## 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	<b>@</b> =	Find Available Locations	🎯 Customize Dashboard	🕜 Helj
		I know WHEN my event should take place help me find a location!	Streently Viewed	
Search Events G	D	OR	📦 WDB-D 105	
Search Locations G	D		Your Starred Locations	©
Vour Starred Event Searches	0 =	Create an Event	You do not have any Starred Locations! Throughout this site you can mark any Location as "Starr "Con.	ed" by clicking
		Your Events		
Vour Starred Location Searches	0	<ul> <li>No Events in which you are the Scheduler</li> <li>8 Events in which you are the Requestor</li> </ul>		

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.

WestVirginiaUniversity.	Welcome, Demo User • Preferences • Sign Out • Today is Fri Dec 12 20	14 🕜 Help
I hone Creations Constructions		
Search For Locations Pre-Defined Location Searches		
Search For Locations	V 60 New South Online	0
Search by Reyword. wood	More Search Options	

Sea	earch for Locations Searches Search Sources								
			-	-	Choose Visible Colu	mns 💌 🗖 Save Search	Refresh		
		Name 🔻	Formal Name	Categories	Features	Layouts	Max Capacity		
2		WDB-D 101	Woodburn Hall 101	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Domitshan Campus, General Purpose Classroom, Input Panel, Mao Clay, None, Nodum - Standing, Podium - Tableto, Steven, Steven J Table - Instructor, Windows	Fixed Table, Movable Chair	48		
ð	☆	WDB-D 102	Woodburn Hall 102	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, Chalk Board, Classroom - General Furpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Pranel, Prone, Podium - Standing, Podium - Tableton, Screen, Seating Table and Tabars, Table - Instructor, Windows	Fixed Table, Movable Chair	48		
3		WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Domitroan Compute, General Purpose Classroom, Input Panel, Map Clay, Novable Stating, Inden, Podium - Tsatifica, Scenes, Stating Tablet Am Chant, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35		
ð		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, Downtom Campus, General Purpose Classroom, Input Panel, Hap Clips, Hone, Podum - Standing, Podum - Tableto, Sceres, Seeting Table and Chairs, Tableto - Instructor, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	24		
3	ŵ	WDB-D 109	Woodburn Hall 109	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, Chalk Board, Classroom - General Furpase, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Domitowa Compas, General Purpose Classroom, Input Panel, Mao Cige, Novable Seaton, Protein, Sodiam - Tabilitor, Socres, Seatorg Tablet Am Chaira, Tablet - Instructor, Windows	Tablet Arm Chairs (Movable)	35		
3	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 - Microphona, 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, Streen, Seating Tablet, Art McInier, Table - Instructive, Windows	Tablet Arm Chairs (Movable)	35		
3	$\diamond$	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 - Design Standard, Computer Instructor Station PC, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Podium - Tabetop, Screen, Seanny Tablet Am Chartory, Windows	Tablet Arm Chairs (Movable)	35		
3	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.

Search For Locations Search Se								
		Name 🔻	Formal Name	Categories	Features	Layouts	Max Capacity	
2	☆	WDB-D 101	Woodburn Hall 101	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ithernet (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, Dirmabile Lighting, Downtown Campus, General Purpose Classroom, Input Pranel, Mac Clap, None, Podum - Stationg, Dokum - Tabletas, Science, Sating Tableta ed Claura, Tableta - Instructor, Windows	Fixed Table, Movable Chair	48	
2	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, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dirmshel Liphting, Downtown Campus, General Purpose Classroom, Input Panel, Phone, Podium - Standon, Jodium - Takloto, Sorces, Scategi Table and Chart, Table - Instructor, Windows	Fixed Table, Movable Chair	48	
2	ŵ	WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Nicrophone, Gosseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Donstrown Campus, General Purpose Classroom, Input Pranel, Nac Class, Noxable Stating, Policen, Fodaim - Tableton, Storem, Stating Tablet Am Chairi, Tableto - Instructor, Windows	Tablet Arm Chairs (Movable)	35	
2	☆	9 WDB-D 106	Woodburn Hall 106	Campus - Downtown, General Purpose Classroom	AV - DUD, AV - Document Camera, AV - Internet Ehernet (Instructor), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station FC, Dummalia Lighting, Domitrum Campus, General Purpose Classroom, Input Panel, Map Clips, Phone, Podium - Standing, Podium - Tableous, Science, Seating Table and Chairs, Table - Instructor, Windows	Fixed Table, Movable Chair, Seminar Style / Horseshoe	24	
2	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 Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Lighting, Donstrown Comput, General Purpose Classroom, Input Panel, Nac Cign, Noxoble Stating, Putern, Podium - Tabeloux, Soreen, Stating Table km: Chaik, Table - Instructor, Window	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 Liphting, 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, Gooseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Computer Lub, Computer Instruct Station PC, Computer Instructor Station PC, Computer - Mac, Dimmable Lighting, Downtoon Compose, Dual Projector System, Inpot Areah, Ike O [Lish Poter Station - Station], Poter Supples, Streem, Seating Table and Chairy, Mindows	Fixed Table, Movable Chair	45	
2	ŵ	WDB-D G10	Woodburn Hall G10	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Decument Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chaik Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station PC, Dimmable Liphting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Sizene, Seating Tablet AM - Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35	
2	ŵ	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 - Ubagio Standard, Computer Instructor Station PC, Downtown Campus, General Purpose Classroom, Input Panel, Novable Seating, Phone, Podium - Tabletos, Screen, Standard Technic V, Michowa Charlow, Technic V, Michowa Charlow, Campus Classroom, Input Panel, Novable Seating, Phone, Podium - Tabletos, Screen, Standard Charlow, Vindowa	Tablet Arm Chairs (Movable)	35	
2		WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Decument Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - Design Standard, Computer Instructor Station FC, Dimmalki Lipting, Downtown Campus, General Purpose Classroom, Input Panel, Hovable Seating, Phone, Podium - Tabelos, Screen, Seating Table - McThurtory, Windows	Fixed Tablet Arm Chair	35	
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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).

Search Criteria 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 610, WDB-D 611, WDB-D 615, WDB-D 616, WDB-D 620, WDB-D 621, WDB-D 64 Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.	ve this search using:	
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 events, not the criteria that they share.	Search Criteria	
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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 events, not the criteria that they share.	Note: Date criteria cannot be added to 25Live searches.	
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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 events, not the criteria that they share.	Save the following group of objects as a search:	
Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.	WDB-D 101, WDB-D 102, WDB-D 105, WDB-D 106, WDB-D 109, WDB-D 110, WDB-D WDB-D G10, WDB-D G11, WDB-D G15, WDB-D G16, WDB-D G20, WDB-D G21, WDB-D	116, ) G4
	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 to bjects.	he individual selections you made to
Note: Keyword searc which is then includ	hes, when used in combination with other cri d within the larger search. Consequently, two	teria, are saved as a standalone search o searches may be added. <b>Read more</b> .
Note: Date criteria c	annot be added to 25Live searches.	
Search Results		
Save the following o	oup of objects as a search:	
WDB-D 101, WDB- WDB-D G10, WBB-	D 102, WDB-D 105, WDB-D 106, WDB-D 1 D G11, WDB-D G15, WDB-D G16, WDB-D	109, WDB-D 110, WDB-D 116, G20, WDB-D G21, WDB-D G4
Saving these results events, not the crite	s a search will store only the individual local in that they share.	ions, 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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Mome Event Wizard Events Cocations	Organizations			
Search For Locations Pre-Defined Location Searches				
Pre-Defined Location Searc	hes			0
	Search Groupings			
	Pre-Defined Groups	Select a Search Grouping (left) to browse existing searches.		
	Index	Woobburn Rooms 🙀		
	Categories			
	Features			
	Capacities			
	Your Starred Searches			
	All of Your Searches			
	Public Searches			
		🖗 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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There Event Wizard Events Granizations		
Search For Locations Pre-Defined Location Searches		
Search For Locations		0
Search by Keyword: woodb	X (O More Search Options	

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 G0 Fewer Search Options				0
Catego Feature Classroom	es EDIT Fechnology - IDesign Standard EDIT	Capacity between 25 and 35	VER			

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

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Sear	ome ch Foi	Event Wiza	rd Events	😝 Locations 🤮 O	rganizations				
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					Categories EDIT	Capacity between 25 and 35			
					Features Classroom Technology - iDesign Standard EDIT	GO START OVER			
					List Availabil	y Cakındar	Choose Visible Columns 💌	Save Search	Refresh 😨
		Name 👻	Formal Name	Categories	Features			Layouts	Max Capacity
2	2	WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Classroom - General Purpose, <b>Classroom Technology - IDesign Standard</b> Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Star	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Computer Instructor Station PC, Dimmable Lighting, Downtown Camp Iding, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - In	Bulletin Board, Chalk Board, ous, General Purpose istructor, Windows	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, <b>Classroom Technology - iDesign Standard</b> Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Star	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Computer Instructor Station PC, Dimmable Lighting, Downtown Cam Iding, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - In	Bulletin Board, Chalk Board, ous, General Purpose istructor, Windows	Tablet Arm Chairs (Movable)	35
2	$\stackrel{\wedge}{\simeq}$	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 II Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table -	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, nstructor Station PC, Dimmable Lighting, Downtown Campus, General Instructor, Windows	Chalk Board, Classroom - Purpose Classroom, Input	Tablet Arm Chairs (Movable)	35
2	$\stackrel{\circ}{\simeq}$	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 I Seating, Phone, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Tab	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, nstructor Station PC, Downtown Campus, General Purpose Classroom Ile - Instructor, Windows	Chalk Board, Classroom - , Input Panel, Movable	Tablet Arm Chairs (Movable)	35
2	$\stackrel{\wedge}{\simeq}$	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 I Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Tablet	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, nstructor Station PC, Dimmable Lighting, Downtown Campus, General Arm Chairs, Table - Instructor, Windows	Chalk Board, Classroom - Purpose Classroom, Input	Fixed Tablet Arm Chair	35
2	$\Diamond$	WDB-D G16	Woodburn Hall G16	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - General Purpose, <b>Classroom Technology - iDesign Standard</b> , Computer I Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table -	Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, nstructor Station PC, Dimmable Lighting, Downtown Campus, General Instructor, Windows	Chalk Board, Classroom - Purpose Classroom, Input	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).

Save Location Search	?
ve 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 rel resulting objects.	turn the
Note: Keyword searches, when used in combination with other criteria, are saved as a standalone search is then included within the larger search. Consequently, two searches may be added. Read more.	which
Note: Date criteria cannot be added to 25Live searches.	
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 even the criteria that they share.	ts, not

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.

WestVirginiaUniversity.		Welcome, Demo User • Preferences • Sign Out • Today is Fri Dec 12 2014	🕜 Help
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