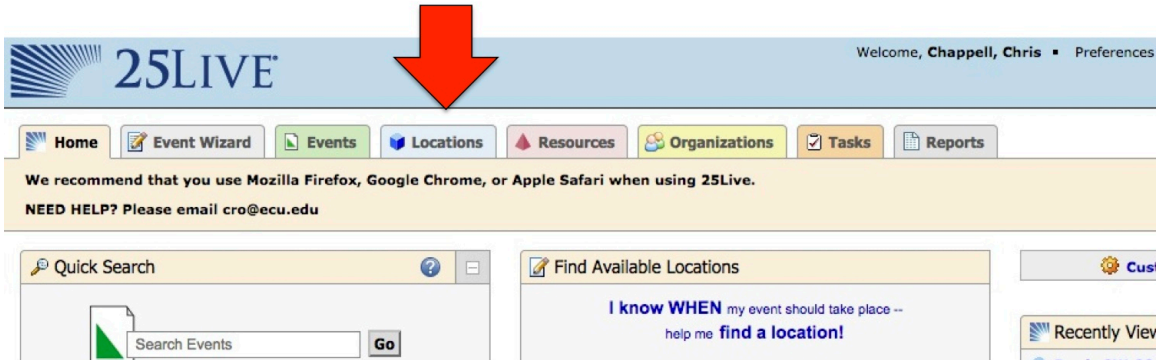


## How To Do a Simple Location Search in 25Live:

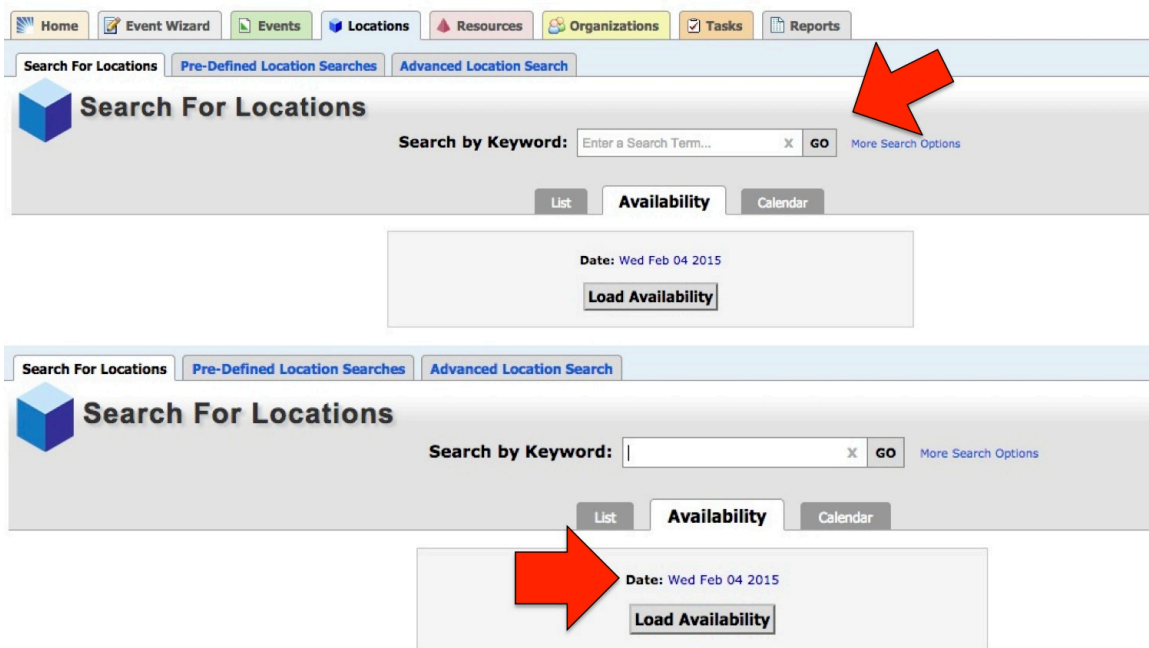
Users can perform location searches in order to check for available locations prior to creating an event using the Event Wizard. Users must be logged in to 25Live in order to perform a location search.

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.



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.*



- 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.

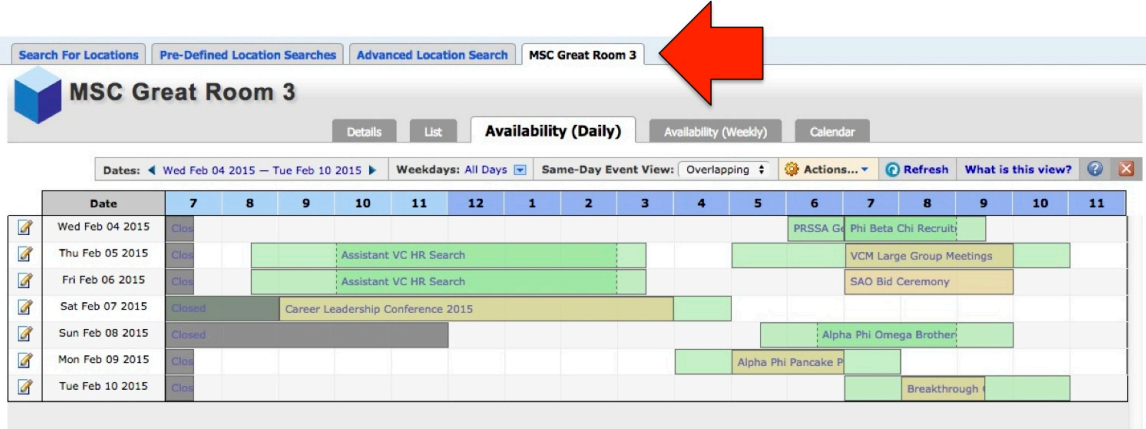
The screenshot shows the 'Search For Locations' interface. At the top, there are tabs for 'Search For Locations', 'Pre-Defined Location Searches', and 'Advanced Location Search'. Below these is a search bar with the text 'Search by Keyword: msc' and a 'GO' button. There are also buttons for 'List', 'Availability' (which is selected), and 'Calendar'. Below the search bar, there is a date selector showing 'Wed Feb 04 2015' and a 'Same-Day Event View' dropdown set to 'Overlapping'. There are also buttons for 'Save Search', 'Refresh', and 'What is this view?'. The main area is a calendar grid with columns for days 7 through 11. The rows list various MSC rooms, including MSC 14, MSC 15, MSC 212, MSC 221, MSC 233, MSC 241, MSC 242, MSC 244, MSC 247, MSC 248, and MSC 254. Each row shows the room's name, capacity, and a grid of colored blocks representing events. Green blocks indicate confirmed events, while grey blocks indicate availability. For example, MSC 242 has a large green block for 'CSLE Office Space' from day 8 to 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.

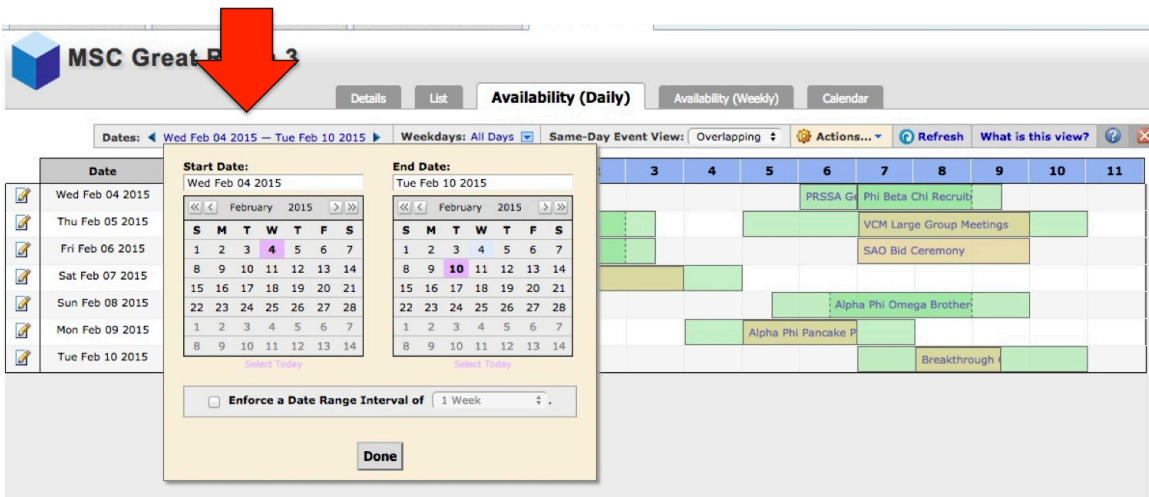
This screenshot shows a close-up of the 'Availability' view for MSC Great Rooms. The list on the left includes 'MSC Gallery Walls', 'MSC Great Room 1', 'MSC Great Room 2', 'MSC Great Room 3', and 'MSC Great Rooms'. The grid shows the availability for these rooms. A red arrow points to a grey square in the grid, indicating an available time slot. The grid also shows green blocks representing confirmed events, such as 'CCF Overflow (Large Group)', 'RUSH: Brotherhood', 'PRSSA Phi Beta Chi Rec', and '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.



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



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

