

# 25LIVE

## Searching for Locations

The following guide will walk you through a few ways to search for locations in 25LIVE.

Start a search for locations by using the **(1) locations tab—Search for Locations**. Simply type the full or partial name of a building in the search box and click “Go”.

You can also search for locations based on category, feature, or capacity by clicking **(2) more search options**.

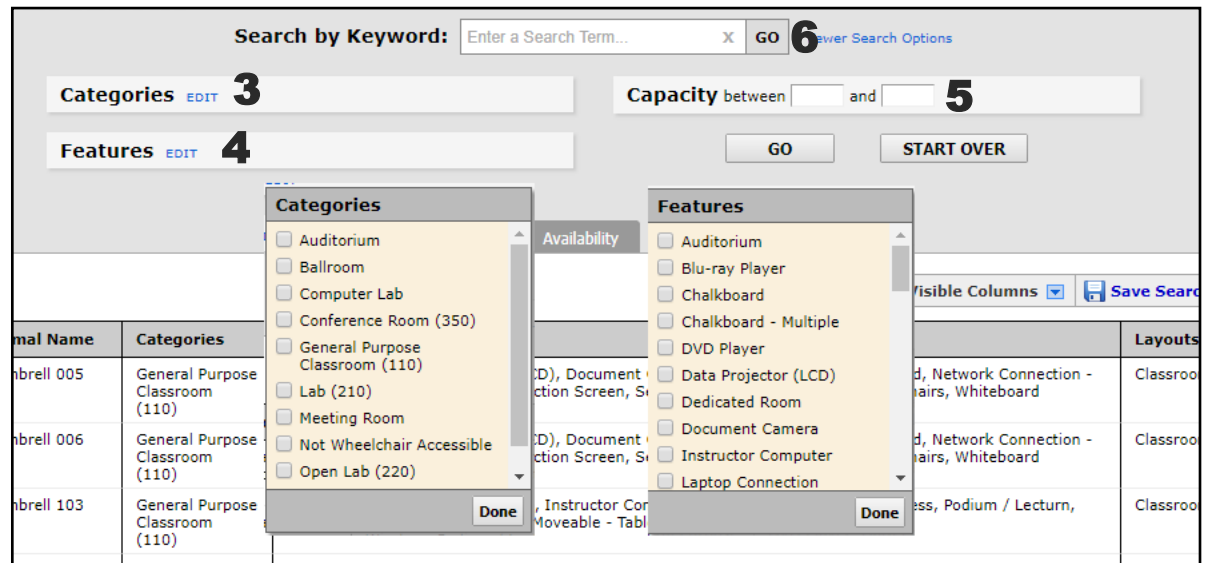
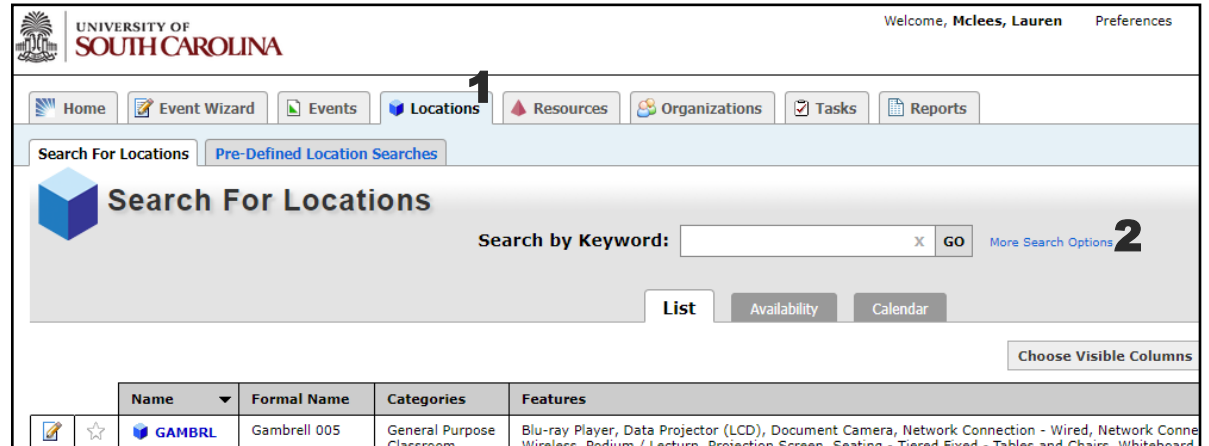
**(3) Categories** refers to the type of room

**(4) Features** refers to the type of equipment or seating in the room

**(5) Capacity** allows you to select a minimum range, a maximum range, or both

You can use all search options at one time or just search using a single criteria. The more options you choose, the narrower your search results will be.

Once you narrow down the search criteria you want to use, click **(6) “go”** to see a list of locations.



From the locations list, you can mark a location as a favorite by clicking the **(7) star** next to the location name until it appears yellow.



You can also see basic information about each location such as equipment features, the location category, and the maximum capacity.

Any location with a **(8) pencil/paper icon** can be requested.



Any location marked with a **(9) gray X** cannot be requested, but you can see limited information about events happening in this space.



Only 10 locations will show on a given page. You can view additional search results by using the **(10) next, last, and page number buttons** in the bottom right portion of the page.

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Welcome, Mclees, Lauren Preferences Today is Wed Apr 11 2018 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

Search For Locations Pre-Defined Location Searches

### Search For Locations

Search by Keyword:  X GO [More Search Options](#)

List Availability Calendar

Choose Visible Columns Save Search Refresh

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
		GAMBRL 001	Gambrell 001 (Mac Lab)	Lab (210)	Data Projector (LCD), Instructor Computer, Laptop Connection, Projection Screen, Student Computer - MAC	Classroom 32
		GAMBRL 002	Gambrell Hall 002			10
		GAMBRL 003A	Gambrell 003A (PC Lab)	Open Lab (220)	Data Projector (LCD), Instructor Computer, Microphone, Student Computer - PC	Custom 29
		GAMBRL 003B	Gambrell 003B (Mac Lab)	Open Lab (220)	Data Projector (LCD), Instructor Computer, Projection Screen, Sound System, Student Computer - MAC	Custom 30
		GAMBRL 003J	Gambrell 003J (Teleconference Room)	Conference Room (350)	Data Projector (LCD), Laptop Connection, Television, Video Conference Capable	13
		GAMBRL 005	Gambrell 005	General Purpose Classroom (110)	Blu-ray Player, Data Projector (LCD), Document Camera, Network Connection - Wired, Network Connection - Wireless, Podium / Lecturn, Projection Screen, Seating - Tiered Fixed - Tables and Chairs, Whiteboard	Classroom 48
		GAMBRL 006	Gambrell 006	General Purpose Classroom (110)	Blu-ray Player, Data Projector (LCD), Document Camera, Network Connection - Wired, Network Connection - Wireless, Podium / Lecturn, Projection Screen, Seating - Tiered Fixed - Tables and Chairs, Whiteboard	Classroom 48
		GAMBRL 103	Gambrell 103	General Purpose Classroom (110)	DVD Player, Data Projector (LCD), Instructor Computer, Network Connection - Wireless, Podium / Lecturn, Projection Screen, Seating - Flat Moveable - Tables and Chairs, Whiteboard	Classroom 34
		GAMBRL 103A	Gambrell 103A	General Purpose Classroom (110)	Data Projector (LCD), Document Camera, Network Connection - Wireless, Podium / Lecturn, Seating - Flat Moveable - Tables and Chairs, Whiteboard	Classroom 16
		GAMBRL 104	Gambrell 104	General Purpose Classroom (110)	DVD Player, Data Projector (LCD), Document Camera, Instructor Computer, Network Connection - Wireless, Podium / Lecturn, Projection Screen, Seating - Flat Moveable - Tables and Chairs, Whiteboard	Classroom 33

Information is current as of Apr 11 2018 1:10pm

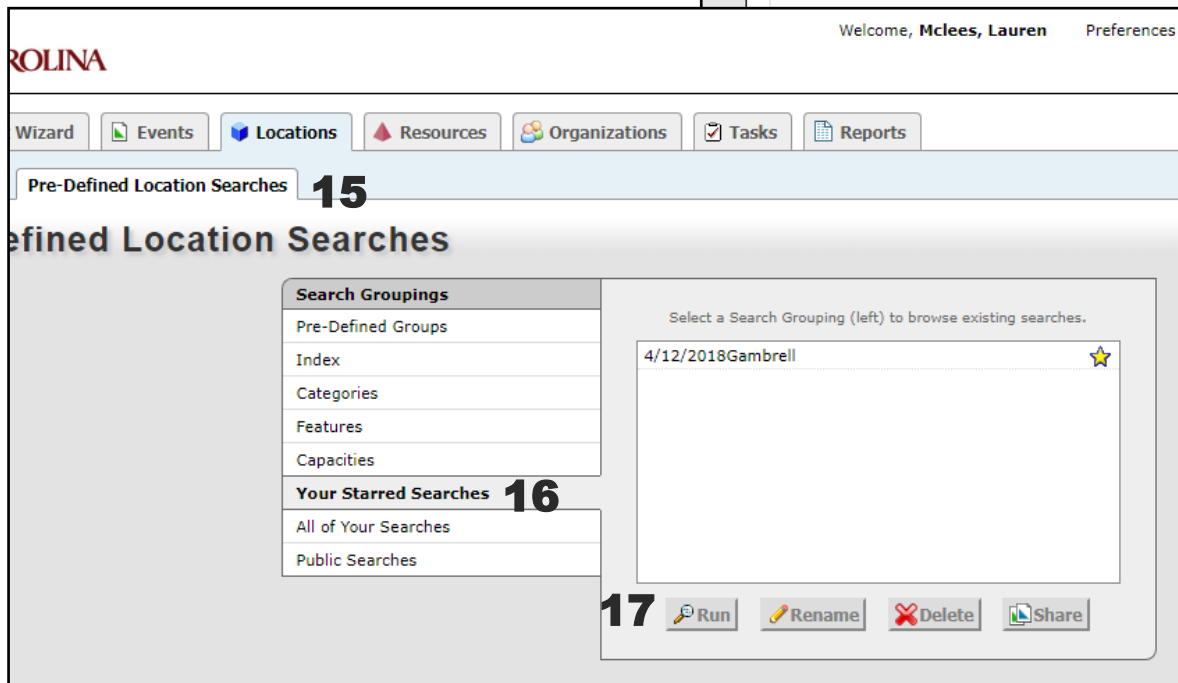
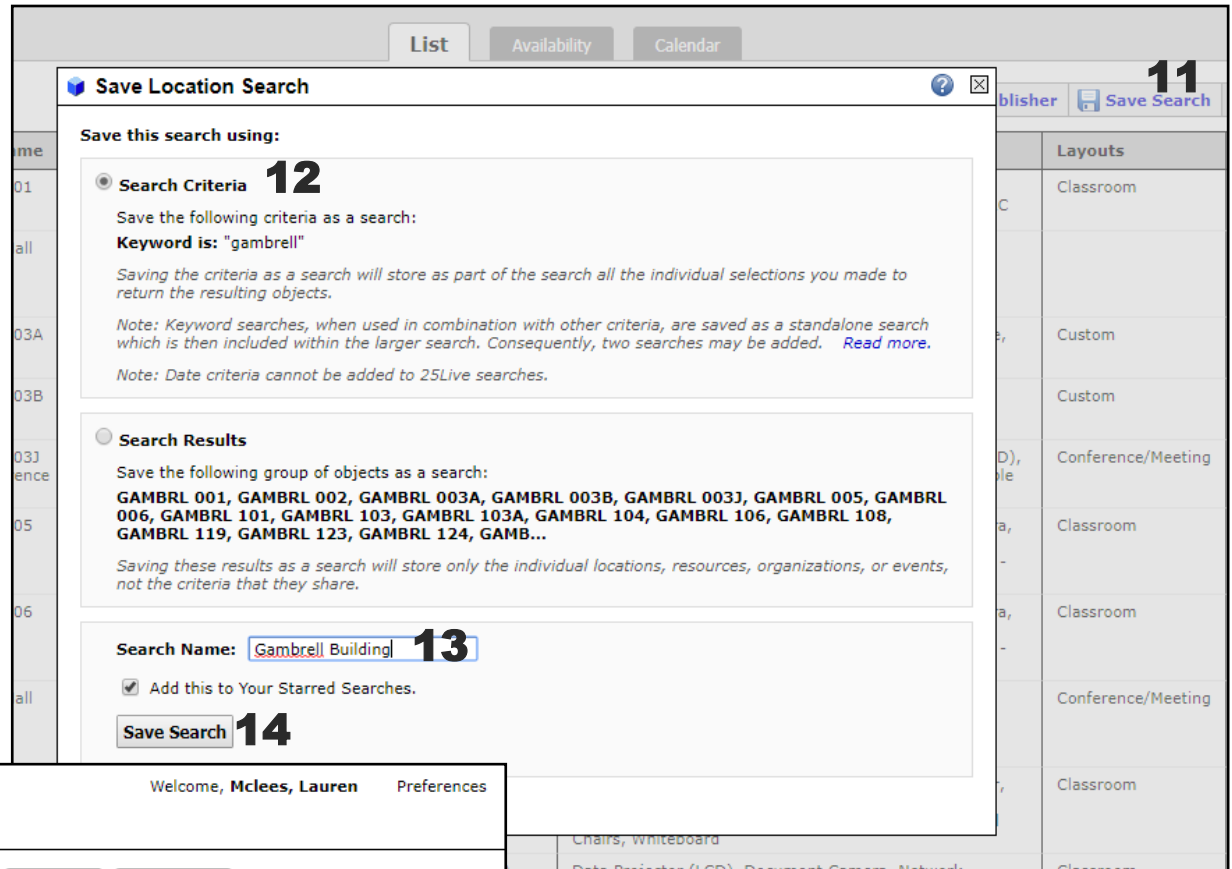
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First Previous 1 2 3 4 Next Last

If you will search for the same list of locations frequently, you can save the search so that it is easy to find in the future. From the list view, click the **(11) save search button**.

In the box that appears, save the search using **(12) search criteria** so that as new locations are added to 25LIVE, the search will automatically update.

Enter a unique name in the **(13) search name** field. Be sure the “add this to your starred searches” box is checked and press **(14) save search**. When your search is successfully saved, you will see a confirmation statement.



Access this search in the future using the **(15) Pre-Defined Location searches** tab. You will navigate to **(16) your starred searches**. Select your search and click **(17) run** to see the list.

Access the **(18) availability view** of the locations to see at a glance when the locations in the generated list are reserved, closed, and available to request. You can only see one day at a time from this view.

You can begin your location request from this view by clicking in any open space with the **(19) paper/pencil icon**.

The screenshot shows the 'Search For Locations' interface. At the top, there are search options: 'Search For Locations', 'Pre-Defined Location Searches', and 'Advanced Location Search'. A search bar contains the keyword 'gambrell' and a 'GO' button. Below the search bar, there are tabs for 'List', 'Availability', and 'Calendar', with 'Availability' selected. A date selector shows 'Wed Apr 11 2018'. The main area is a calendar grid with columns for days 6 through 11. Rows represent different locations, including GAMBRL 001 through GAMBRL 103. Various events are shown in colored boxes, such as 'THEA 731', 'ARTS 102 002 42679 2', 'ARTS 102 003 42097 2', 'SPAN', 'RELG', 'POLI 3', 'AFAM', 'HIST 112', 'HIST 111', 'HIST 400', 'POLI 109', 'MATH', 'HIST', 'PHIL 213', 'UNIV 401', and 'Supplier'. A large '18' is overlaid on the calendar, and a '19' is overlaid on the 'GAMBRL 006' row, indicating where a request can be initiated.

When you start your event request from this page, **(20) the time, date, and location** will be prepopulated in the event wizard. Finish your request by completing the event wizard.

For further instructions on completing the event wizard, see the event wizard handout or video.

The screenshot shows the 'Event Wizard' form. At the top, there are navigation tabs: 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', 'Reports', and 'Publisher'. The 'Event Wizard' tab is active. Below the tabs, there is a 'New Event...' button. The main area is a form with the following fields: 'Event Name' (input field), 'Event Title' (input field), 'Event Type' (dropdown menu), and 'Sponsoring Organization for this Event' (dropdown menu). The date and time are set to 'Wed Apr 11 2018 1:00pm - 2:00pm' and the location is 'GAMBRL 006'. A large '20' is overlaid on the date and time field. At the bottom, there are 'Back', 'Next', 'Cancel', and 'Save' buttons.