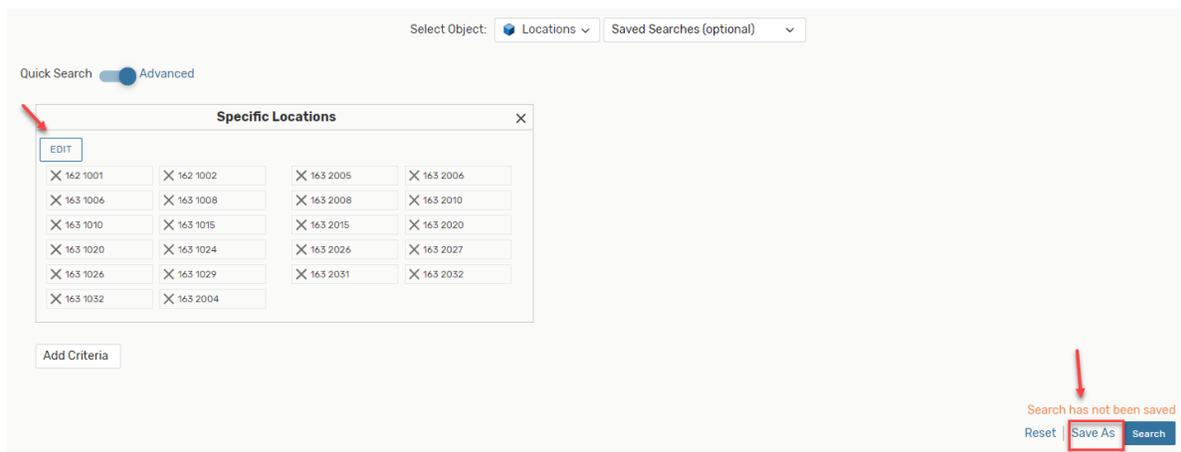
Types of Location Criteria:

Name:	Definition
Starred Locations	Location searches that you have favorited and 'starred'
Keyword	Searching for locations or an event by searching with a keyword.
Features	Physical features of the location, including quantity of each item. Ex: Computers, Projector, Tablet armchairs
Categories	Category is defined as the type of room it is, and dependent on the room, what College it belongs, or a part of Foundation. Ex. Category-Type-Laboratory, Research Lab, Dance Studio
Layouts	including capacity and fill ratio, instructions, and which is the default layout of the location

4. After Clicking on **Specific Locations**, then click on **Edit**.
 - a. After selecting **Edit**, you will have ability to type in the search of your location using Facility ID.



5. If you need to add different buildings and locations, go back into the Search Bar and add different Facility IDs .
 - a. Select **Done**, after all locations have been added.
6. You will see a list of locations that you have selected to be a part of your Custom Search.
 - a. **Edit**- if you need to add additional locations
 - b. Select **Save As** to Save the Custom Search that you've created.



7. After selecting **Save As**, you will be able to Save the Custom Location Search
 - a. **Search Name**- Create a search name that will be familiar to you.
 - b. **Add to Starred Searches**- Selecting 'Yes' will add the Custom Location Search to you Starred searches in your Dashboard.

