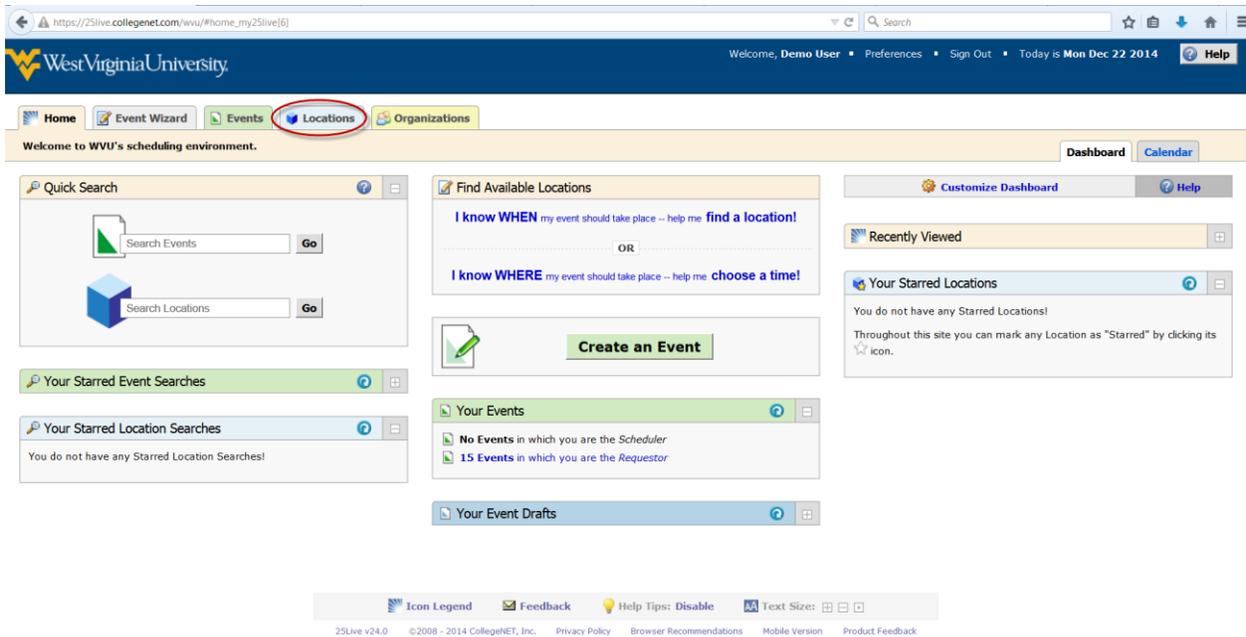
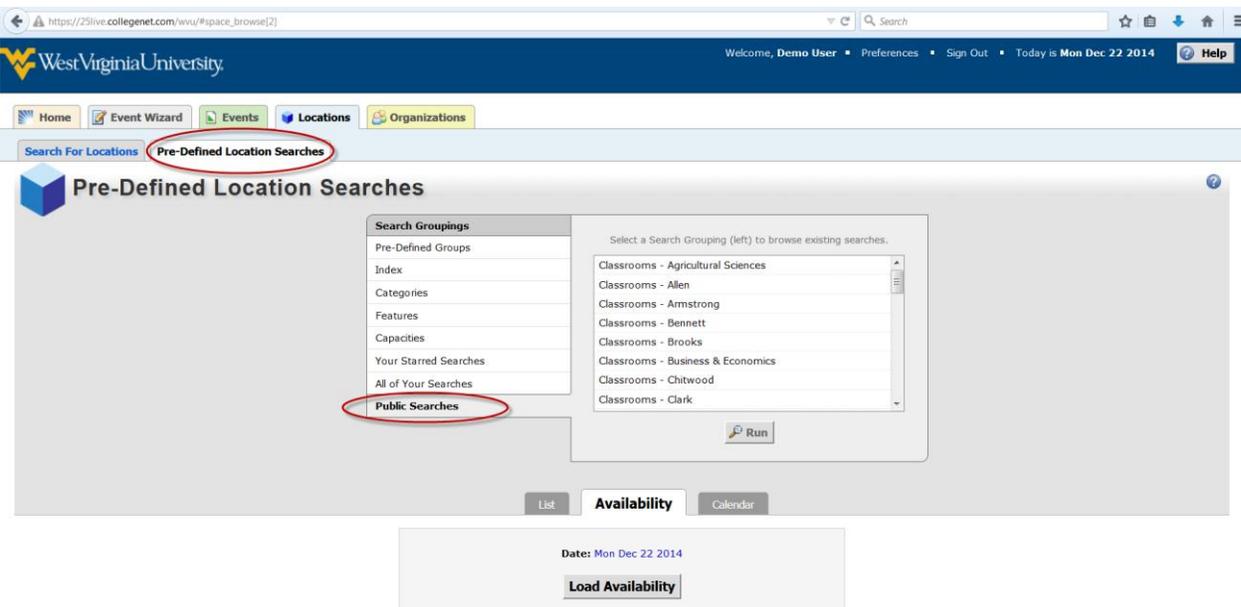


# How to Check Location Availability for a Set of Spaces

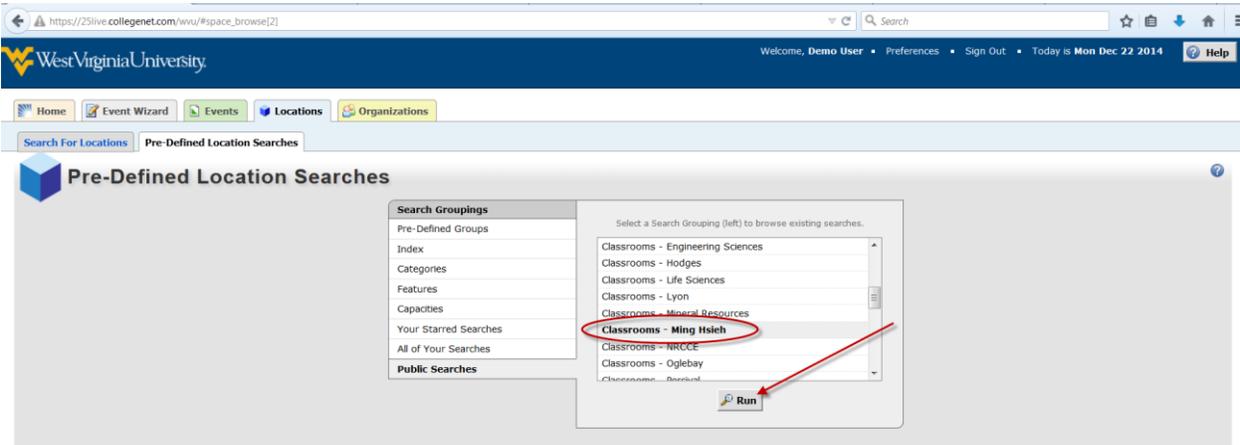
1. After logging into 25Live, click on the “Locations” tab.



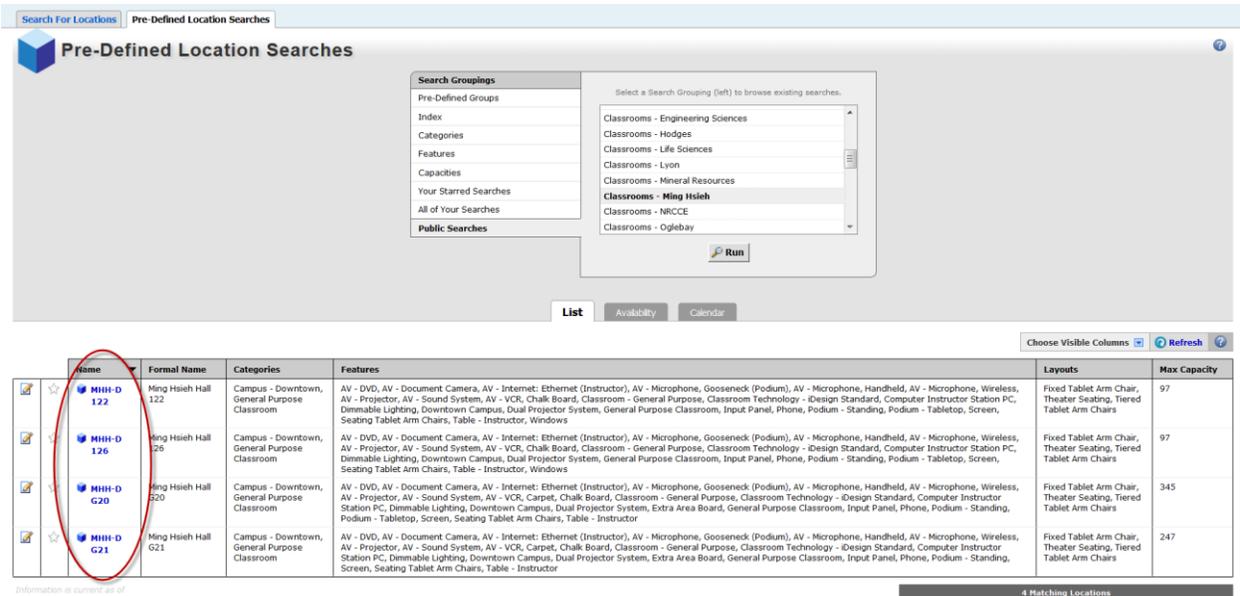
2. Click on the “Pre-Defined Location Searches” subtab, and select “Public Searches”.



- Suppose that we want to check the availability of the rooms in Ming Hsieh. Scroll down and select “Classrooms – Ming Hsieh” and hit “Run”.



- It brings up a list of the classrooms in the specific building only for one single day.



- Go to “Availability” tab to see an availability grid for all the rooms in Ming Hsieh. Green boxes with text mean something is occurring in that space and a white space means the location is available.

https://25live.collegenet.com/wvu/#space\_browse[2]

Search For Locations Pre-Defined Location Searches

### Pre-Defined Location Searches

**Search Groupings**

- Pre-Defined Groups
- Index
- Categories
- Features
- Capacities
- Your Starred Searches
- All of Your Searches
- Public Searches

Select a Search Grouping (left) to browse existing searches.

- Classrooms - Engineering Sciences
- Classrooms - Hodges
- Classrooms - Life Sciences
- Classrooms - Lyon
- Classrooms - Mineral Resources
- Classrooms - Ming Hsieh**
- Classrooms - NRCCE
- Classrooms - Oglebay
- Classrooms - ...

Run

List **Availability** Calendar

Date: Mon Dec 22 2014 Same-Day Event View: Overlapping Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122																	
MHH-D 126																	
MHH-D G20																	
MHH-D G21																	

6. You can adjust the dates through the date picker option if needed.

List **Availability** Calendar

Date: Mon Dec 22 2014 Same-Day Event View: Overlapping Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122																	
MHH-D 126																	
MHH-D G20																	
MHH-D G21																	

7. Once you click on the new date, the availability grid will be updated automatically. The result should look like this. You can click on one of the white boxes to create a new event requesting that room on that date.

List **Availability** Calendar

Date: Tue Jan 20 2015 Same-Day Event View: Overlapping Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122				BIOL 235 C	SOCA 234	PHIL 130 C	SOCA 232	FIN 522 00									
MHH-D 126				BIOL 122 C	PHIL 170 C	HUM 102 C	PHIL 170 C	ECON 301									
MHH-D G20		BCOR 330	ECON 201	COMM 105	ECON 201	ECON 201	BCOR 320	BCOR 360	Critical Conversations (DEI)								
MHH-D G21		STAT	SOCA 101	SOCA 101	SOCA 101	SOCA 105	SOCA 105										

Click and Drag dashed bottom border to resize Availability grid.