#### Creating a Location Search

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

| ARKANSAS       |   | 🕂 25Live Pro  | ⓒ Event Form 🛛 🗮 More  |
|----------------|---|---|--|
|                |   | Q Go to Sear  | ch Nothing recently viewed \$ 3 Help   |
| Q Quick Search | ^ | Find Available Locations  | Vour Starred Events  |
| Search Events  | Q | I know WHEN my event should take place<br>help me <b>find a location!</b> | You do not have any Starred Events!<br>Throughout this site you can mark any |

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

|                                |                |                    |                           |   |              | Recently Viewed | ~ |
|--------------------------------|----------------|--------------------|---------------------------|---|--------------|-----------------|---|
|                                | Select Object: | Locations ~        | Saved Searches (optional) | ~ |              |                 |   |
| Quick Search Advanced          |                | Events             |                           |   |              |                 |   |
| Enter Locations Search         |                | 🙏 Organizat 🖤      |                           |   |              | × (?)           |   |
| Hinti Type :: to use SeriesQL. |                | Resources<br>Tasks |                           |   |              |                 |   |
| More Options 🗸                 |                |                    |                           |   | Reset   Save | AS Search       |   |

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

|                                |                |               |                           |              | Recently Viewed | ~ |
|--------------------------------|----------------|---------------|---------------------------|--------------|-----------------|---|
|                                | Select Object: | 🛭 Locations 🗸 | Saved Searches (optional) | <b>~</b>     |                 |   |
| Quick Search Advanced          |                |               |                           |              |                 |   |
| MEMH                           |                |               |                           |              | × (?)           |   |
| Hint! Type :: to use SeriesQL. |                |               |                           | Search has r | not been saved  |   |
| More Options 🗸                 |                |               |                           | Reset   Save | AS Search       | - |

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

|     |                         |                               |   |   |               | Recently Viewed | ✓ ③ Hell |
|-----|-------------------------|-------------------------------|---|---|---------------|-----------------|----------|
|     |                         | Select                        | Object: 🗣 Locations 🗸   | Saved Searches (optional)   | ~             |                 |          |
|     | Quick Searc             | ch j Mdvanced                 |   |   |               |                 |          |
|     | МЕМН                    |                               |   |   |               | × ⑦             |          |
|     | O Hinti Type :          | to use SeriesOL               |   |   | Search has no | ot been saved   |          |
|     | More Optic              | uns v                         |   |   | Reset   Save  | As Search       |          |
|     |                         |                               |   |   |               |                 |          |
|     |                         |                               |   |   |               |                 |          |
|     |                         |                               |   |   |               |                 |          |
| Lis | t Calendar Availability |                               |   |   |               | Choose Columns  | C G      |
|     | Name                    | ✓ Formal Name                 | Categories  | Features  | Lavouts       | Max Capacity    |          |
|     |                         | - Torritor Horne              | Gategories  | Peacures  | Layouts       | Max Capacity    |          |
|     | MEMH0109                | Memorial Hall Seminar Rm 0109 | Special Purpose Room,<br>Fubright College Of Arts And<br>Sciences, Memorial Hall,<br>Seminar Room | Lab/Special Purpose Space,<br>Layout: Movable Tables/Chairs,<br>Not Barrier Free, Board - Chalk,<br>Conference Capability | Seminar Room  | 15              |          |
|     | MEMH0109<br>MEMH0113    |                               | Special Purpose Room,<br>Fulbright College Of Arts And<br>Sciences, Memorial Hall,                | Lab/Special Purpose Space.<br>Layout: Movable Tables/Chairs.<br>Not Barrier Free, Board - Chaik.                          |               |                 |          |

6. Click the **Features** link.

|                        |                |               |                           |   | Recently Viewed        | ` |
|------------------------|----------------|---------------|---------------------------|---|------------------------|---|
|                        | Select Object: | ♥ Locations ♥ | Saved Searches (optional) | * |                        |   |
| Quick Search Advanced  |                |               |                           |   |                        |   |
| Enter Locations Search |                |               |                           |   | ×                      |   |
| More Options           |                |               |                           |   | Reset   Save As Search |   |
| Features               |                |               |                           |   |                        |   |
| Layouts                |                |               |                           |   |                        |   |
| Capacity between and   |                |               |                           |   |                        |   |
|                        |                |               |                           |   |                        |   |

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



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

| Features                    |  |                          |   |
|-----------------------------|--|--------------------------|---|
| Features                    | × Select All × Select None                     |                          | ×                                       |
| Barrier Free Class/Restroom | Engineering Software Exclude 1st Run Batch     | Layout: Individual Desks | Tech Type: B Y O D                      |
| Barrier Status Unknown      | Scheduling                                     | Layout: Conference Room  | Tech Type: Standard Lite                |
| Board - White/Dry Erase     | Integrated Response System     Key Card Access | Layout: Small Auditorium | Round<br>Whiteboard - 12 Foot Or Larger |
| Conference Capability       | Lab/Special Purpose Space                      | No Room Needed           | Whiteboard - 8 Foot                     |
|                             |  |                          | Done                                    |

9. 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**.

|  | Select Object: | Locations ~ | Saved Searches (optional) | ~ |                        |
|--|----------------|-------------|---------------------------|---|------------------------|
| Quick Search Advanced  |                |             |                           |   |                        |
| Enter Locations Search   |                |             |                           |   | × 🧿                    |
| More Options A   |                |             |                           |   | Reset   Save (S Search |
| Categories   |                |             |                           |   |                        |
| Features   |                |             |                           |   |                        |
| Matching Any OMAtching All   OMAtching A |                |             |                           |   |                        |
| imes General Access Space  |                |             |                           |   |                        |
| Layoute  |                |             |                           |   |                        |
| Capacity between and 25 40   |                |             |                           |   |                        |
|  |                |             |                           |   |                        |

10. 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.

| 9 Matc | hing l | ocations    |      |    |      | Page 1 | l of 3 |
|--------|--------|-------------|------|----|------|--------|--------|
| F      | irst   | Previous    | 1    | \$ | Next | Last   |        |
|        |        | Items per p | bage | 25 | \$   |        |        |

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

|   | Name 🗸   | Formal Name         | Categories  | Features  | Layouts   | Max Capacity |
|---|----------|---------------------|---|---|-----------|--------------|
| ☆ | AFLS0025 | AFLS Classroom D025 | General Access Classroom,<br>Agricultural, Food & Life<br>Sciences Building | General Access Space, Tech<br>Type: Standard, Layout:<br>Individual Desks, Whiteboard -<br>12 Foot Or Larger, Board -<br>White/Dry Erase, Class Capture<br>Capability | Classroom | 40           |
| ☆ | AFLSD113 | AFLS Classroom D113 | General Access Classroom,<br>Agriculture Building                           | General Access Space, Tech<br>Type: Standard, Layout:<br>Individual Desks, Whiteboard -<br>12 Foot Or Larger, Board -<br>White/Ory Frase, Class Capture<br>Capability | Classroom | 32           |
| ☆ | AFLSD118 | AFLS Classroom D118 | General Access Classroom,<br>Agricultural, Food & Life<br>Sciences Building | General Access Space,<br>Whiteboard - 12 Foot Or Larger,<br>Board - White/Dry Erase, Class<br>Capture Capability  | Classroom | 40           |

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

| +  | Availability (Daily) Availab                                  | lity (Weekly) Calendar       |                  |          |                          |                                    |
|--|---|------------------------------|------------------|----------|--------------------------|------------------------------------|
|  |   |                              |                  |          | Mor                      | e Actions 🗸 🕑                      |
| Comments                                       | ~   | Layouts                      |                  | ^        | Images                   |                                    |
| one  |   |                              |                  | Capacity | Viewing Layout Ima       | age: Classroom                     |
|  |   | Max Capacity                 |                  | 40       | E.                       |                                    |
| Default Instructions                           | · · · · · · · · · · · · · · · · · · ·                         | Classroom (default)          | Ø                | 40       | the second second second |                                    |
|  | n fire marshall, 40 student seats<br>maximum occupancy of 41. | Categories                   |                  | ^        |                          |                                    |
|  | in a sintern occupancy of the                                 | Agricultural, Food & Life So | ciences Building |          | a dia ta                 | all all and                        |
| Features                                       | ^   | General Access Classroom     |                  |          | Kanal in                 | 1 1 280-10                         |
| Board - White/Dry Eras                         |   | Related Spaces               |                  | ^        |                          | ALL DICTUR                         |
| Class Capture Capabili<br>General Access Space |   |                              |                  |          | 1                        | THIM                               |
| Layout: Individual Desl                        |   | none                         |                  |          |                          |                                    |
| Tech Type: Standard<br>Whiteboard - 12 Foot C  | Ir Larger   | Location Scheduler           |                  | ^        | Мар                      |                                    |
| minicoodiu - iz Poot C                         | u neuñei  | none                         |                  |          | Map Satellite            | AND CALL OF A LOUGH                |
| Attributes                                     | ~   |                              |                  |          | Map Satellite            | the byen a standary                |
| Famis Building Code                            | F0007   |                              |                  |          |                          |                                    |
| Latitude                                       | 36.071061   |                              |                  |          |                          | 以言語語の言語                            |
| Longitude                                      | -94.176452  |                              |                  |          |                          | E TAKE BERRY                       |
| K25 Assignable Area                            | 867   |                              |                  |          | DESTABLE MARCH           | SALEN MALINE C. FRAM               |
| X25 Building                                   | AGRICULTURAL, FOOD & LIFE<br>SCIENCES BUILDING                |                              |                  |          |                          | Harverster                         |
| X25 Floor Number                               | -1  |                              |                  |          |                          | of Arkansas                        |
| X25 Owner<br>Organization                      | & CENTRAL SCHEDULING<br>OFFICE                                |                              |                  |          | Google                   | to Data Terms of Line Report a man |
| X25 Room Use Code                              | 110   |                              |                  |          | Click to see on G        | oogie maps                         |



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

|         |  |   | kly) Calendar  |   |  |  |   |   |   |
|---------|--|---|--|---|--|--|---|---|---|
|         |  |   | Rel  | lated Locations   | ← Mon May 13   | 2019 →   | Choose Columns  | More Actions  | ~ C 0   |
| ✓ Title | Reference                                    | Expected<br>Head Count                    | Organization   | Occurrence<br>Date  | Setup Start  | Pre-Event<br>Start   | Event Times   | Post-Event<br>End   | Takedown End  |
|         | 2018-ACFVNX                                  |   | AFLS,<br>AGRICULTURAL<br>, FOOD AND<br>LIFE SCIENCES   | Mon May 27<br>2019  |  |  | 10:00 am - 4:00<br>pm   |   |   |
|         | 2018-ACFVNX                                  |   | AFLS,<br>AGRICULTURAL<br>, FOOD AND<br>LIFE SCIENCES   | Tue May 28<br>2019  |  |  | 10:00 am - 4:00<br>pm   |   |   |
|         | 2018-ACFVNX                                  |   | AFLS,<br>AGRICULTURAL<br>, FOOD AND<br>LIFE SCIENCES   | Wed May 29<br>2019  |  |  | 10:00 am - 4:00<br>pm   |   |   |
|         | 2018-ACFVNX                                  |   | AFLS,<br>AGRICULTURAL<br>, FOOD AND<br>LIFE SCIENCES   | Thu May 30<br>2019  |  |  | 10:00 am - 4:00<br>pm   |   |   |
|         | <ul> <li>Title</li> <li>Interview</li> </ul> | 2018-ACFVNX<br>2018-ACFVNX<br>2018-ACFVNX | Head Count           2018-ACFVNX           2018-ACFVNX           2018-ACFVNX           2018-ACFVNX | Head Count     AFLS,<br>ADRICULTURAL<br>FOOD AND<br>LIFE SCIENCES       2018-ACFVNX     AFLS,<br>ADRICULTURAL<br>FOOD AND | Head Count     Date       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     Mon May 27<br>AORICULTURAL<br>FOOD AND<br>LIFE SCIENCES     2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     Tue May 28<br>AORICULTURAL<br>FOOD AND<br>LIFE SCIENCES     2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     Wed May 29<br>AORICULTURAL<br>FOOD AND<br>LIFE SCIENCES       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND     Thu May 30<br>AORICULTURAL<br>AGRICULTURAL<br>FOOD AND | Head Count     Date       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>IFGOD AND<br>LIFE SCIENCES     Mon May 27<br>2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>IFGOD AND<br>LIFE SCIENCES     Tue May 28<br>2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>IFGOD AND<br>LIFE SCIENCES     Wed May 29<br>2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>IFGOD AND<br>LIFE SCIENCES     Wed May 29<br>2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>IFGOD AND<br>LIFE SCIENCES     Thu May 30<br>2019 | Head Count     Date     Start       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     Mon May 27<br>2019     2019       2018-ACFVNX     AFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCES     Tue May 28<br>2019     Image: Comparison of the com | Head CountDateStartImage: Head CountAFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCESMon May 27<br>2019Image: Head Count2018-ACFVNXAFLS,<br>FOOD AND<br>LIFE SCIENCESMon May 27<br>2019Image: Head Count2018-ACFVNXAFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCESTue May 28<br>2019Image: Head Count2018-ACFVNXAFLS,<br>FOOD AND<br>LIFE SCIENCESTue May 28<br>2019Image: Head Count2018-ACFVNXAFLS,<br>FOOD AND<br>LIFE SCIENCESWed May 29<br>2019Image: Head Count2018-ACFVNXAFLS,<br>FOOD AND<br>LIFE SCIENCESThu May 30<br>2019Image: Head Count2018-ACFVNXAFLS,<br>AGRICULTURAL<br>FOOD AND<br>LIFE SCIENCESThu May 30<br>2019Image: Head Count | Head CountDateStartEnd2018-ACFVNXAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCES2019201910:00 am - 4:00<br>pmpm10:00 am - 4:00<br>pm2018-ACFVNXAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCESAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCES201910:00 am - 4:00<br>pm10:00 am - 4:00<br>pm2018-ACFVNXAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCESAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCES201910:00 am - 4:00<br>pm10:00 am - 4:00<br>pm2018-ACFVNXAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCESAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCES201910:00 am - 4:00<br>pm10:00 am - 4:00<br>pm2018-ACFVNXAFLS,<br>AGRICULTURAL,<br>LIFE SCIENCESAFLS,<br>AGRICULTURAL,<br>AGRICULTURAL,<br>LIFE SCIENCES10:00 am - 4:00<br>pm10:00 am - 4:00<br>pm |

**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.

| AFLS Classroom D025 |                   |          |           |        |         |    |   |                          |            |           |        |   |        |      |    |      |         |      |    |       |
|---------------------|-------------------|----------|-----------|--------|---------|----|---|--------------------------|------------|-----------|--------|---|--------|------|----|------|---------|------|----|-------|
| Details List Ava    | ilability (Daily) | Availabi | ity (Weel | kly) ( | Calenda | or |   |                          |            |           |        |   |        |      |    |      |         |      |    |       |
|                     | 1                 |          | 1         |        |         |    |   |                          | ← Mo       | on May 27 | 2019 → | 0 | verlap | ping | \$ | More | e Actio | ns ~ | С  | 0     |
|                     | 0 1               | 2 3      | 4         | 5 6    | 7       | 8  | ę | 10                       | 11         | 12 1      | 2      | 3 | 4      | 5    | 6  | 7    | 8       | 9    | 10 | 11    |
| MON May 27, 2019    | Closed            |          |           |        |         |    |   | 2019 BU                  | HPERS ORIE | NTATION   |        |   |        |      |    |      |         |      |    | Close |
| TUE May 28, 2019    | Closed            |          |           |        |         |    |   | 2019 BUMPERS ORIENTATION |            |           |        |   |        |      |    |      | Close   |      |    |       |
| WED May 29, 2019    | Closed            |          |           |        |         |    |   | 2019 BUMPERS ORIENTATION |            |           |        |   |        |      |    |      |         |      |    | Close |
| THU May 30, 2019    | Closed            |          |           |        |         |    |   | 2019 80                  | HPERS ORIE | NTATION   |        |   |        |      |    |      |         |      |    | Close |
| FRI May 31, 2019    | Closed            |          |           |        |         |    |   | 2019 BU                  | MPERS ORIE | INTATION  |        |   |        |      |    |      |         |      |    | Close |
| SAT Jun 1, 2019     | Closed            |          |           |        |         |    |   |                          |            |           |        |   |        |      |    |      |         |      |    | Close |
| SUN Jun 2, 2019     | Closed            |          |           |        |         |    |   |                          |            |           |        |   |        |      |    |      |         |      |    | Close |
| MON Jun 3, 2019     | Closed            | lesed    |           |        |         |    |   | 2019 BU                  | MPERS ORIE | NTATION   |        |   |        |      |    |      |         |      |    | Close |
| TUE Jun 4, 2019     | Closed            |          |           |        |         |    |   | 2019 BU                  | HPERS ORIE | NTATION   |        |   |        |      |    |      |         |      |    | Close |

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

| Details List                                      | Availability (Daily)                              | Availability (Weekly) Cale                        | endar .   |   |                |                    |
|---|---|---|---|---|----------------|--------------------|
|   |   |   | ↓   |   | +              |                    |
|   |   | Related Locations                                 | ← Mon May 27 2019 -                               | Sun Jun 02 2019 → 3-Da                            | y Week Month N | Nore Actions 🗸 🖸 🤆 |
| Monday  | Tuesday   | Wednesday   | Thursday  | Friday  | Saturday       | Sunday             |
| May   |   | 28 2  |   | 30 3  |                |                    |
| 10:00 am - 4:00 pm<br>2019 BUMPERS<br>ORIENTATION |                |                    |
| AFLS0107E   | AFLS0107E   | AFLS0107E   | # AFLS0107E                                       | # AFLS0107E                                       |                |                    |
| AFLSB108  | AFLSB108  | AFLSB108  | AFLSB108  | AFLSB108  |                |                    |
| AFLSB109<br>(more locations)                      |                |                    |
|   |   |   |   |   |                |                    |
| 8   | 2   | 2   | <b>3</b>  | <b>3</b>  | 2              | <b>3</b>           |

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.

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

|   | Fi   |                  |                  |                       |                       |                       | -                 | Q Go to Search | Recently Viewed | ~ | () Help |
|---|------|------------------|------------------|-----------------------|-----------------------|-----------------------|-------------------|----------------|-----------------|---|---------|
|   | 1    | AFLSD<br>AFLS CI | 025<br>assroom D | 025                   |                       |                       |                   |                |                 |   |         |
|   | pe l | Details          | List             | Availability (Daily)  | Availability (Weekly) | Calendar              |                   |                |                 |   |         |
|   | 1    |                  |                  |                       |                       |                       |                   |                |                 |   | _       |
| l | -    | par de se        |                  | and the second second | and the season        | and the second second | the second second | and and        | More Actions ~  | S | 2.      |

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

| More Options v  | Reset Save As Search |
|---|----------------------|
| Save Search<br>Search Name: Gen Access 25 to 40 seats<br>Add to starred searches: No<br>Ves | ×                    |
|   | Cancel Save          |

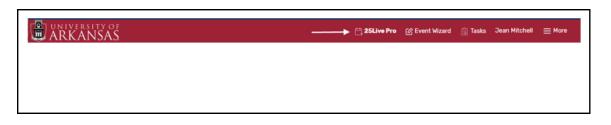
25Live Pro



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.

|                                    |   |  |      | Q Go to Search Recently Viewed V | <b>⊙</b> ∺ |
|------------------------------------|---|--|------|----------------------------------|------------|
| Q Quick Search                     | ^ |  |      | Your Starred Locations           | ~          |
| Search Events                      | Q | Create an Event  |      | ♦ Your Starred Resources         | ~          |
| Search Locations                   | Q | Find Available Locations   |      | Your Starred Events              | ~          |
| Search Resources                   | Q | I know WHEN my event should take place help me                   | find |                                  |            |
| $\frac{2}{n}$ Search Organizations | Q | a location!<br>OR  |      | Your Starred Reports             | ~          |
| Q Your Starred Event Searches      | ~ | I know WHERE my event should take place help n<br>choose a time! | e    | Vour Event Drafts                | ~          |
| -1                                 |   |  |      | Your Upcoming Events             | ~          |
| Q Your Starred Location Searches   | Č | Tasks  | ~    | Q Your Starred Resource Searches | ~          |

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 Whiteb boards         | ☆ |
| Ift 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         | ☆ |