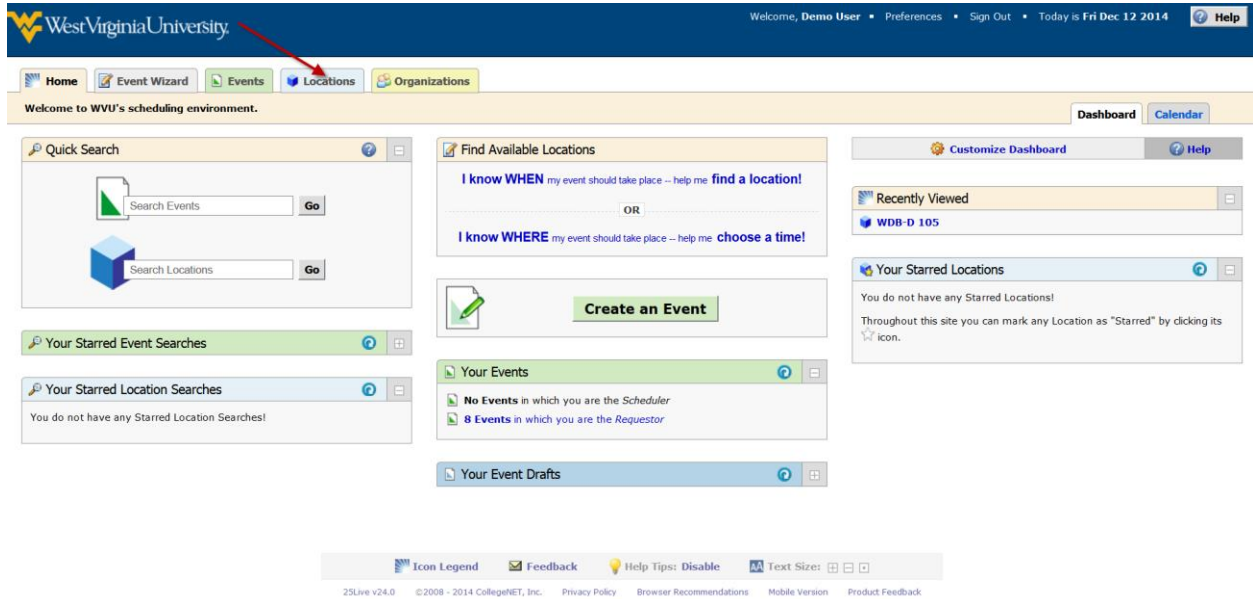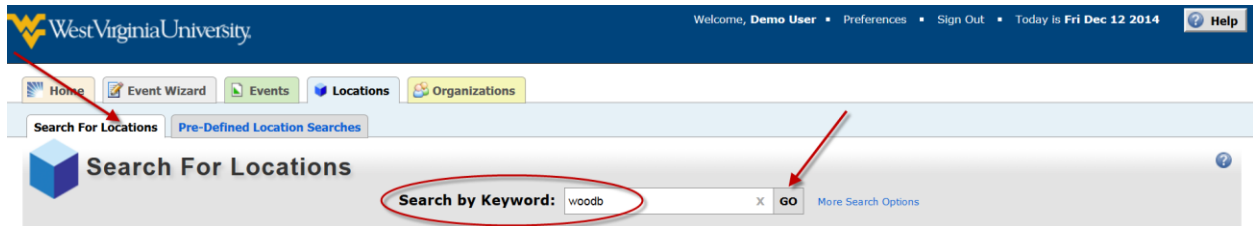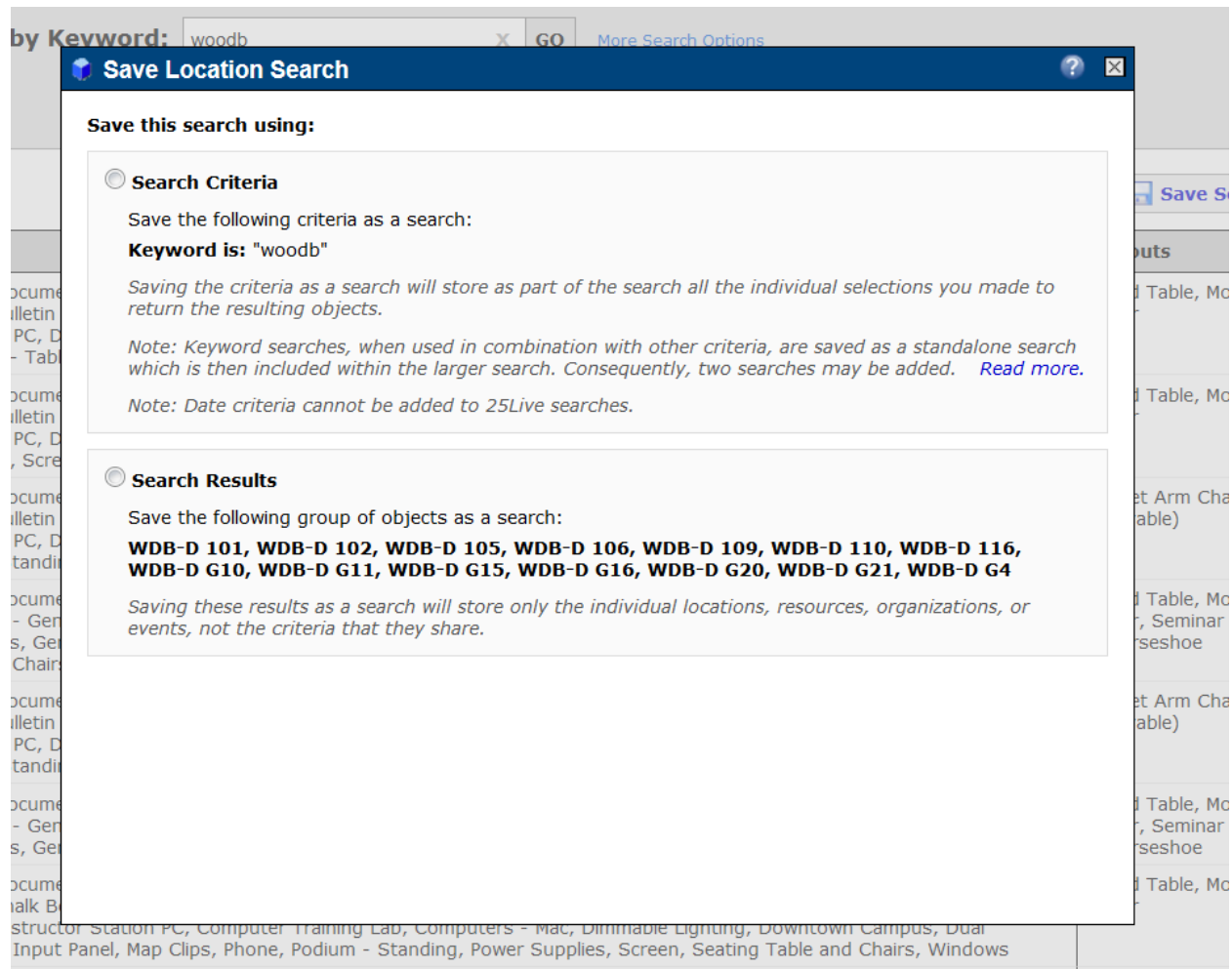# *How to Create a Location Search*

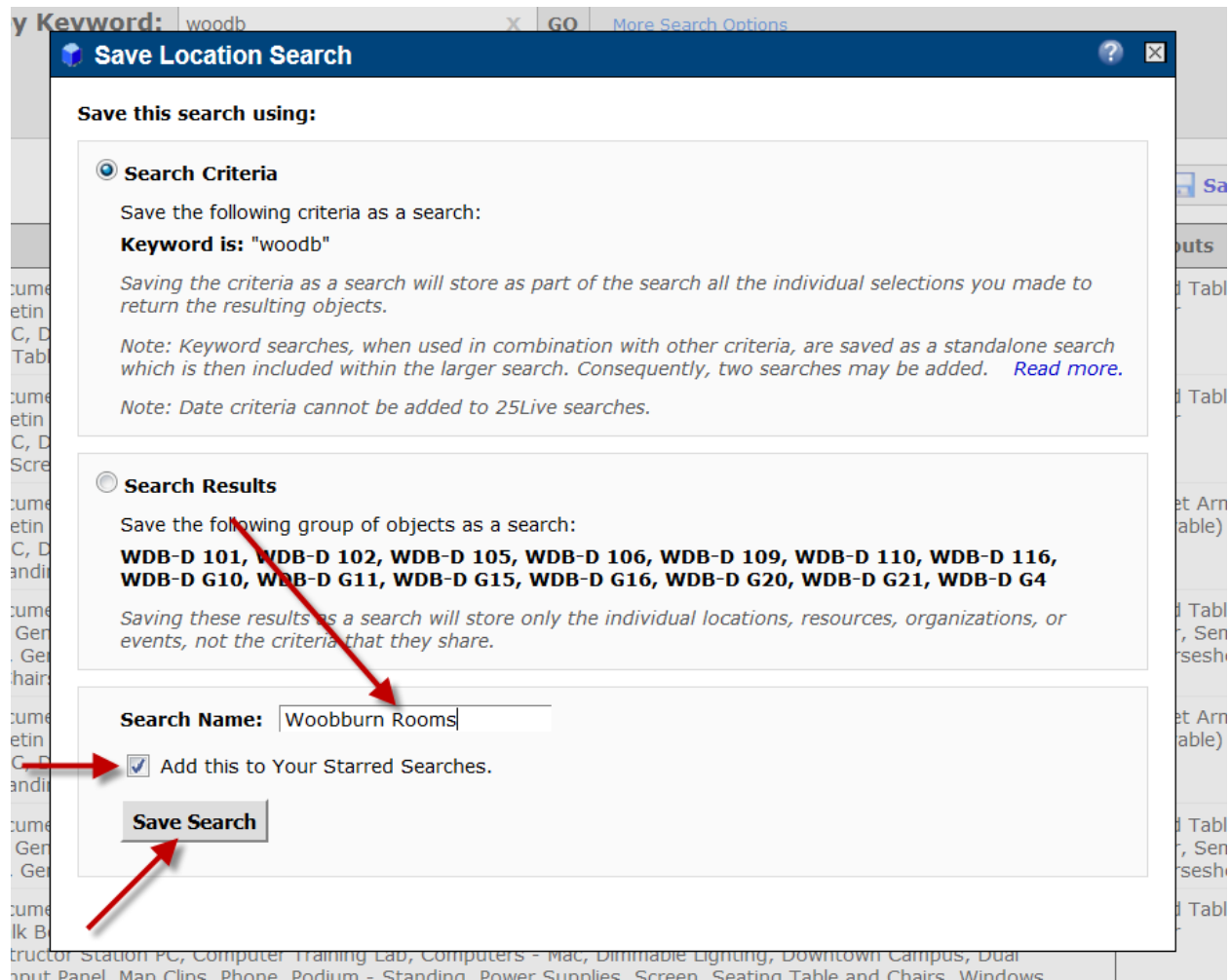1. After logging into 25Live, click on the "Locations" tab.

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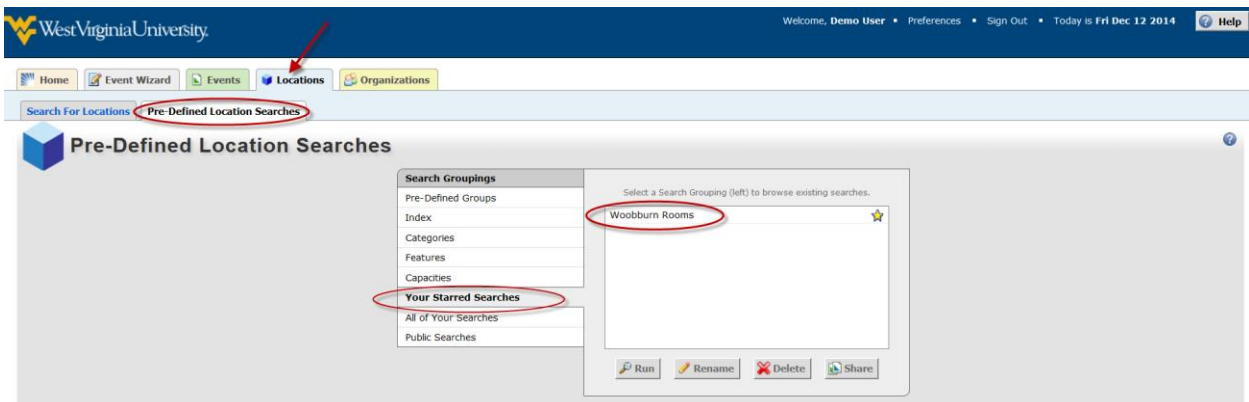
3. Click "Save Search" on the right side of this page to save this search for future use.

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).

by Keyword: woodb X GO More Search Options

Save Location Search

Save this search using:

○ **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 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.

Instructor Station PC, Computer Training Lab, Computers - Mac, Dimmable Lighting, Downtown Campus, Dual Input Panel, Map Clips, Phone, Podium - Standing, Power Supplies, Screen, Seating Table and Chairs, Windows

5. 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".

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.

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."

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".

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

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

Save 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.

○ **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.