25Live Room Scheduler
1. Sign into 25Live. You will be either on the Dashboard or the Calendar view of the Home tab. Choose the Dashboard view.


i.) **Quick Search**
   Enter at least two characters of the location name or the room number in the blank field next to the paper icon and click Go.
All rooms matching the entered criteria will open on the Locations tab. You can further refine the search by clicking on More Search Options next to the yellow Keyword field, change to the Availability or Calendar view, customize the way the results are displayed, or save the search (see Step 3.)

![Locations Tab Screen](image)

**ii.) Your Starred Location Searches**

You can star any search criteria by either clicking on the blank star next to the room name or saving and starring the search criteria (See Step 3.) The search will show up on the Home tab under Your Starred Location Searches. Simply click on the title to see results matching the search criteria. Results will open on the Pre-Defined Location Searches tab. You can customize the view and choose either the List, Availability, or the Calendar format.

![Pre-Defined Location Searches Screen](image)

**iii.) Find Available Locations**

This block enables you to cross reference events and the location you wish to assign to them.
If you know when the event should take place and you are searching for a room, click on the first line.

I know WHEN my event should take place – help me find a location!

Enter the desired date and time for your event and click the button on the bottom of the block.

If you know where the event should take place and you are looking for an available time, click on the second line.

I know WHERE my event should take place – help me choose a time!

Enter at least two characters of the location’s name and click Go to see results.
iv.) **Your Starred Locations**

You gain direct access from the **Home** tab to your most commonly used or favorite rooms by clicking on the star next to that location. Click on the room name to see all details on an individual location tab. You can change between views, select a different date range, or select other functionalities by clicking on the **Actions** drop down arrow.

![Image of Starred Locations](image1.png)

B) Ways to search for locations from the **Locations** tab.

i.) **Search for Locations**

Click in the **Search by Keyword** field and enter at least two characters of the room’s name or number. Then click on **More Search Options** next to the field to add more criteria.

![Image of Search for Locations](image2.png)

Additional search criteria will open. Choose a feature, click on its drop down arrow and select as applicable. Then click on the Go button to start the search.
The results will open offering you different views and further actions.

ii.) Pre-Defined Location Searches

On the Pre-Defined Location Searches sub-tab you can search for locations according to pre-defined search groupings of existing searches. First select a grouping, then a category from the opening list, then click on Run. Results will open in a list, availability, or calendar view.

iii.) Advanced Location Searches
Advanced Location Searches are similar to the Pre-Defined Search with some additional features such as setting up your own search groupings by using the New Search button under the existing list or the ability to edit and delete categories.

3. Saving Search Results and Search Criteria
After the location search 25Live will provide you with the option to save the search.

Click on the Save Search icon. The Save Location Search window will pop up.

Click either the Search Criteria or Search Results radio button depending on what you wish to save. An additional block will open asking you to give a name to the saved search results or criteria and decide whether you wish to “star” it or not. Once completed, click on the Save Search button.

Congratulations, you successfully searched for events and saved the search!