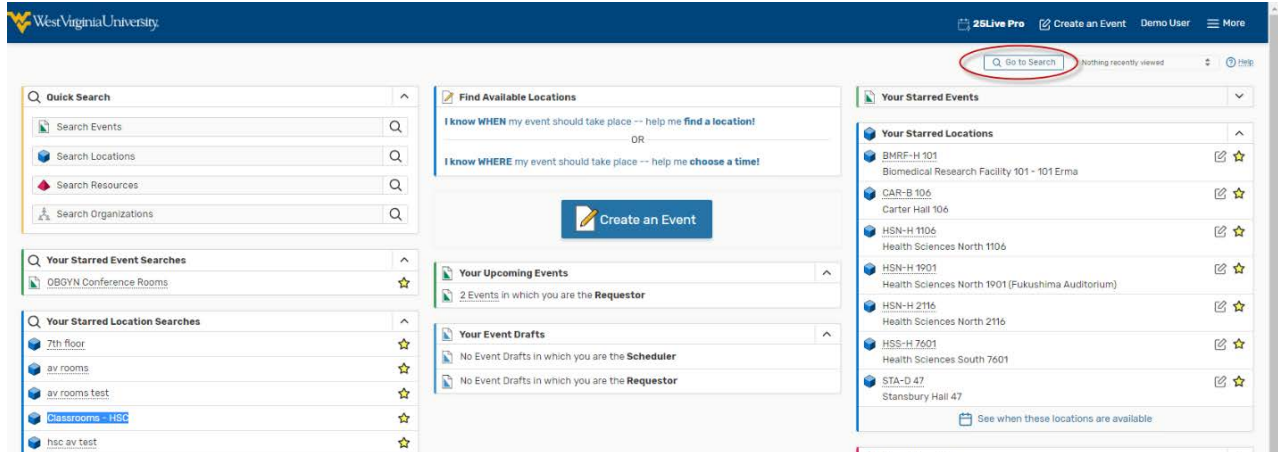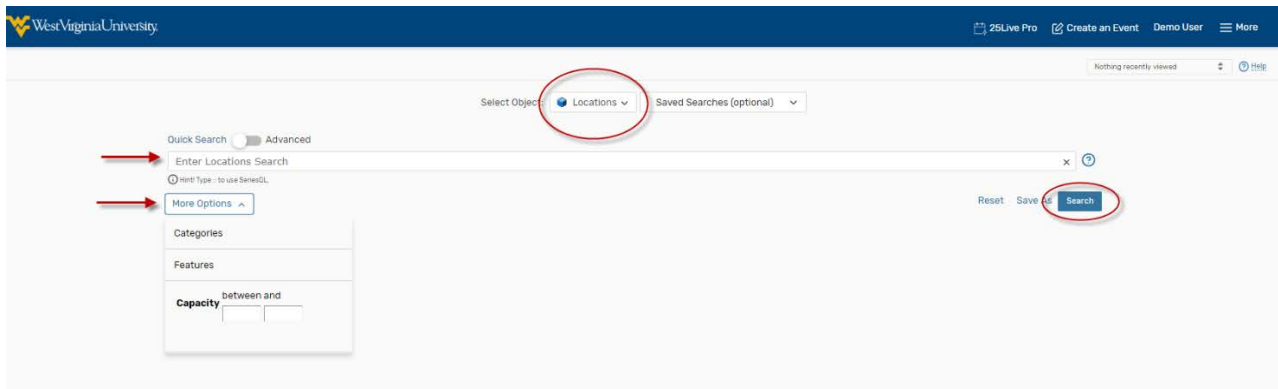# *How to Check Location Availability for One Space for One Week*

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



2.  On the "Search" page, select "Locations" from the drop down menu. Either enter the room that you are looking for or do an advanced search by clicking the more options button.  Hit "Search".

3. Select the name of the space you want to view availability for from the list.



4. Click on the "Availability (Weekly)" tab for that space. This will show you a one week availability view for that space. Green boxes with text mean something is occurring in that space.  White space means the location is available.

5. You can adjust the dates through the date picker option. Time display can also be changed by using the slider button in the top left corner of the table.



6. You can also exclude Saturday and Sunday from your Availability Grid View by clicking on the "Weekdays" option. Uncheck Saturday and Sunday and hit "Done".



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7. The result should look like this.