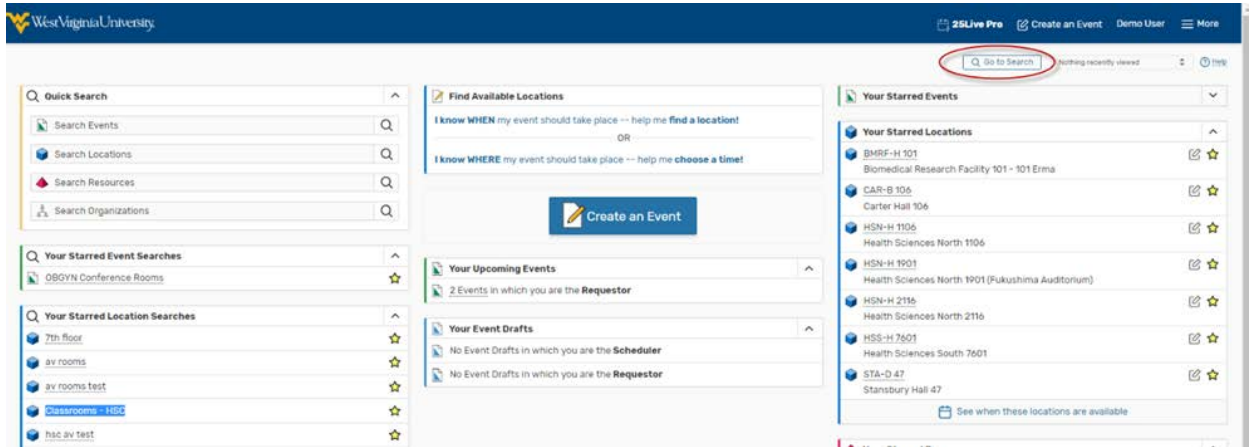
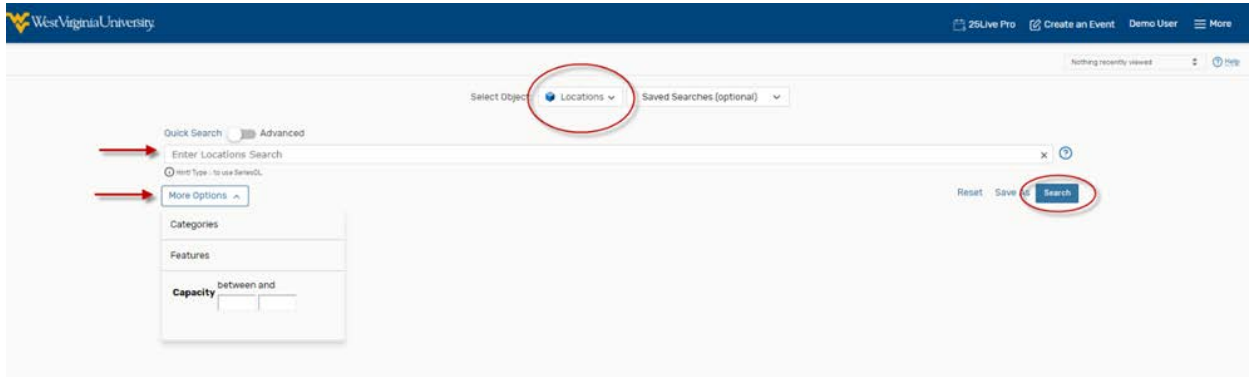


How to Check Location Availability for One Space for Multiple Weeks

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 by selecting more search options). Hit “Go”.



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.

The screenshot shows the 'Availability (Weekly)' view for MHH-D 122. The date range is Sun Feb 17 2019 - Sat Mar 16 2019. The 'Days' dropdown menu is open, displaying the following options:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

A red arrow points to the 'Done' button at the bottom right of the menu.

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

The screenshot shows the 'Availability (Weekly)' view for MHH-D 122. The date range is Sun Jan 20 2019 - Sat May 11 2019. The 'Weeks' dropdown is set to 16. The grid displays a full semester of classes from Monday to Friday, with Saturday and Sunday shaded grey.