How to Check Location Availability for One Space for Multiple Weeks

- West Virginia University: 📇 25Live Pro 😰 Create an Event Demo User 🚍 More Q So to : () two Q Quick Search ^ ¥ Find Available Location Your Starred Events Q I know WHEN my event should take place -- help me find a location! Search Events Your Starred Locations ~ OR Q BMRF-H 101 Biomedical Research Facility 101 - 101 Erma Search Locations C 1 Q lacktrian American Am CAR-8 106 6 1 Q Carter Hall 106 📩 Search Organizations Create an Event HSN-H 1106 Health Scien 6 1 es North 1106 Q Your Starred Event Searches ~ SN-H 1901 6 1 Your Upcoming Events ^ 08GYN Conference Rooms \$ North 1901 (Fuku Health Scienc 2 Events In which you are the Requestor 📦 HSN-H 2116 2 Q Your Starred Location Searches ~ Health Sciences North 2116 Your Event Drafts ^ 9 7th floor \$ B HSS-H 7601 12 1 No Event Drafts in which you are the Scheduler Health Sciences South 7601 av rooms ☆ No Event Drafts in which you are the Requestor STA-D 47 图白 🤪 av rooms test \$ ury Hali 47 🔅 Class ¢ 🖶 See when these locations are availab 슈 🕥 hac av test 1.....
- 1. After logging into 25Live, click on the "Go To Search" Button tab.

2. On the "Search" page, find your space (by keyword and/or byselecting more search options). Hit "Go".

West Virginia University.		🛱 25Live Pro 🛛 Create an Event Demo User 🗮 More
	Select Objec	Notified seconds seconds
Oulck Search DB Advanced		
Enter Locations Search		× ③
O mint Type - to use SeriesOL		
More Options		Result Save & Search
Categories		
Features		
Capacity between and		

₩estVirginiaUniversity.				📇 25Lwe Pro	Create an Event Demo Us	er 📃 More
					Nothing recently viewed	¢ @ treb
		Select Object: 💊 Locations	Saved Searches (optional)			
	Outok Search					
	mhh				× ⑦	
	O Herb Type - to use Benedit.			Search has	tot been saved	
	More Options 🐱			Reset Sav	AS Search	
List Calendar Availability					Choose Columns	00
Name	 Formal Name 	Categories	Features	Layouts	Max Capacity	
\$ M99-0 122	Hing Huidh Hat 122 /	FM- Downtown, Locks Report Ordine Locks, 25U-w. Academic Spoce, 25U-w. Classroom Space (191) 23U-e Control – PRA, Campus - Dewritaine, Control – Academic Schedung, Gennal Purpote Classroom, 525 Assignable	Design Pag-6-Ping, AV - Descare Comman, AV - NOD, AV - Internet: Ethernet (Johrsucto), AV - Internet: Ethernet (Johrsucto), AV - Microphone, NanOteisi, AV - Projector, AV - Sound System, AV - Projector, AV - Sound System, AV - VOC, Chall Board, Chassonom - Denteil Propose, Dissipping, Standard, Com Standard, Department Tech Com Standard, Department Tech Level Obs. Department Tech Level Voc, Chinales Liphting, Deantomer, Miden (Dours, Ubeign Standard, Classicom, Ingua Palinet, Of Gild, De Bay Course, Ubeign Standard, Deasy Course, Ubeign Dissistom, Facility, Police Police, Standard, Police Police, Standard, Police Police, Technol, Police Dissistom, Standard, Police Police, Table, Standard, Police Police, Table, Standard, Police	Theater Seating	57	
☆ MHH-0 126	Ming Hsieh Hall 126	FM - Downtown, Locks Report - Onine Locks, 25L/w - Academic Space, 25L/w - Classroom Space (1952, 25L/w Control - FPS,	(Design Plug-N-Play, AV - Document Conners, AV - OVD, AV - Internet: Ethernet (Instructor), AV - Microphone, Gooseneck (Podium).	Theater Senting, Tiered Tablet Arm Chairs	97	

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

4. Select "Availability (Weekly)" tab to look at the space availability grid for multiple weeks starting the week you pick in the date picker option.

est virginiaUniv	ersity																					Ë	25Live F	Pro 🕑 I	Create a	n Event	Demol	Jser	
																							Q G	o to Search	Re	cently Viewe	bł	~	-
MHH-D 122																													
Ming Hsieh Hall 12	2																												
			1			-																							
etails List	Availabili	ty (Daily)	Ava	ailability	(Weekly)	2 Ca	lendar																						
																~													
																<pre></pre>	Sun F	b 17 20	19 - Sa	t Mar 1	5 2019	→ We	eks: 4	\$	Days	More	Actions	~ (C
																	« <	Feb	uary 2	019	>								
	2/17	Sun 2/24	nday 3/3	3/10	2/18	Moi 2/25	nday 3/4	3/11	2/19	Tue 2/26	sday	3/12	2/20	Wedn	esday 3/6	3/1	s i	т	w.	T F	s	2/22	Fr 3/1	iday 3/8	3/15	2/23	Sati 3/2	urday 3/9	
7:00 AM		2/21	0,0	0/10	2/10	6/20	0/1	OF IT	210	2/20	0/0	0/12	2120	2127	0,0	07 11	27 2	8 29	30	31 01	02	LILL	0/1	0,0	0/10	2120	0/2	077	1
8:00 AM																	03 0	4 05	06	07 08	09								
9:00 AM					PHIL 260.0	PHIL 260 H	PHIL 260 H						PHIL 250 H	PHIL 250.0.	PHIL 260 H		10 1	1 12	13	14 15	16	PHIL 260.0	PHIL 260 H	PHIL 260 H					
10:00 AM					STAT 511 00	STAT 511 00	STAT 511 00		BIOL 235 0.	. BIOL 235 0.	BIOL 235 0.		STAT 511.00	STAT 511 00	STAT 511 00		17 1	10	20	24 24	27	STAT 511 00	STAT 511.00	STAT 511 00		Visitor Cent	Visitor Cent	Visitor Cent	H
11:00 AM					BCOR 340	BCOR 340	BCOR 340		ACCT 202.0	ACCT 202.0	ACCT 202.0	-	BCOR 340	BCOR 340	BCOR 340				20	21 24	23	BCOR 340	BC0R 340	BC0R 340 _					Ē
12:00 PM																	24 2	5 26	27	28 0	02								П
1:00 PM					STAT 562 0	STAT 562 0.	STAT 562 0_		COMM 203	. COMM 203 .	COMM 203.		STAT 562 0.	STAT 562 0.	STAT 562 0_		03 0	4 05	06	07 08	09					visitor Cent.	Visitor Cent.	Visitor Cent.	4
2:00 PM					FIN 411 001.	FIN 411 001.	FIN 411 001			-	-	-	FIN 411 001.	FN 411001_	FIN 411 001			Cu	rrent We	ek.									
3:00 PM																													
4:00 PM	Phi Sigma P	Phi Sigma Pi	Phi Sigma Pi	Phi Sigma P	PSYC 701 0.	PSYC 7010.	PSYC 7010		ENTR 416 S	ENTR 416 S.	ENTR 416 S.		POLS 250 0.	POLS 250 0.	POLS 250 0		ENTR 4	6 S., ENTR	416 S., EN	TR 416 S									
5:00 PM												-							-	_									
6:00 PM					SOWK 147 H.	. SOWK 147 H.	. SOWK 1470.															Closed	Closed	Closed	Closed				
7:00 PM									Medlife WVI	1			Sigma Kappa				Phi Sign	ia Pl											
8:00 PM																													
9:00 PM																													4
10:00 PM	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Liosed	Closed	Closed	Liosed	Closed	Closed	Closed	Closed	Closed	Closed	Close		sed	Liosed					Closed	Closed	Closed	ľ
																													41

5.Click on "Days" option to exclude Saturday and Sunday if needed. Uncheck Sunday and Saturday and hit "Done" button to view the grid only for the weekdays.

Ming Hsieh Hal	II 122																												
)etails List	4	Availabilit	ty (Daily)	Av	ailability	(Weekly)	Ca	lendar																					
							_																						
																	← :	Sun Feb 1	17 2019 -	Sat Mar 1	6 2019 -	→ We	eks: 4	=	Davs	Mor	Actione		Ś
																								-	Day	per la			
			Sur	nday			Moi	nday	- (- (Tue	sday			Wedr	esday			Thu	rsday			Fri	day					
2.00.000		2/17	2/24	3/3	3/10	2/18	2/25	3/4	3/11	2/19	2/26	3/5	3/12	2/20	2/27	3/6	3/13	2/21	2/28	3/7	3/14	2/22	3/1	6/0		sunday			
7:00 AM																									_ ∠ I	Monday			
0:00 AM								_							_									_		Tuesday			
9.00 AM						PHIL 260 0.	PHIL 260 H.	PHIL 260 H.		BIOL 235 0.	BIOL 235 0.	BIOL 235 0.		PHIL 260 H.	PHIL 260 0.	PHIL 260 H.		BIOL 235 0.	BIOL 235 0.	BIOL 235 0.		PHIL 260 0.	PHL 260 H.	PHIL 260 H.		Wednesd	av		
11:00 AM						STAT 511 00.	STAT 511 00.	STAT 511 00.						STAT 511 00.	. STAT 511 00	STAT 511 00.						STAT 511 00.	STAT 511 00.	STAT 511 00.					
12-00 PM						BCOR 340	BCOR 340	BCOR 340		ACCT 202 0.	ACCT 202 0.	ACCT 202 0.		BCOR 340	BCOR 340	BCOR 340	-	ACCT 202 0.	ACCT 202 0.	ACCT 202 0.		BCOR 340	BCOR 340	BCOR 340		Thursday	1		
1:00 PM						STAT 562 0	STAT 562 0.	STAT 562 0		COMM 203	COMM 203 .	COMN 203.	1	STAT 562 0.	STAT 562 0.	STAT 562 0.	1	COMM 203	COMM 203 .	COMM 203					- V I	Friday			
2:00 PM													_	-			_							_	• • •	Saturday			
3:00 PM						HN 411001	HN 411 UU1.	HN 411 001.						FIN 411 001.	. HN 411 UU1.	FIN 411 UUL.									1				
4:00 PM		Phi Sigma Pi	Phi Sigma Pi	Phi Sigma Pi	Phi Signa Pi	PSYC 701 0.	PSYC 701 0.	PSYC 7010		ENTR 416 S.	ENTR 416 S.	ENTR 416 S.		POLS 250 0.	POLS 250 0	POLS 250 0.	1	ENTR 416 S	ENTR 416 S.	ENTR 416 S.								D	la
5:00 PM										-																	-		ſ
6:00 PM						SOWK 147 HL	SOWK 147 H.	. SOWK 147 0														Closed	Closed	Closed	Cosed				1
7:00 PM										Medife WVU				Sigma Kapp				Phi Sigma Pi											
8:00 PM																													
9:00 PM																													
10:00 PM		Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	1				Closed	Closed	Closed	ſ						
11:00 PM																													1

6. You can see the whole semester by changing the number of weeks to 16 weeks and selecting the date of the beginning of the semester

