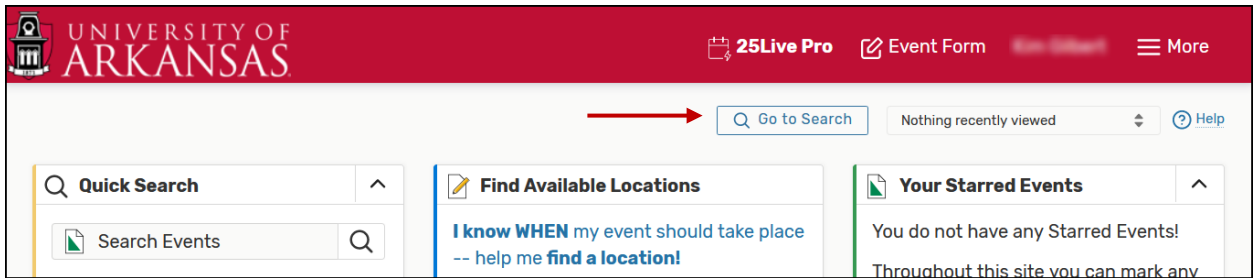
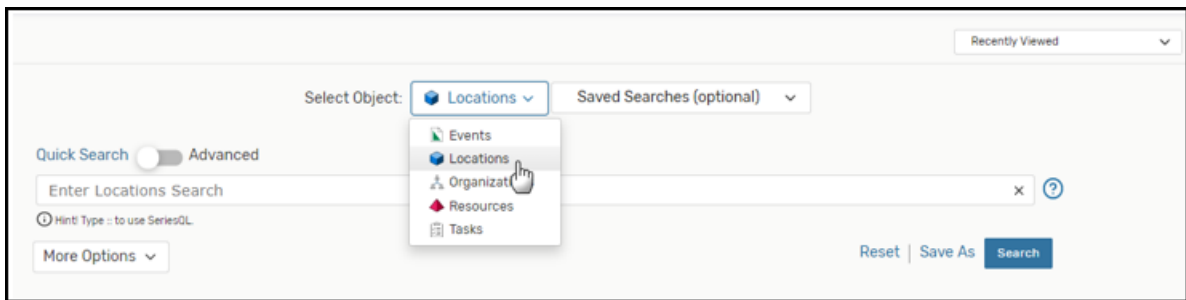


Creating a Location Search

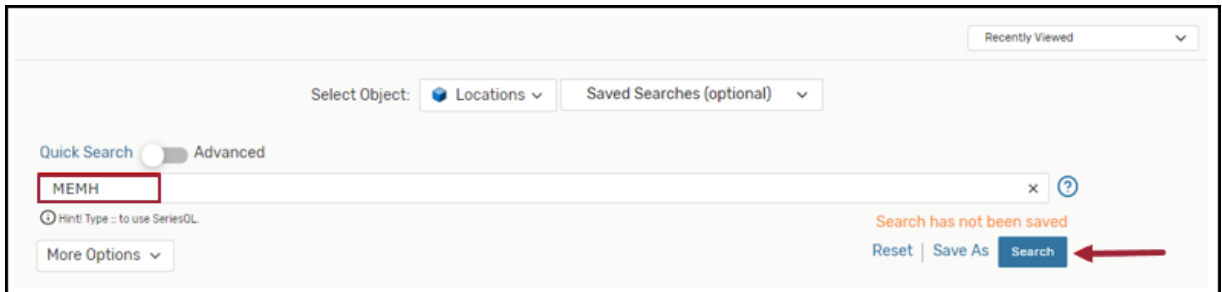
1. Open an internet browser and navigate to <https://24live.collegnet.com/pro/uark> .
2. Click the Sign In link and enter your UA login and password.
3. Click on the **Go to Search** link.



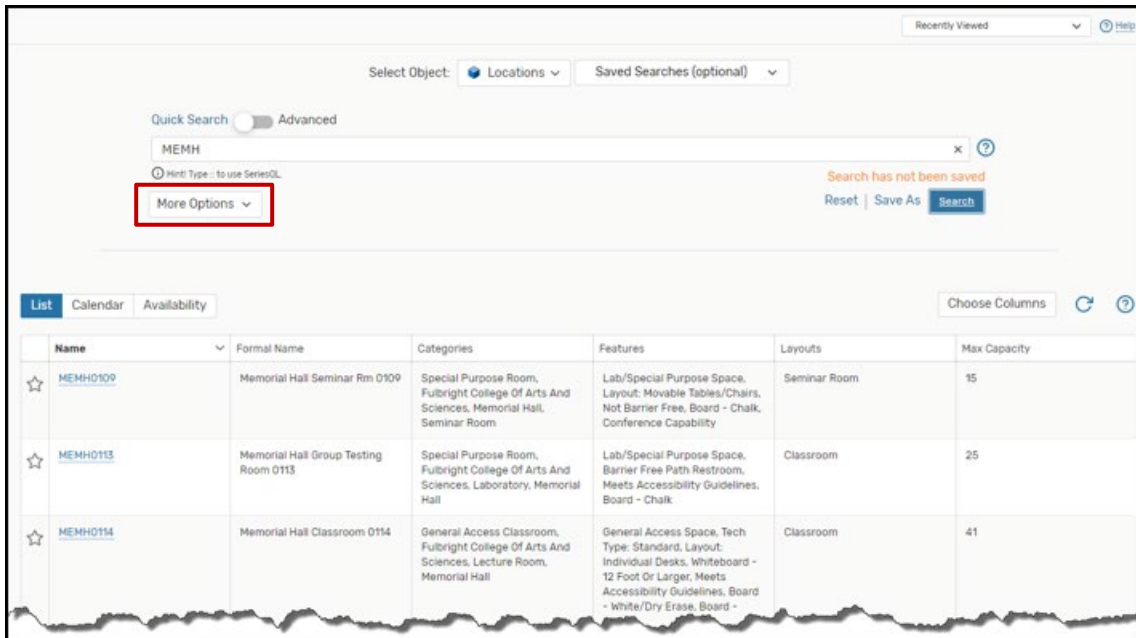
4. Select **Locations** in the **Select Object** drop-down menu.



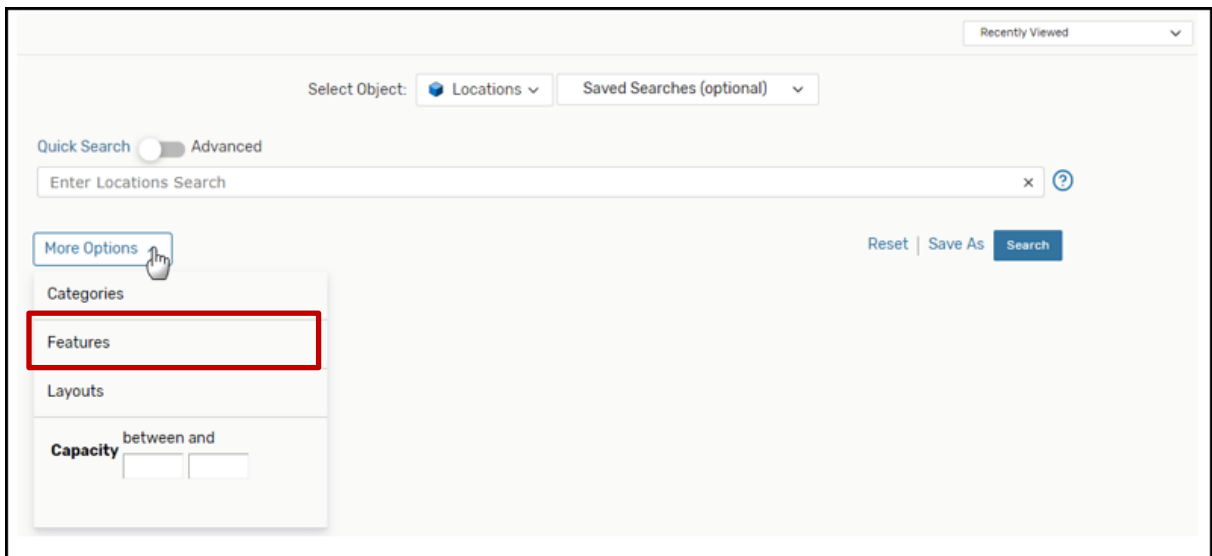
5. Enter the facility or facility ID in the **Enter Locations Search** and click **Search**.



NOTE: For a more specific search, click More Options to search by Categories, Features, Layouts or room size.

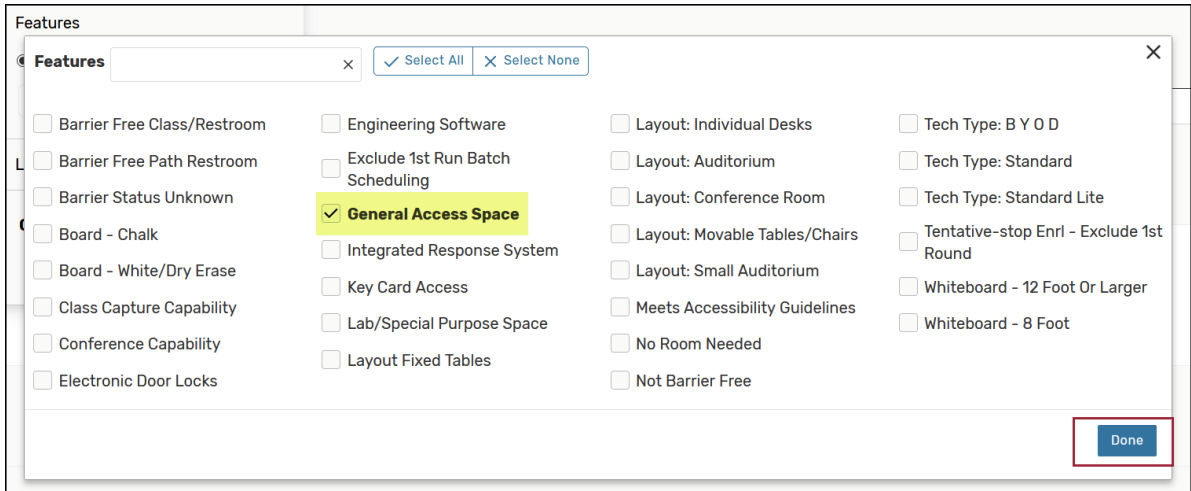


6. Click the **Features** link.

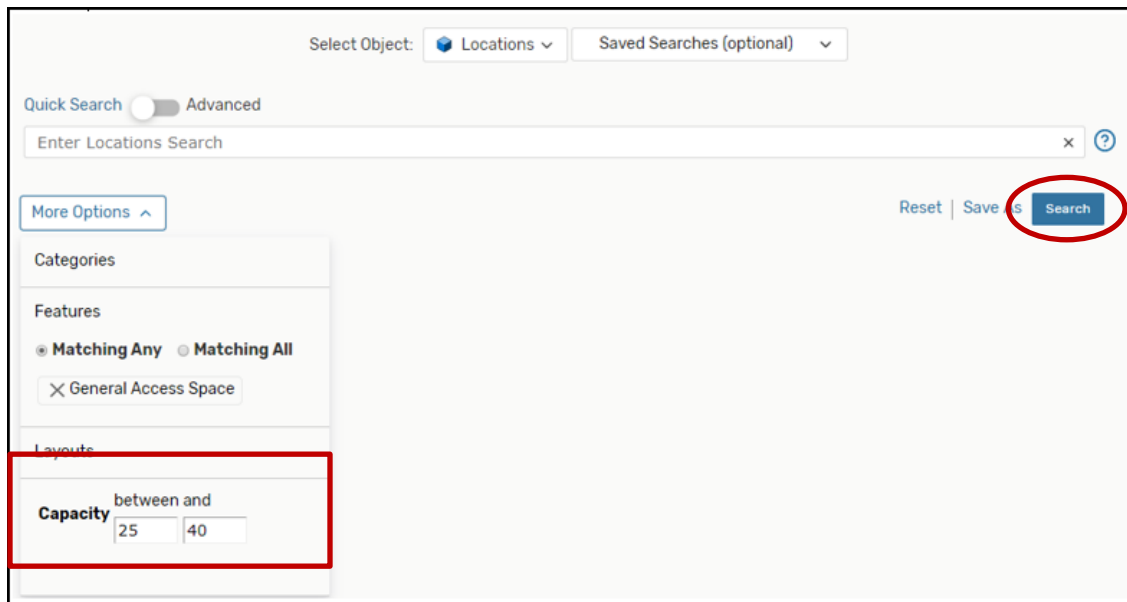


7. Select the features needed for the facility search needed for the specific classroom(s).

- Click **Done** when all selections have been marked.



- Enter the lowest number seats and the highest number of seats in the **Capacity** area to search for a location with a specific seating capacity. Click **Search**.



- Search results are displayed.

NOTE: If there are more than 25 locations in a search, the remaining number will be displayed on the next page. There is an option to choose the number of items per page in the dialog box at the bottom of the screen.

69 Matching Locations Page 1 of 3

First
Previous
1
Next
Last

Items per page 25

11. Click the room name in the **Name** column to view the classroom specific detail.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
AFLSD025	AFLS Classroom D025	General Access Classroom, Agricultural, Food & Life Sciences Building	General Access Space, Tech Type: Standard, Layout: Individual Desks, Whiteboard - 12 Foot Or Larger, Board - White/Dry Erase, Class Capture Capability	Classroom	40
AFLSD113	AFLS Classroom D113	General Access Classroom, Agriculture Building	General Access Space, Tech Type: Standard, Layout: Individual Desks, Whiteboard - 12 Foot Or Larger, Board - White/Dry Erase, Class Capture Capability	Classroom	32
AFLSD118	AFLS Classroom D118	General Access Classroom, Agricultural, Food & Life Sciences Building	General Access Space, Whiteboard - 12 Foot Or Larger, Board - White/Dry Erase, Class Capture Capability	Classroom	40

12. Click the **Details** tab to view events scheduled in the room.

AFLSD025
AFLS Classroom D025

More Actions ↻ ?

Details

List

Availability (Daily)

Availability (Weekly)

Calendar

Comments

none

Default Instructions

Per 6/29/15 email from fire marshall, 40 student seats +1 instructor seat for a maximum occupancy of 41.

Features

Board - White/Dry Erase
Class Capture Capability
General Access Space
Layout: Individual Desks
Tech Type: Standard
Whiteboard - 12 Foot Or Larger

Attributes

Famis Building Code F0007
Latitude 36.071061
Longitude -94.176452
X25 Assignable Area 867
X25 Building AGRICULTURAL, FOOD & LIFE SCIENCES BUILDING
X25 Floor Number -1
X25 Owner CENTRAL SCHEDULING
Organization OFFICE
X25 Room Use Code 110

Layouts

Max Capacity	Capacity
Classroom (default)	40

Categories

Agricultural, Food & Life Sciences Building
General Access Classroom

Related Spaces

none

Location Scheduler

none

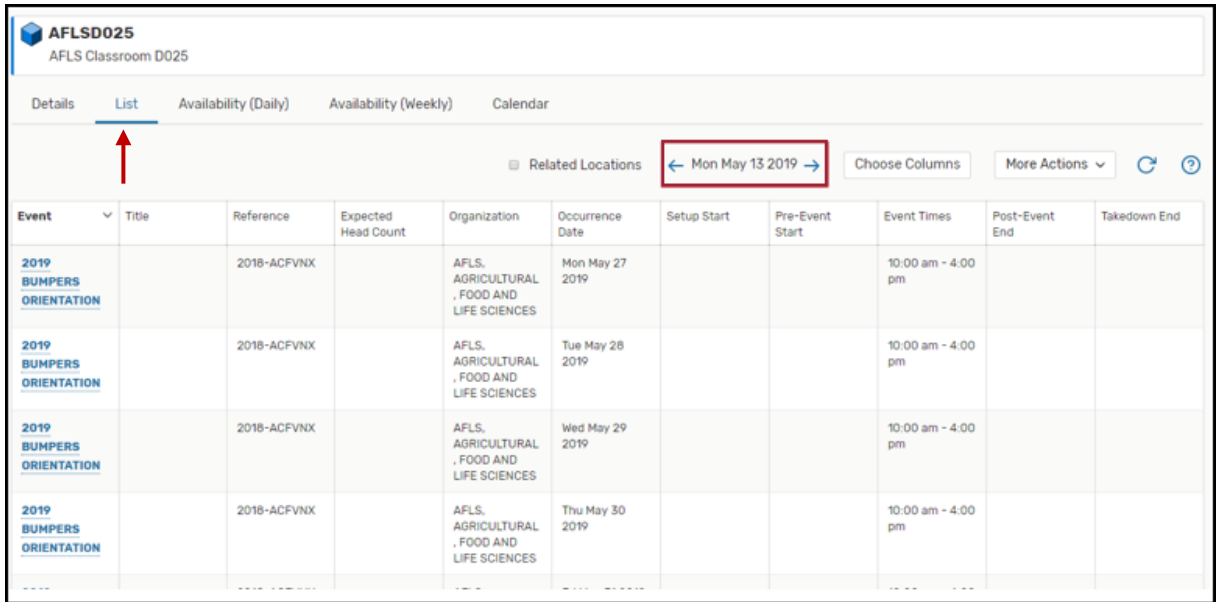
Images

Viewing Layout Image: Classroom

Map

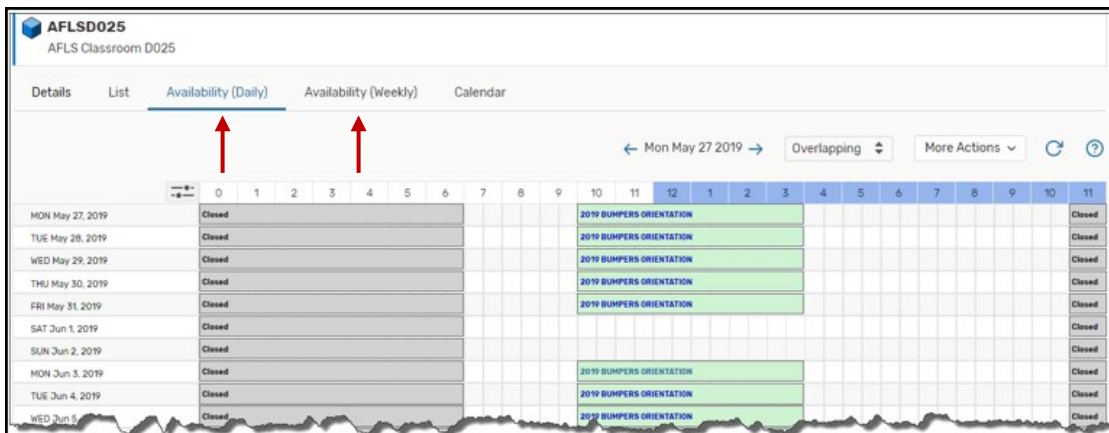
Click to see on Google Maps

13. The **List** tab will have a list of events scheduled in the room.

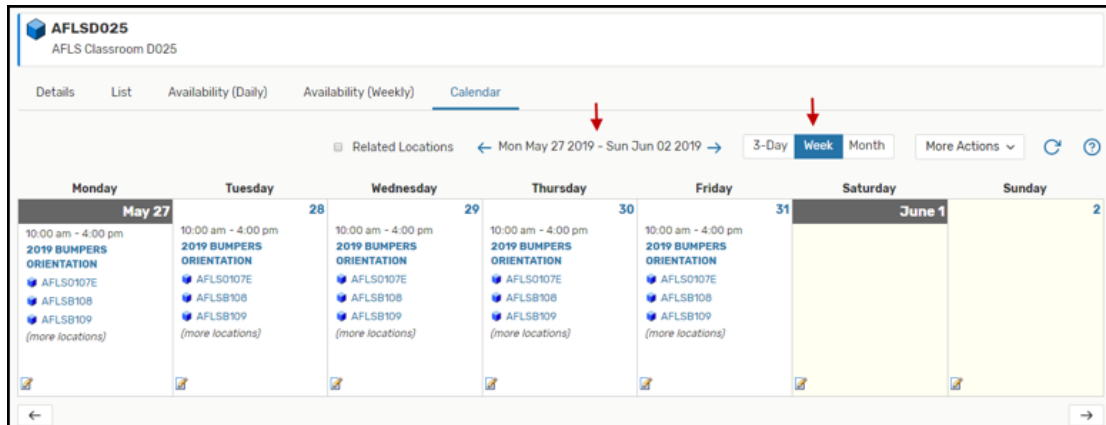


NOTE: The default setting for the date is for the current date. Use the arrows to scroll forward if needed.

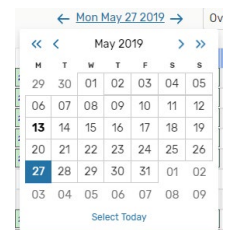
14. The **Availability (Daily)** and **Availability (Weekly)** will show events scheduled in a room and the times the room is available for scheduling.



15. The **Calendar** tab shows events scheduled in a room for a specific time period.

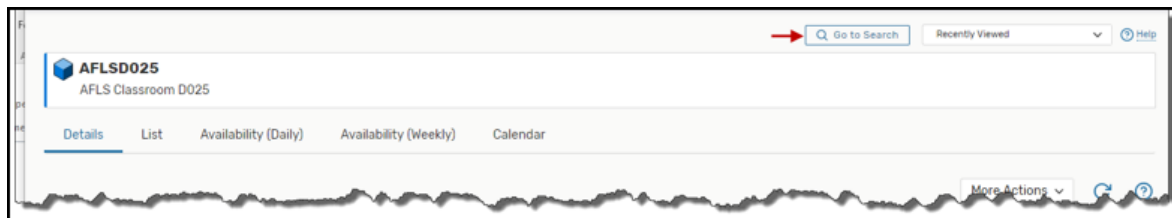


- Click on the **Dates** link to select a specific time period. A new box opens.
The default for the **Availability (Daily)** view is one month from the date selected.

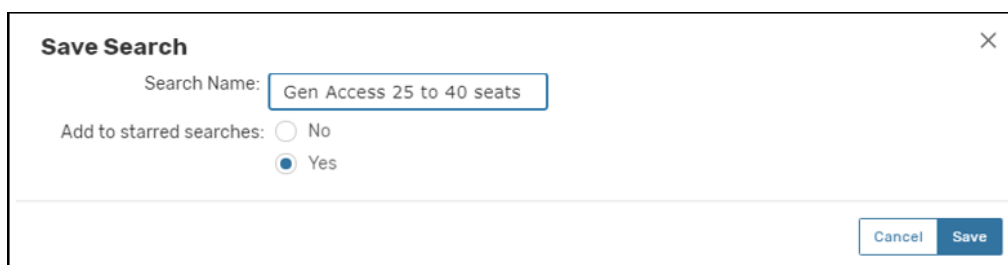


NOTE: It is not recommended to search by **Calendar** view for academic classes. The search will generate multiple events in the calendar box and may take an extended amount of time.

- To close the Details/List/Availability/Calendar view of the room, click the **Go to Search** button at the top of the page:



- If the search contains the rooms that are needed, save this search by clicking on **Save As**.



19. Enter a name for the search.

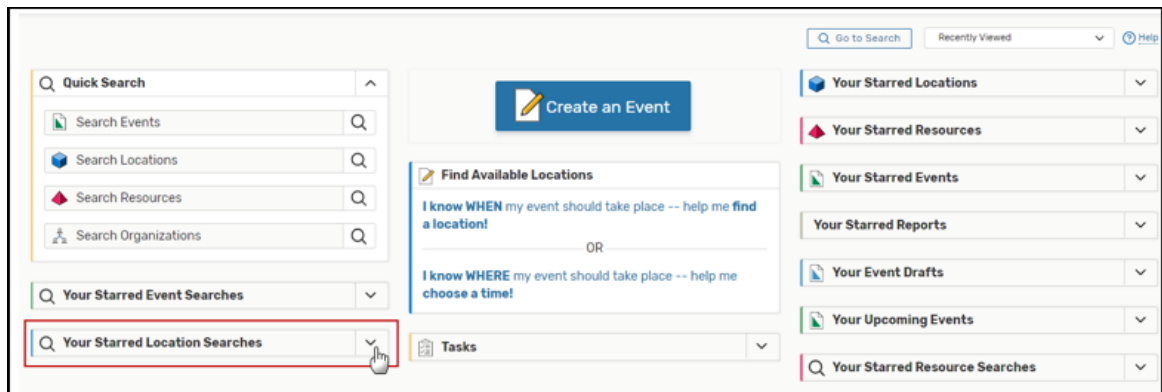
NOTE: If you plan to use this search for creating and running a report, verify **Yes** is selected to **Add to starred searches**.

20. Click **Save Search**.




























21. The search should now show in your Starred Location Searches. To verify, click on the 25Live Pro link at the top of the screen.



22. In the Desktop view, click the drop-down arrow in **Your Starred Location Searches** box.



The box expands to show a list of location searches – confirm that the search is now showing in the list.

Q Your Starred Location Searches		^
	12ft Whiteboards	
	50-150 seats Gen Acc	
	8 or 12 ft Whiteboards	
	8ft Whiteboards	
	GACS >199	
	Gearhart Hall Rooms	
	Gen Acc 80 -100 seats	
	Gen Acc for Batch FA18	
	Gen Access > 100 Seats	
	Gen Access 15 to 50 seats	
	Gen Access 19-30 seats	
	Gen Access 25 to 40 seats	
	Gen Access 25-60 seats	
	Gen Access 30 - 50 Seats	