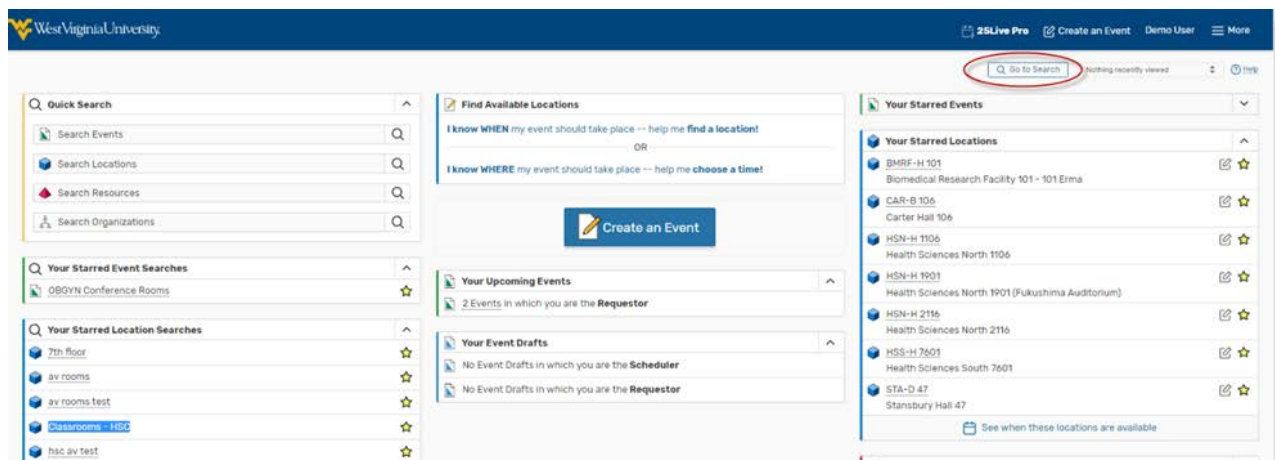
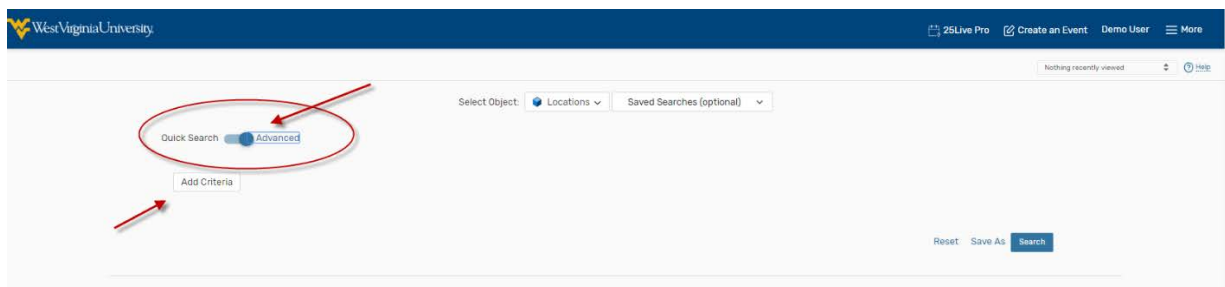


How to Create a Location Search

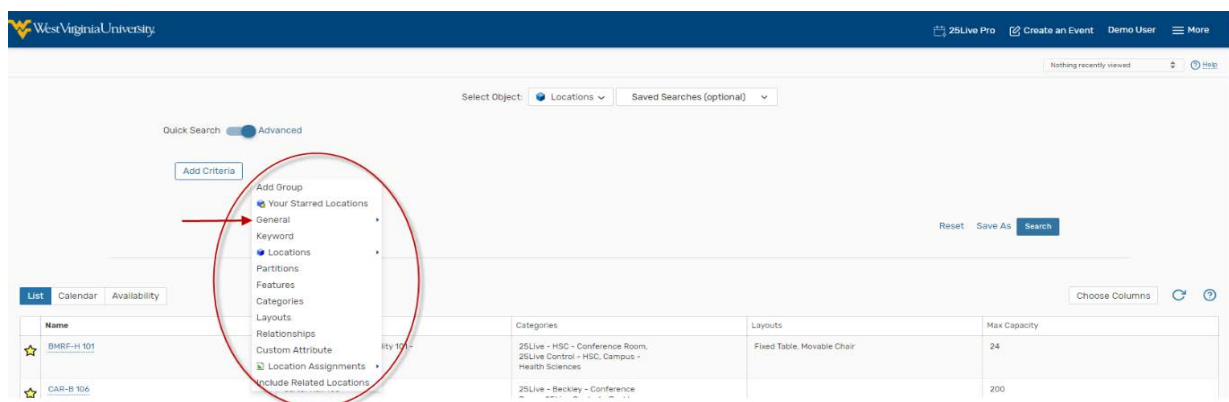
1. After logging into 25Live, click on the “Go to Search” button.



2. Select locations from the drop-down menu. Click the "Advanced" option above the search bar and click the “Add Criteria” button.



This will bring up a list of options by which you can search rooms. Search options include Location Name, Min/Max Capacity, features, categories, layouts, and custom attributes.



- Once your list of attributes has been selected, click "Save As" on the right side of this page to save this search for future use.

The screenshot shows the 25Live Pro interface with search criteria defined. The search object is set to "Locations". Two criteria are defined: "Maximum Capacity" is set to "100" and "Location Name" is set to "is Woodburn". The search results table is visible below, showing two entries: "BMRP-H 101" with a max capacity of 24, and "CAR-B 106" with a max capacity of 200. A "Search has not been saved" message is present with "Reset", "Save As", and "Search" buttons.

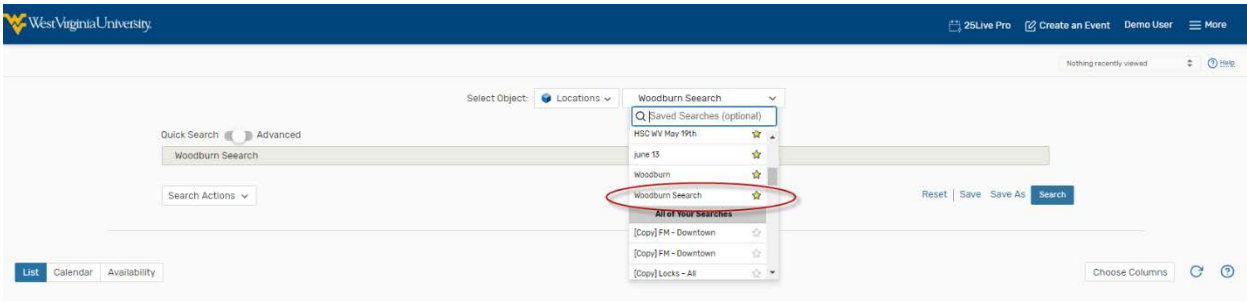
Name	Formal Name	Categories	Layouts	Max Capacity
BMRP-H 101	Biomedical Research Facility 101 - 101 Erma	25Live - HSC - Conference Room, 25Live Control - HSC, Campus - Health Sciences	Fixed Table, Movable Chair	24
CAR-B 106	Carter Hall 106	25Live - Beckley - Conference Room, 25Live Control - Beckley...		200

- A box will pop up asking you to name the search and if you would like to add the search to your starred searches. You may want to add a search to your list of starred searches if you run it often. This can be done or undone later as well.

The screenshot shows the same search criteria as the previous image, but with a "Save Search" dialog box open. The dialog box prompts for a "Search Name" (set to "Woodburn Search") and asks if the user wants to "Add to starred searches" (with "Yes" selected). The "Save" button is highlighted. The search results table is visible in the background, showing the same two entries as before.

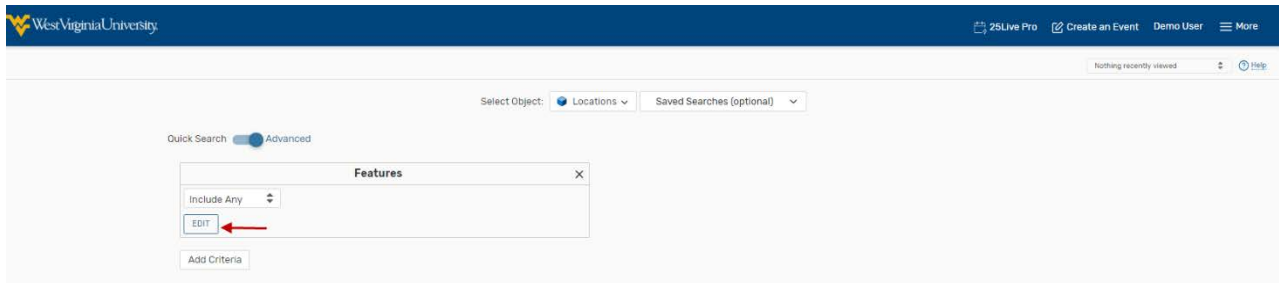
Name	Formal Name	Categories	Layouts	Max Capacity
BMRP-H 101	Biomedical Research Facility 101 - 101 Erma	25Live - HSC - Conference Room, 25Live Control - HSC, Campus - Health Sciences	Fixed Table, Movable Chair	24
CAR-B 106	Carter Hall 106	25Live - Beckley - Conference		200

5. In the future, you can click on the “Pre-Defined Location Searches” subtab and the “Your Starred Searches” option to run this search again.

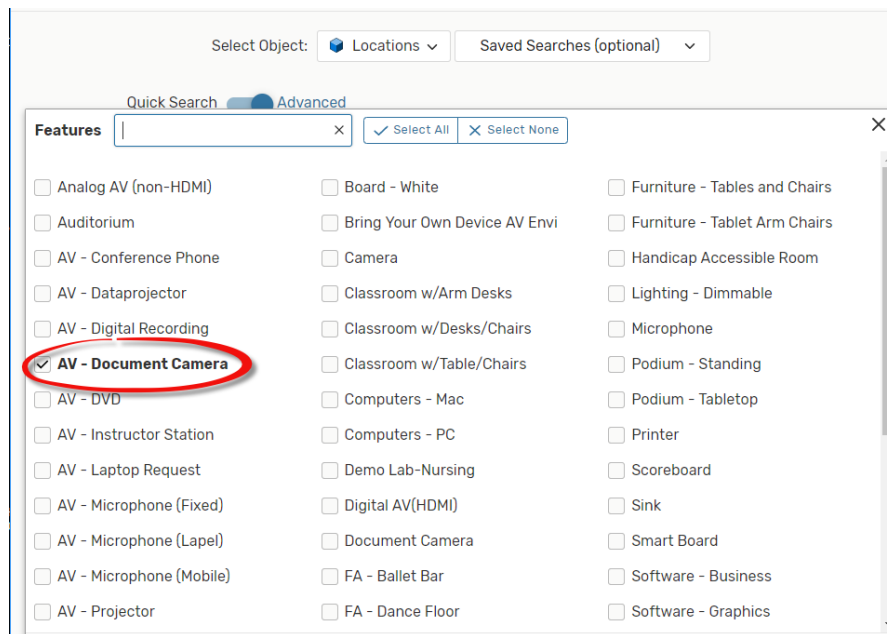


If you want to set up a location search based on a specific feature (such as technology) and/or capacity, you can do that as well. You can set up this search regardless of location with a specific building in mind. For example, let’s create a location search for all Admin rooms that have a document camera AND have a capacity of 10–20.

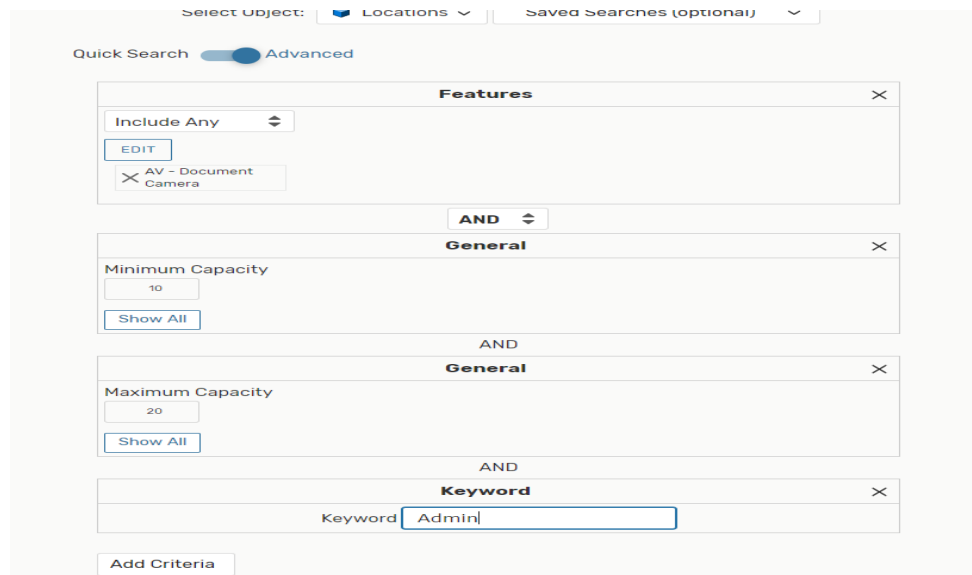
6. Click “Go to Search” and select locations from the drop down menu. Go to advanced and add the above criteria.



7. Select “Features from the drop down menu and then select Edit below “Include Any.” From this list select the room features to be included. In this case it is an AV - Document Cmera. ”.



8. Select the other criteria for our search from the “Add criteria,” and input the criteria



9. Click "Save As" on the right side of this page to save this search for future use.
10. Name your search and add it to Starred searches to make it easy to find.

