How to Create a Location Search

1. After logging into 25Live, click on the "Locations" tab.

elcome to WVU's scheduling environment.			Dashboard	Calendar
© Quick Search	0	Pind Available Locations	💝 Customize Dashboard	🕜 Help
		I know WHEN my event should take place help me find a location!	Recently Viewed	
Search Events	Go	OR I know WHERE my event should take place – help me choose a time!	WDB-D 105	
Search Locations	Go	Create an Event	Your Starred Locations You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred"	o
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ou do not have any Starred Location Searches!		 B Events in which you are the Requestor 		
		S Your Event Drafts		

2. Click on the "Search for Locations" subtab. If you want to create a Location Search by BUILDING, type all or part of the building name in the "Search by Keyword" box and hit "Go". For example, let's create a location search for all the classrooms in Woodburn Hall.

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		Name 🔻	Formal Name	Categories	Features	Layouts	Max Capacity
2		9 WDB-D 101	Woodburn Hall 101	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Morophone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Compader Instructor Station PC, Dirmabile Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clag, Prinne, Podum - Stationg, Solem, Stating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair	48
3	ŵ	WDB-D 102	Woodburn Hall 102	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dirmashie Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Podium - Standorg, Jodium - Tabletos, Serces, Station Tableto, Serces, Station Tabletos, Serces, Station, Tabletos, Serces, Station Tabletos, Serces, Statio	Fixed Table, Movable Chair	48
3	ŵ	WD8-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphona, Gosseneck (Podium), AV - Projector, AV - Sound System, Builetin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Domithow Acames, General Purpose Classroom, Input Panel, Mac (Digs, Novable Stating, Putroshe, Dodum - Tabiloto, Screen, Setting Tabilet Am Chaint, Tabilet - Instructor, Windows	Tablet Arm Chairs (Movable)	35
3	ŵ	WDB-D 106	Woodburn Hall 106	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmabile Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Hap Clips, Hone, Podum - Standing, Podum - Tableto, Scereer, Seating Table and Chairs, Tablet - Instructory, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	24
3	☆	WDB-D 109	Woodburn Hall 109	Campus - Downtown, General Purpose Classroom	AV - DVO, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Goosenenck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Nurpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Domitionan Compas, General Nurpose Classroom, Input Panel, Nao Clay, Novolke Sasting, Ponen, Podium - Stationg, Soreen, Sasting Table AM Tchiar, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
2	ŵ	WDB-D 110	Woodburn Hall 110	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Screen, Seating Table and Chairs, Table - Instructor, Window	Fixed Table, Movable Chair, Seminar Style / Horseshoe	20
2	ŵ	WDB-D 116	Woodburn Hall 116	Campus - Downtown, Computer Lab, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Gossign Computer Lab, Computer Instructor Station PKC, Computer Transition, Edu, Computers - Mae, Dimmable Lighting, Downtoon Campuo, Dail Projector System, Input Panel, Mac Disp, Phone, Podum - Stading, Pomer Souples, Streen, Secting Table and Chairs, Windows	Fixed Table, Movable Chair	45
3	ŵ	WDB-D G10	Woodburn Hall G10	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - iCesign Standard, Computer Instructor Station PC, Dimmable Ughting, Downtown Campus, General Purpose Classroom, Input Pand, Movable Seating, Phone, Sizene, Satistri Tablet / Artholics, Table - Instructive, Windows	Tablet Arm Chairs (Movable)	35
3		WDB-D G11	Woodburn Hall G11	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Ubegin Standard, Computer Instructor Station PC, Downtown Campus, General Purpose Classroom, Input Panel, Novable Seating, Phone, Podium - Tabetos, Screen, Stealing Tabel At Microschi, Yahor Station, Vindows	Tablet Arm Chairs (Movable)	35
8	ŵ	WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gossenack (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmabile Lipting, Downtown Campus, General Purpose Classroom, Input Panel, Novable Seating, Phone, Podium - Tabletos, Streen, Seating Tablet AM - Onisin; Table - Instructor, Windows	Fixed Tablet Arm Chair	35

3. Click "Save Search" on the right side of this page to save this search for future use.

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					Choose Visible Colu	mn 💌 🗖 Save Search	@ Refresh
		Name 🔻	Formal Name	Categories	Features	Layouts	Max Capacity
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š	ŵ	WD8-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtoon Ampute, Ponel, Mac (Dig, Novable Beating, Phone, Podum - Tabletor, Screen, Seating Tablet Amr Chairs, Tablet - Instructor, Windows Pranel, Mac (Dig, Novable Beating, Phone, Podum - Tabletor, Screen, Seating Tablet Amr Chairs, Tablet - Instructor, Windows	Tablet Arm Chairs (Movable)	35
8	☆	9 WDB-D 106	Woodburn Hall 106	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station FC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clips, Phone, Podum - Standing, Podum - Tableto, Screen, Seating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	24
8	ŵ	9 WDB-D 109	Woodburn Hall 109	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Furpase, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtoon Amputer, Downson Amputer, Ponel, Mao Cigo, Novolke Seatan, Dreis, Podum - Tabletor, Soreen, Seatan Statel Am Chair, Tablet J - Intructor, Nicolaw	Tablet Arm Chairs (Movable)	35
Ĩ	ŵ	WDB-D 110	Woodburn Hall 110	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Streen, Seating Table and Chairs, Table - Instructor, Window	Fixed Table, Movable Chair, Seminar Style / Horseshoe	20
8	Ŷ	¥ WDB-D 116	Woodburn Hall 116	Campus - Downtown, Computer Lab, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gooseneok (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Computer Lab, Computer Instructor Station PC, Computer Training Lab, Computers - Nac, Dimmable Lighting, Downtown Campuo, Juah Progetor System, Input Panel, Marci Dice, Phone, Podum - Standra, Poeres Stuppies, Screen, Sestion Table and Chaira, Windows	Fixed Table, Movable Chair	45
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8	☆	WDB-D G11	Woodburn Hall G11	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethemet (Instructor), AV - Nicrophone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chaik Beard, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Deantown Campus, General Purpose Classroom, Input Panel, Novable Seating, Phone, Podium - Tabetop, Screen, Seanny Tablet - Mnorthur, Windows	Tablet Arm Chairs (Movable)	35
r		WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gosseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone. Podium - Tabletos. Streen. Seatin Tablet Am Chairs. Table - Instructor, Windows	Fixed Tablet Arm Chair	35

4. A box will pop up asking if you want to save the search criteria (aka all or part of the building name) or the results (the classrooms that came back as a result). The search criteria will ensure the search results are current every time you run it (if new classrooms get added to a building, etc).

Save the following criteria as a search: Keyword is: "woodb" Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects. Note: Keyword searches, when used in combination with other criteria, are saved as a standalone search which is then included within the larger search. Consequently, two searches may be added. Read more. Note: Date criteria cannot be added to 25Live searches. Search Results Save the following group of objects as a search: WDB-D 101, WDB-D 102, WDB-D 105, WDB-D 106, WDB-D 109, WDB-D 110, WDB-D 116, WDB-D G10, WDB-D G11, WDB-D G15, WDB-D G16, WDB-D G20, WDB-D G21, WDB-D G4 Saving these results as a search will store only the individual locations, resources, organizations, or	ve this search using:	
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WDB-D 101, WDB-D 102, WDB-D 105, WDB-D 106, WDB-D 109, WDB-D 110, WDB-D 116, WDB-D G10, WDB-D G11, WDB-D G15, WDB-D G16, WDB-D G20, WDB-D G21, WDB-D G4 Saving these results as a search will store only the individual locations, resources, organizations, or	Search Results	
WDB-D G10, WDB-D G11, WDB-D G15, WDB-D G16, WDB-D G20, WDB-D G21, WDB-D G4 Saving these results as a search will store only the individual locations, resources, organizations, or	Save the following group of objects as a search:	
	Saving these results as a search will store only the individual locations, resources, organizatic events, not the criteria that they share.	ins, or

 Once you select an option, you will need to add a search name. Keep the box checked to "Add to your Starred Searches". Click "Save Search".

ve this search using:		
Search Criteria		
Save the following cr	teria as a search:	
Keyword is: "wood	n	
Saving the criteria a return the resulting	a search will store as part of the search all the in bjects.	dividual selections you made to
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Note: Date criteria c	annot be added to 25Live searches.	
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Saving these results events, not the crite	s a search will store only the individual locations, in that they share.	resources, organizations, or
Search Name: Wo	bbburn Rooms	
Add this to Your	Starred Searches.	
Save Search		

6. In the future, you can click on the "Pre-Defined Location Searches" subtab and the "Your Starred Searches" option to run this search again.

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	Pre-Defined Groups	Select a Search Grouping (left) to browse existing searches.		
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		🔑 Run 🥜 Rename 🙀 Delete 🚯 Share		

7. If you want to set up a location search based on a specific feature (such as technology) and/or capacity, you can do that as well. You can set up this search regardless of location

or with a specific building in mind. For example, let's create a location search for all Woodburn rooms that have iDesign Standard technology AND have a capacity of 25–35.

8. Go back to the "Search for Locations" subtab and enter the "Search by Keyword" information again. Click on "More Search Options."

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9. Select "Classroom Technology - iDesign Standard" as the feature and enter the capacity between 25 and 35. You can select additional features if necessary. Click "Go".

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Search For Locations	Search by Keyword: woodb	X GO Fewer Search Options			0
<	Categories EDIT Features Cassroom Technology - IDesign Standard EDIT	Go START OV	ER		

10. Click "Save Search" on the right side of this page to save this search for future use.

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		Name 👻	Formal Name	Categories	Features			Layouts	Max Capacity
Ø	25	9 WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Classroom - General Purpose, Classroom Technology - IDesign Standard , Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Stan	Computer Instructor Station PC, Dimmable Lighting, Downtown Cam	pus, General Purpose	Tablet Arm Chairs (Movable)	35
2		WDB-D 109	Woodburn Hall 109	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Classroom - General Purpose, Classroom Technology - iDesign Standard , Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Stan	Computer Instructor Station PC, Dimmable Lighting, Downtown Cam	pus, General Purpose	Tablet Arm Chairs (Movable)	35
Ø	$\dot{\mathbf{x}}$	WDB-D G10	Woodburn Hall G10	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - General Purpose, Classroom Technology - iDesign Standard, Computer Ir Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table -	nstructor Station PC, Dimmable Lighting, Downtown Campus, General		Tablet Arm Chairs (Movable)	35
8	☆	WDB-D G11	Woodburn Hall G11	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - General Purpose, Classroom Technology - IDesign Standard, Computer Ir Seating, Phone, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Tab	nstructor Station PC, Downtown Campus, General Purpose Classroom		Tablet Arm Chairs (Movable)	35
Ø	$\stackrel{\wedge}{\simeq}$	WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - General Purpose, Classroom Technology - iDesign Standard, Computer Ir Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Tablet	nstructor Station PC, Dimmable Lighting, Downtown Campus, General		Fixed Tablet Arm Chair	35
Ø		WDB-D G16	Woodburn Hall G16	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - General Purpose, Classroom Technology - iDesign Standard, Computer In Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table -	nstructor Station PC, Dimmable Lighting, Downtown Campus, General		Tablet Arm Chairs (Movable)	35

11. A box will pop up asking if you want to save the search criteria (aka all or part of the building name) or the results (the classrooms that came back as a result). The search

criteria will ensure the search results are current every time you run it (if new classrooms get added to a building, etc).

5	ave Location Search (?)
av	re this search using:
	Search Criteria
	Save the following criteria as a search:
	Keyword is: "woodb"
	Features (Any): Classroom Technology - iDesign Standard
	Minimum Capacity: 25
	Maximum Capacity: 35
	Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects.
	Note: Keyword searches, when used in combination with other criteria, are saved as a standalone search which is then included within the larger search. Consequently, two searches may be added. Read more.
	Note: Date criteria cannot be added to 25Live searches.
C	Search Results
	Save the following group of objects as a search:
	WDB-D 105, WDB-D 109, WDB-D G10, WDB-D G11, WDB-D G15, WDB-D G16
	Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.

12. Once you select an option, you will need to add a search name. Keep the box checked to "Add to your Starred Searches". Click "Save Search".



13. In the future, you can click on the "Pre-Defined Location Searches" subtab and the "Your Starred Searches" option to run this search again.

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	Categories Features	Woodburn Rooms - iDesign Standard 25-33 🙀	
	Capacities Your Starred Searches All of Your Searches		
	Public Searches	P Run ✓ Rename Solution Share	