How to Create an Event Search Based on a Location Search

For certain searches, both an event and a location search are required. When a location is all that is required, an event search can be created that includes all events for a certain location.

West Virginia University.				🛱 25Live Pro 🕜 Create an Event Demo User	≡ More
				Q Bo to Search Nothing secondly viewed	: 0::
Q Quick Search	^	Find Available Locations		Your Starred Events	~
Search Events	Q	I know WHEN my event should take place — help me find a location!		Vour Starred Locations	^
Search Locations	Q	I know WHERE my event should take place help me choose a time!		BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	C 🗅
Search Resources	Q			CAR-B 106	6
and Search Organizations	Q	Create an Event		Carter Hall 106	0000
				HSN-H 1106 Health Sciences North 1106	C 1
Q Your Starred Event Searches	^	Your Upcoming Events	^	HSN-H 1901	6 1
OBGYN Conference Rooms	\$	2 Events in which you are the Requestor		Health Sciences North 1901 (Fukushima Auditorium)	
Your Starred Location Searches	^			HSN-H 2116 Health Sciences North 2116	6
7th floor	\$	Your Event Drafts	^	HSS-H 7601	C 1
av rooms	\$	No Event Drafts in which you are the Scheduler		Health Sciences South 7601	
av rooms test	\$	No Event Drafts in which you are the Requestor		STA-D 47 Stansbury Hali 47	61
Classrooms - HSC	\$			E See when these locations are available	
hsc av test	\$				

1. After logging into 25Live, click on the "Go to Search" tab.

2. The Search window should default to Events, but if not select it from the drop down menu. Click the advanced option below the search bar and click the "Add Criteria" button.

₩est VirginiaUniversity.	는 25Live Pro 않 Event Wizard Demo User 🚍 More
Select Object Events	Nothing recently viewed Coptional) V
Ad Criteria	Search has not been saved Reset Save As Search

This will bring up a list of options by which you can search Events. Options include Event Type, Event Name, Organization, and Start and End Dates.

WestVirginiaUniversity.		📇 25Live Pro 🛛 Event Wizard Demo User 🗮 More
		Nothing recently viewed C Help
	Select Object: 👔 Events 🗸 Saved Searches (optional) 👻	
Oulck Search		
Add Criteria		
Requirements		
Custom Attribute		Search has not been saved
Occurrence Dates		Neset Save As Sealor
Reservation Definitions *		
Assigned Locations		
Specific Locations		
Locations (Via Search)		
Missing Location Assignments		
Assigned Resources		
Outstanding vCalendar Tasks		

3. For this Specific Event Search, you will select "Location (Via Search)" under the "Assigned Locations" Window.

	Select Ob	ject: 👔 Events 🗸 Saved Searches	(optional) V	Nothing recently viewed C 🔘
Search Advanced	tions (via Search) x X Select None HSC - Classrooms HSC - Computer Lass HSC - Computer Lass HSC Classrooms HSC Classrooms HSC Classrooms HSC Classrooms HSC Conference Rooms HSC Premium 50-150 Keyword Search: Test Search OBOYN Conference Rooms SPH Test test 12/6 test 2 oct 20 test 3 Search test Search	X Classrooms - Advanced Eng. Research Classrooms - Ailen Classrooms - Armstrong Classrooms - Armstrong Classrooms - Armstrong Classrooms - Proking Classrooms - Proking Classrooms - Proking Classrooms - Orark Classrooms - Orark Classrooms - Orark Classrooms - Orark Classrooms - Chast Classrooms - Projectiones Classrooms - Holges Classrooms - Micrail Resources Classrooms - New Ag. Sciences Classrooms - New Ag. Sciences Classrooms - New Ag. Sciences Classrooms - New Ag. Sciences	Classrooms - Oglebay Classrooms - Percival Classrooms - South Ag Sciences Classrooms - Stansbury Classrooms - White Classrooms - Woodburn Computer Training Labs Conference Room - HSC Conference Rooms - BP De Classrooms. Campus - BP Classrooms. Campus - All OP Classrooms. Campus - All OP Classrooms. Campus - All OP Classrooms. Tech - Dept Tech 1 OP Classrooms. Tech - Dept Tech 2 OP Classrooms. Tech - IDesign Camp Lab Comp La	Gearch has not been saved Reset Save As Beret

4. Click on the "Edit" button in the "Locations (via Search)."

This will bring up a list of location searches. Many of these will be the default public searches. From this list you will select the search that you wish to use as the location parameter. In this example we will use the Location from our previous Location Search example.

₩estVirginiaUniversity.		📇 25Live Pro 🕜 Event Wizard Demo User 🚍 More
		Nothing recently viewed C 🖉 Hate
	Select Object: 👔 Events 🗸 Saved Searches (optional) 🗸	
Quick Search		
Locations (via Sear	rch) ×	
ÉDIT		
X Woodburn Search		
Add Criteria		
		Reset Save As Search
		↑

5. Once the Location Search has been selected, click "Save As"

₩ WestVirginiaUniversity.		×	다. 26Live Pro @ Event Wizard Demo User 플 More
	Save Search Search Name: Woodburn Search		Nucleary recently strengt : () 1992
	Add to starred searches: O No Yes	1	
Duick Search Movanced		Cancel Save	
Loca	tions (via Search) X		
KDIT X Weedburn Search			
Add Criteria			
			Search fea not been saved Roset Save As Search

- 6. Keep the name the same. Click save to create an Event Search from the Location search.
 - 7. In the future, you can click on the "Pre-Defined Event Searches" subtab and the "Your Starred Searches" option to run this search again. This search will show all events in the location of the search.

Select Report Parame	eters
* Start Date:	
Wed Apr 03 2019	
* End Date:	
Wed Apr 03 2019	
* Event Search:	
Select a search	~
Q Select a search	
Your Starred Event Sear	rches 🔺
0BGYN Conference Rooms	*
SPH SPH	*
Woodburn	*
R Woodburn Search	* +
 All of Your Event Search 	hes
Copy] Locks Event Search	\$
Copyl Locks Event Search	
Report Format Optior	IS
PDF	
Excel Diah Taut Connet	
 Rich lext Format 	
Thirt	

8. Event Searches do not need to be created just from location searches. Event searches can be created in a similar manner to location searches, but include meeting types, organizations, etc., instead of buildings or capacities