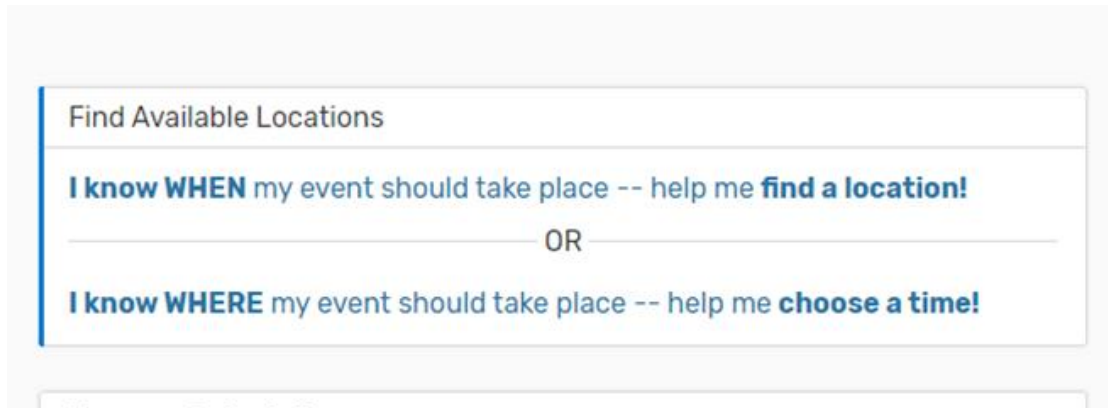


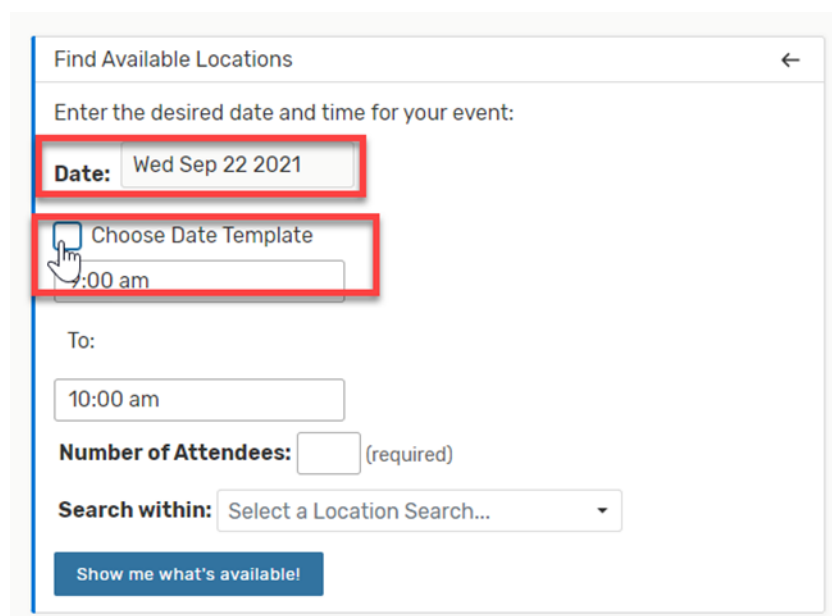
Description: How to search for an available location in 25 Live.

Step 1: If you know when your class/event will take place, select 'I know WHEN my event should take place'



Step 2: Make sure your start date is the date of your event, or if it's a reoccurring event, the first date you need your event to occur on

Step 3: Select 'Choose Date Template'



Step 4: Select 'Show Extra Fields'

The screenshot shows a web form titled "Find Available Locations". At the top, it says "Enter the desired date and time for your event:". Below this, there is a checked checkbox labeled "Choose Date Template". A blue button labeled "Show Extra Fields" is highlighted with a red box and a mouse cursor. Below the button is a dropdown menu showing "No Items Available". Further down, there are input fields for "Wed Sep 22 2021", "8:00 am", and "9:00 am" (labeled "To:"). There is also a "Number of Attendees" field with a "(required)" label and a "Search within:" dropdown menu. At the bottom, there is a blue button labeled "Show me what's available!".

Step 5: If you are searching for an event that will be reoccurring, select 'Repeating Pattern'. If it only needs one day, you can skip to #7

The screenshot shows the same "Find Available Locations" form, but with different options selected. The "Show Extra Fields" button is now "Hide Extra Fields". The "Number of Attendees" field is now "1 Hour" under the "Duration:" label. Below the "Duration:" field is an "Additional time" dropdown menu. At the bottom, there is a "Repeating Pattern" button highlighted with a red box. Below the button is a calendar for "September 2021" with the date "22" highlighted. The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 29 to 02.

Step 6: Then select the pattern that best suits your request.

- a. In this example we are searching for a class that occurs weekly
- b. Select the days needed
- c. Select Repeats through and select the last day needed for the class
- d. 'Select Pattern'
- e. Remove any holidays by clicking on the date and it will unhighlight

The screenshot shows a 'Pattern Picker' dialog box with the following settings: 'Choose how you would like this to repeat' is set to 'Weekly' (with a dropdown menu open showing 'Weekly', 'Does Not Repeat', 'Ad hoc', 'Daily', and 'Monthly'); 'Repeats every' is set to 'week'; 'Repeats on' has checkboxes for Sun, Mon, Tue, Wed (checked), Thu, Fri, and Sat; 'Repeats through' is selected with a radio button, and the date 'Wed Sep 22 2021' is entered; 'Ends after' is set to '1' iterations. The 'Select Pattern' button is highlighted in blue.

The screenshot shows the 'Pattern Picker' dialog box with the following settings: 'Choose how you would like this to repeat' is set to 'Weekly'; 'Repeats every' is set to 'week'; 'Repeats on' has checkboxes for Sun, Mon (checked), Tue, Wed (checked), Thu, Fri (checked), and Sat; 'Repeats through' is selected with a radio button, and the date 'Fri May 13 2022' is entered; 'Ends after' is set to '1' iterations. The 'Select Pattern' button is highlighted in blue.

Repeating Pattern

A calendar interface for November 2022. The days of the week are abbreviated as S, M, T, W, T, F, S. The dates 01, 03, 08, 10, 15, 17, 22, 24, 29, and 01 are highlighted in blue, indicating a repeating pattern of Tuesday and Thursday. The date 24 is also highlighted with a red border.

November 2022						
S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

Step 7: Enter the number of attendees

Step 8: Search within All Locations

Step 9: Select 'Show me what's available'

Find Available Locations ←

Enter the desired date and time for your event:

Choose Date Template

No Items Available ▼

Wed Sep 22 2021

2:00 pm

To:

2:50 pm

Duration:
50 Minutes

Additional time ▼

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

September 2021						
S	M	T	W	T	F	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

Number of Attendees: 111 (required)

Search within: All Locations ▼

Express Scheduling

Step 10: Please keep in mind, not all available rooms on the list are lecture or lab spaces.

- a. You can check by either reading the short description listed or selecting the space and read through the details tab

Search within: All Locations

Show me what's available!

- 997 5008 Building 164 - CBA Courtyard Max Capacity: 105 Use This Location
- 997 0053C Rose Garden - Lawn 2 Max Capacity: 120 Use This Location
- 997 0053E Rose Garden - Lawn 4 Max Capacity: 120 Use This Location

We searched Matching Locations with a Max Capacity between **101** and **201** and found **12 Available Locations** for your selected Date and Time.

Do you want to check Matching Locations with a Smaller Capacity? There are no Matching Locations with a Larger Capacity for us to search.

Need more options? Try the Location Search...

997 5008 Building 164 - CBA Courtyard

Details List Availability (Daily) Availability (Weekly) Calendar

Comments: none

Default Instructions: none

Features: none

Attributes: none

Layouts:

Name	Cap
Max Capacity	105

Categories:

- Available For Public Use
- Campus - Main
- Type - Outdoor

Related Spaces:

- Divides Into 997 5008A
- Divides Into 997 5008B
- Divides Into 997 5008C

Step 11: If the space needed is available and this is for a class, you can then enter the facility id in PeopleSoft

Step 12: If this is for an event, you can select 'Use this Location' and fill out the event form.

- a. Note: Our office only processes events with the event type 'Request for Academic Space'