

25Live Pro Event Management



Location Search

LOCATION SEARCH

25Live Pro Website: <https://25live.collegenet.com/pro/coastal>

NOTE: You can search for available locations in 25Live Pro for your event at any time, but the assignment and uses of these spaces must be authorized by the Scheduling and Space Management Office.

1. Click on **Sign In** in the upper right-hand corner of 25Live Pro and login with your coastal.edu username and password. Once logged in, you will see the last page you were on in the system. Select **25Live Pro** at the top of the page.

The screenshot shows the 25Live Pro dashboard interface. At the top, the Coastal Carolina University logo is on the left, and navigation links for '25Live Pro', 'Event Wizard', 'Tasks', 'Lauren Koonce', and 'More' are on the right. Below the navigation bar, there is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. The main content area is divided into several sections: a 'Quick Search' sidebar on the left with options for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'; a central 'Create an Event' button; a 'Find Available Locations' section with the text 'I know WHEN my event should take place -- help me find a location!' and an 'OR' separator; and a 'Tasks' section on the right showing '1 Task on Today's Agenda', '2 Outstanding Tasks', '2 Flagged Tasks', and '0 Tasks Assigned By You'. A 'Your Upcoming Events' section is partially visible at the bottom right.

2. There are multiple ways to search for events from the **25Live Pro** dashboard view.

This screenshot is similar to the previous one but highlights specific search options. In the 'Quick Search' sidebar, the 'Search Locations' option is highlighted with a red box and labeled 'A'. In the 'Find Available Locations' section, the text 'I know WHEN my event should take place -- help me find a location!' is highlighted with a red box and labeled 'B', and the text 'I know WHERE my event should take place -- help me choose a time!' is highlighted with a red box and labeled 'C'. The 'Go to Search' button in the top navigation bar is also highlighted with a red box and labeled 'D'. The 'Your Starred Locations' section on the right shows 'WHEL*109 Wheelwright Auditorium' with a star icon and a link to 'See when these locations are available'.

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 the magnifying glass to search.

All locations matching the entered criteria will open on the search page. You can further refine the search, by clicking on **More Options** under the search field, change to the **Availability** or **Calendar** views and customize the way the results are displayed, or click on its name for more information.

Quick Search Advanced



WHEL × ?

Search has not been saved

Reset | Save As

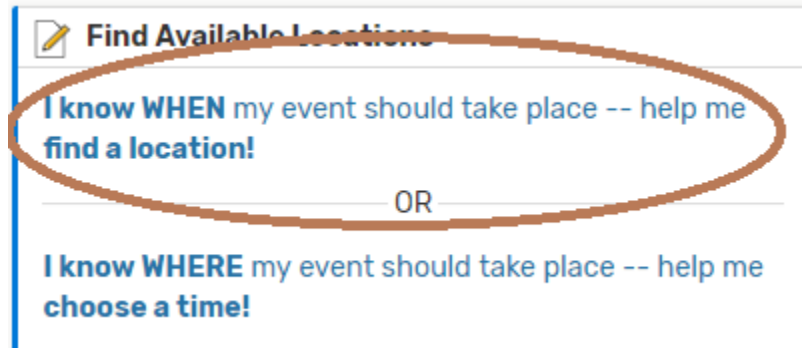
More Options ▾

List **Calendar** Availability Choose Columns ↻ ?

	Name ▾	Formal Name	Categories	Features	Layouts	Max Capacity
	WHEL*100	Wheelwright Auditorium Lobby	Wheelwright Auditorium, Main Campus, Lobby	Seating - Bench, Table - Coffee Table, Lighting - Chandelier, Lighting - Incandescent, Lighting - Track, Door - Ingress/Egress Only, Lighting - Windows With No Blinds, Floor Covering - Tile, Technology - Internet - Wireless (Student Access), Electrical Outlet - 120V, Instructional Tool - Residential Speakers, Fountain, Restroom	Other	120
	WHEL*101	Wheelwright 101 Office		Student - Seating - Chair, Casters, Lighting - Fluorescent, Door - Ingress/Egress Only, Lighting - Windows With Blinds, Floor Covering - Carpeted, Internet Connection, Technology - Internet - Wireless (Student Access), Electrical Outlet - 120V	Office	3

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 option.



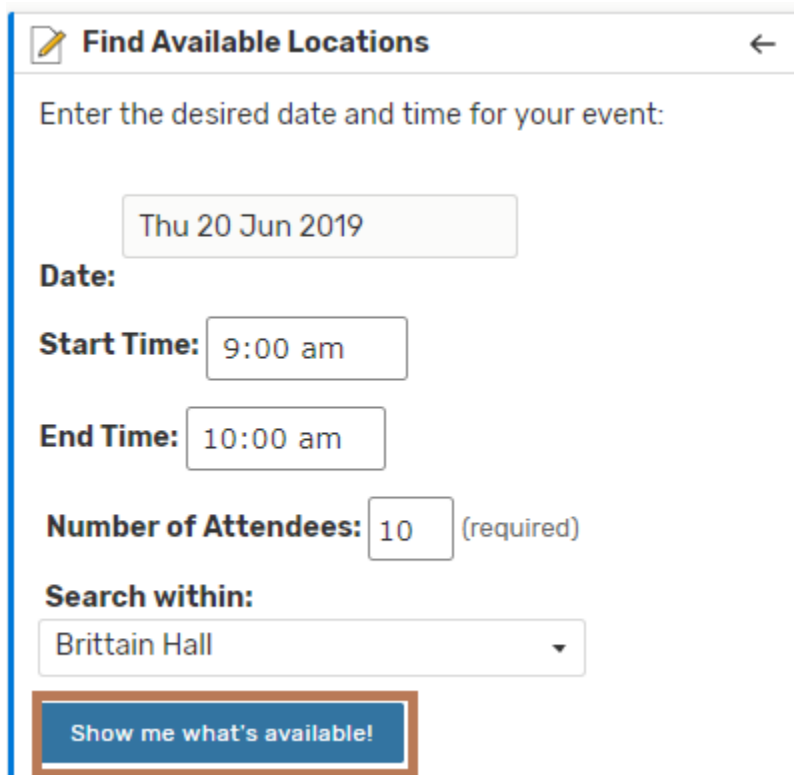
Find Available Locations

I know WHEN my event should take place -- help me find a location!

OR

I know WHERE my event should take place -- help me choose a time!

Enter the desired date, time, expected attendance, and location search for your event and click the **“Show me what’s available!”** button.



Find Available Locations

Enter the desired date and time for your event:

Thu 20 Jun 2019

Date:

Start Time: 9:00 am

End Time: 10:00 am



Number of Attendees: 10 (required)

Search within:


Brittain Hall




Show me what's available!

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


 BRTH*245 Brittain Hall Computer Classroom 245 Max Capacity: 25	Use This Location
 BRTH*246 Brittain Hall Classroom 246 Max Capacity: 30	Use This Location

C. Your Starred Locations

 **Your Starred Locations** ^

 WHEL*109  

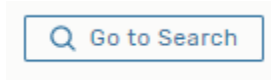
Wheelwright Auditorium

 [See when these locations are available](#)


Starred Locations provide direct access from the **25Live Pro** page to your most commonly used or favorite locations by clicking on the **Star** next to that location. From the **25Live Pro** page, 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.

D. Go to Search

Click on Go to Search.



Ensure the **Select Object** option is on **Locations**. You can search in the **Enter Location Search** bar or choose from the **Saved Searches** dropdown.

Select Object:  Locations Saved Searches (optional)

Quick Search Advanced

Enter Locations Search × ?

More Options ▾ Reset | Save As Search