How to Check Location Availability for a Set of Spaces

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

2. Click on the "Pre-Defined Location Searches" subtab, and select "Public Searches".

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Pre-Defined Location	Searches		0
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	Index	Classrooms - Agricultural Sciences	
	Categories	Classrooms - Allen	
	Features	Classrooms - Armstrong	
	Capacities	Classrooms - Brooks	
	Your Starred Searches	Classrooms - Business & Economics	
	All of Your Searches	Classrooms - Chitwood	
	Public Searches	Classrooms - Clark	
		₽ Run	
		List Availability Calendar	
		Date: Mon Dec 22 2014	
		Load Availability	

3. Suppose that we want to check the availability of the rooms in Ming Hsieh. Scroll down and select "Classrooms – Ming Hsieh" and hit "Run".

A https://25live.collegenet.com/wvu/#space_browse[2]	-	v C Q Search 🗘 🖨	
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Image: Search For Locations Pre-Defined Locations Searches	nizations		
Pre-Defined Location Searches	i		0
· •	Search Groupings		
	Pre-Defined Groups	Select a Search Grouping (left) to browse existing searches.	
	Index	Classrooms - Engineering Sciences	
	Categories	Classrooms - Hodges	
	Features	Classrooms - Life Sciences	
	Capacities	Classrooms - Lyon	
	Your Starred Searches	Classrooms - Ming Hsieh	
	All of Your Searches	Classrooms - NRCCE	
	Public Searches	Classrooms - Oglebay	
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4. It brings up a list of the classrooms in the specific building only for one single day.

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		Name	Formal Name	Categories	Features		Layouts	Max Capacity							
2		📦 МНН-D 122	Ming Hsieh Hall 122	Campus - Downtown, General Purpose Classroom	AV - DVD, AV - Document Camera, AV - Internet, Chethemet (Instructor), AV - Microphone, Gooseneck (Podum), AV - Microphone, AV - Projector, AV, AV - Soud System, AV - Internet, Telesin Standard, C AV - Projector, AV - Soud System, AV - Internet, Telesin Standard, Standard, Standard, Standard, Standard, Dissening Table Attrins, Tole-annus, Dual Projector System, General Purpose Classroom, Input Panel, Phone, Podium - Standing, F Sasting Table Attrins, Tole-annus, Dual Projector System, General Purpose Classroom, Input Panel, Phone, Podium - Standing, F Sasting Table Attrins, Tole-annus, Tole Thruttor, Windows (Standard), Standard, Stand	eld, AV - Microphone, Wireless, omputer Instructor Station PC, Podium - Tabletop, Screen,	Fixed Tablet Arm Chair, Theater Seating, Tiered Tablet Arm Chairs	97							
2	E.	舅 МНН-D 126	4ing Hsieh Hall 126	Campus - Downtown, General Purpose Classroom	AV - DRO, AV - Document Camera, AV - Tofermet: Ethormet (Instructor), AV - Microphone, Rosennek (Pediam), AV - Microphone, Roadb AV - Projektor, M Strond System, AV - VRC, Dakk Beard, Lassroom - General Purpose, Classroom Echnology - Delay Bandard, D. Diemakei Liphten, Downtown Campus, Dual Projektor System, General Purpose Classroom, Input Panel, Phone, Podum - Standing, F satistra Tablet Am Units, Table - Instructor, Windows	eld, AV - Microphone, Wireless, omputer Instructor Station PC, Podium - Tabletop, Screen,	Fixed Tablet Arm Chair, Theater Seating, Tiered Tablet Arm Chairs	97							
2	E.	💜 МНН-D G20	Hing Hsieh Hall 520	Campus - Downtown, General Purpose Classroom	vi: DHO, AV. Document Cammer, AV. Element (Instructor), AV. Microphome, Gooseneck (Poslami), AV. Microphome, Hendbell AV. Hiscophome, Bread Based, Classroom, Changel Cambrid, AV. Strophome, Parket Station Forket Station Processing Station (Poslami), AV. Microphome, M										
		G21	Ming Hsieh Hall G21	Campus - Downtown, General Purpose Classroom	AV - DOX, AV - Doxamert Camera, AV - Internet: Ethernet (Instructor), AV - Morphone, Soosenek (Podum), AV - Morphone, Band AV - Projektor, AV, Sound System, AV - VOX, Capet, Chaid Board, Classroom - General Puzpes, Classroom Technology, Design Station PC, Deminable Lighting, Downtown Campus, Dual Projektor System, Extra Area Board, General Puzpes, Classroom, Input Pana Soziem, Saating Tablek Arm Chars, Table - Instructor	eld, AV - Microphone, Wireless, Idard, Computer Instructor II, Phone, Podium - Standing,	Fixed Tablet Arm Chair, Theater Seating, Tiered Tablet Arm Chairs	247							
Informa	ition I	s current as of					4 Matching Locations								

5. Go to "Availability" tab to see an availability grid for all the rooms in Ming Hsieh. Green boxes with text mean something is occurring in that space and a white space means the location is available.

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		Capacities	Peatures Classrooms - Lyon Capacities Classrooms - Mineral Resources																			
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6. You can adjust the dates through the date picker option if needed.

								List	Availabi	lity	Calendar						
	Date 4 Mon Dec 22 2014											Mon Dec 22 2014 Same-Day	Event View: 0	verlapping 💌	🕜 Refre	sh What is t	his view? 🕜
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2	☆	🗑 MHH-D G21										25 26 27 28 29 30 31					
												1 2 3 4 5 6 7					
												Select Today					

7. Once you click on the new date, the availability grid will be updated automatically. The result should look like this. You can click on one of the white boxes to create a new event requesting that room on that date.

							Lis	t Availa	bility	Calendar								
								Date:	ue Jan 20 2015	Same-	Day Event Vi	ew: Overla	ipping 💌	Refrest	h What	is this v	riew?	?
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