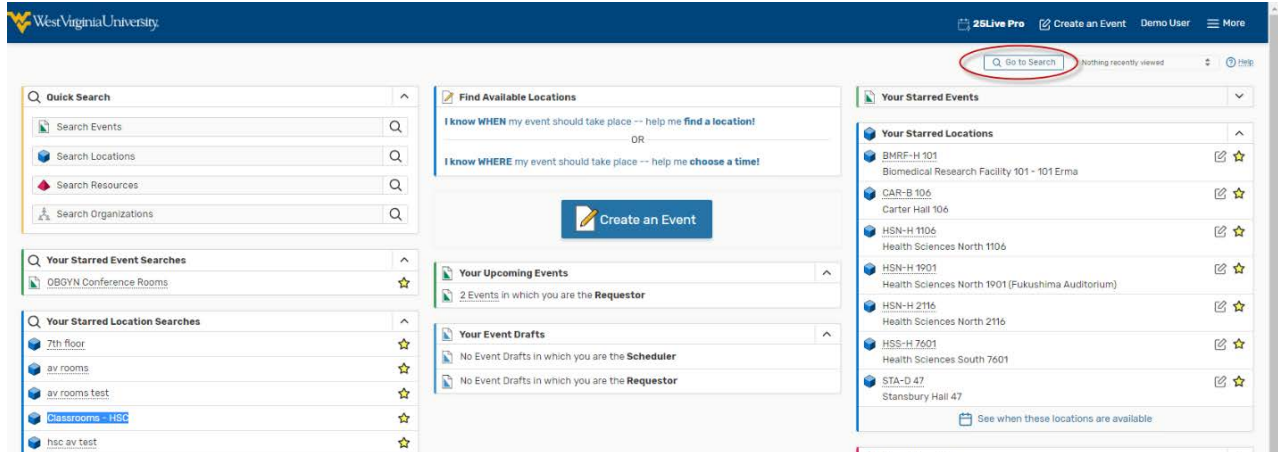
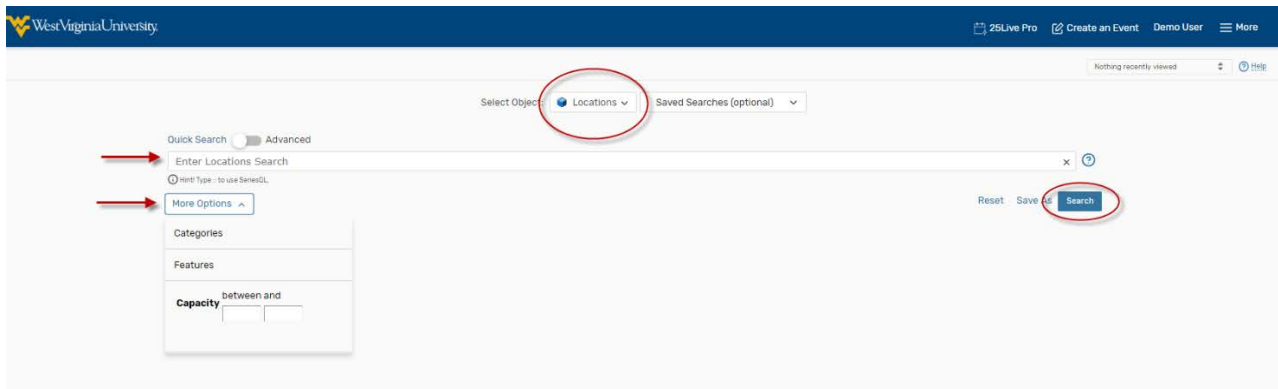


How to Check Location Availability for One Space for One Week

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.

The screenshot shows the West Virginia University 25Live Pro interface. At the top, there is a search bar with the text 'mhh' entered. Below the search bar, there are tabs for 'List', 'Calendar', and 'Availability'. The 'List' tab is active, showing a table of spaces. The first row is highlighted with a red circle and contains the following information:

Name	Formal Name	Categories	Features	Layouts	Max Capacity
MHH-D 122	Ming Hsieh Hall 122	FM - Downtown, Locks Report - Online Locks, 25Live - Academic Space, 25Live - Classroom Space (110), 25Live Control - FPS, Campus - Downtown, Control - Academic Scheduling, General Purpose Classroom, S25 Assignable	iDesign Plug-N-Play, AV - Document Camera, AV - DVD, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), AV - Microphone, Handheld, AV - Microphone, Wireless, AV - Projector, AV - Sound System, AV - VCR, Chalk Board, Classroom - General Purpose, Classroom Technology - iDesign Standard, Computer: Instructor Station PC, Clec Standard, Department Tech Level One, Department Tech Level Two, Dimmable Lighting, Downtown Campus, Dual Projector System, General Purpose Classroom, Hidden Course, iDesign Standard Classroom, Input Panel, Off Grid, One Day Course, Phone, Podium - Standing, Podium - Tabletop, Screen, Seating Table, Arm Chairs, Table - Instructor, Windows	Theater Seating	97
MHH-D 126	Ming Hsieh Hall 126	FM - Downtown, Locks Report - Online Locks, 25Live - Academic Space, 25Live - Classroom Space (110), 25Live Control - FPS, ...	iDesign Plug-N-Play, AV - Document Camera, AV - DVD, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium), ...	Theater Seating, Tiered Tablet Arm Chairs	97

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.

The screenshot shows the West Virginia University 25Live Pro interface for the space 'MHH-D 122'. The 'Availability (Weekly)' tab is selected, showing a calendar grid for the week of Sunday, Feb 10, 2019, to Saturday, Feb 16, 2019. The grid shows the following events:

	Sunday 2/10	Monday 2/11	Tuesday 2/12	Wednesday 2/13	Thursday 2/14	Friday 2/15	Saturday 2/16
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM		PHIL 200 002 XL 16202	BUL 235 001 16103	PHIL 200 002 XL 16206	BUL 235 001 16103	PHIL 200 002 XL 16202	
11:00 AM		STAT 511 001 16207	ACCT 202 002 16207	STAT 511 001 16207	ACCT 202 002 16207	PHIL 200 002 XL 16202	Visitor Center S. Morning
12:00 PM		BWOR 340 002 16206	ACCT 202 002 16207	BWOR 340 002 16206	ACCT 202 002 16207	BWOR 340 002 16206	
1:00 PM		STAT 542 001 16777	COEN 203 004 16781	STAT 542 001 16777	COEN 203 004 16781		Visitor Center S. Afternoon
2:00 PM		FIN 411 001 16408		FIN 411 001 16408			
3:00 PM							
4:00 PM	Phi Sigma Pi	PHIL 200 001 16202	ENVR 416 001 16204	POLS 302 002 16307	ENVR 416 001 16204		
5:00 PM							
6:00 PM		SONG 342 16116L 16400	MBA Hackathon - Project Introduction				
7:00 PM				Phi Sigma Pi			
8:00 PM							
9:00 PM							
10:00 PM	Closed	Closed	Closed	Closed	Closed		Closed
11:00 PM							

- 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.

The screenshot shows the 'Availability (Weekly)' view for room MHH-D 122. The calendar displays a grid from Sunday, Feb 10 to Saturday, Feb 16, 2019. A date picker is open, showing the current week. A red circle highlights a slider button in the top left corner of the grid. A red arrow points to the date picker. Another red arrow points to the 'Days' button in the top right corner of the grid.

- 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".

The screenshot shows the 'Availability (Weekly)' view for room MHH-D 122. A 'Done' dialog box is open, showing a list of days with checkboxes. The 'Done' button is highlighted with a red arrow.

