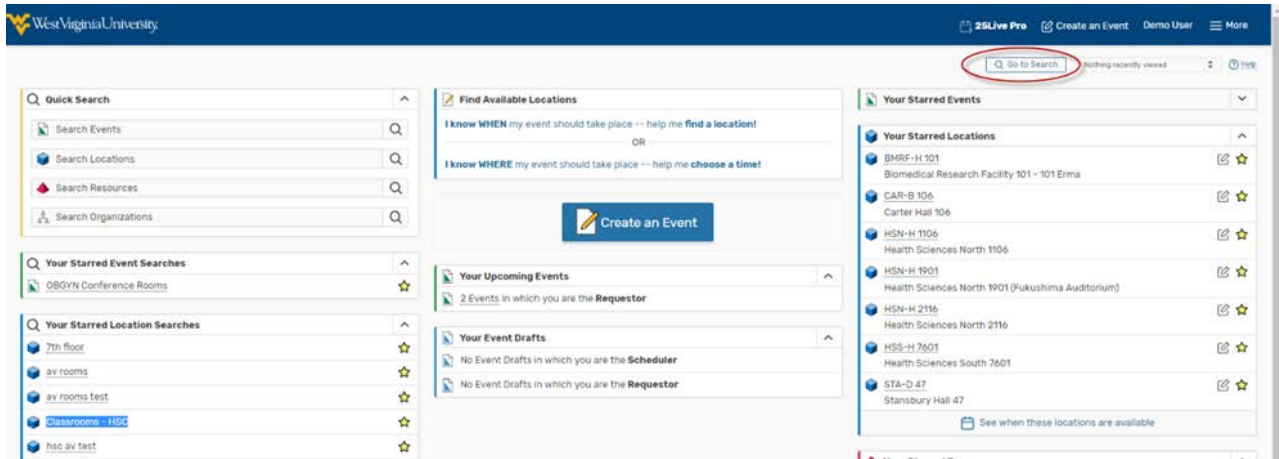
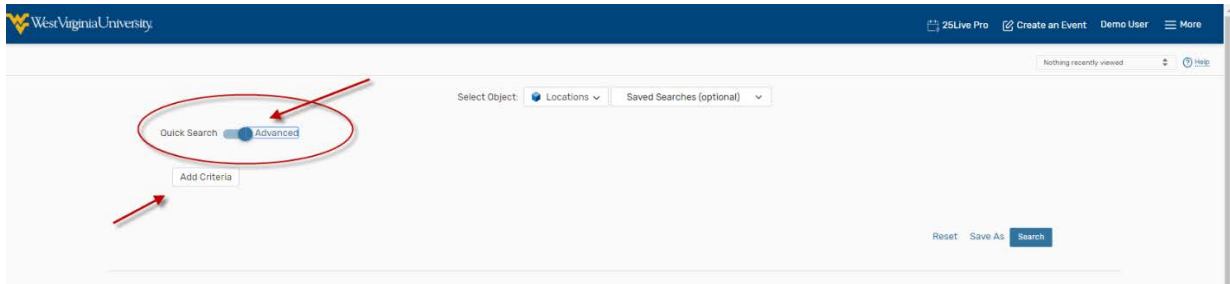


How to Create a Location Search

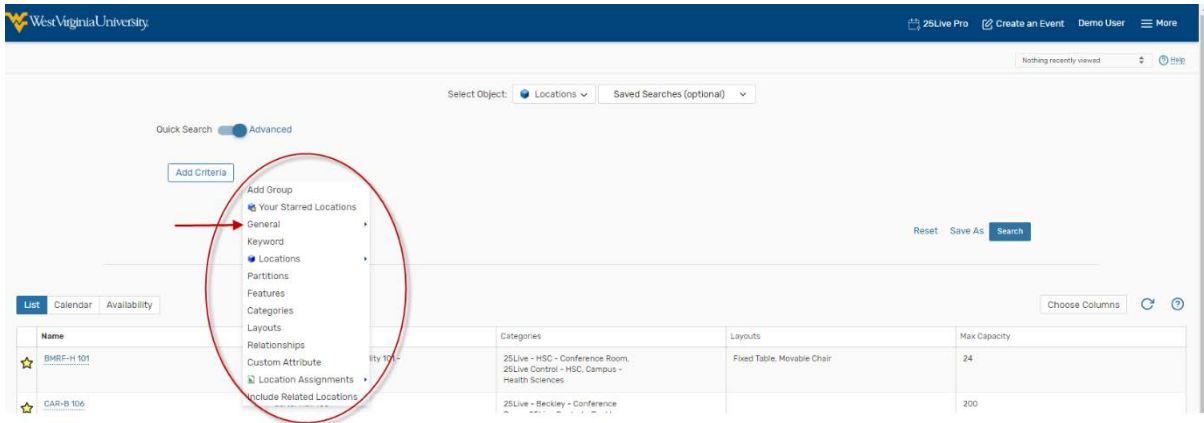
1. After logging into 25Live, click on the “Go to Search” button.



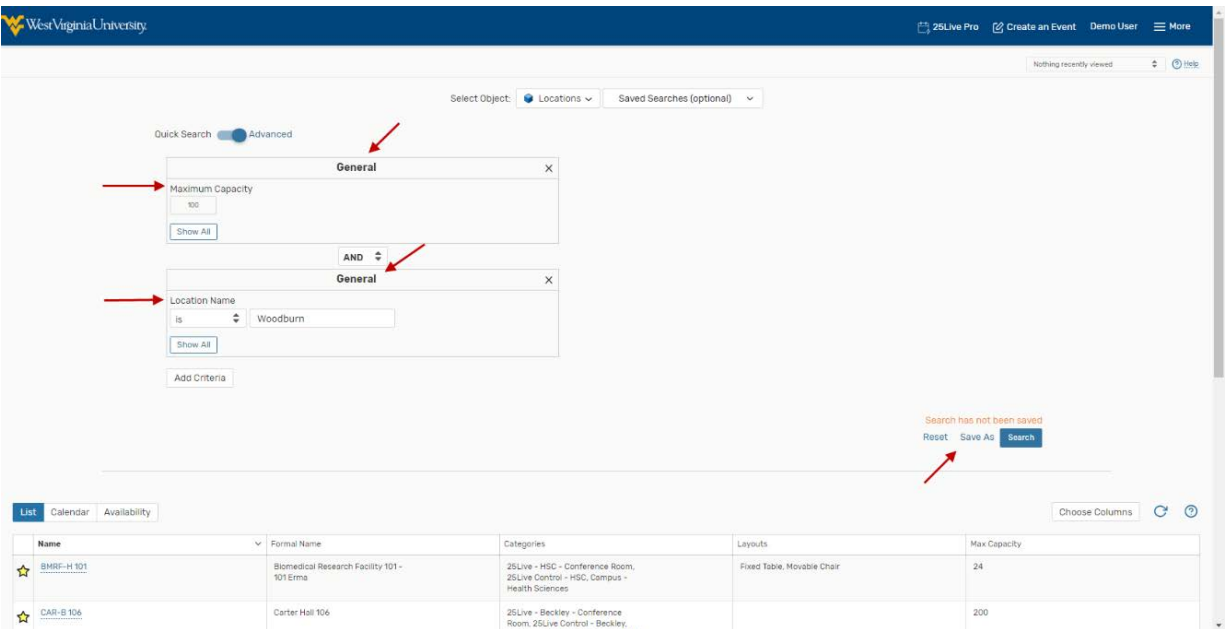
2. Select locations from the drop-down menu. Click The advanced option above the search bar and click the “Add Criteria” button.



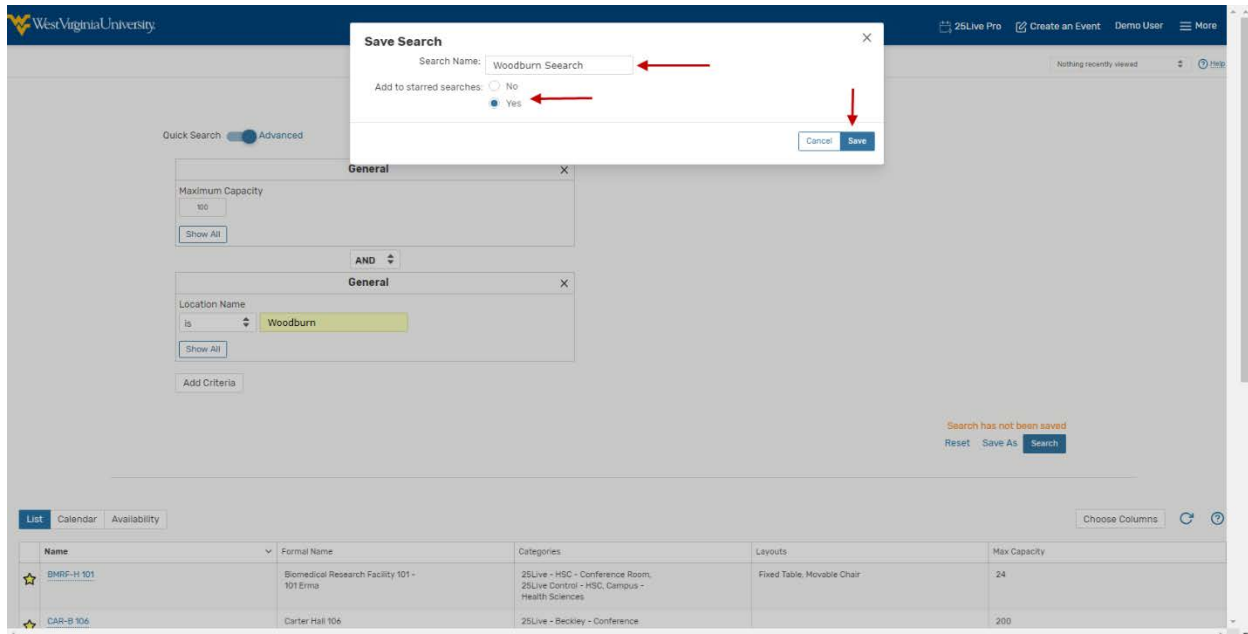
This will bring up a list of options by which you can search rooms. Options include Room Name, Features, Categories, and Capacity (under the General Tab)



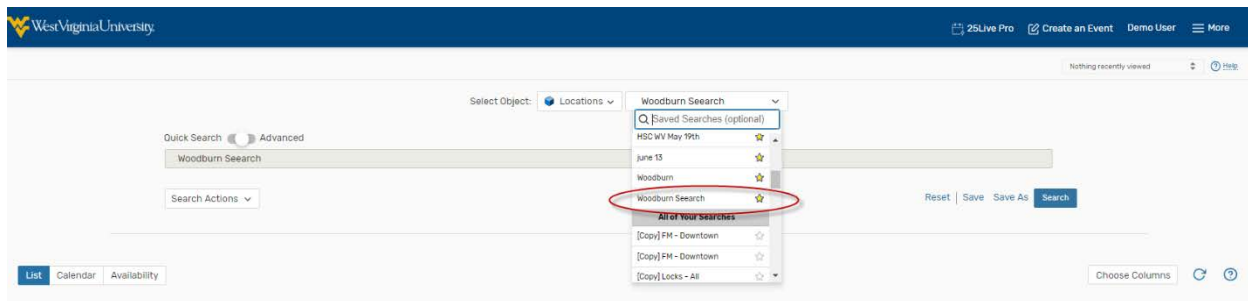
3. Once your list of attributes has been selected, click “Save As” on the right side of this page to save this search for future use.



4. A box will pop up asking you to name the search and if you would like to add the search to your starred searches. You may want to add a search to your list of starred searches if you run it often, as this will make it easier to find. This can be done or undone later as well.

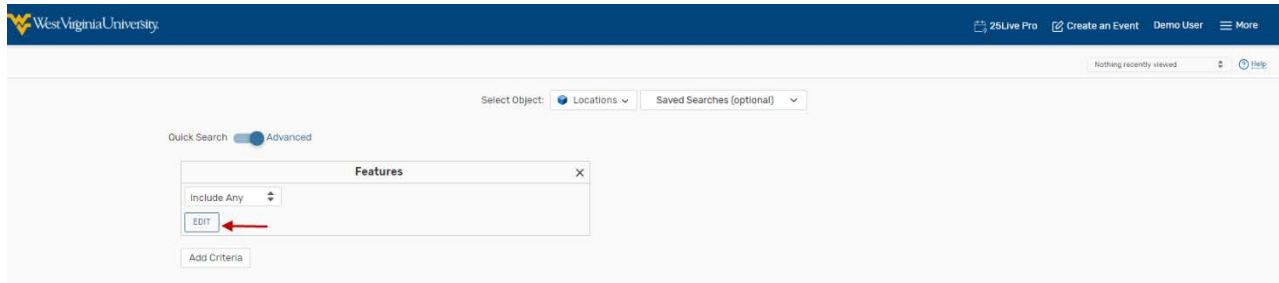


- In the future, you can click on the “Pre-Defined Location Searches” subtab and the “Your Starred Searches” option to run this search again.

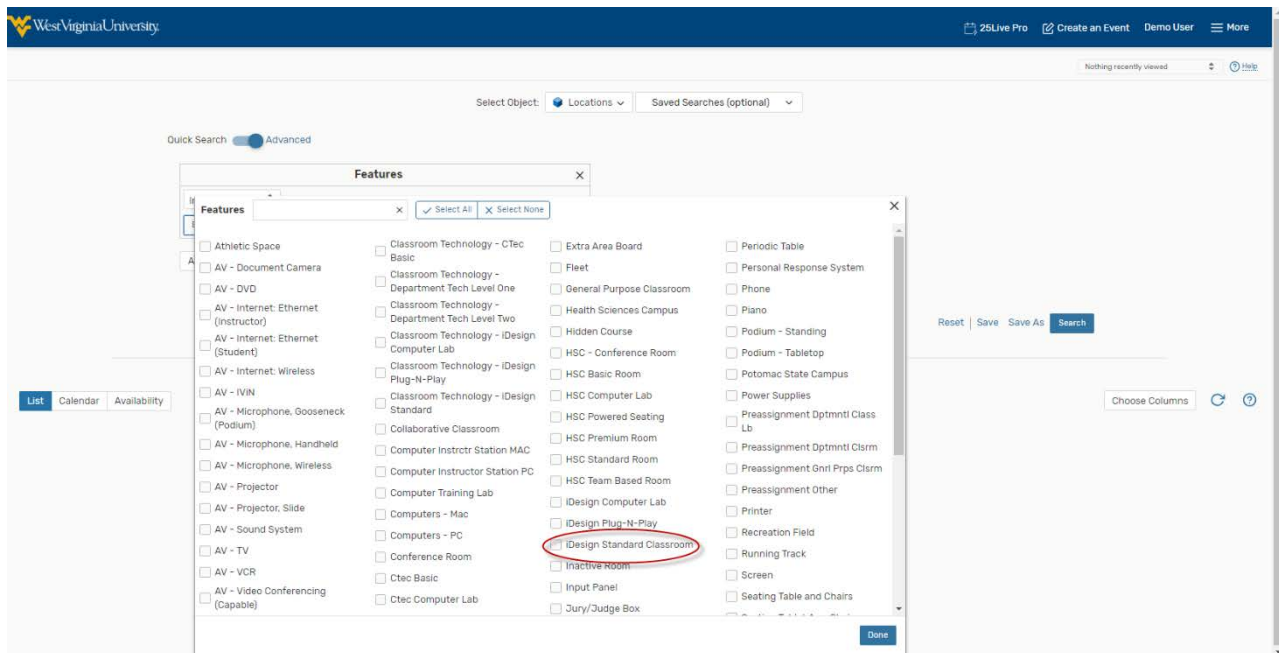


If you want to set up a location search based on a specific feature (such as technology) and/or capacity, you can do that as well. You can set up this search regardless of location with a specific building in mind. For example, let’s create a location search for all Woodburn rooms that have iDesign Standard technology AND have a capacity of 25–35.

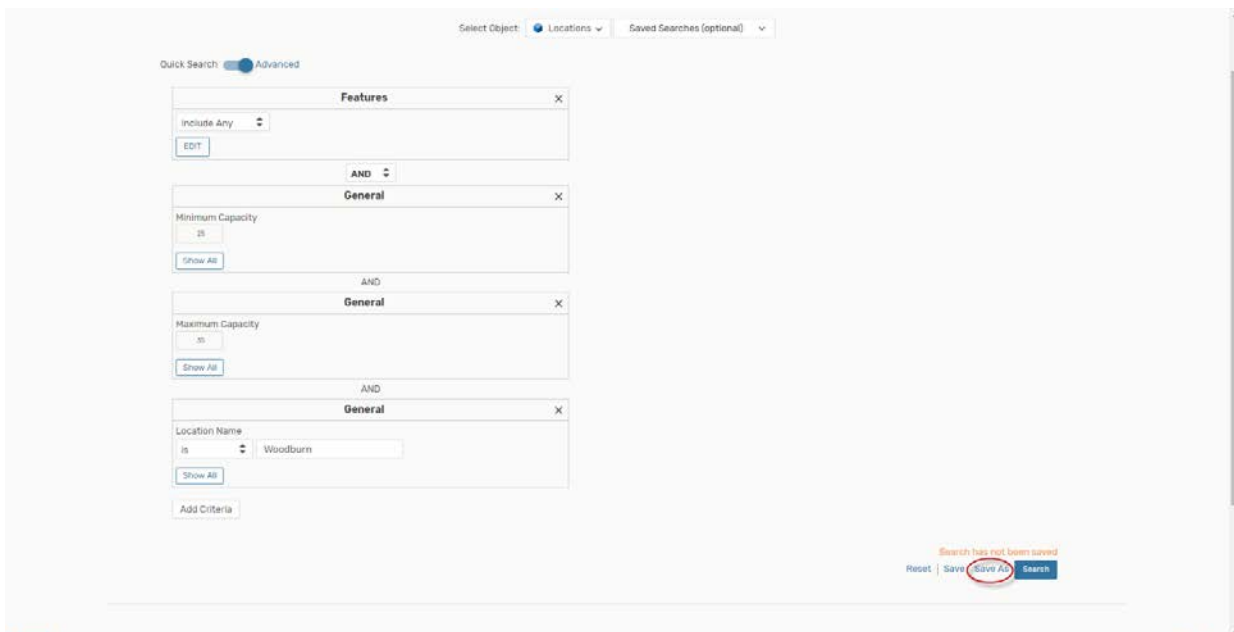
- Click “Go to Search” and select locations from the drop down menu. Go to advanced and add the above criteria.



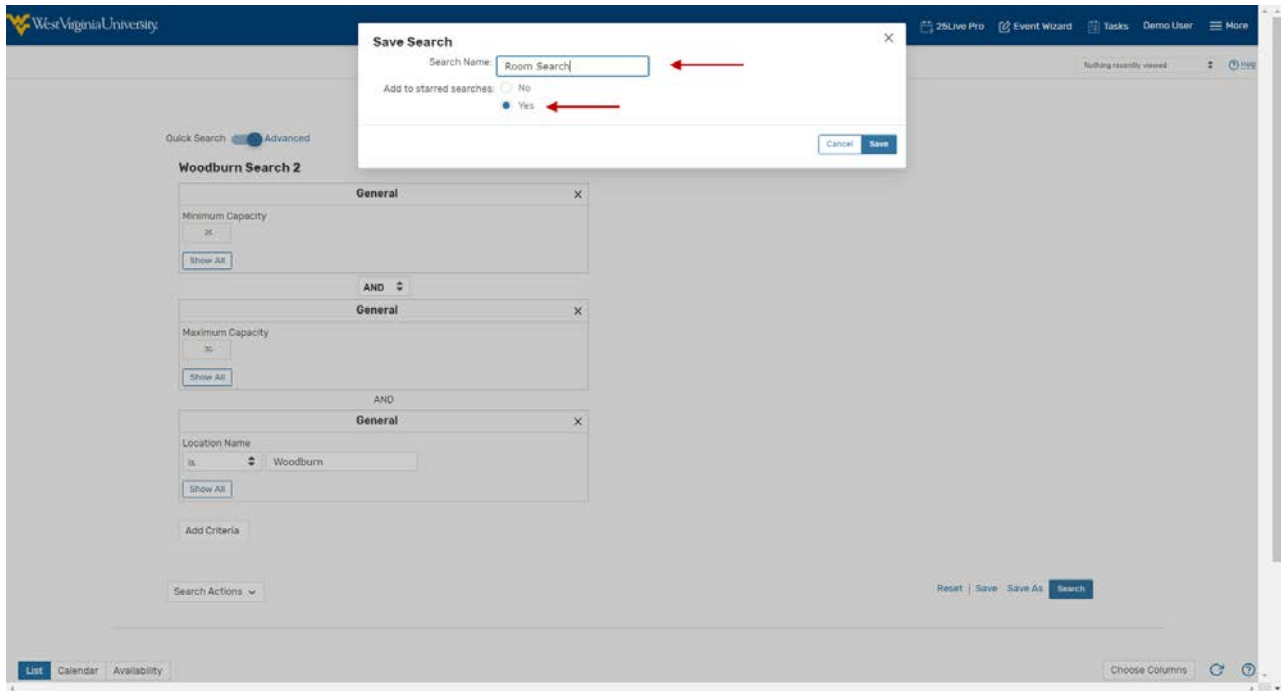
7. Select “Features from the drop down menu and then select Edit below “Include Any.” From this list select the room features to be included. In this case it is an iDesign Standard Classroom. ”.



8. Select the other criteria for our search from the “Add criteria,” and input the criteria



9. Click “Save As” on the right side of this page to save this search for future use.
10. Name your search and add it to Starred searches to make it easy to find.



11. Your Search will now Appear under Starred Location Searches

