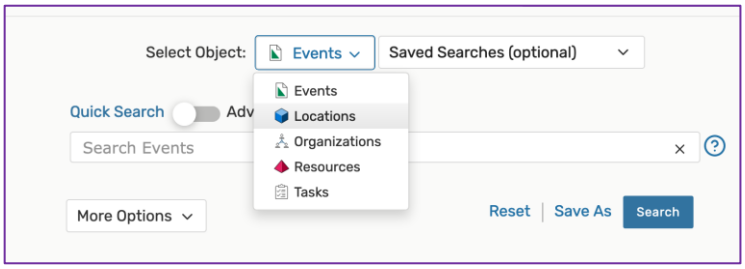
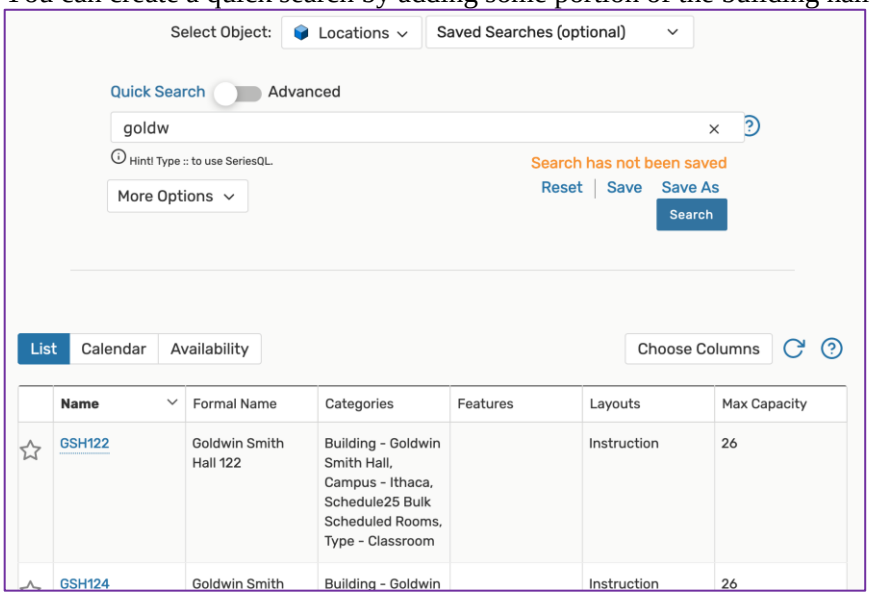
Create a Search of Locations of Interest

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 scheduling you will be doing.

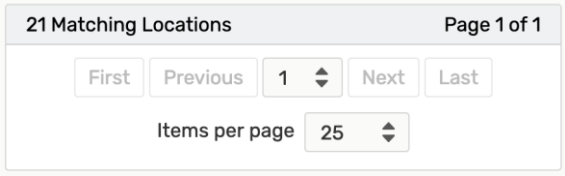
Note the **Go to Search** button available on most pages in 25Live. Clicking that button takes us to a page where we can run or create searches. In this case, we want to create a location search.



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



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



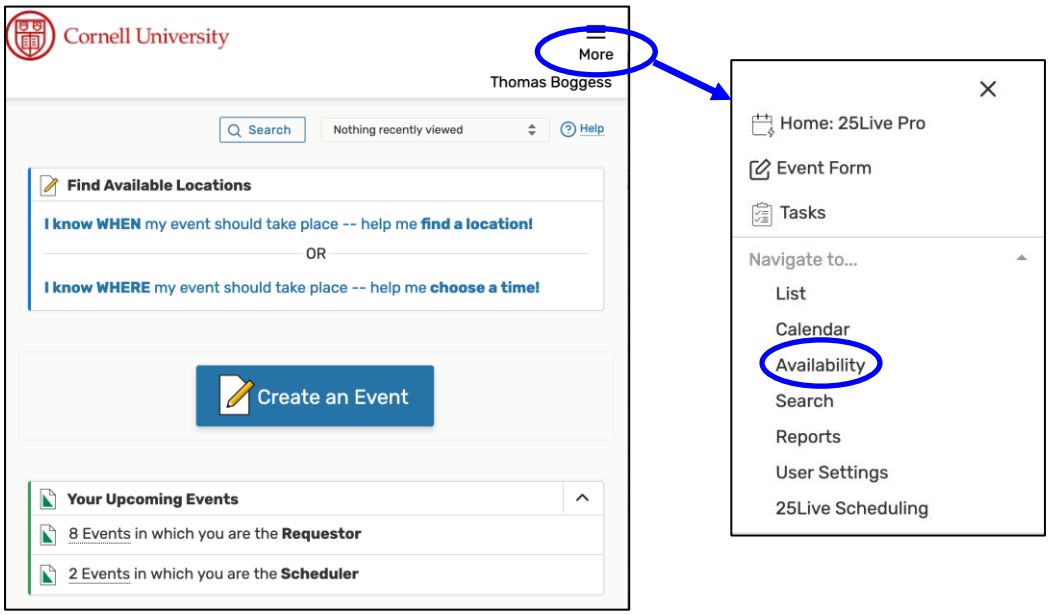
Save the search by clicking on **Save** or **Save As** and entering a descriptive name for the search.

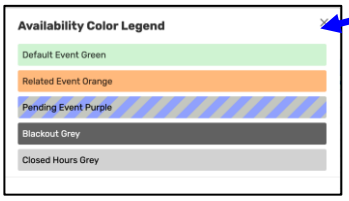
You can use that saved search throughout the system.

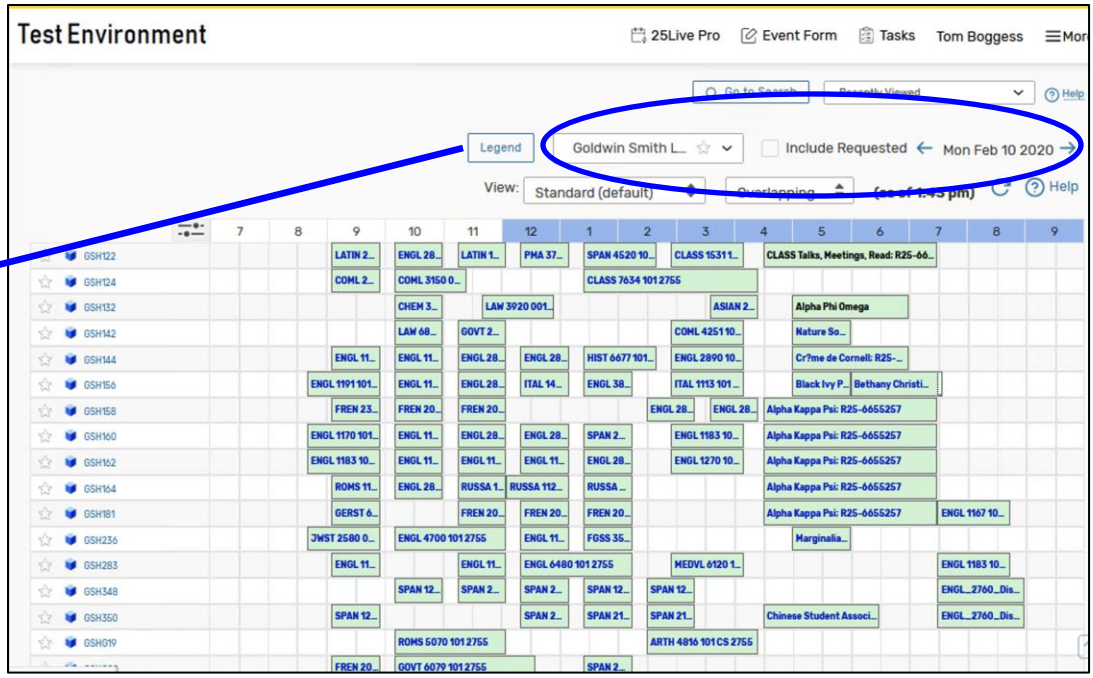
Location Availability

Let's look at the availability of the locations returned by your search.

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

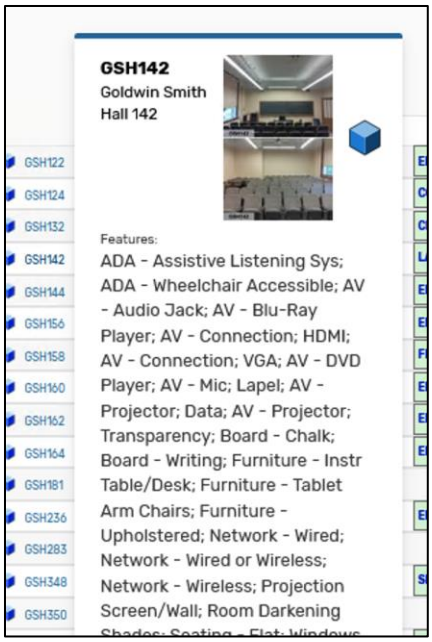


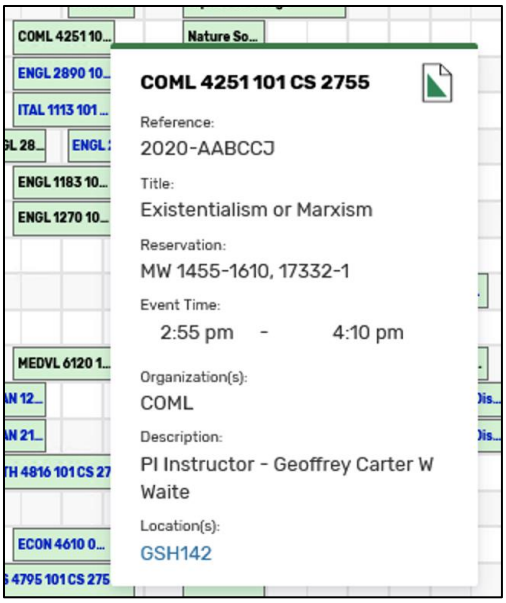




Select one of the location searches available in the dropdown list above the grid. The locations shown is from my saved search for Goldwin Smith Hall. A day was chosen during the Spring 2020 term to demonstrate availability with classes loaded.[1] Note the Legend button to the left of the search dropdown.

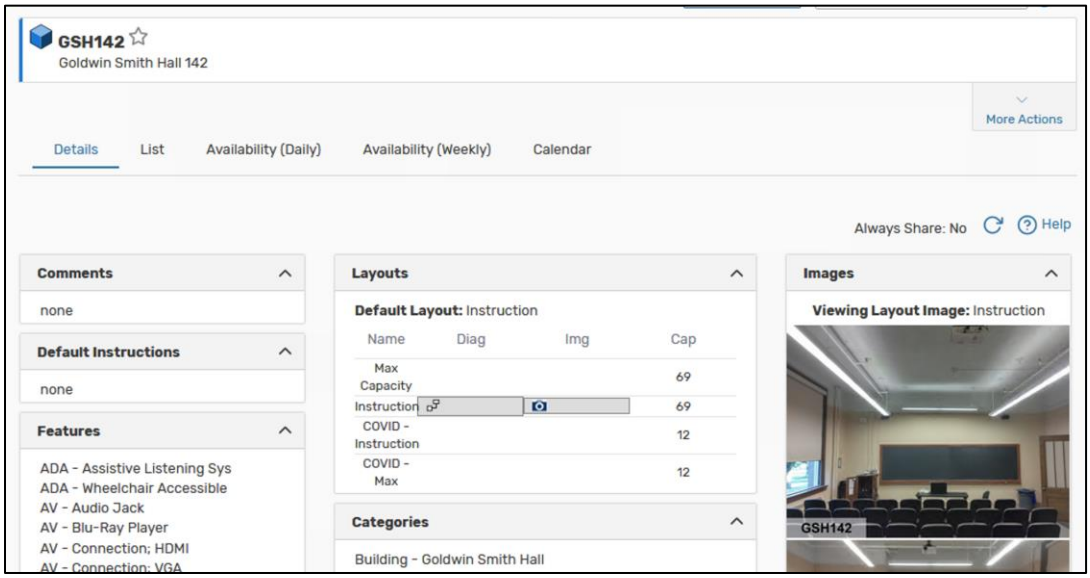
Summary information for locations or events can be viewed by hovering over the relevant item.





[1] Classes and events shown may not reflect actual production classes and events.

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

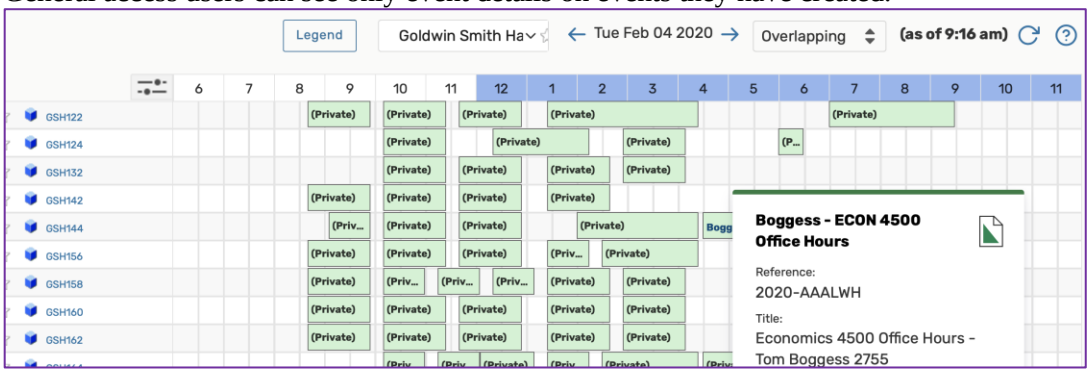


To return to the availability grid, use the **More > Availability** menu at the top right of the page or click the browser's back arrow or create a new search using Go to Search.

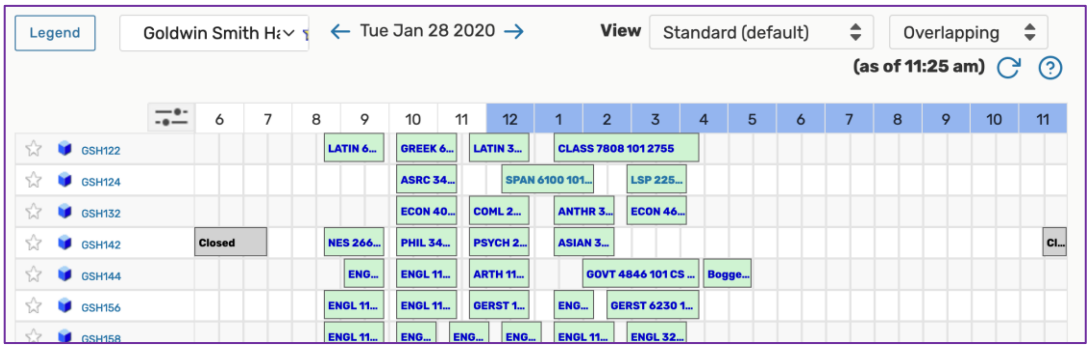
Availability Grid views by Users-General or Users-Enhanced

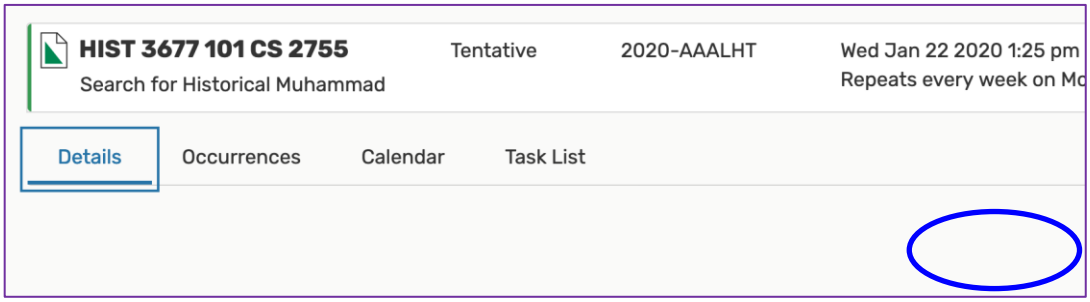
There are roughly five levels of access to 25Live: general access users (the default), enhanced access users, schedulers, ERP approvers, and administrators

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

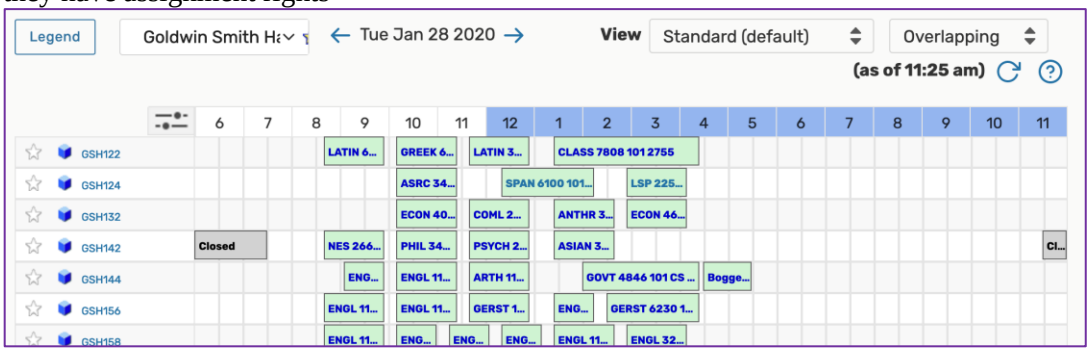


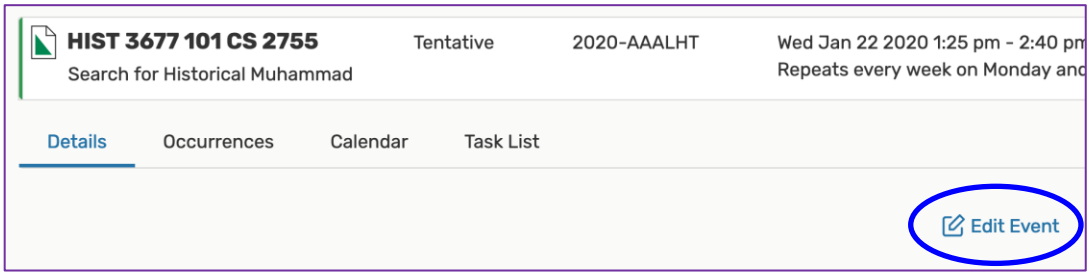
Enhanced access users can ***see*** event details on any event but **cannot** edit events they did not create





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





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

Activity 2A

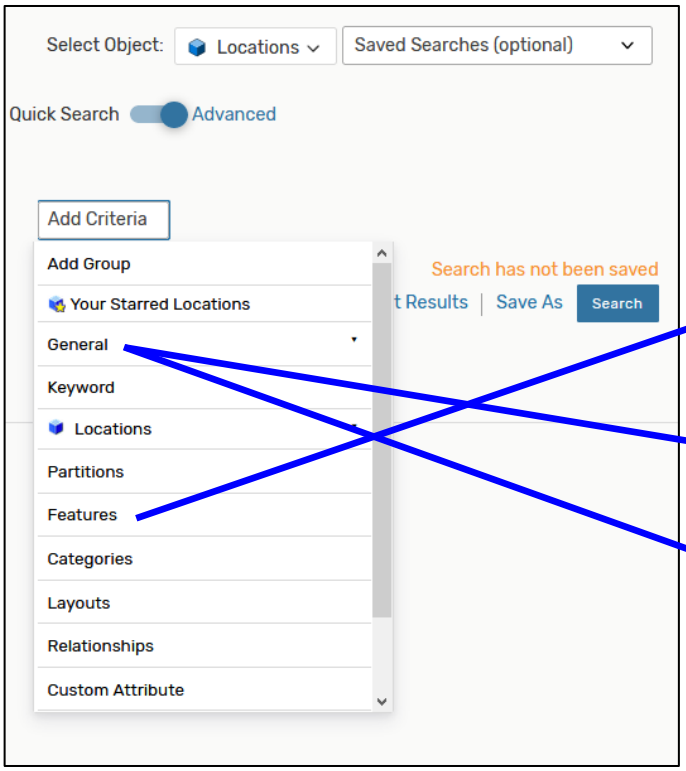
1. What was the name of the Location Search you created?
2. What might you do to limit or increase the number of locations in your search?
3. We viewed a daily basic location availability grid. Did you notice a way you might view a weekly availability grid?
4. From the 25Live location details page, how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

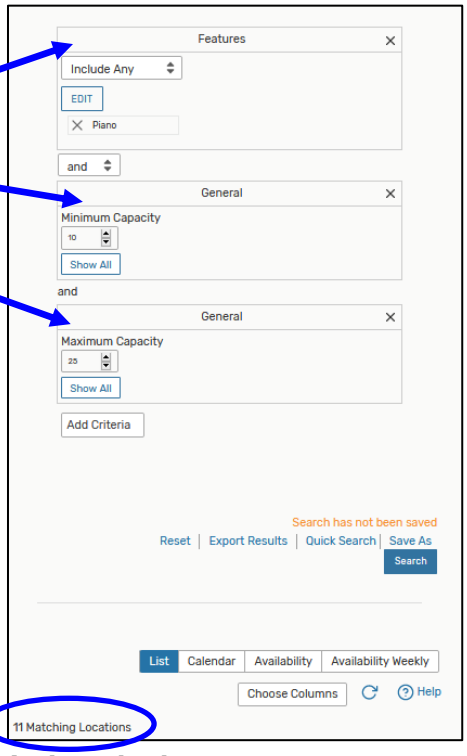
Bonus: When searching for locations, what happens when you enter a word that is used in multiple location names? Can you provide an example?

Additional Search Options

Return to the search page using the **Go to Search** button and select a Location search. You may have noticed the

slider below the "Select Object" dropdown. When you want to make your search more precise, you can add criteria by sliding the bar toward "Advanced" and clicking the Add Criteria button. Here, you could search for locations with specific features (like a piano) or room size (capacity between 10 and 25) or both.





Activity 2B

1. Create a location search using the category for "Outdoor Space"
    a. How many 25Live Outdoor locations were returned?
    b. Can you further limit the search to return only those that have a "Q" in their name? How many were returned?

Bonus: Using search criteria save a new location search to return all the locations in your area with a capacity less than 25.