

25LIVE

Searching for Locations

The following guide will walk you through a few ways to search for locations in 25LIVE.

Start a search for locations by clicking the More menu and selecting **(1) search**. From the drop down, choose **(2) locations**.

Type a keyword into the **(3) search bar** and click **(4) search**.

You can also search for locations based on category, feature, or capacity by selecting **(5) more options**.

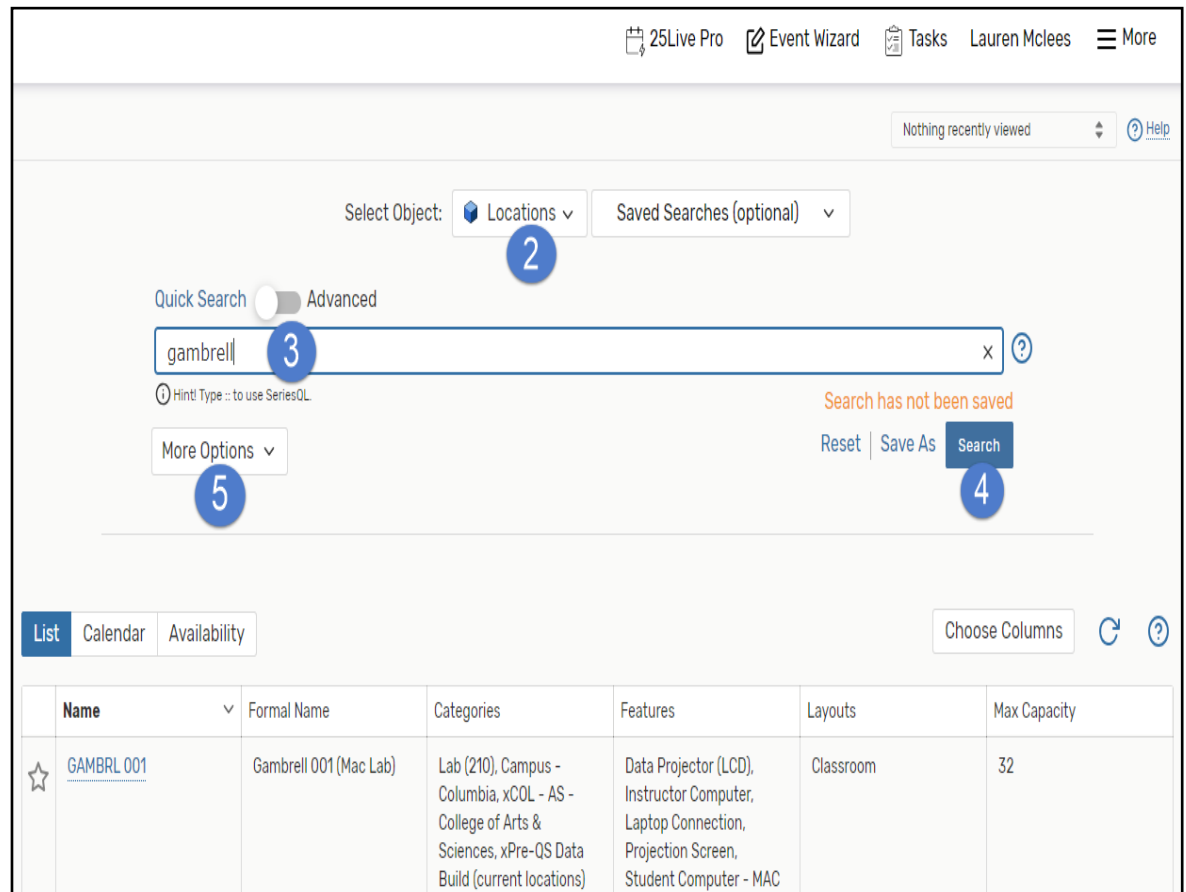
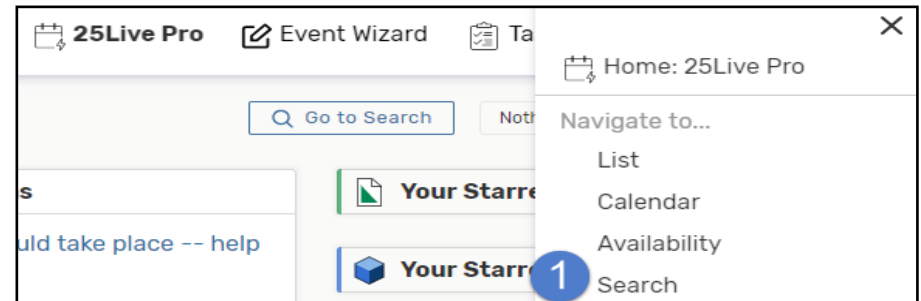
Categories refers to the type of room

Features refers to the type of equipment or seating in the room

Capacity allows you to find locations based on the number of attendees it can hold. Select a minimum range, a maximum range, or both

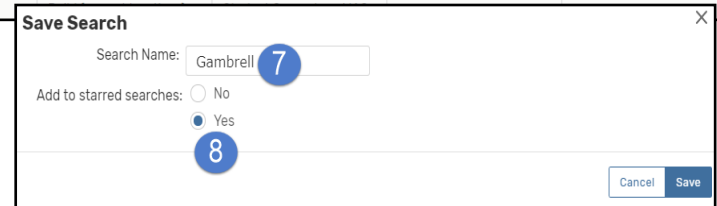
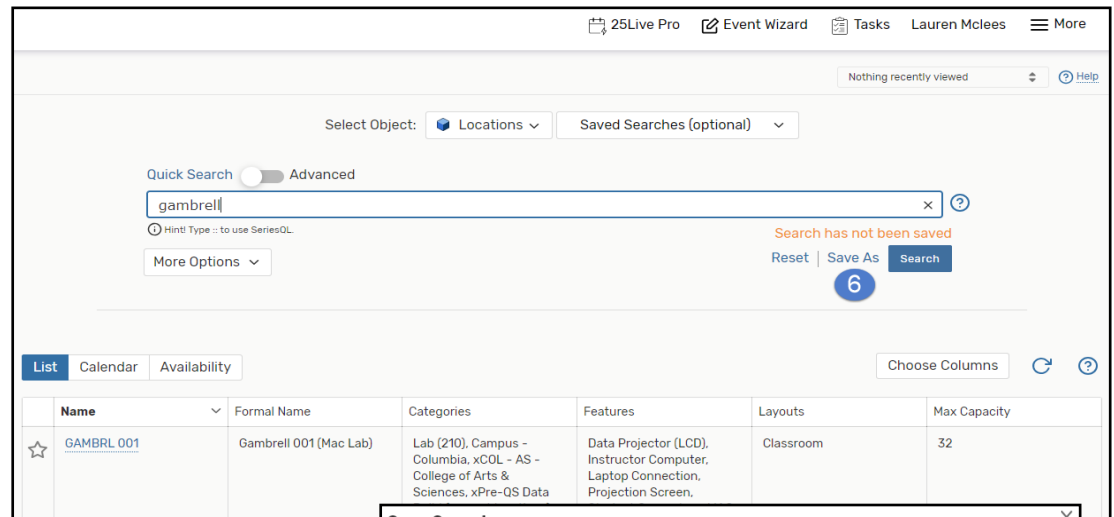
You can use all search options at one time or just search using a single criteria. The more options you choose, the narrower your search results will be.

Once you narrow down the search criteria you want to use, click search to see a list of locations.

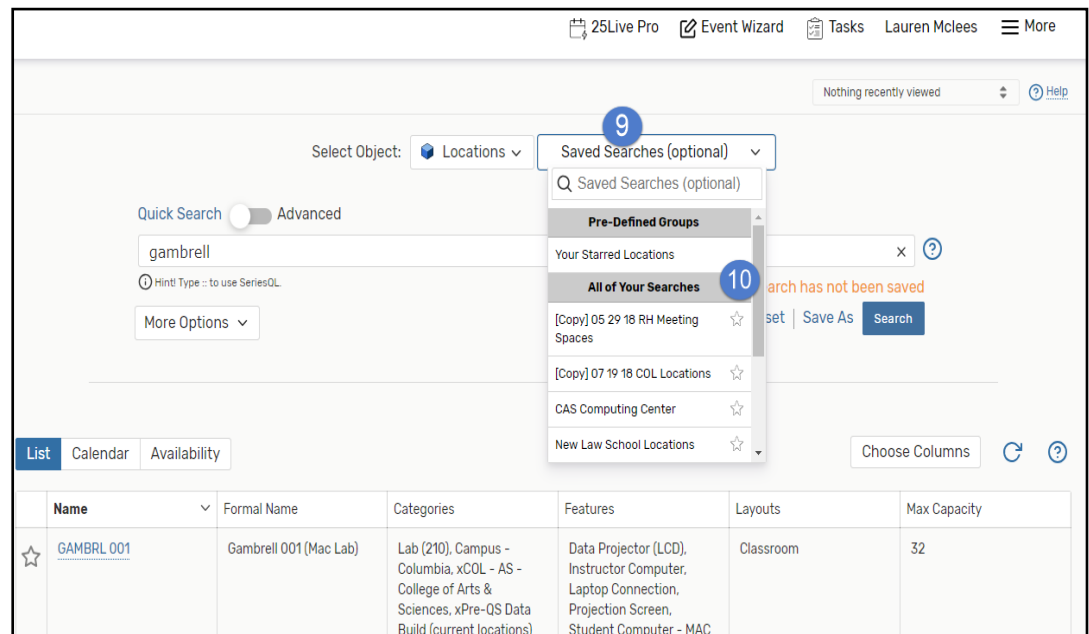


If you will search for the same list of locations frequently, you can save the search so that it is easy to find in the future. From the list view, select **(6) save as**.

In the box that appears, a unique name in the **(7) search name** field. If this is a search you will use frequently, be sure to add it to your favorites list by selecting **(8) yes**.

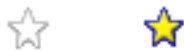


Access this saved search in the future using the **(9) save searches** tab. You will navigate to **(10) all of your searches**. Select your search and click run to see the list. Your searches will appear alphabetically.



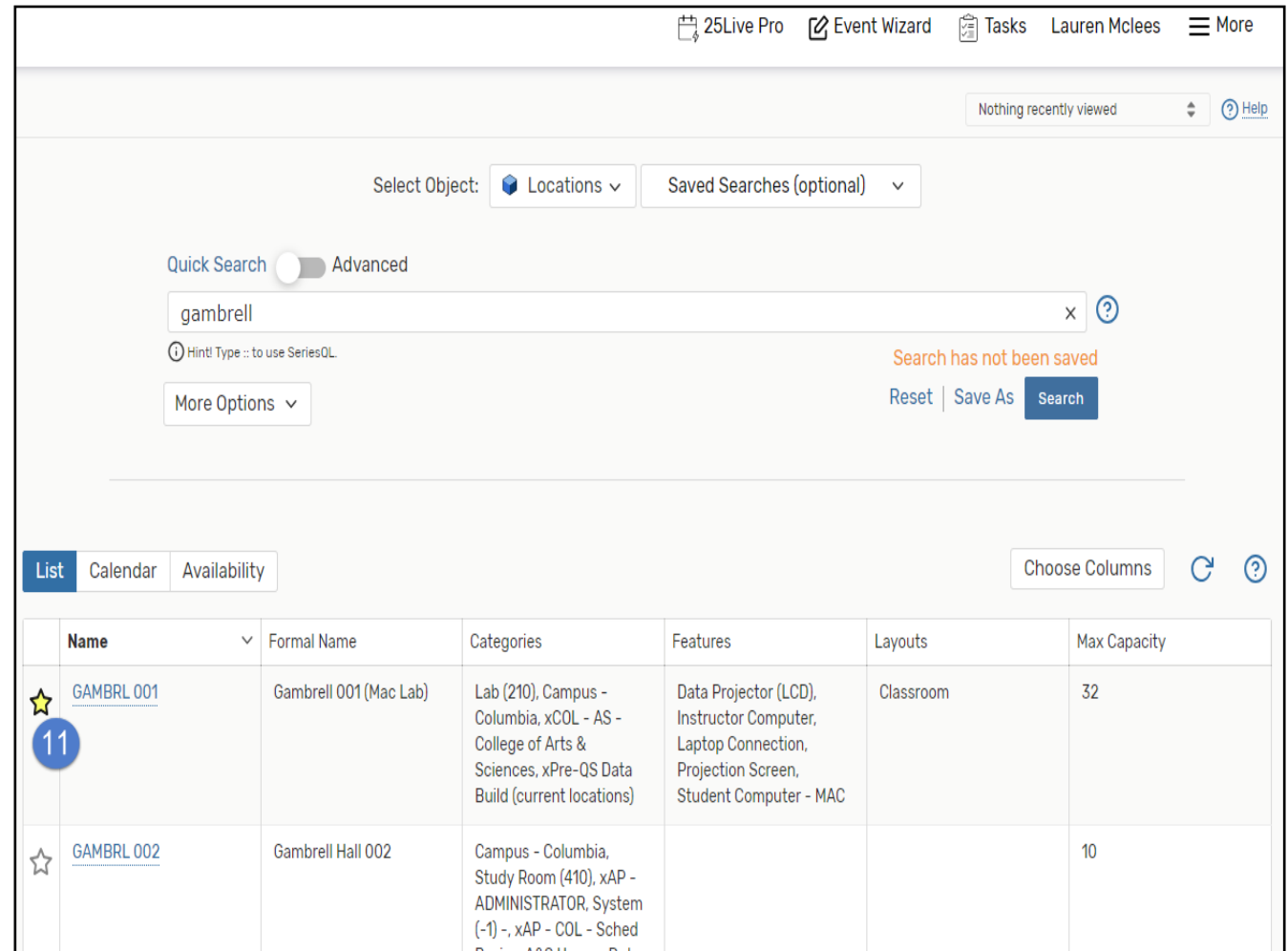
Quick Tips:

From the locations list, you can mark a location as a favorite by clicking the **(11)star** next to the location name until it appears yellow.





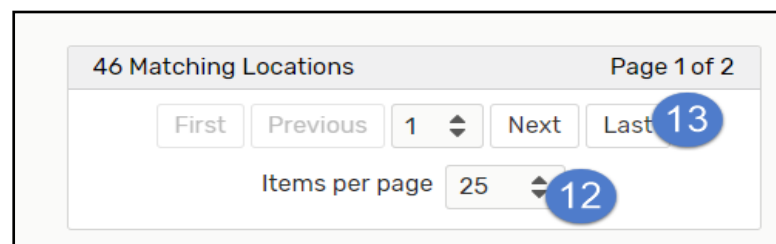
You can also see basic information about each location such as equipment features, the location category, and the maximum capacity by hovering over the location name.

By default, only 25 locations will show on a given page. You can adjust your view **(12)** to see up to 100 locations per page or simply navigate through the list using the **(13) Next** and **Last** buttons at the bottom of the page.



The screenshot shows the 25Live Pro interface. At the top, there are navigation links for 25Live Pro, Event Wizard, Tasks, Lauren Mclees, and a More menu. Below this is a search bar with the text "Nothing recently viewed" and a Help icon. The search bar contains the text "gambrell" and a "Quick Search" toggle set to "Advanced". A "More Options" dropdown is visible. Below the search bar, there are buttons for "Reset", "Save As", and "Search". The search results are displayed in a table with columns: Name, Formal Name, Categories, Features, Layouts, and Max Capacity. The first row is highlighted and has a yellow star icon next to the name "GAMBRL 001" and a blue circle with the number "11". The second row is "GAMBRL 002" and has a grey star icon next to the name. At the bottom of the table, there are buttons for "List", "Calendar", and "Availability", and a "Choose Columns" button.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
 GAMBRL 001	Gambrell 001 (Mac Lab)	Lab (210), Campus - Columbia, xCOL - AS - College of Arts & Sciences, xPre-QS Data Build (current locations)	Data Projector (LCD), Instructor Computer, Laptop Connection, Projection Screen, Student Computer - MAC	Classroom	32
 GAMBRL 002	Gambrell Hall 002	Campus - Columbia, Study Room (410), xAP - ADMINISTRATOR, System (-1) -, xAP - COL - Sched			10



The screenshot shows the pagination controls. It displays "46 Matching Locations" and "Page 1 of 2". There are buttons for "First", "Previous", "1", "Next", and "Last". The "Last" button is highlighted with a blue circle and the number "13". Below these buttons is a dropdown menu for "Items per page" set to "25", with a blue circle and the number "12" next to it.