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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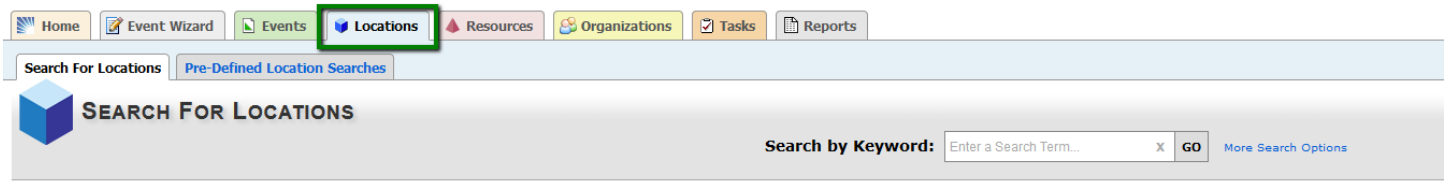
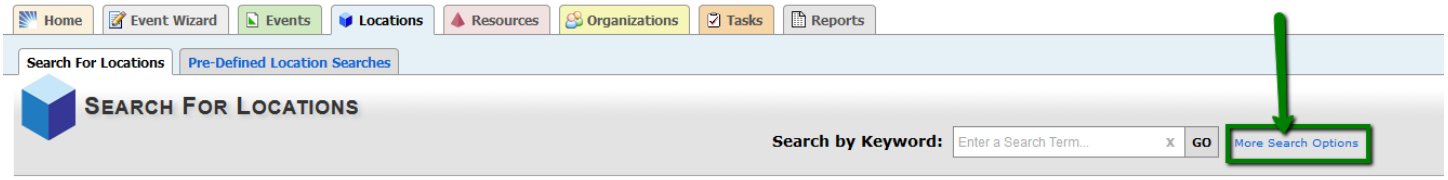
Choose the Locations Tab > Choose the Search For Locations Tab

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

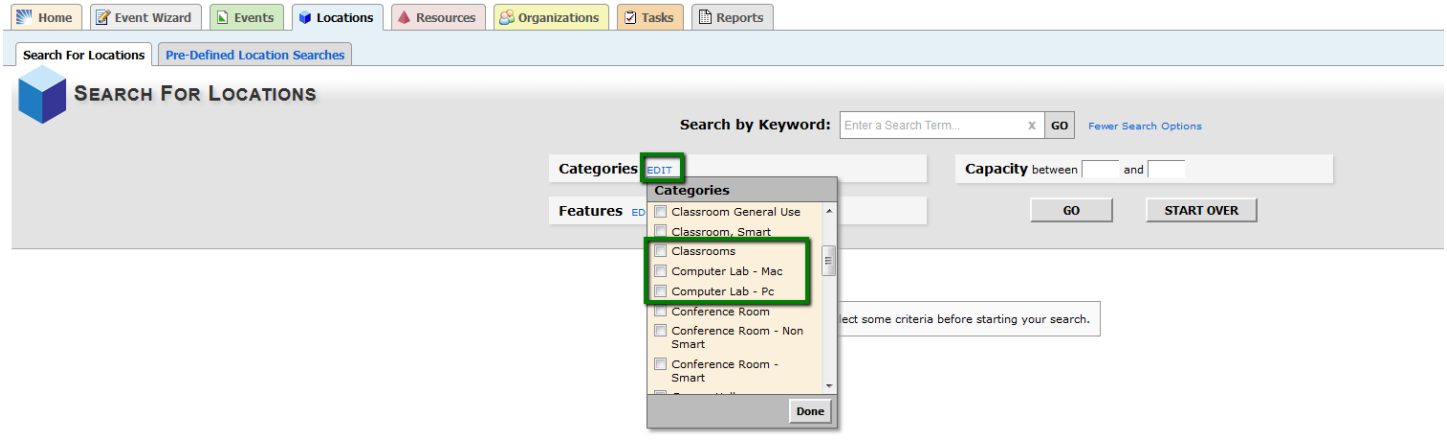


1. Select "More Search Options"



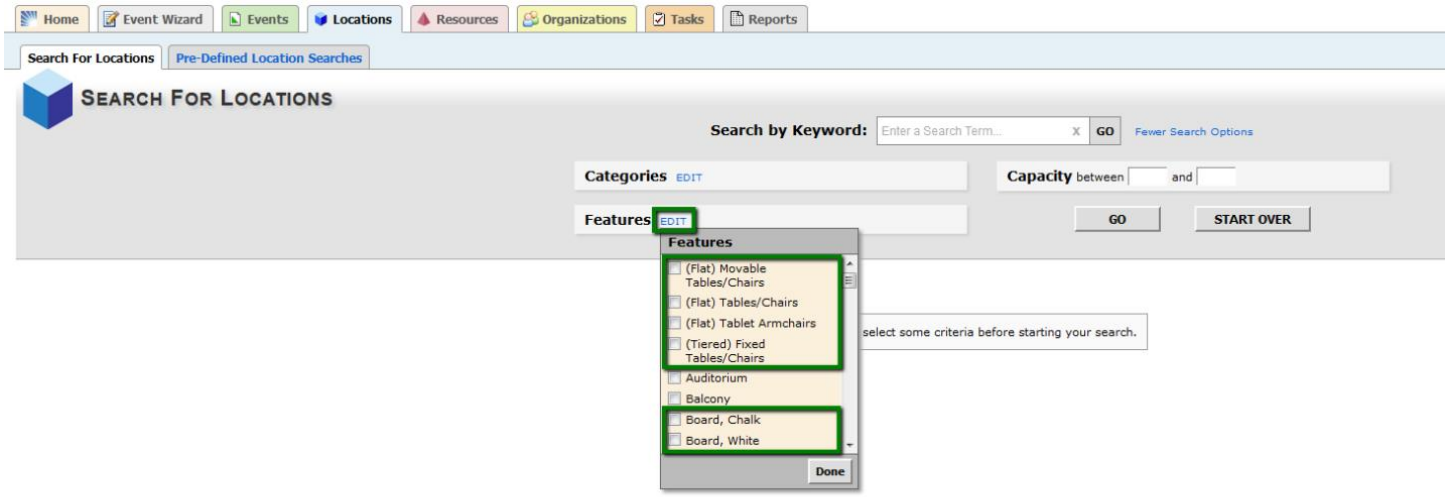
2. Next to "Categories" choose "EDIT" and check the box next to "Classrooms" OR "Computer Lab – Mac," OR "Computer Lab – PC" (It is best to only choose ONE at a time)

- 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



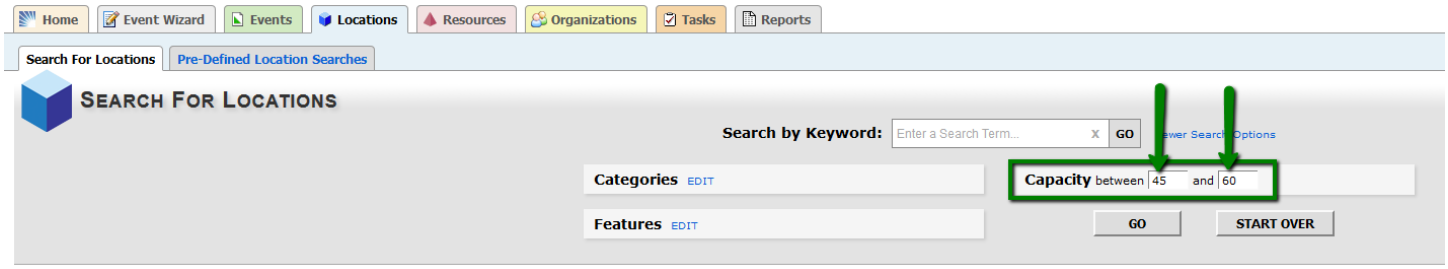
3. You can also choose to EDIT "Features" if appropriate, list of applicable features for academic spaces:

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



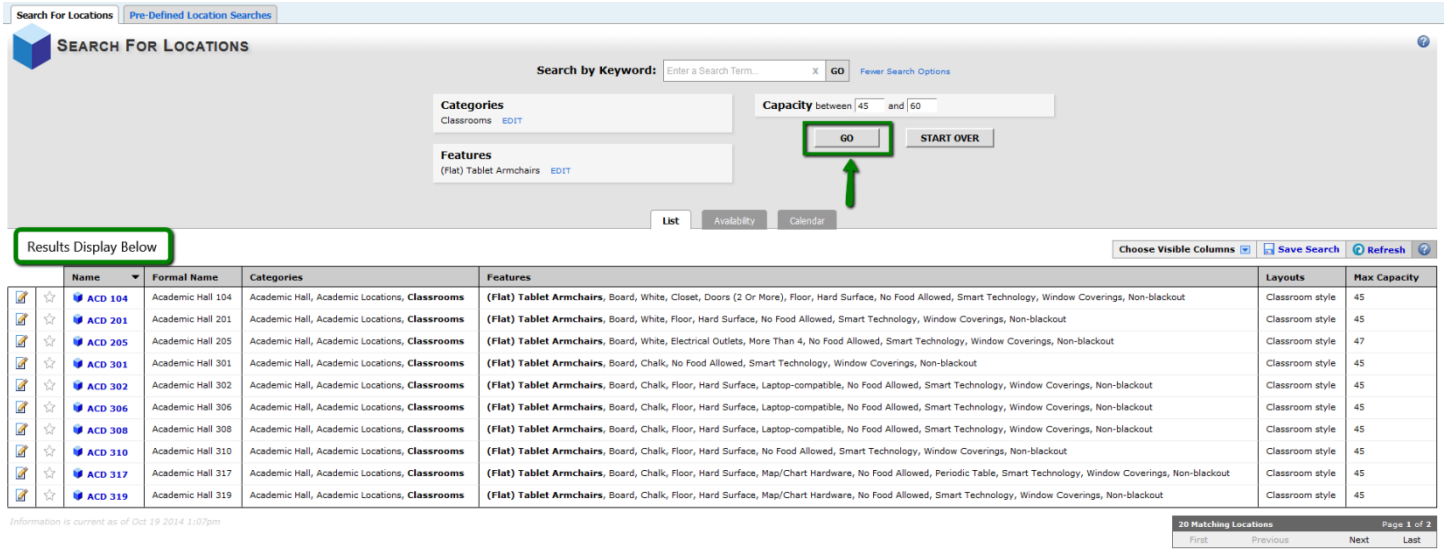
4. You can also choose "Capacity" and INPUT a LOWER and an UPPER LIMIT for the size of classroom your search should return.

- 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)

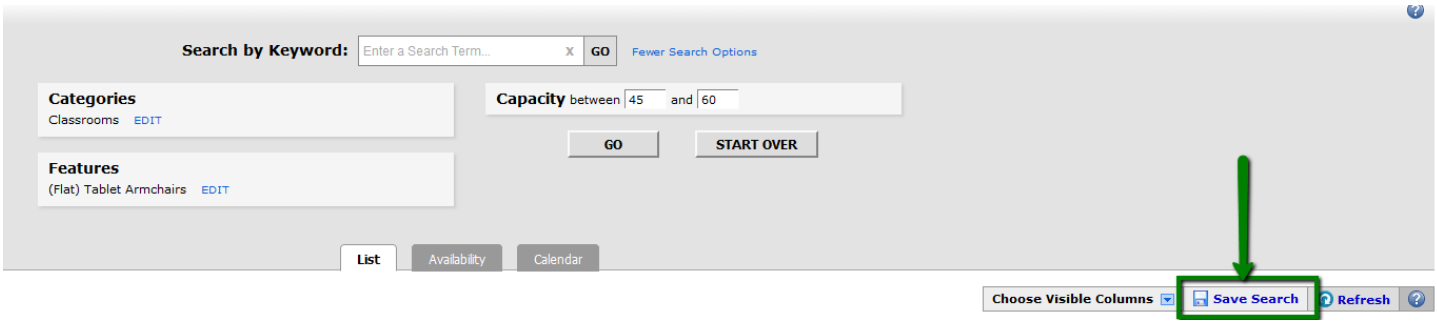


5. The press the GO button

- 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



7. Click "Save Search"



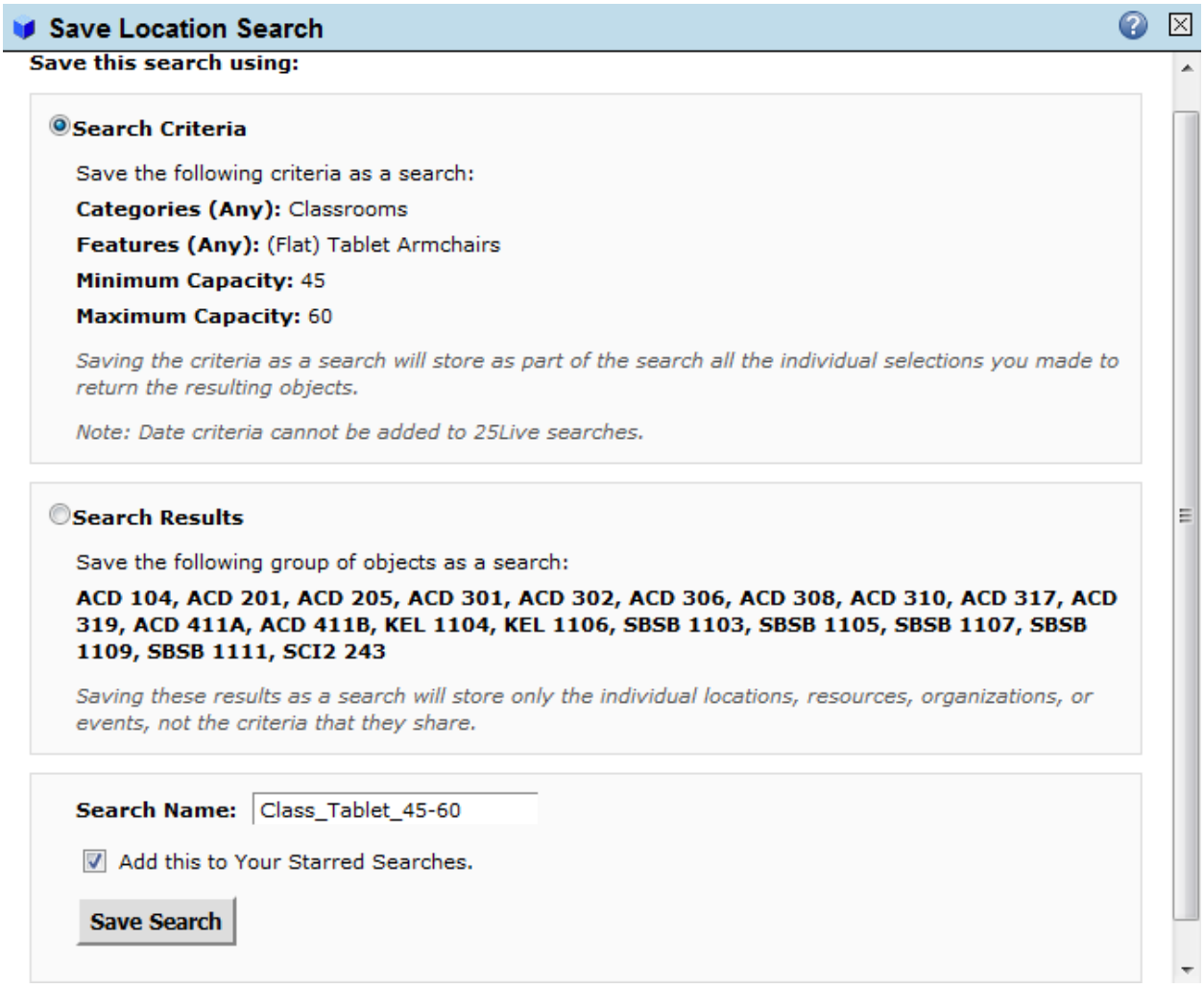
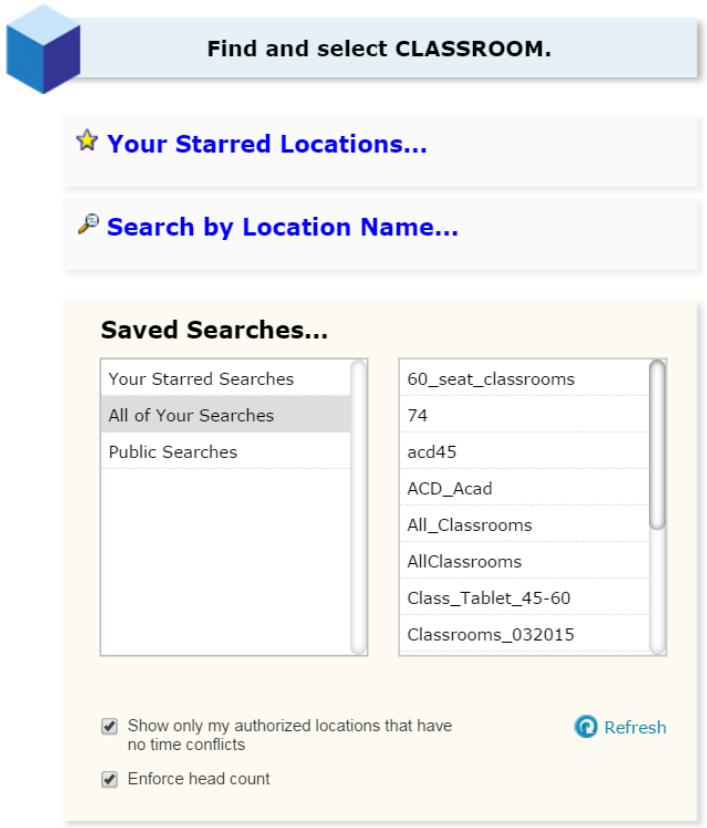
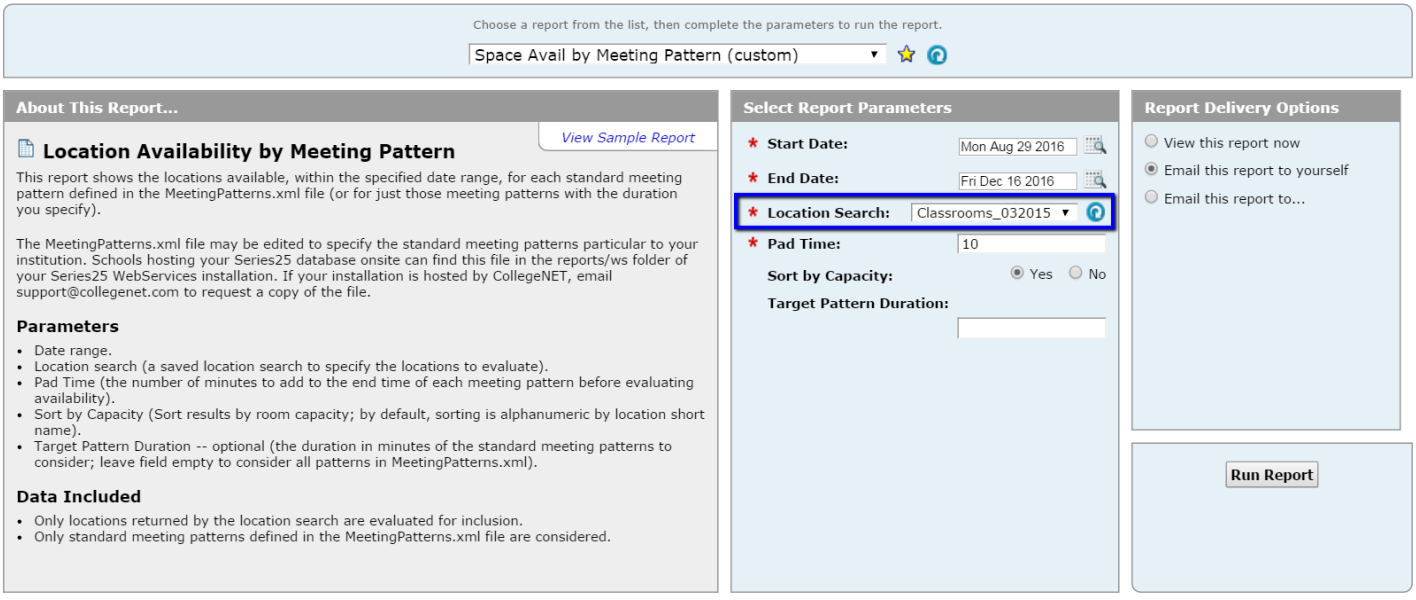
➢ ***When saving your search* - ALWAYS use "Search Criteria"**

- "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***



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)**