

# 25LIVE

## Accessing Pre-Set Public Searches

The following guide will walk you through finding the pre-set location searches in 25LIVE.

A few pre-determined lists of locations are already set up in 25LIVE to assist users in finding spaces available for request on campus.

“General classrooms” contains a list of the general purpose classrooms managed in 25LIVE by the registrar’s office.

“Quick View” is a high level list of popular event locations that you can request for use in 25LIVE.

To find these lists, click the **more** menu and select **(1) availability**.

Your page will refresh and you will see a grid view of locations. Toggle between the two lists by clicking the **(2) drop down box**. Select either “General classrooms” or “Quick View”.

Neither list is comprehensive so you may need to search further to find a location. For more information on searching for locations in 25LIVE, view our location search video or PDF.

The screenshot displays the 25LIVE interface. At the top, there are navigation icons for '25Live Pro', 'Event Wizard', and a 'Ta' icon. A search bar contains 'General Classrooms' with a blue circle '2' next to it. The date is set to 'Thu Apr 11 2019' and the view is 'Overlapping'. A navigation menu on the right side is open, showing options like 'List', 'Calendar', 'Availability' (highlighted with a blue circle '1'), 'Search', 'Reports', '25Live Scheduling', 'Preferences', and 'About'. The main area is a grid showing various classrooms and their availability for the week of April 6-12, 2019. The grid includes columns for days 6 through 12, and rows for various classroom locations such as 300MN B101, 300MN B102, 300MN B103, 300MN B110, 300MN B111, 300MN B112, 300MN B201, 300MN B213, BLATT 110, BLATT 111, BLATT 134, BLATT 135, BTWASH 201, CLHIPP 002, CLHIPP 005, CLHIPP 008, CLHIPP 201, CLHIPP 202, CLHIPP 302, CLHIPP 335, and CLHIPP 337. Each cell in the grid indicates the status of the classroom (e.g., 'Closed', 'Maintenance') and any events scheduled for that location on that day.