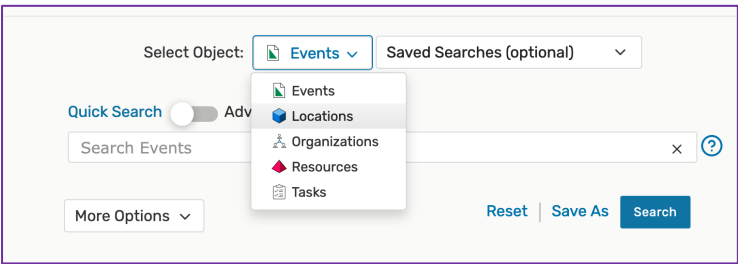


Create a Search of Locations of Interest

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.

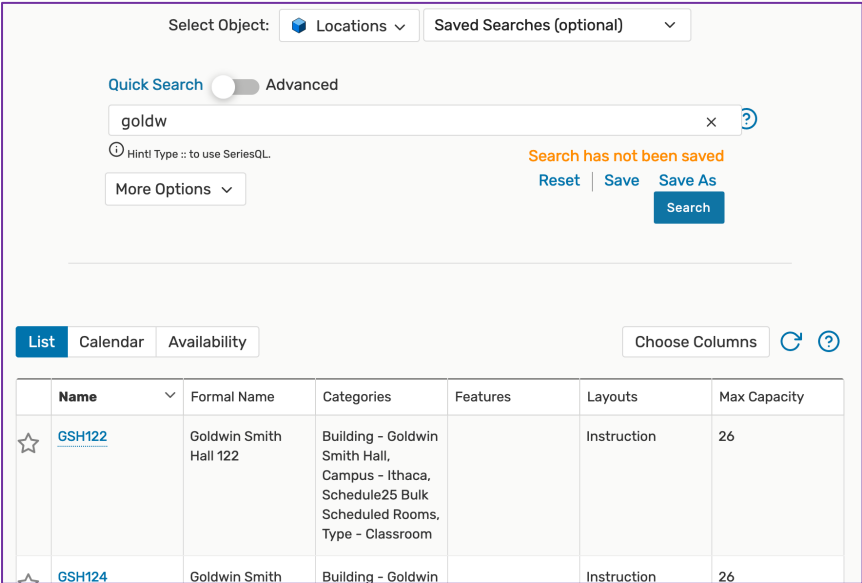
 [Go to Search](#)

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 screenshot shows the search interface with the 'Select Object' dropdown 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'.

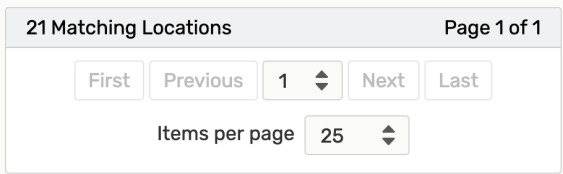
You can create a quick search by adding some portion of the building name



The screenshot shows the search interface with the 'Select Object' dropdown set to 'Locations'. The 'Quick Search' toggle is turned on. The search input field contains 'goldw'. A message says '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, showing a table of search results.

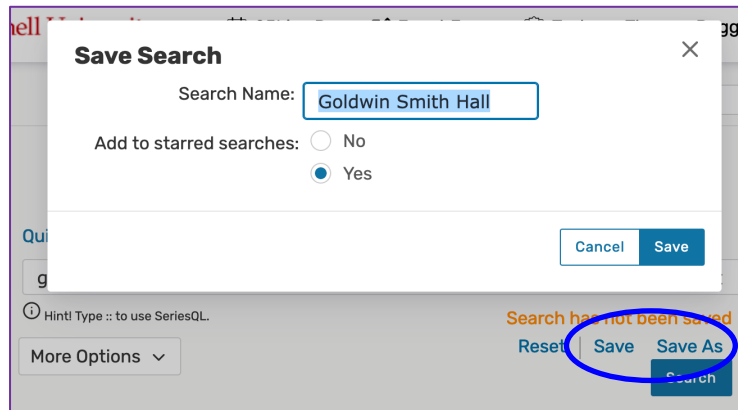
	Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆	GSH122	Goldwin Smith Hall 122	Building - Goldwin Smith Hall, Campus - Ithaca, Schedule25 Bulk Scheduled Rooms, Type - Classroom		Instruction	26
☆	GSH124	Goldwin Smith	Building - Goldwin		Instruction	26

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



The screenshot shows the pagination controls at the bottom of the page. It indicates '21 Matching Locations' and 'Page 1 of 1'. There are buttons for 'First', 'Previous', '1', 'Next', and 'Last'. Below these, 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.

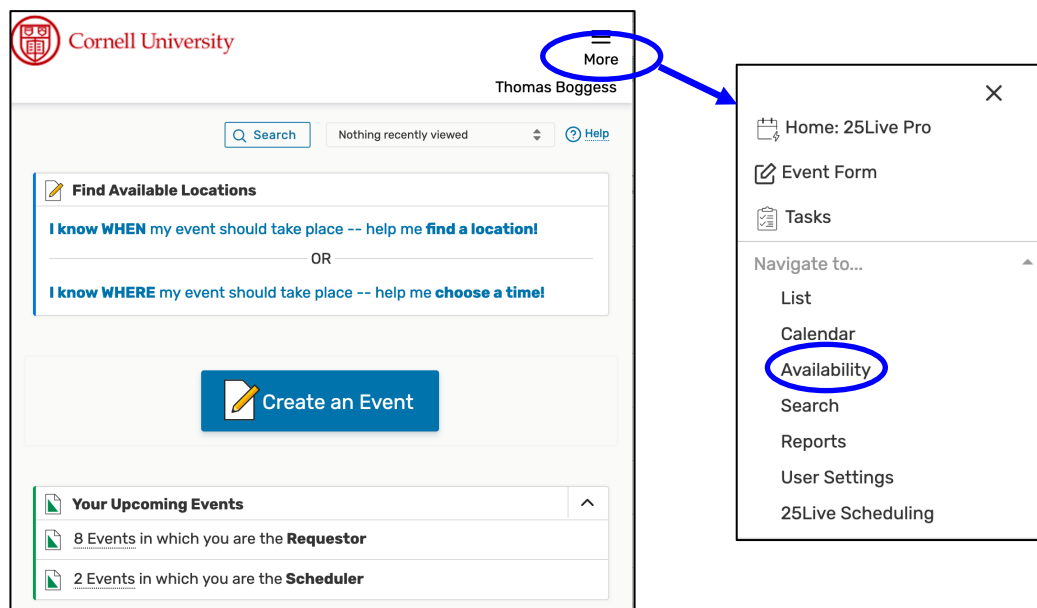


Now you can use that saved search throughout the system.

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 Cornelli...				
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.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.

GSH142

Goldwin Smith Hall 142

Layouts:
Instruction

Capacity:
79

AMST 3434 001 CS 2755

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

¹ 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

More Actions

Refresh

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
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

Layouts

Capacity

Max Capacity

79

Instruction

(default)

79

Categories

Building - Goldwin Smith Hall
Campus - Ithaca
Schedule25 Bulk Scheduled Rooms
Type - Classroom

Related Spaces

none

Location Scheduler

none

Images

Viewing Layout Image: Instruction

Map

Map

Satellite

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.

Legend

Goldwin Smith Ha

Tue Feb 04 2020

Overlapping

(as of 9:16 am)

Refresh

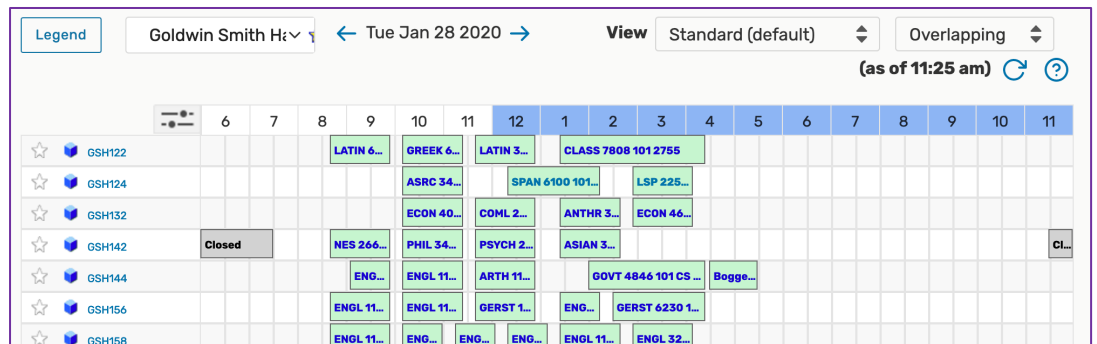
Help

	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)								
GSH142				(Private)	(Private)	(Private)	(Private)	(Private)										
GSH144				(Priv...	(Private)	(Private)		(Private)										
GSH156				(Private)	(Private)	(Private)		(Priv...	(Private)									
GSH158				(Private)	(Priv...	(Priv...	(Priv...	(Private)	(Private)									
GSH160				(Private)	(Private)	(Private)	(Private)	(Private)	(Private)									
GSH162				(Private)	(Private)	(Private)	(Private)	(Private)	(Private)									
GSH164				(Priv...	(Priv...	(Private)	(Priv...	(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



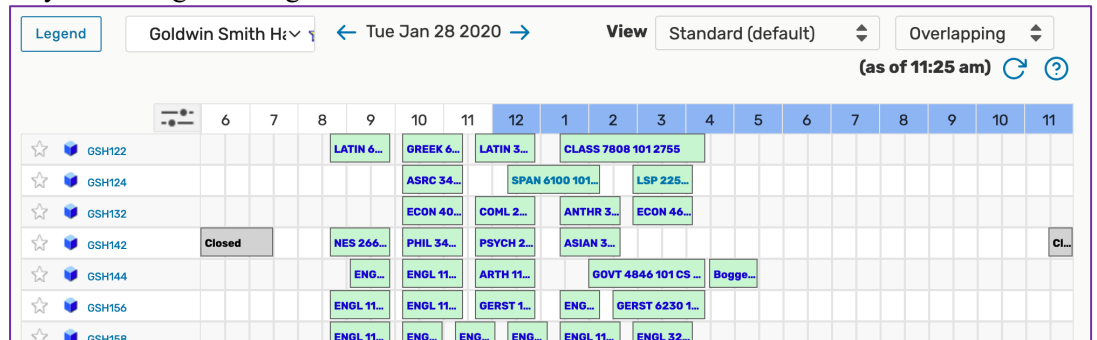
HIST 3677 101 CS 2755
Tentative
2020-AAALHT
Wed Jan 22 2020 1:25 pm
Repeats every week on Mo

HIST 3677 101 CS 2755
Tentative
2020-AAALHT
Wed Jan 22 2020 1:25 pm
Repeats every week on Mo

Search for Historical Muhammad

[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



HIST 3677 101 CS 2755
Tentative
2020-AAALHT
Wed Jan 22 2020 1:25 pm - 2:40 pm
Repeats every week on Monday and

HIST 3677 101 CS 2755
Tentative
2020-AAALHT
Wed Jan 22 2020 1:25 pm - 2:40 pm
Repeats every week on Monday and

Search for Historical Muhammad

[Details](#)
[Occurrences](#)
[Calendar](#)
[Task List](#)

[Edit Event](#)

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

Module 2 Activity A

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?