

# Location Search in 25Live Process Guide

Location Searches for Use during the Classroom Rush

Business Process Guide for Academic Departments

## REVISION CONTROL

**Document Title:** Location Search in 25Live Process Guide  
Location Searches for Use during the Classroom Rush

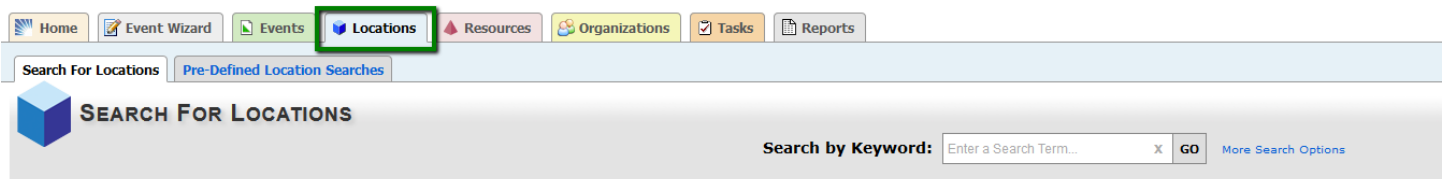
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**Author:** Sally Serrin Melena

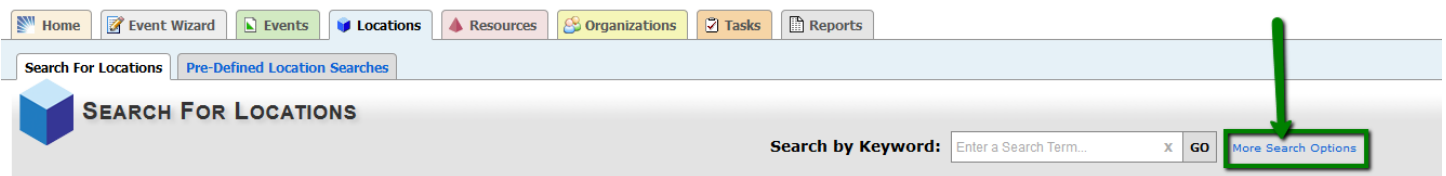
Date	By	Action	Pages
10/17/2014	Sally Serrin Melena	Completed	6
03/06/2016	Sally Serrin Melena	New Version	6

## Choose the Locations Tab > Choose the Search For Locations Tab

- NOTE: When you are in the Event Wizard, you can change back and forth between tabs without losing your work

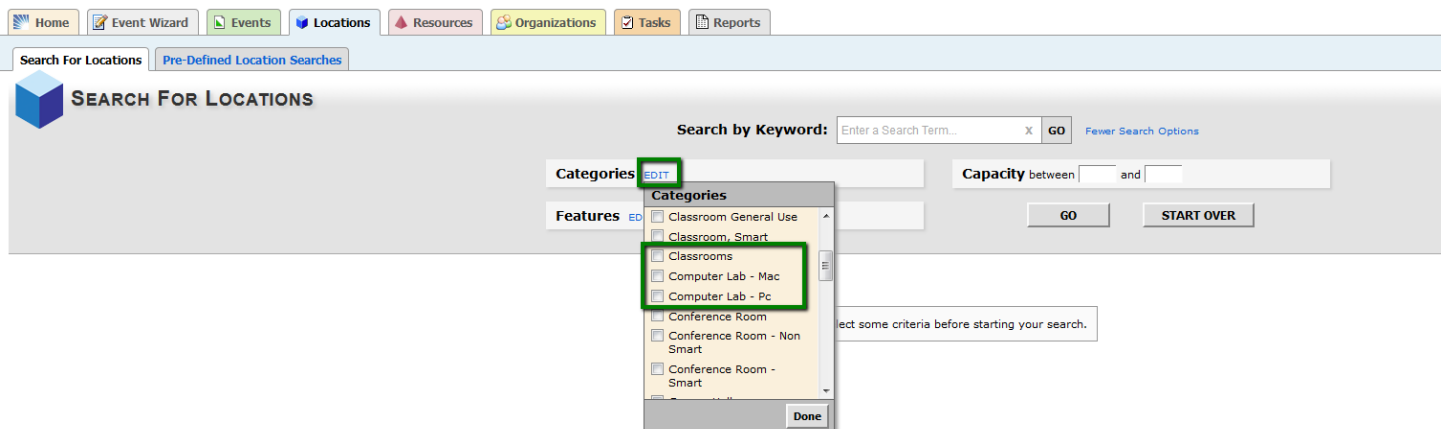


### 1. Select “More Search Options”



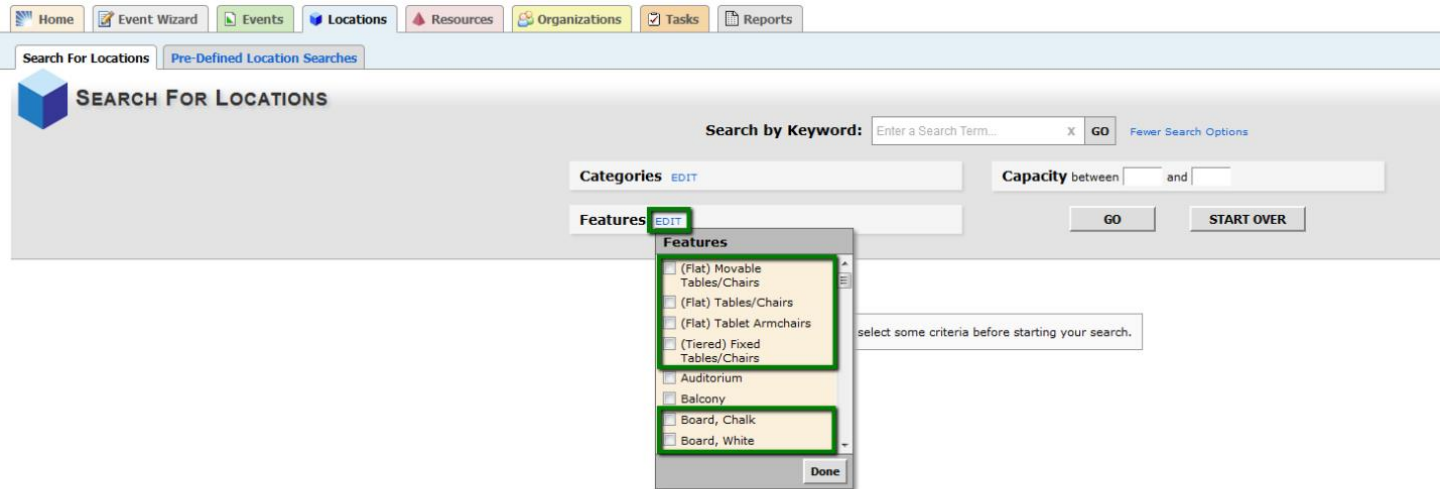
### 2. Next to “Categories” choose “EDIT” and check the box next to “Classrooms” OR “Computer Lab – Mac,” OR “Computer Lab – PC” (It is best to only choose ONE at a time)

- The “Classrooms” category has all of the classrooms you will have access to schedule during the Classroom Rush Process
- The “Computer Lab – Mac” category has all of the MAC Labs you will have access to schedule during the Classroom Rush Process
- The “Computer Lab – PC” category has all of the PC Labs you will have access to schedule during the Classroom Rush Process



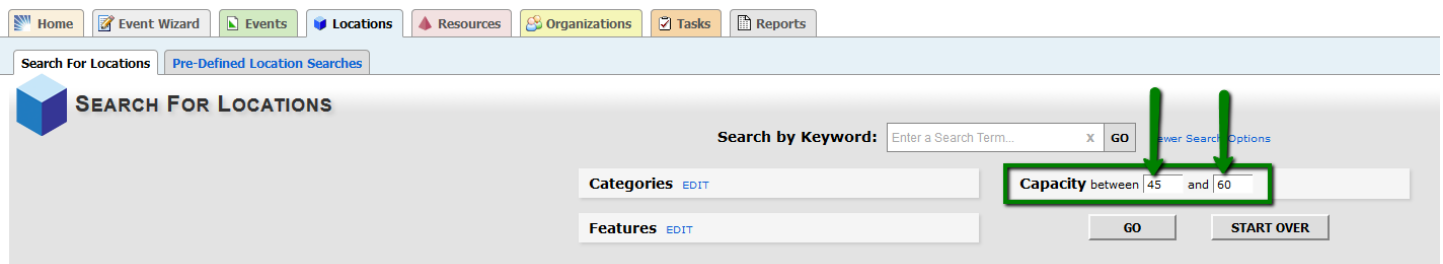
### 3. You can also choose to EDIT “Features” if appropriate, list of applicable features for academic spaces:

- (Flat) Movable Tables/Chairs
- (Flat) tables/Chairs
- (Flat) Tablet Armchairs
- (Tiered) Fixed Tables/Chairs
- Board, Chalk
- Board, White



### 4. You can also choose “Capacity” and INPUT a LOWER and an UPPER LIMIT for the size of classroom your search should return.

- If you choose a space too small for your IPC, you will have to lower your capacity for the class or you will lose the space and that will put you at the bottom of the list for selecting a new room/time for your IPC(s)



## 5. The press the GO button

- This will return all the locations that fall within the parameters you are using (Categories, Features, and Capacity)
- Please be aware the search results will only show 10 results at a time, select “Next” (in the lower right) to see further results

Search For Locations [Pre-Defined Location Searches](#)

### SEARCH FOR LOCATIONS

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

Categories: [Classrooms](#) EDIT

Capacity between  and

Features: [\(Flat\) Tablet Armchairs](#) EDIT

GO START OVER

List Availability Calendar

Results Display Below

Choose Visible Columns Save Search Refresh

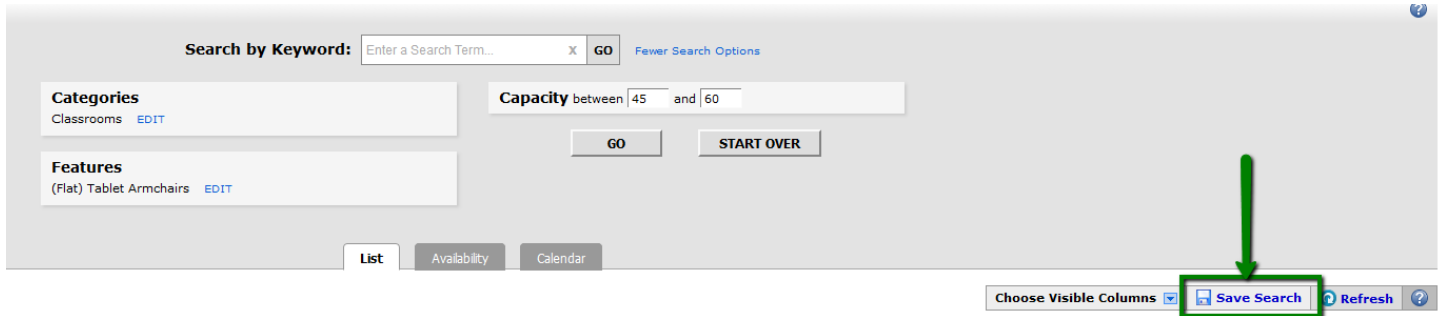
Name	Formal Name	Categories	Features	Layouts	Max Capacity
ACD 104	Academic Hall 104	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, White, Closet, Doors (2 Or More), Floor, Hard Surface, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 201	Academic Hall 201	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, White, Floor, Hard Surface, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 205	Academic Hall 205	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, White, Electrical Outlets, More Than 4, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	47
ACD 301	Academic Hall 301	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 302	Academic Hall 302	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, Laptop-compatible, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 306	Academic Hall 306	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, Laptop-compatible, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 308	Academic Hall 308	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, Laptop-compatible, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 310	Academic Hall 310	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 317	Academic Hall 317	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, Map/Chart Hardware, No Food Allowed, Periodic Table, Smart Technology, Window Coverings, Non-blackout	Classroom style	45
ACD 319	Academic Hall 319	Academic Hall, Academic Locations, <b>Classrooms</b>	(Flat) Tablet Armchairs, Board, Chalk, Floor, Hard Surface, Map/Chart Hardware, No Food Allowed, Smart Technology, Window Coverings, Non-blackout	Classroom style	45

Information is current as of Oct 19 2014 1:07pm

20 Matching Locations Page 1 of 2

First Previous Next Last

## 7. Click “Save Search”



The screenshot shows a search interface with the following elements:

- Search by Keyword:** A text input field with the placeholder "Enter a Search Term...", a clear button (X), and a "GO" button. A link for "Fewer Search Options" is also present.
- Categories:** A dropdown menu showing "Classrooms" with an "EDIT" link.
- Capacity:** A range selector showing "Capacity between 45 and 60" with "GO" and "START OVER" buttons.
- Features:** A dropdown menu showing "(Flat) Tablet Armchairs" with an "EDIT" link.
- View Options:** Buttons for "List", "Availability", and "Calendar".
- Bottom Bar:** Buttons for "Choose Visible Columns", "Save Search" (highlighted with a green box and a green arrow), and "Refresh".

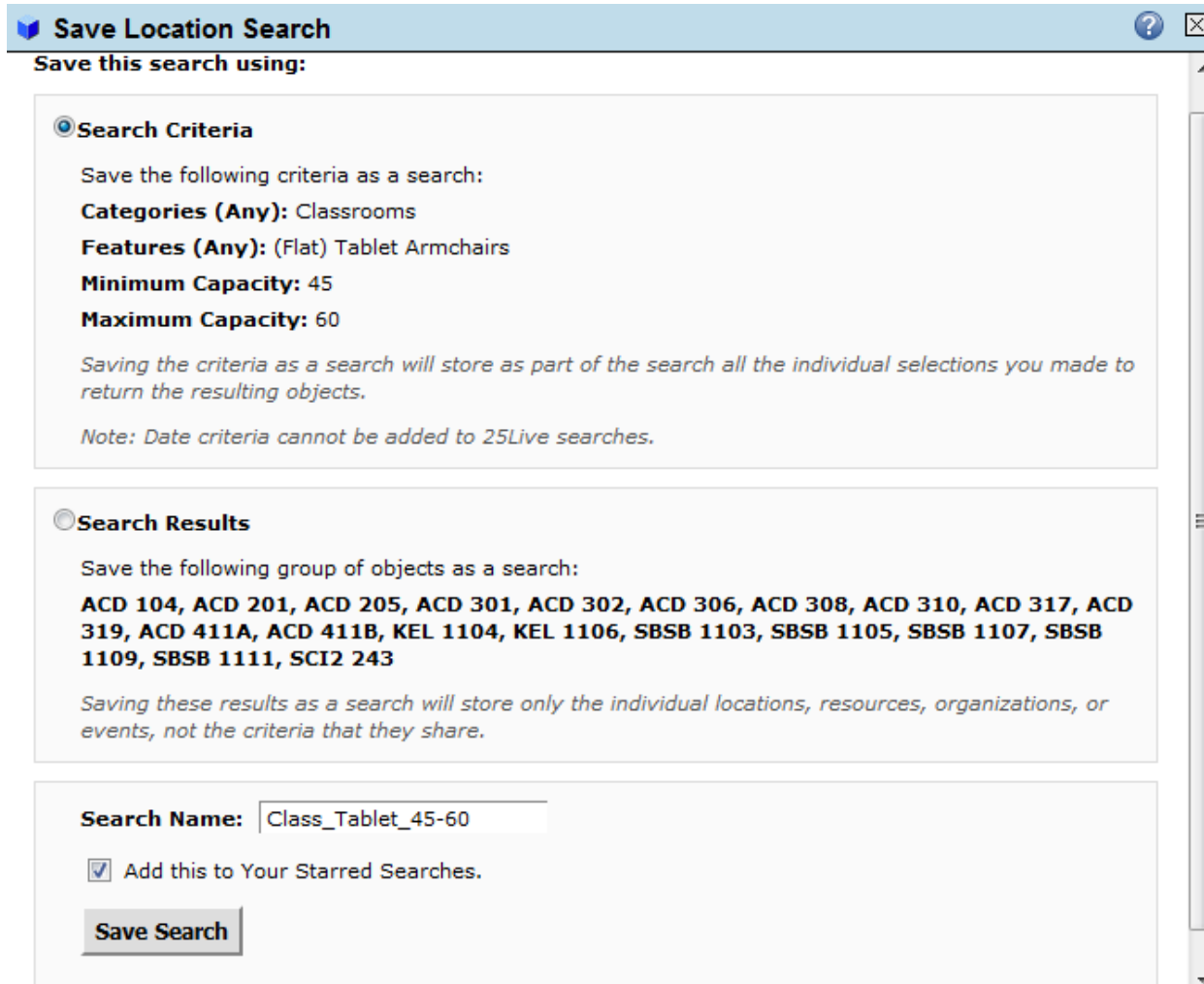
### ➤ **When saving your search - ALWAYS use “Search Criteria”**

- “Search Criteria” - enables your search to remain usable if any academic spaces are modified!
- If you use “Search Results” it may throw your search off because classroom spaces can (and sometimes ARE) changed.

### ➤ **When saving your search - GIVE YOUR SEARCH an IDENTIFIABLE NAME**

- Make sure the name identifies what you are searching for. Such as Classrooms\_45-60\_030616 (looking for classrooms between 45-60 seats and the date it was created)

### ➤ **When saving your search - MAKE SURE “Add this to Your Starred Searches.” IS CHECKED**



The screenshot shows the "Save Location Search" dialog box with the following content:

- Save this search using:**
- Search Criteria** (selected with a radio button):
  - Save the following criteria as a search:
  - Categories (Any):** Classrooms
  - Features (Any):** (Flat) Tablet Armchairs
  - Minimum Capacity:** 45
  - Maximum Capacity:** 60
  - Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.*
  - Note: Date criteria cannot be added to 25Live searches.*
- Search Results** (unselected with a radio button):
  - Save the following group of objects as a search:
  - ACD 104, ACD 201, ACD 205, ACD 301, ACD 302, ACD 306, ACD 308, ACD 310, ACD 317, ACD 319, ACD 411A, ACD 411B, KEL 1104, KEL 1106, SBSB 1103, SBSB 1105, SBSB 1107, SBSB 1109, SBSB 1111, SCI2 243**
  - Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.*
- Search Name:**
- Add this to Your Starred Searches.
- Save Search** button

8. The search you just created will now appear for you as a **Saved Search** when in the Event Wizard and as a **Location Search** when you run the “Space Availability by Meeting Pattern” Report (in 25Live)

**Find and select CLASSROOM.**

★ **Your Starred Locations...**

🔍 **Search by Location Name...**

**Saved Searches...**

Your Starred Searches	60_seat_classrooms
All of Your Searches	74
Public Searches	acd45
	ACD_Acad
	All_Classrooms
	AllClassrooms
	Class_Tablet_45-60
	Classrooms_032015

Show only my authorized locations that have no time conflicts  Refresh

Enforce head count

Choose a report from the list, then complete the parameters to run the report.

Space Avail by Meeting Pattern (custom)
★

About This Report...	Select Report Parameters	Report Delivery Options
<p><b>Location Availability by Meeting Pattern</b> <a href="#" style="float: right; font-size: small;">View Sample Report</a></p> <p>This report shows the locations available, within the specified date range, for each standard meeting pattern defined in the MeetingPatterns.xml file (or for just those meeting patterns with the duration you specify).</p> <p>The MeetingPatterns.xml file may be edited to specify the standard meeting patterns particular to your institution. Schools hosting your Series25 database onsite can find this file in the reports/ws folder of your Series25 WebServices installation. If your installation is hosted by CollegeNET, email support@collegenet.com to request a copy of the file.</p> <p><b>Parameters</b></p> <ul style="list-style-type: none"> <li>Date range.</li> <li>Location search (a saved location search to specify the locations to evaluate).</li> <li>Pad Time (the number of minutes to add to the end time of each meeting pattern before evaluating availability).</li> <li>Sort by Capacity (Sort results by room capacity; by default, sorting is alphanumeric by location short name).</li> <li>Target Pattern Duration -- optional (the duration in minutes of the standard meeting patterns to consider; leave field empty to consider all patterns in MeetingPatterns.xml).</li> </ul> <p><b>Data Included</b></p> <ul style="list-style-type: none"> <li>Only locations returned by the location search are evaluated for inclusion.</li> <li>Only standard meeting patterns defined in the MeetingPatterns.xml file are considered.</li> </ul>	<p><b>Select Report Parameters</b></p> <p>★ <b>Start Date:</b> <input type="text" value="Mon Aug 29 2016"/> </p> <p>★ <b>End Date:</b> <input type="text" value="Fri Dec 16 2016"/> </p> <p>★ <b>Location Search:</b> <span style="border: 1px solid #ccc; padding: 2px;">Classrooms_032015</span> </p> <p>★ <b>Pad Time:</b> <input type="text" value="10"/></p> <p><b>Sort by Capacity:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Target Pattern Duration:</b> <input type="text"/></p>	<p><b>Report Delivery Options</b></p> <p><input type="radio"/> View this report now</p> <p><input checked="" type="radio"/> Email this report to yourself</p> <p><input type="radio"/> Email this report to...</p> <div style="text-align: center; margin-top: 20px;"> <span style="border: 1px solid #ccc; padding: 5px 15px; font-weight: bold;">Run Report</span> </div>