

# Create a Search of Locations of Interest

Searching is key functionality you will use in 25Live to find events, locations, resources, and organizations. Let's start our work by creating a location search that relates to your scheduling.



Note the **Go to Search** button available on most pages in 25Live. Clicking that button takes us to a page where we can run or create searches. In this case, we want to create a location search.

The search interface shows a "Select Object:" dropdown menu with "Events" selected. A dropdown menu is open, showing options: "Events", "Locations", "Organizations", "Resources", and "Tasks". The "Locations" option is highlighted. There is also a "Saved Searches (optional)" dropdown, a "Quick Search" toggle, a "Search Events" input field, and buttons for "Reset", "Save As", and "Search".

You can create a quick search by adding some portion of the building name

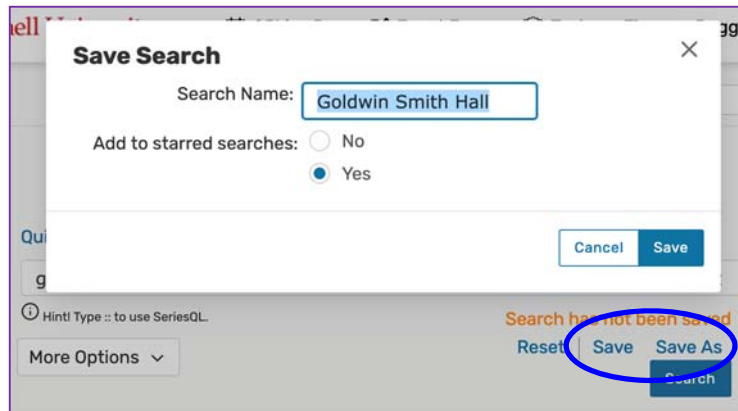
The search interface shows a "Select Object:" dropdown menu with "Locations" selected. The "Quick Search" toggle is turned on. The search input field contains "goldw". Below the input field, there is a hint: "Hint! Type :: to use SeriesQL." and a message: "Search has not been saved". There are buttons for "Reset", "Save", "Save As", and "Search". Below the search bar, there are tabs for "List", "Calendar", and "Availability". The "List" tab is selected. Below the tabs, there is a table with columns: "Name", "Formal Name", "Categories", "Features", "Layouts", and "Max Capacity". The table contains two rows of data.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
<a href="#">GSH122</a>	Goldwin Smith Hall 122	Building - Goldwin Smith Hall, Campus - Ithaca, Schedule25 Bulk Scheduled Rooms, Type - Classroom		Instruction	26
<a href="#">GSH124</a>	Goldwin Smith	Building - Goldwin		Instruction	26

To see the number of items returned by your search, scroll to the bottom of the page.

The pagination controls show "21 Matching Locations" and "Page 1 of 1". There are buttons for "First", "Previous", "1", "Next", and "Last". Below these buttons, there is a label "Items per page" and a dropdown menu set to "25".

Save the search by clicking on **Save** or **Save As** and entering a descriptive name for the search.

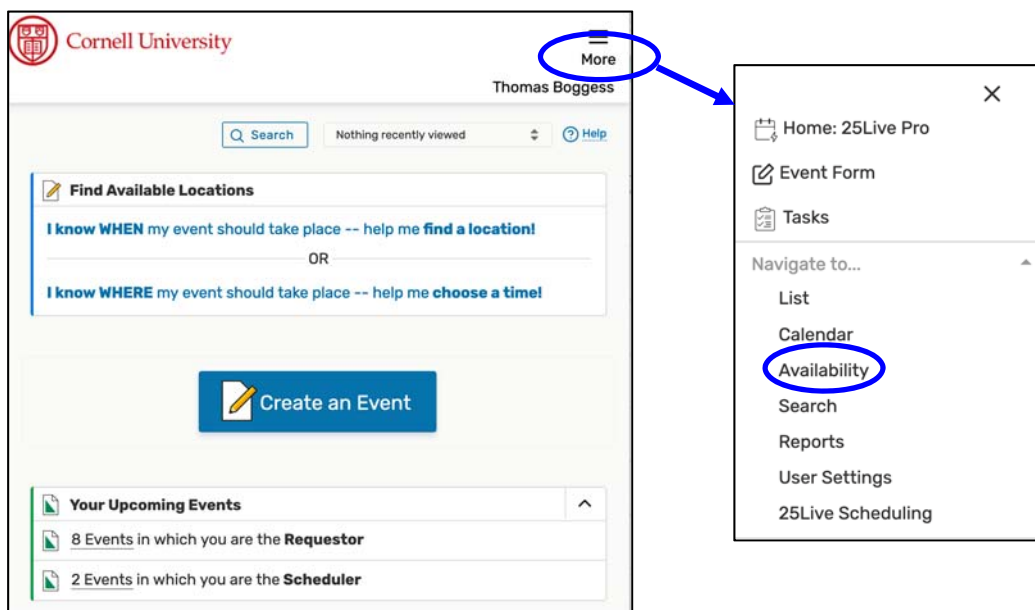


Now you can use that saved search throughout the system.

## Location Availability

Let's take a look at the availability of locations using your search.

Click on the **More** menu and select **Navigate to... Availability**



Cornell University 25Live Pro Event Form Tasks 28 Thomas Boggess

Go to Search Recently Viewed

Legend GSH Locations ⌵ ⏪ Tue Mar 10 2020 ⏩ View Standard (default) Overlapping (as of 6:39 pm)

Availability Color Legend

- Default Event Green
- Related Event Orange
- Pending Event Purple
- Blackout Grey
- Closed Hours Grey

	7	8	9	10	11	12	1	2	3	4	5	6	7	8
☆ GSH122			LATIN 620...	GREEK 61...	LATIN 322...	CLASS 7808 101 2755	CLASS Talks, Meetings, Rea...							
☆ GSH124				AMST 343...		SPAN 6100 101 C...	HIST 2251...							
☆ GSH132				ECON 402...	VISST 20...	ANTHR 30...	ECON 466...				CS early exam r...			
☆ GSH142			ARKEO 26...	PHIL 6475...	PHIL 2415...	ASIAN 33...				History of Art Visiting ...				
☆ GSH144			ENGL ...	ENGL 1147...	ARTH 1171...		GOVT 6846 101 CS 2755			Bethany Christian Campus Ch: R25-66				
☆ GSH156			ENGL 1191...	ENGL 112...	GERST 117...	ENGL ...	GERST 6230 101 ...			Alpha P... Cr?me de Corneli...				
☆ GSH158			ENGL 118...	ENGL ...	ENGL ...	ENGL ...	ENGL 1147...	ENGL 326...		Internationa...				
☆ GSH160			PHIL 1110...	ENGL 1167...	ENGL 289...	ENGL 1147...	ENGL 1111...			Planne... International Jus... Humor Us				
☆ GSH162			HIST 1200...	STS 1123 ...	ENGL 380...	ENGL 1111...	ENGL 110...			CUSLAR languages: R2...				
☆ GSH164				RUSS...	RUSS...	RUSSA 1...	RUSS...	ENGL 4810 101 2...		LATIN 7222 101 C...				
☆ GSH181				ROMS 351...			GERST 40...	SPAN 327...		Bethany Christian Campus Ch: R25-66				
☆ GSH236			ENGL 116...	MEDVL 21...	ENGL 1170...	ENGL 202...	ENGL 254...			Pi Lambda Si...				
☆ GSH283			ENGL 1170...	ASIAN 33...	ENGL 116...	ENGL 289...	ASRC 265...			Asian American Interv...				
☆ GSH348				SPAN ...	ENGL ...	LATIN 7...	SPAN ...	SPAN ...		CFI Gbo...		Pre-Med Minori...		
☆ GSH350			SPAN ...	ENGL 116...				COLLS 2001 101 ...				Midnight Come		
☆ GSHG19				ENGL 4270 101 C...				ARTH 6540 101 C...						
☆ GSHG20				AMST 239...	ENGL ...					Bogges...				
☆ GSHG22				PHIL 230...	HIST 1950...	MEDVL 23...	ENGL 328...	ARTH VCC...		Medioc...				

Select one of the location searches available in the dropdown list above the grid. The locations shown is from my saved search for Goldwin Smith Hall. A day was chosen during the Spring 2020 term to demonstrate availability with classes loaded.<sup>1</sup> Note the Legend button to the left of the search dropdown.

Summary information for locations or events can be viewed by hovering over the relevant item.

☆ GSH142

☆ GSH144

☆ GSH156

☆ GSH158

☆ GSH160

☆ GSH162

☆ GSH164

☆ GSH181

☆ GSH236

☆ GSH283

☆ GSH348

☆ GSH350

☆ GSHG19

☆ GSHG20

**GSH142**  
Goldwin Smith Hall 142

Layouts:  
Instruction

Capacity:  
79

10 11 12 1 2 3

GREEK 6102 ... LATIN 3220 1... CLASS 7808 101 2755

AMST 3434 0... SPAN 6100 101 CS 2755 AMST 2251 10...

ECON 402... AMST 3434 001 CS 2755

PHIL 3475

ENGL 1147

ENGL 1120

ENGL 2...

ENGL 1167

STS 1123 1

RUSSA 1...

ROMS 3512

MEDVL 210

ASIAN 336

SPAN 12...

ENGL 1168

ENGL 4270

AMST 2391

PHIL 2300 00... HIST 1950 00... MEDVL 2355... ENGL 3280 1...

Reference:  
2020-AAALFR

Title:  
Underground RR: Grant Writing

Reservation:  
TR 1010-1125, 18570-1

Event Time:  
10:10 am - 11:25 am

Organization(s):  
AMST

Description:  
PI Instructor - Gerard Laurence

Aching

Location(s):  
GSH124

<sup>1</sup> Classes and events shown may not reflect actual production classes and events.

More detailed information is displayed when you click on the object.

To return to the availability grid, use the **More > Availability** menu at the top right of the page or click the browser's back arrow.

## Availability Grid views by Users-General or Users-Enhanced

There are roughly five levels of access to 25Live: general access users (the default), enhanced access users, schedulers, ERP approvers, and administrators

General access users can see only event details on events they have created.

Enhanced access users can see event details on any event but **cannot** edit events they did not create

Legend

Goldwin Smith Hs

← Tue Jan 28 2020 →

View Standard (default)

Overlapping

(as of 11:25 am)

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
☆ GSH122				LATIN 6...	GREEK 6...	LATIN 3...	CLASS 7808 101 2755											
☆ GSH124					ASRC 34...		SPAN 6100 101...	LSP 225...										
☆ GSH132					ECON 40...	COML 2...	ANTHR 3...	ECON 46...										
☆ GSH142		Closed		NES 266...	PHIL 34...	PSYCH 2...	ASIAN 3...											CL...
☆ GSH144				ENG...	ENGL 11...	ARTH 11...	GOVT 4846 101 CS ...	Bogge...										
☆ GSH156				ENGL 11...	ENGL 11...	GERST 1...	ENG...	GERST 6230 1...										
☆ GSH158				ENGL 11...	ENG...	ENG...	ENG...	ENGL 11...	ENGL 32...									

HIST 3677 101 CS 2755

Tentative

2020-AAALHT

Wed Jan 22 2020 1:25 pm

Search for Historical Muhammad

Repeats every week on Mo

Details

Occurrences

Calendar

Task List

Schedulers can edit any event in the system and can reserve and assign locations for which they have assignment rights

Legend

Goldwin Smith Hs

← Tue Jan 28 2020 →

View Standard (default)

Overlapping

(as of 11:25 am)

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
☆ GSH122				LATIN 6...	GREEK 6...	LATIN 3...	CLASS 7808 101 2755											
☆ GSH124					ASRC 34...		SPAN 6100 101...	LSP 225...										
☆ GSH132					ECON 40...	COML 2...	ANTHR 3...	ECON 46...										
☆ GSH142		Closed		NES 266...	PHIL 34...	PSYCH 2...	ASIAN 3...											CL...
☆ GSH144				ENG...	ENGL 11...	ARTH 11...	GOVT 4846 101 CS ...	Bogge...										
☆ GSH156				ENGL 11...	ENGL 11...	GERST 1...	ENG...	GERST 6230 1...										
☆ GSH158				ENGL 11...	ENG...	ENG...	ENG...	ENGL 11...	ENGL 32...									

HIST 3677 101 CS 2755

Tentative

2020-AAALHT

Wed Jan 22 2020 1:25 pm - 2:40 pm

Search for Historical Muhammad

Repeats every week on Monday and

Details

Occurrences

Calendar

Task List

Edit Event

ERP approvers have rights to assign ERP resources and see all events but, generally, not assign locations



## Activity 2A

Create two events: one within your assignment area and a second to a neighbor's assignment location - a neighbor who has a different set of location assign or approve rights than yours.

1. What was the name of the Location Search you created?
2. What might you do to limit or increase the number of locations in your search?
3. We viewed a daily basic location availability grid. Did you notice a way you might view a weekly availability grid?
4. From the 25Live location details page, how would you navigate back to the grid?