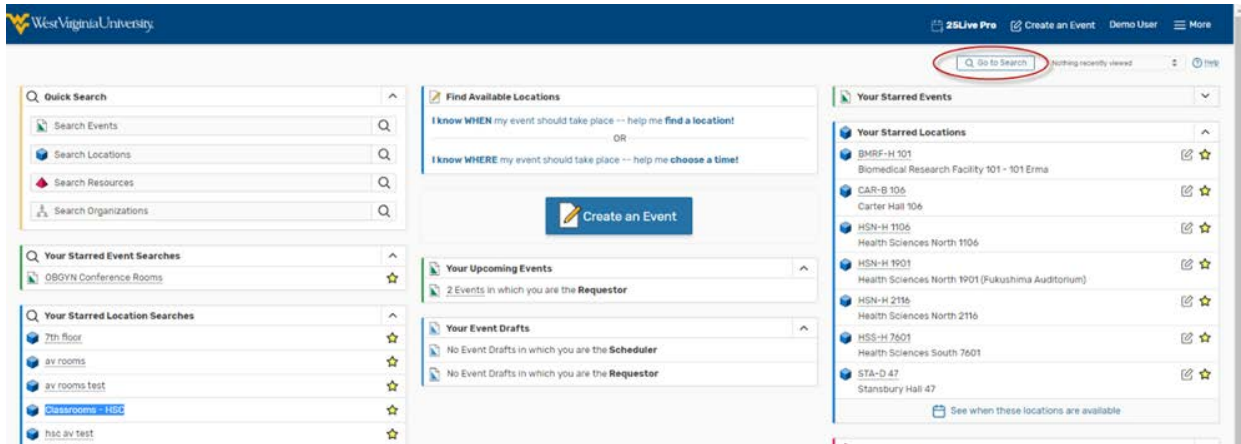
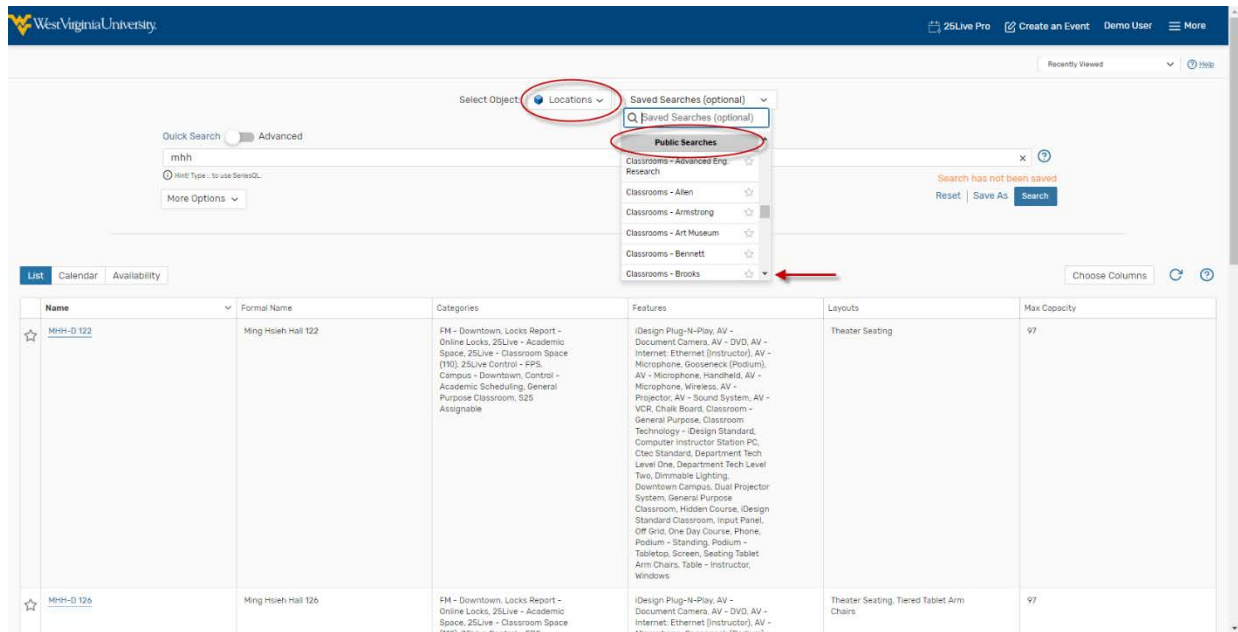


How to Check Location Availability for a Set of Spaces

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



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



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

West Virginia University 25Live Pro Create an Event Demo User More

Select Object: Locations Classrooms - Ming Hsieh

Quick Search: Classrooms - Ming Hsieh

Search Actions

Reset Save As Search

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, Ctac 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 Tablet 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

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

West Virginia University 25Live Pro Create an Event Demo User More

Select Object: Locations Classrooms - Ming Hsieh

Quick Search: Classrooms - Ming Hsieh

Search Actions

Reset Save As Search

List Calendar Availability

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, Ctac 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 Tablet 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

- 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.

West Virginia University | 25Live Pro | Create an Event | Demo User | More

Select Object: Locations | Classrooms - Ming Hsieh

Quick Search | Advanced | Classrooms - Ming Hsieh

Search Actions | Reset | Save As | Search

List | Calendar | **Availability**

← Tue Feb 19 2019 → | Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122				Biol 235 001 11513	ACCT 202 002 15447	COHM 203 004 18731				ENTR 416 001 15255			Medicine WVU				Closed
MHH-D 125				POLS 220 002 18407		MATH 156 007	Visita..	BCOR 350 H01 13313	POLS 311 001 17468							Delta Sigma Pi	Closed
MHH-D 030			CHEM 233 002 MHP X..	CHEM 115 002 MHP XL..	COHM 105 001 10243	BUSA 330 002 XL 185..		ECON 201 004 11611	ECON 202 004 12405	BCOR 360 001 10365						Eberly Common Exam Block - 17	Closed
MHH-D 021			RELG 102 001 12004	COHM 112 002 11426				ECON 201 002 10373	Delta Sigma Pi	PSYC 234 001 14924						Eberly Common Exam Block - 17	Closed

No More Results

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

West Virginia University | 25Live Pro | Create an Event | Demo User | More

Select Object: Locations | Classrooms - Ming Hsieh

Quick Search | Advanced | Classrooms - Ming Hsieh

Search Actions | Reset | Save As | Search

List | Calendar | **Availability**

← Tue Feb 19 2019 → | Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122				Biol 235 001 11513	ACCT 202 002 15447	COHM 203 004 18731				ENTR 416 001 15255							Closed
MHH-D 125				POLS 220 002 18407		MATH 156 007	Visita..	BCOR 350 H01 13313	POLS 311 001 17468							Delta Sigma Pi	Closed
MHH-D 030			CHEM 233 002 MHP X..	CHEM 115 002 MHP XL..	COHM 105 001 10243	BUSA 330 002 XL 185..		ECON 201 004 11611	ECON 202 004 12405	BCOR 360 001 10365						Eberly Common Exam Block - 17	Closed
MHH-D 021			RELG 102 001 12004	COHM 112 002 11426				ECON 201 002 10373	Delta Sigma Pi	PSYC 234 001 14924						Eberly Common Exam Block - 17	Closed

No More Results

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.

West Virginia University | 25Live Pro | Create an Event | Demo User | More

Select Object: Locations | Classrooms - Ming Hsieh

Quick Search | Advanced | Classrooms - Ming Hsieh

Search Actions | Reset | Save As | Search

List | Calendar | **Availability**

← Tue Feb 26 2019 → | Overlapping

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MHH-D 122				Biol 235 001 11513	ACCT 202 002 15447	COHM 203 004 18731				ENTR 416 001 15255							Closed
MHH-D 125				POLS 220 002 18407		MATH 156 007	Visita..	BCOR 350 H01 13313	POLS 311 001 17468							Delta Sigma Pi	Closed
MHH-D 030			CHEM 233 002 MHP X..	CHEM 115 002 MHP XL..	COHM 105 001 10243	BUSA 330 002 XL 185..		ECON 201 004 11611	ECON 202 004 12405	BCOR 360 001 10365						Eberly Common Exam Block - 17	Closed
MHH-D 021			RELG 102 001 12004	COHM 112 002 11426				ECON 201 002 10373	Delta Sigma Pi	PSYC 234 001 14924						Eberly Common Exam Block - 17	Closed

No More Results