

# 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.

A screenshot of the search interface. The "Select Object:" dropdown is set to "Events". A dropdown menu is open showing options: Events, Locations, Organizations, Resources, and Tasks. The "Quick Search" toggle is turned on. The search input field contains "Search Events". There are buttons for "More Options", "Reset", "Save As", and "Search".

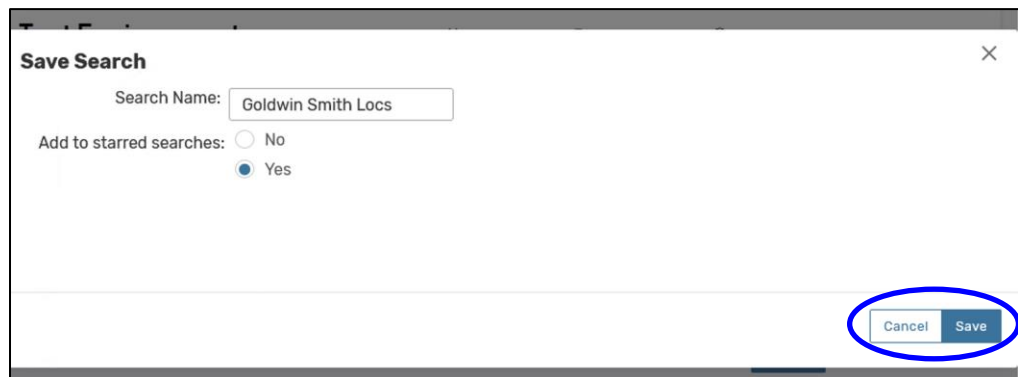
You can create a quick search by adding some portion of the building name

A screenshot of the search interface for "Locations". The "Select Object:" dropdown is set to "Locations". 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. There is a "Choose Columns" button. A table of results is shown with columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity. The table contains two rows of data.

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

A screenshot of the pagination controls. It shows "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.



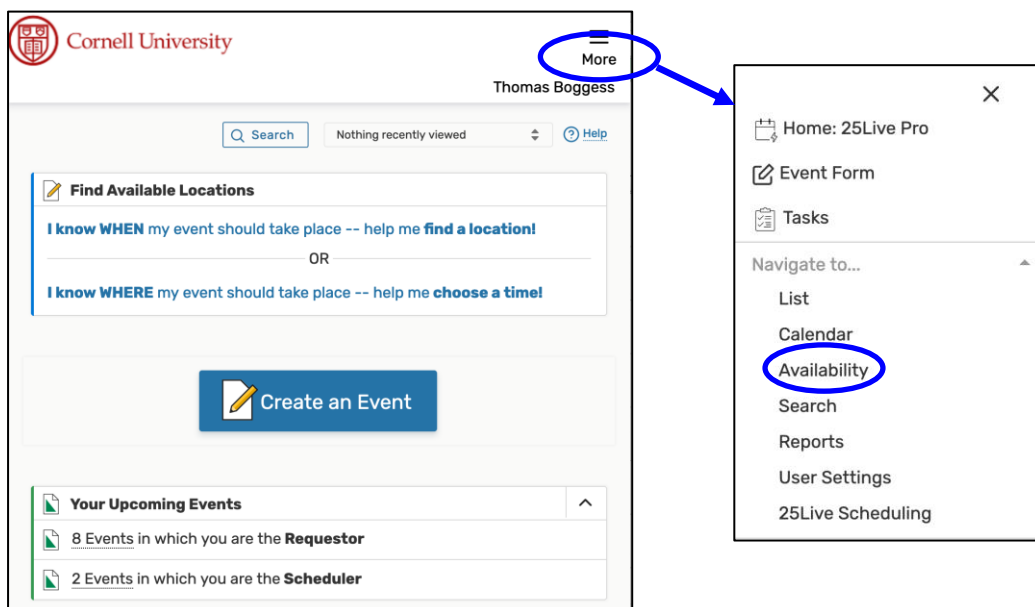
A dialog box titled "Save Search" with a close button (X) in the top right corner. It contains a "Search Name:" label followed by a text input field containing "Goldwin Smith Locs". Below this is a section labeled "Add to starred searches:" with two radio buttons: "No" and "Yes". The "Yes" radio button is selected. At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is circled in blue.

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**



The image shows the Cornell University 25Live Pro interface. At the top left is the Cornell University logo. To its right is the user name "Thomas Boggess". Below the user name is a "More" menu icon, which is circled in blue. A blue arrow points from this icon to a dropdown menu. The dropdown menu contains the following items: "Home: 25Live Pro", "Event Form", "Tasks", "Navigate to..." (with a sub-menu arrow), "List", "Calendar", "Availability" (circled in blue), "Search", "Reports", "User Settings", and "25Live Scheduling". The main interface area shows a "Find Available Locations" section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!". Below this is a "Create an Event" button. At the bottom, there is a "Your Upcoming Events" section showing 8 events as a Requestor and 2 events as a Scheduler.

**Test Environment**

25Live Pro Event Form Tasks Tom Boggess

Go to Search Recently Viewed

Legend Goldwin Smith L. Include Requested Mon Feb 10 2020

View: Standard (default) Overlapping (as of 1:45 pm) Help

**Availability Color Legend**

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

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**  
Goldwin Smith Hall 142

**Features:**  
ADA - Assistive Listening Sys;  
ADA - Wheelchair Accessible; AV - Audio Jack; AV - Blu-Ray Player; AV - Connection; HDMI; AV - Connection; VGA; AV - DVD Player; AV - Mic; Lapel; AV - Projector; Data; AV - Projector; Transparency; Board - Chalk; Board - Writing; Furniture - Instr Table/Desk; Furniture - Tablet Arm Chairs; Furniture - Upholstered; Network - Wired; Network - Wired or Wireless; Network - Wireless; Projection Screen/Wall; Room Darkening Shades; Seating - Flat; Windows

**COML 4251 101 CS 2755**

Reference:  
2020-AABCCJ

Title:  
Existentialism or Marxism

Reservation:  
MW 1455-1610, 17332-1

Event Time:  
2:55 pm - 4:10 pm

Organization(s):  
COML

Description:  
PI Instructor - Geoffrey Carter W Waite

Location(s):  
GSH142

<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.

**GSH142** ☆  
Goldwin Smith Hall 142

Details List Availability (Daily) Availability (Weekly) Calendar

Always Share: No ↺ ↻ ? Help

**Comments** ^  
none

**Default Instructions** ^  
none

**Features** ^  
ADA - Assistive Listening Sys  
ADA - Wheelchair Accessible  
AV - Audio Jack  
AV - Blu-Ray Player  
AV - Connection; HDMI  
AV - Connection; VGA

**Layouts** ^  
**Default Layout: Instruction**

Name	Diag	Img	Cap
Max			69
Capacity			69
Instruction			69
COVID - Instruction			12
COVID - Max			12

**Categories** ^  
Building - Goldwin Smith Hall

**Images** ^  
**Viewing Layout Image: Instruction**

GSH142

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 or create a new search using Go to Search.

## 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.

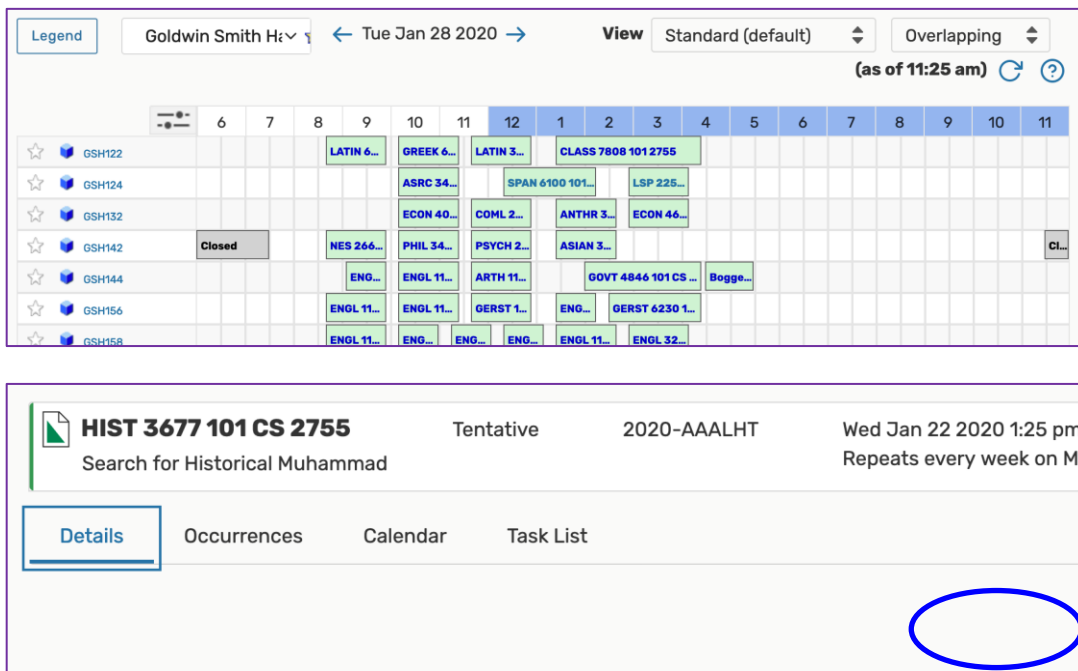
Legend Goldwin Smith Ha Tue Feb 04 2020 Overlapping (as of 9:16 am)

	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
GSH122				(Private)	(Private)	(Private)	(Private)							(Private)				
GSH124					(Private)		(Private)		(Private)				(P...					
GSH132					(Private)	(Private)	(Private)	(Private)	(Private)									
GSH142				(Private)	(Private)	(Private)	(Private)											
GSH144				(Priv...	(Private)	(Private)	(Private)	(Private)										
GSH156				(Private)	(Private)	(Private)	(Private)	(Private)	(Private)									
GSH158				(Private)	(Priv...	(Priv...	(Priv...	(Private)	(Private)									
GSH160				(Private)	(Private)	(Private)	(Private)	(Private)	(Private)									
GSH162				(Private)	(Private)	(Private)	(Private)	(Private)	(Private)									

**Bogges - ECON 4500 Office Hours**

Reference: 2020-AAALWH  
Title: Economics 4500 Office Hours - Tom Bogges 2755

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



Legend Goldwin Smith Hc Tue Jan 28 2020 View Standard (default) Overlapping (as of 11:25 am)

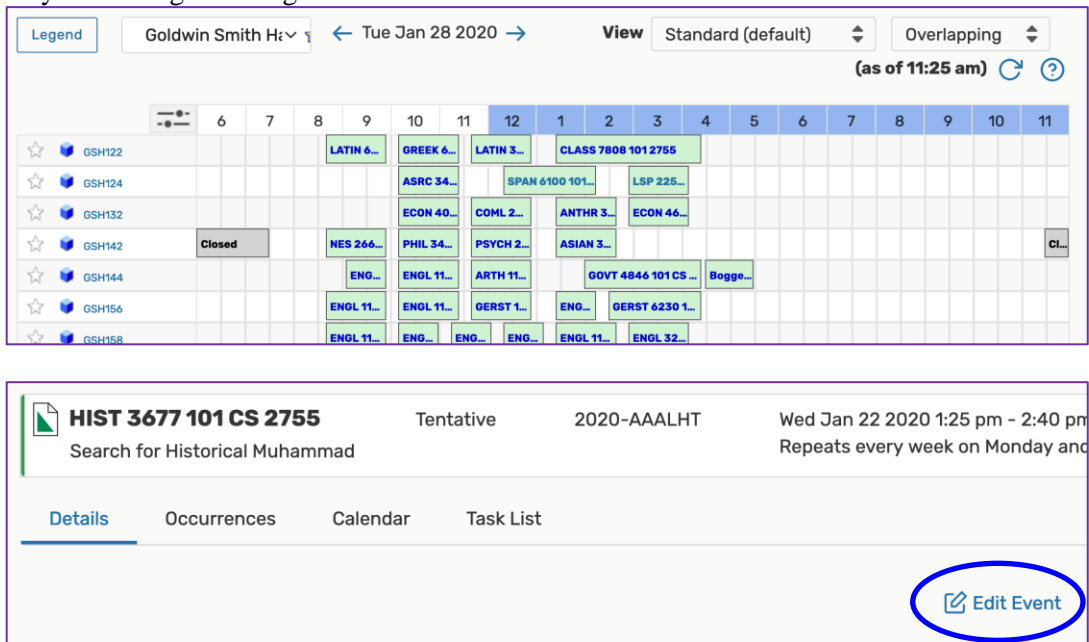
	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
GSH122				LATIN 6...	GREEK 6...	LATIN 3...	CLASS 7808 101 2755											
GSH124					ASRC 34...		SPAN 6100 101...	LSP 225...										
GSH132					ECON 40...	COML 2...	ANTHR 3...	ECON 46...										
GSH142	Closed			NES 266...	PHIL 34...	PSYCH 2...	ASIAN 3...											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

Edit Event

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



Legend Goldwin Smith Hc 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

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?

### Bonus

When searching for locations, what happens when you enter a word that is used in multiple location names? Can you provide an example?