25Live Event Management

Location Search
LOCATION SEARCH

NOTE: You can search for available locations in 25Live for your event any time, but the assignment and uses of these spaces must be authorized by Conference Services.

1. Sign into 25Live. You will be either on the Dashboard or the Calendar view. Choose the Dashboard view.

2. There are 3 ways to search for locations from the Home tab of the Dashboard view.
A.

Quick Search

Enter at least two characters of the location name or the room number in the blank field next to the space icon and click Go.

All rooms matching the entered criteria will open in the Locations tab. You can further refine the search, by clicking on More Search Options next to the search field, change to the Availability or Calendar view, and customize the way the results are displayed.

B.

Find Available Locations

This block enables you to cross reference events and the location you wish to assign to them. If you know when the event should take place and you are searching for a room, click on the first line.
Enter the desired date, time, expected attendance, and location search for your event and click the “Show me what’s available” button.

This will populate with spaces that are available based on the search criteria. To request an available space, click “Use This Location” to open the event wizard.

C.

Your Starred Locations

Starred locations provide direct access from the Home tab to your most commonly used or favorite rooms by clicking on the star next to that location. From the dashboard click on the space name to see details on an individual location tab. You can change between views, select a different date range, or select other functionalities by clicking on the Actions drop down arrow.
3. **Locations tab**

There are two ways to search for locations from the **Locations** tab.

A. **Search for Locations**

Click in the **Search by Keyword** field and enter at least two characters of the room’s name or number. The results will open offering you different views and further actions.

B. **Pre-Defined Location Searches**

On the **Pre-Defined Location Searches** sub-tab you can search for locations according to pre-defined searches. Select **Public Searches** (this provides a list of building searches), select a group, and then click on **Run**. Results will open in a list, availability or calendar view.