Checking Space Availability by Location

There are several ways to search for space availability.

On the Home Dashboard, you have a few simple options:

1) Click on Quick Search > Search for Locations. Type in your Location name, click Enter.

2) Click on [Go to Search]

Go to the Select Object: dropdown and choose Locations. Enter the Building or Room into the Search Locations box.

You can also use the More Options dropdown to search on additional details you need a location. For example, Categories (by Campus, Room Type, etc...)
Features (Video or Web Conferencing, Furniture, Type of Computers, Special Equipment, etc...)
Layouts (Lecture, Reception, Seminar, Open Space, Banquet, Classroom Style, etc...)
Capacity (Minimum and Maximum size)

Whatever search option you choose you will be presented with a list of the space/s, where you can view

- events scheduled in the space
- the current availability
- detail information about the space
Viewing Options for Individual Spaces

- **List View** - Shows a list of the room name, formal name, categories, features, layouts, and max capacity.

- **Availability View** - Shows a grid view of the events that are scheduled in the rooms. **Blank Spaces** are possible open time blocks for requesting (click on the blank space to request the space). **NOTE**: Open timeslots are not guaranteed to be available until your request is approved.

### List View

<table>
<thead>
<tr>
<th>Name</th>
<th>Formal Name</th>
<th>Categories</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE 101</td>
<td>Deady Hall 101</td>
<td>Academic Space, Ada Accessible Classroom, Deady Hall, Rose Hill Campus</td>
<td>Air Conditioning, Window Units, Board - Chalk, Audio Visual Display Player, Screens, Smart Classroom Level 2, VCR, Windows</td>
<td>Classroom Style (Layout 1)</td>
<td>40</td>
</tr>
<tr>
<td>DE 102</td>
<td>Deady Hall 102</td>
<td>Academic Space, Ada Accessible Classroom, Deady Hall, Rose Hill Campus, Seminar Room</td>
<td>Air Conditioning, Board - Chalk, Deady Hall, Auto Projector, Seminar Shelves, Smart Classroom Level 2, VCR, Windows</td>
<td>Seminar Style (Layout 1)</td>
<td>18</td>
</tr>
<tr>
<td>DE 105</td>
<td>Deady Hall 105</td>
<td>Academic Space, Ada Accessible Classroom, Deady Hall, Rose Hill Campus, Seminar Room</td>
<td>Air Conditioning, Window Units, Board - Chalk, Light, Deady Hall, Door, Projector - Digital, Seminar Shelves, Smart Classroom Level 2, VCR, Windows</td>
<td>Seminar Style (Layout 1)</td>
<td>18</td>
</tr>
</tbody>
</table>

### Availability View

Click on a specific location to get a **Daily** or **Weekly** availability schedule of that space.

**Daily:**
Weekly:

- **Calendar View** - displays a calendar view of the events that are occurring in one week period. You can expand the calendar view for up to 16 weeks.
Reviewing the Details for a Single Location

After selecting a location you would like to book by clicking on the name of the space (usually in blue font), you can also click on the Details Tab to view details of one particular location shows you the detailed features, capacities and an image of the space. Multipurpose rooms may have multiple images. Click on each Layout to see the furniture set up.

Single Space details:

For those that have used the previous version of 25Live (25Live Classic), you will notice the Pro application no longer has Tabs to navigate between Events, Locations, Tasks, Resources, and Reports. If you were accustomed to going back and forth between tabs, you can do the same with 25Live by opening the application on several tabs within your browser. Open one application of 25Live to Events; open another application of 25Live to Locations, another to Tasks, etc....

Online Help: On the top right-hand side of the 25Live site, click on the link to go to documentation provided by CollegeNet, the parent company of the 25Live application.