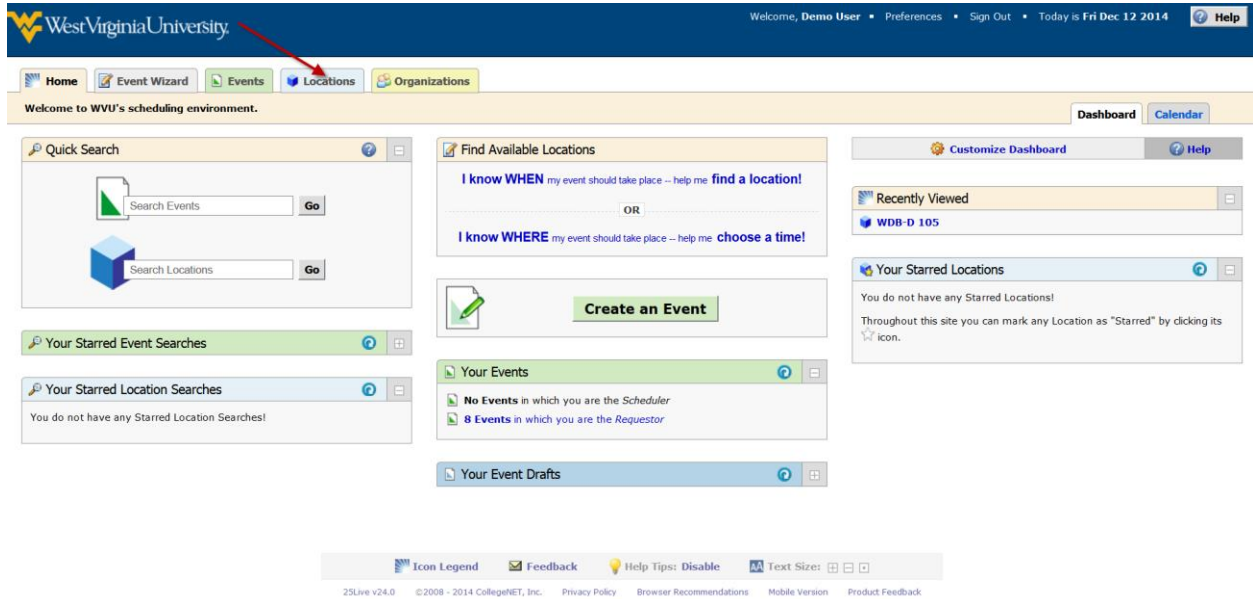
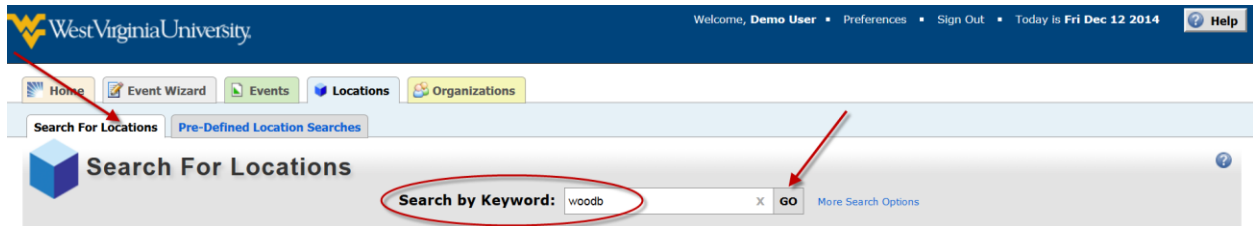


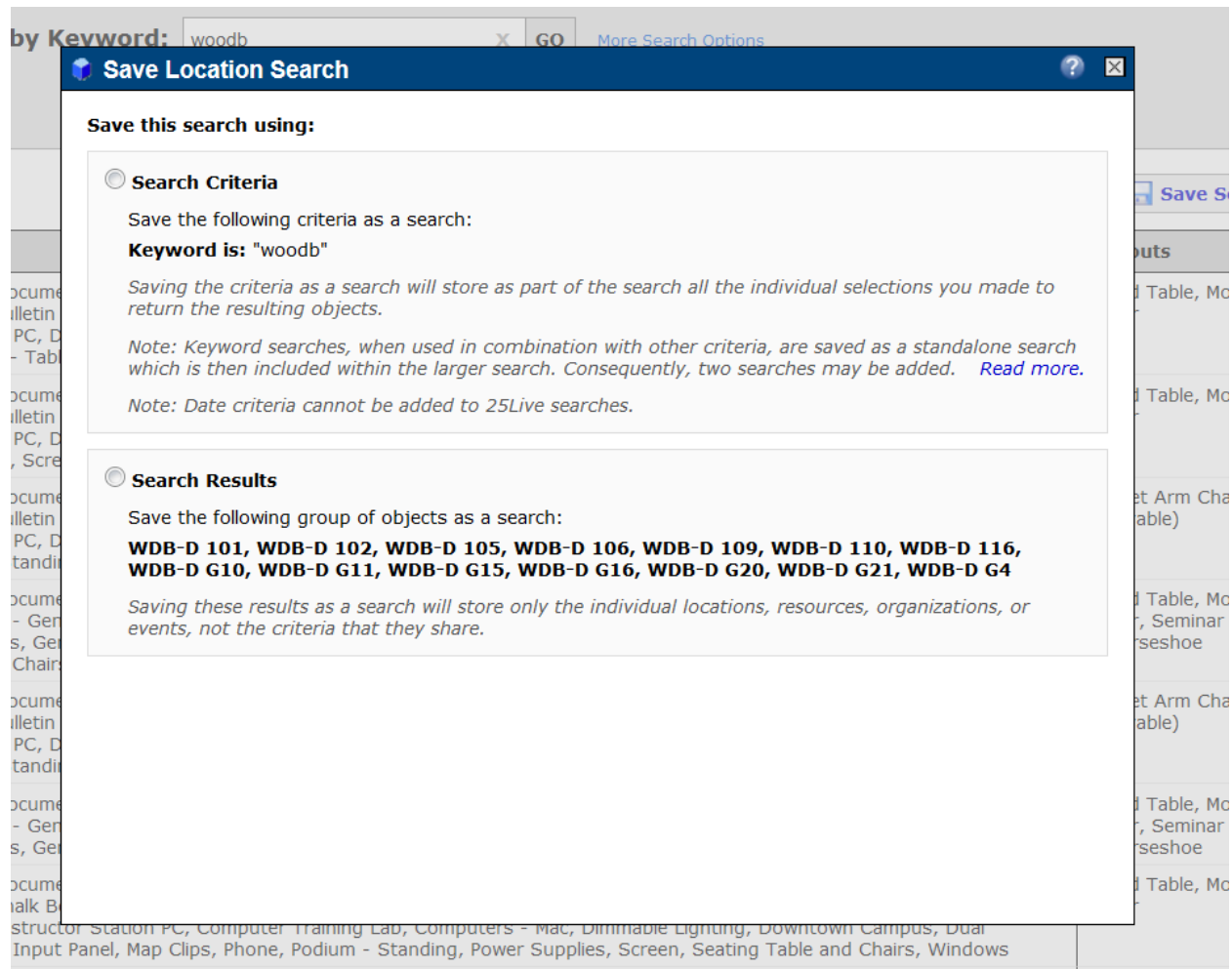
How to Create a Location Search

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

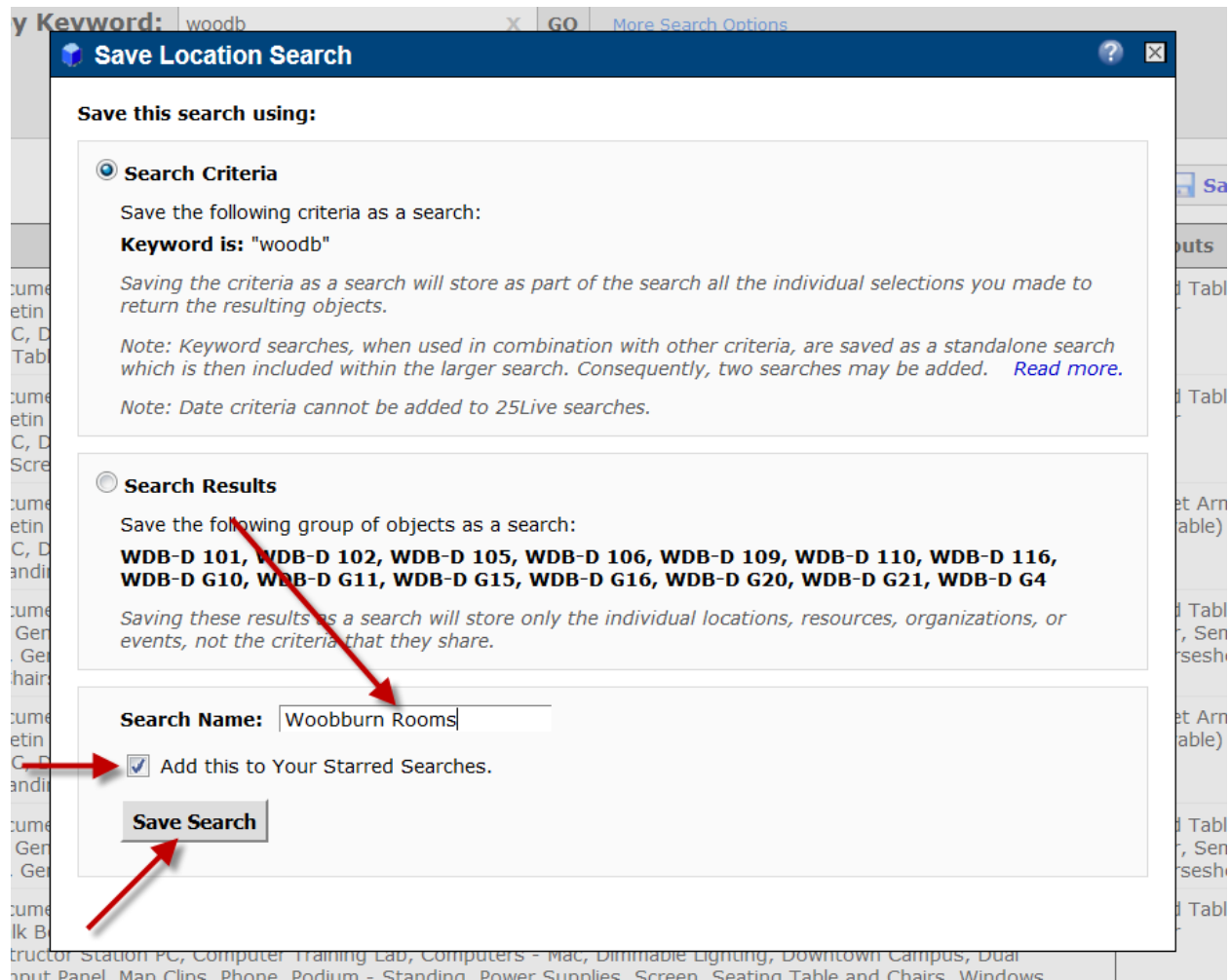


2. Click on the “Search for Locations” subtab. If you want to create a Location Search by BUILDING, type all or part of the building name in the “Search by Keyword” box and hit “Go”. For example, let’s create a location search for all the classrooms in Woodburn Hall.

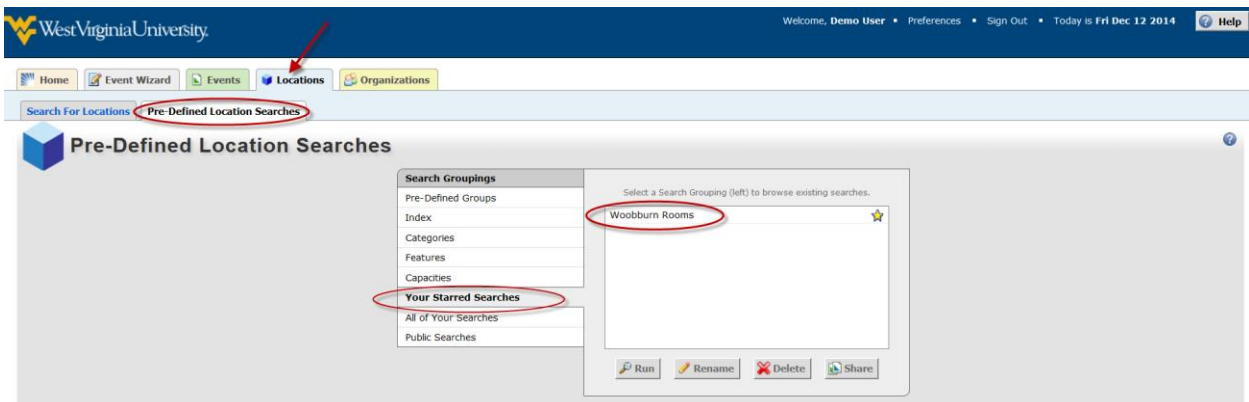




5. Once you select an option, you will need to add a search name. Keep the box checked to "Add to your Starred Searches". Click "Save Search".



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.”

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Home Event Wizard Events Locations Organizations

Search For Locations Pre-Defined Location Searches

Search For Locations

Search by Keyword: woodb X GO 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 Pre-Defined Location Searches

Search For Locations

Search by Keyword: woodb X GO Fewer Search Options

Categories EDIT

Features EDIT

Classroom Technology - iDesign Standard EDIT

Capacity between 25 and 35

GO START OVER

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

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Home Event Wizard Events Locations Organizations

Search For Locations Pre-Defined Location Searches

Search For Locations

Search by Keyword: woodb X GO Fewer Search Options

Categories EDIT

Features EDIT

Classroom Technology - iDesign Standard EDIT

GO START OVER

List Availability Calendar

Choose Visible Columns Save Search Refresh

Name	Formal Name	Categories	Features	Layouts	Max Capacity
WDB-D 105	Woodburn Hall 105	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Map Clips, Movable Seating, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D 109	Woodburn Hall 109	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Bulletin Board, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D G10	Woodburn Hall G10	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
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, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35
WDB-D G15	Woodburn Hall G15	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Podium - Tabletop, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Fixed Tablet Arm Chair	35
WDB-D G16	Woodburn Hall G16	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Projector, AV - Sound System, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer Instructor Station PC, Dimmable Lighting, Downtown Campus, General Purpose Classroom, Input Panel, Movable Seating, Phone, Screen, Seating Tablet Arm Chairs, Table - Instructor, Windows	Tablet Arm Chairs (Movable)	35

Information is current as of

6 Matching Locations

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".

