

25LIVE

Accessing Pre-Set Public Searches

The following guide will walk you through finding the pre-set location searches in 25LIVE.

A few pre-determined lists of locations are already set up in 25LIVE to assist users in finding spaces available for request on campus.

“General classrooms” contains a list of the general purpose classrooms managed in 25LIVE by the registrar’s office.

“Quick View” is a high level list of popular event locations that you can request for use in 25LIVE.

To find these lists, from the **(1) home view**, click the **(2) availability tab**.

Your page will refresh and you will see a grid view of locations. Toggle between the two lists by clicking the **(3) drop down box**. Select either “General classrooms” or “Quick View”.

Neither list is comprehensive so you may need to search further to find a location. For more information on searching for locations in 25LIVE, view our location search video or PDF.

The screenshot shows the 25LIVE interface for the University of South Carolina. At the top, there is a navigation bar with links for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this is a section for General Guidelines, followed by specific information for USC Aiken, USC Beaufort, USC Columbia, and USC Lancaster, USC Salkehatchie, USC Sumter, and USC Union. The main area is a calendar grid for 'General Classrooms' on Thursday, April 12, 2018. The grid shows various rooms and their availability for the day. A dropdown menu is open, showing the selected view 'General Classrooms'. The calendar grid has columns for days 6 through 11, and rows for rooms like 300MN B101, 300MN B102, 300MN B103, 300MN B110, 300MN B111, 300MN B112, 300MN B201, 300MN B213, BLATT 110, BLATT 111, BLATT 134, BLATT 135, and BTWASH 201. Some rooms are marked as 'Closed'.