How To Do a Simple Location Search in 25Live:

Users can perform location searches in order to check for available locations prior to creating an event using the Event Wizard. Users must be logged in to 25Live in order to perform a location search.

- 1. Log in to 25Live using your Pirate ID and Password *Please note that you MUST complete the 25Live Requestor Training in order to access 25Live.*
- 2. From the Main Dashboard, select the Locations tab at the top of the page.

| 25LIVE   | ,   | Welcome, Chappell, Chris • Preferences |
|--|---|--|
| Image: Weight of the second secon | A Resources S Organizations ?                           | Tasks Reports                          |
| P Quick Search   | Find Available Locations                                | © Cus                                  |
| Search Events Go   | I know WHEN my event should the help me find a location | n!                                     |

3. In the "Search by Keyword" box, enter the Building Abbreviation\* for the space/building/area you would like to check the availability of, then choose the date, and click GO.

\* Please refer to the Building Abbreviation Guide for a complete listing of reservable spaces and how they are listed in 25Live.

| Image: Window Pre-Defined Location Search         Search For Locations         Pre-Defined Location Searche         Search For Locations | ations Resources Organizations Tasks Reports<br>Advanced Location Search<br>Search by Keyword: Enter a Search Term X GO More Search Options |
|--|---|
|  | List Availability Calendar Date: Wed Feb 04 2015 Load Availability  |
| Search For Location Search For Location  | IS Search by Keyword: X GO More Search Options List Availability Calendar   |
|  | Date: Wed Feb 04 2015<br>Load Availability  |

4. The results can be viewed in 3 ways: (1) Availability – shows usage for a single day, (2) List – shows the description and capacity of the room, and (3) Calendar – showing all events for a given date range.

| Sea     | rch Fo | r Locations Pre-Defined Location S | Searches | Advance | d Locatio   | n Searcl         | h      |        |            |                    |             |           |           |           |           |         |      |           |       |
|---------|--------|------------------------------------|----------|---------|-------------|------------------|--------|--------|------------|--------------------|-------------|-----------|-----------|-----------|-----------|---------|------|-----------|-------|
|         | 2      | Search For Locatio                 | ons      | Search  | by Key      | word:            | msc    |        |            |                    | GO          | More Sea  | arch Opti | ons       |           |         |      |           |       |
| ne d    |        |                                    |          | Dat     | te: ┥ We    | List<br>d Feb 04 | 2015 ► | Sam    | e-Day Ev   | Calen<br>ent View: | dar<br>Over | lapping 🗘 | a s       | ave Sea   | irch 🕜    | Refresh | What | is this v | view? |
|         |        | Name                               | 7        | 8       | 9           | 10               | 11     | 12     | 1          | 2                  | 3           | 4         | 5         | 6         | 7         | 8       | 9    | 10        | 11    |
| 1       | ☆      | 🔰 MSC 14                           | Clo      |         |             |                  |        | FUSE S | Small Grou |                    |             |           | Freshm    |           | RLC me    |         |      |           |       |
| 1       | ☆      | 📦 MSC 15                           | Clo      |         |             |                  | Underg |        | IAAC M     | eeting             |             | Underg    | Lea       | ders      | All SGA   | Meeting | Pra  | actice    |       |
| 1       | ☆      | I MSC 212                          | Clo      |         |             |                  |        |        |            |                    |             |           |           | Panhel    | le Par    | hell    |      |           |       |
| <b></b> | ☆      | @ MSC 221                          | Clo      |         |             |                  |        | Lunch  | with t     |                    | SA          | O New Stu | den       | BGS W     | eekly Mee | ting    | 1    |           |       |
|         | ☆      | 🗑 MSC 233                          | Clo      | OS      | T Staff Me  |                  |        |        |            | Alternat           |             | CRO       | 9         |           | GIC Bib   |         |      |           |       |
| 1       | ☆      | 🗑 MSC 241                          | Clo      |         |             |                  |        |        |            |                    |             |           | _         |           |           |         |      |           |       |
| 8       | ☆      | 📦 MSC 242                          | Clo      | CSLE O  | ffice Space | e                |        |        |            |                    |             |           |           |           |           |         |      |           |       |
| <b></b> | ☆      | 📦 MSC 244                          | Clo      |         | HR Certi    | fication I       | -      |        |            |                    |             |           | Bla       | ick Stude | ent Un    |         |      |           |       |
|         | ☆      | 📦 MSC 247                          | Clo      |         | -           |                  |        |        |            |                    |             |           |           |           |           |         |      |           |       |
|         | ☆      | 📦 MSC 248                          | Clo      |         |             |                  |        |        |            |                    |             | - F       | Judicial  | Justice I | 4         |         |      |           |       |
|         | ☆      | 📦 MSC 254                          | Clo      |         |             |                  |        |        |            |                    |             |           |           |           |           |         |      |           |       |
| 1       | 1      | a una number                       | -        |         |             |                  |        |        |            |                    |             |           |           |           |           |         |      |           |       |

5. The availability view allows you to click on an available time slot to initiate a room request. All the "Green" areas represent confirmed events.

| 3 | $\stackrel{\wedge}{\boxtimes}$ | MSC Gallery Walls  | Clo |  |         |                    |
|---|--------------------------------|--------------------|-----|--|---------|--------------------|
| 2 | ☆                              | 📦 MSC Great Room 1 | Clo |  | CCF Ove | erflow (Large Grou |
|   | ☆                              | 📦 MSC Great Room 2 | Clo |  |         | RUSH: Brotherhood  |
| 3 | ☆                              | MSC Great Room 3   | Clo |  | PRSSA   | Phi Beta Chi Rece  |
|   | ☆                              | 📦 MSC Great Rooms  | Clo |  | PRSSA   | Phi Beta Chi Recod |
|   |                                | WSC Great Rooms    | Clo |  | PRSSA/  | Phi Beta Chi Rec   |

If you would like to view one particular location for an extended date range:

- 1. Follow instructions listed above for performing a location search.
- 2. From the availability view, click on the room/space that you would like to see in more detail. The room/space will open in a new tab.

| MSC Gr          | eat R      | oom      | 13        |             |            |              |        |              |            |               |         |              |          |                |         |            |   |
|-----------------|------------|----------|-----------|-------------|------------|--------------|--------|--------------|------------|---------------|---------|--------------|----------|----------------|---------|------------|---|
|                 |            |          |           | Details     | List       | Ava          | ailabi | ility (Daily | A (V       | vailability ( | Neekly) | Calenc       | lar      |                |         |            |   |
| Dates: <        | Wed Feb 04 | 4 2015 — | Tue Feb 1 | 0 2015 🕨    | Weekda     | ys: All Days |        | Same-Day E   | event View | Overlap       | ping 🛊  | Action:      | s •      | Refresh        | What is | this view? | ? |
| Date            | 7          | 8        | 9         | 10          | 11         | 12           | 1      | 2            | 3          | 4             | 5       | 6            | 7        | 8              | 9       | 10         | 1 |
| Wed Feb 04 2015 | Clos       |          |           |             |            |              |        |              |            |               |         | PRSSA G      | Phi Be   | ta Chi Recruit |         |            |   |
| Thu Feb 05 2015 | Clos       |          |           | Assistant   | VC HR Se   | arch         |        |              |            |               |         |              | VCM L    | arge Group M   | eetings |            |   |
| Fri Feb 06 2015 | Clos       |          |           | Assistant   | VC HR Se   | arch         |        |              |            |               |         |              | SAO B    | id Ceremony    |         |            |   |
| Sat Feb 07 2015 | Closed     |          | Career I  | eadership ( | Conference | 2015         |        |              |            |               | 1       |              |          |                |         |            |   |
| Sun Feb 08 2015 | Closed     |          |           | ic          |            |              |        |              |            |               |         | Alph         | ha Phi O | mega Brother   |         |            |   |
| Mon Feb 09 2015 | Clos       | -        |           |             |            |              |        |              |            |               | Alpha F | hi Pancake P |          |                |         |            |   |
| Tue Feb 10 2015 | Clos       |          |           |             |            |              |        |              |            |               |         |              |          | Breakthre      | ough (  |            |   |

3. From the specific room/space tab, choose the date range you would like to view the room/space's availability.

|   | MSC Gr          | eat   |      |      |           |              | 3          |      | D          | etails       |          | L       | st       |              | Ava        | ilal | oilit | y (I | Daily | )    | A    | vailabili | ity (W | 'eekly) | Cale       | ndar   |       |             |        |       |            |    |   |
|---|-----------------|-------|------|------|-----------|--------------|------------|------|------------|--------------|----------|---------|----------|--------------|------------|------|-------|------|-------|------|------|-----------|--------|---------|------------|--------|-------|-------------|--------|-------|------------|----|---|
|   | Dates: <        | Ned F | eb ( | )4 2 | 015       | — T          | ue Fe      | b 10 | 201        | 5 🕨          | w        | eekd    | lays     | : All I      | Days       |      | Sar   | ne-  | Day E | vent | View | Ove       | rlapp  | ing 🗘   | @ Actio    | ns 🔻   | 6     | Refresh     | Wh     | at is | this view? | 0  | × |
| Γ | Date            | St    | art  | Dat  | e:        |              |            |      |            |              | End      | Dat     | e:       |              |            |      |       |      |       |      | 3    | 4         |        | 5       | 6          |        | 7     | 8           | 9      | •     | 10         | 11 |   |
|   | Wed Feb 04 2015 | W     | /ed  | Feb  | 04 2      | 2015         |            |      |            |              | Tue      | Feb     | 10 2     | 2015         |            | -    |       |      |       |      |      |           |        |         | PRSSA      | Ge Phi | Beta  | Chi Recruit |        |       |            |    | ٦ |
| 2 | Thu Feb 05 2015 | 2     |      | M    | T         | ary          | 201:       |      | 2 <u>2</u> |              | <u> </u> | <u></u> | Febru    | Jary         | 201        | 5    | 2 22  |      |       |      |      |           | [      |         |            | VCI    | 1 Lan | ge Group M  | eeting | js    |            |    | 1 |
|   | Fri Feb 06 2015 |       | 1    | 2    | 3         | 4            | 5          | 6    | 7          |              | 1        | 2       | 3        | 4            | 5          | 6    | 7     |      |       |      | 1    |           |        |         |            | SAG    | ) Bid | Ceremony    |        |       |            |    | Ì |
|   | Sat Feb 07 2015 | 8     | B    | 9    | 10        | 11           | 12         | 13   | 14         |              | 8        | 9       | 10       | 11           | 12         | 13   | 14    |      |       |      |      |           |        |         |            |        |       |             |        |       |            |    | 1 |
|   | Sun Feb 08 2015 | 1     | 5    | 16   | 17        | 18           | 19         | 20   | 21         |              | 15       | 16      | 17       | 18           | 19         | 20   | 21    |      |       |      |      |           |        |         | AI         | oha Ph | i Om  | ega Brother |        |       |            |    |   |
| ŀ | Mon Feb 09 2015 | -     | 1    | 23   | 3         | 4            | 5          | 6    | 7          |              | 1        | 23      | 3        | 4            | 5          | 6    | 7     |      |       |      |      |           |        | Alpha D | hi Danaska |        |       |             |        |       |            |    |   |
|   | Tue Feb 10 2015 | 8     | В    | 9    | 10<br>Sel | 11<br>ect To | 12<br>oday | 13   | 14         |              | 8        | 9       | 10<br>Se | 11<br>Hect T | 12<br>oday | 13   | 14    |      |       |      |      |           |        | Alpha P | пі Рапсаке | 1      |       | Breakthro   | ough ( |       |            |    |   |
|   |                 |       | C    | ) E  | nfoi      | ce a         | Dat        | e Ra | nge        | Inter<br>Don | val i    | of (    | 1 W      | eek          |            | ÷    |       |      |       |      |      |           |        |         |            |        |       |             |        |       |            |    |   |

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|   |   |                   | and a second | and the second s |         |                     |