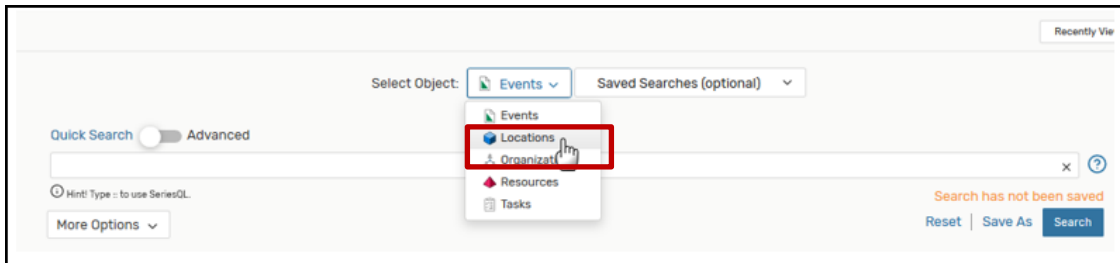
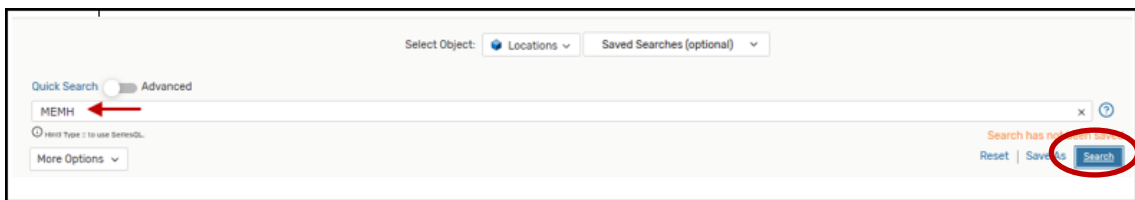


1. Open an internet browser and navigate to <https://25live.collegenet.com/pro/uark>
2. Click the Sign In link and enter your UA login and password.
3. Click **Locations** from the **Select Object** drop-down menu.



4. Enter the building code in the **Quick Search** box and click **Search**.

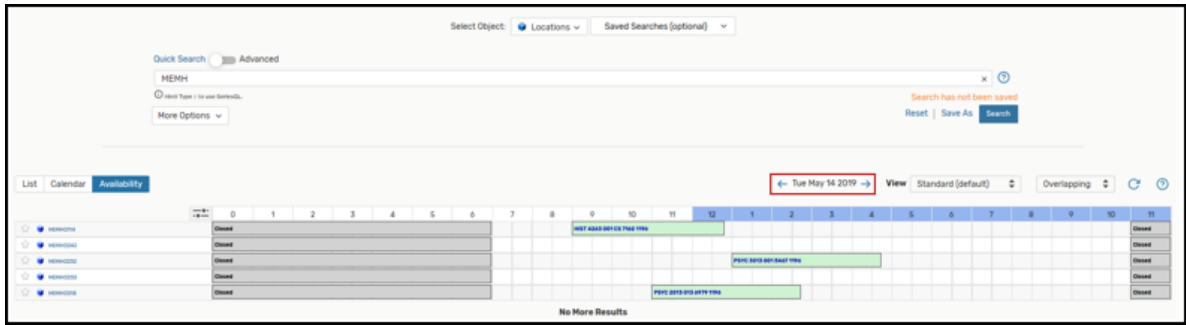


5. Click on **Availability**.

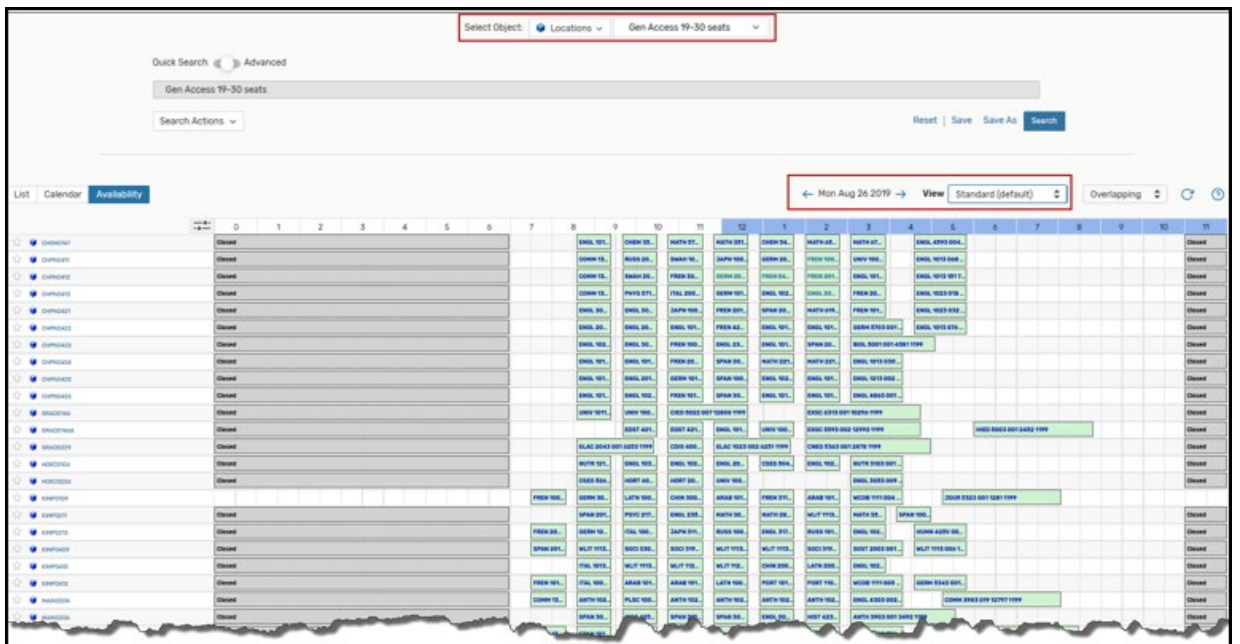
The screenshot shows the 'Availability' view in the 25Live Pro interface. The table below lists the details for four rooms in the Memorial Hall building.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
MEMH01M	Memorial Hall Classroom 01M	General Access Classroom, Fulbright College Of Arts And Sciences, Lecture Room, Memorial Hall	General Access Space, Tech Type Standard, Tech Type Standard Life, Layout: Individual Desks, Whiteboard - 12 Foot Or Larger, Whiteboard - 8 Foot, Meets Accessibility Guidelines, Board - White/Dry Erase, Board - Chalk	Classroom	41
MEMH02E	Memorial Hall Classroom 02E	General Access Classroom, Memorial Hall	General Access Space, Tech Type Standard, Tech Type Standard Life, Layout: Individual Desks, Whiteboard - 8 Foot, Meets Accessibility Guidelines, Board - White/Dry Erase	Classroom	41
MEMH02S	Memorial Hall Classroom 02S	General Access Classroom, Memorial Hall	General Access Space, Tech Type Standard, Tech Type Standard Life, Layout: Movable Tables/Chairs, Meets Accessibility Guidelines, Board - White/Dry Erase	Classroom	20
MEMH02B	Memorial Hall Classroom 02B	General Access Classroom, Memorial Hall	General Access Space, Tech Type Standard, Tech Type Standard Life, Layout: Individual Desks	Classroom	20

6. Options include **room(s) selected**, the **date selected** and the **selected view**. *Users may create a room search and save it to their **Favorites** to view rooms in more than one building. In this view, **availability** is for one day.*

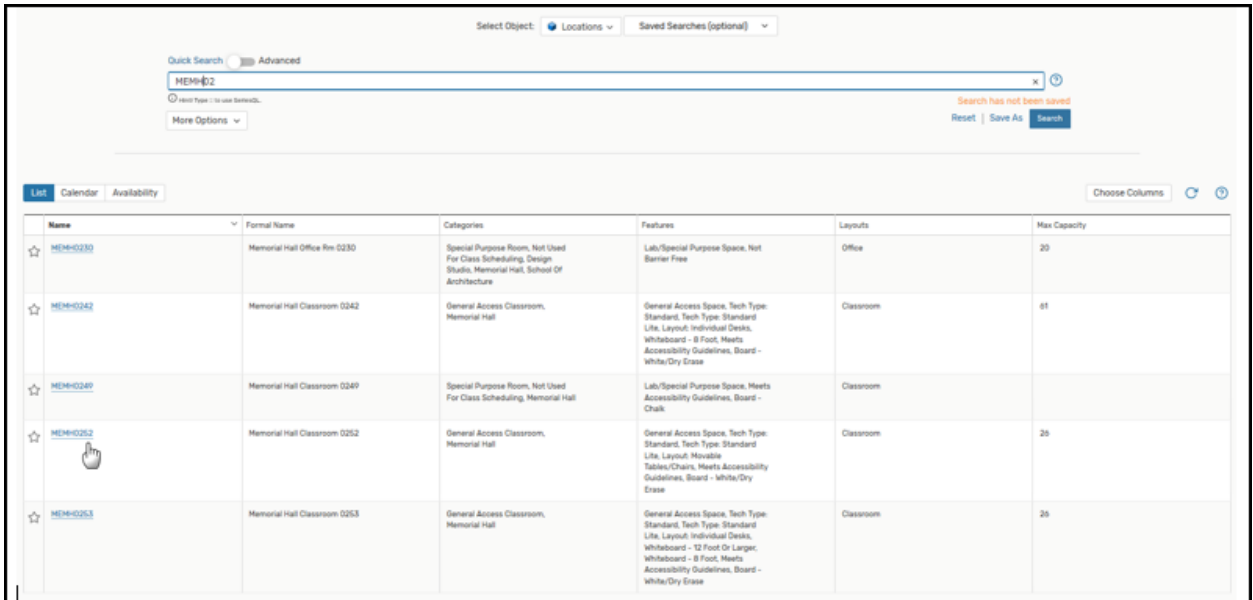


NOTE: This is a partial view of the availability of general access classrooms with 19 to 30 seats for the first day of classes. This list was generated using a **Saved Search**. *Using the availability view allows users to identify when a room is being used or may be available for additional classes, meetings or maintenance.*



7. Click the back button in the top left of the browser window to go back to the room list.

8. Click on the **Room** link to view room details.



9. Click on **Availability (Weekly)** to view the availability of a room for a full week.



Example below showing the availability for MEMH 0252 for the first week of classes.

