25Live Pro   Using Availability View

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** form the **Select Object** drop-down menu**.**
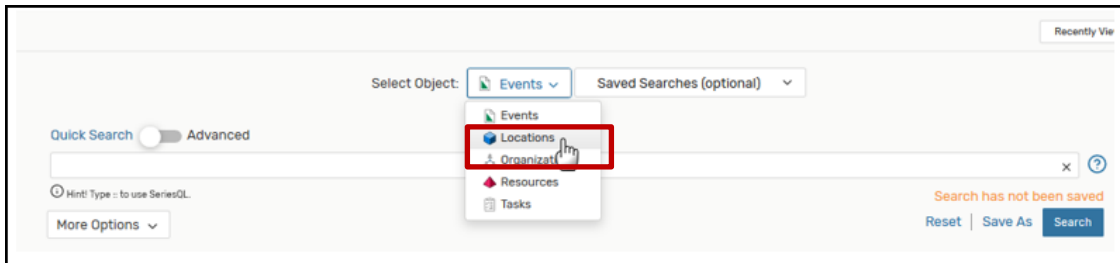
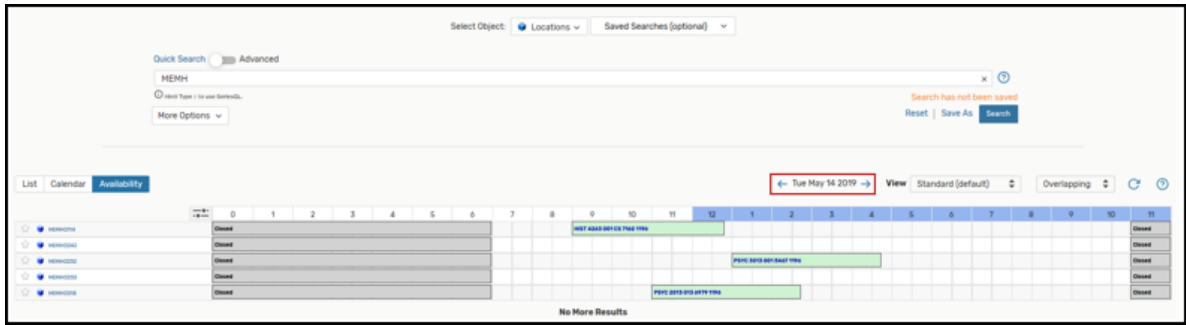4. Enter the building code in the **Quick Search** box and click **Search**.
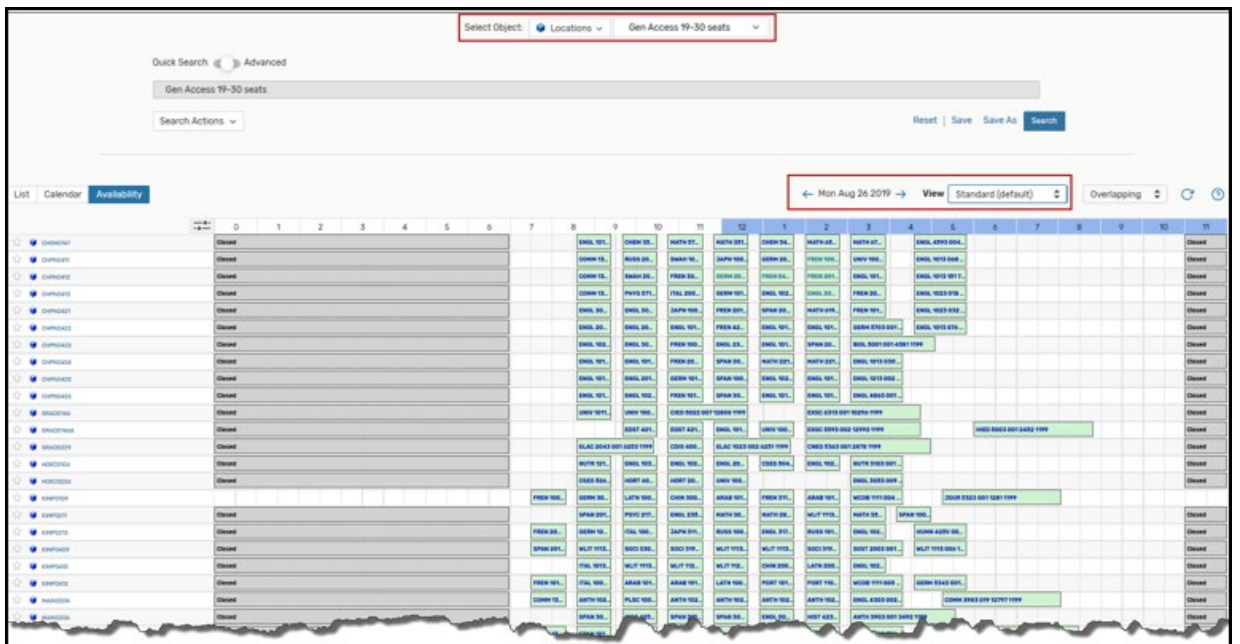

5. Click on **Availability**.

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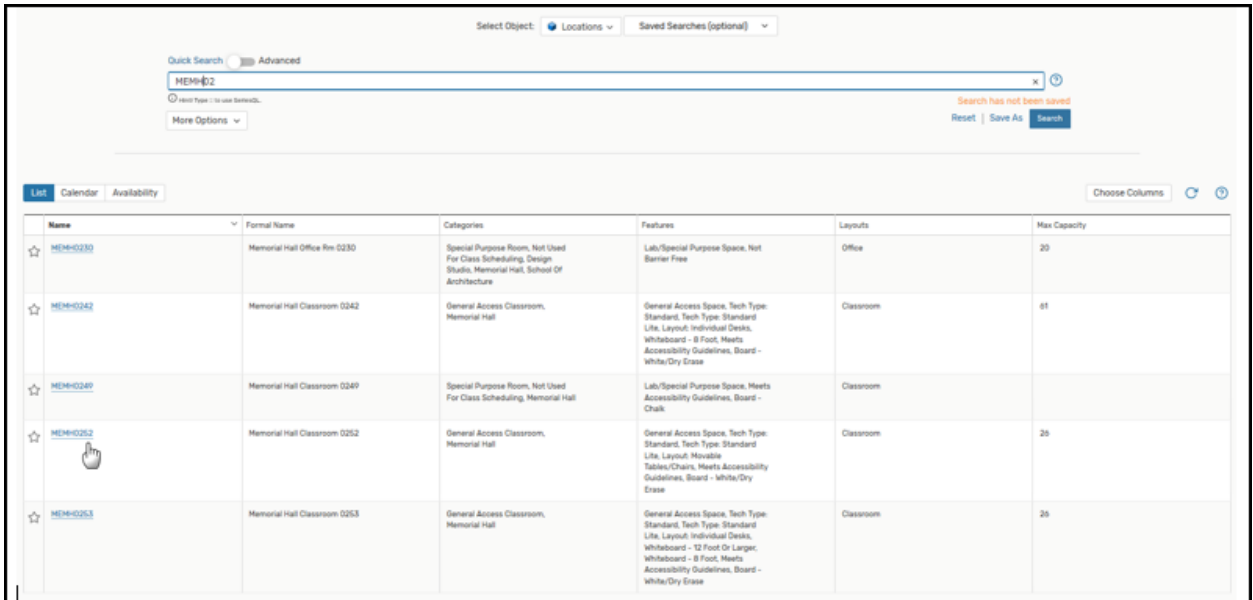
9. Click on **Availability (Weekly)** to view the availability of a room for a full week.

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