How to Query a Specific Building & Room for a Specific Day and Time in Series 25

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
Number			

Purpose

To determine availability of a space for a specific day and time.

Related Policies and Regulations

1. General scheduling policies and procedures available on <u>SharePoint</u>.

Impacted Departments

- 1. Registrar's Office
- 2. Academic departments
- 3. Highlander Event Scheduling (HUB)

Procedures

1. From the Home page, navigate to the Locations tab

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University of California, Riverside - Production							Dashboard	Calendar			
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2. In the Search by Keyword field type the known/desired information and click Go. This will populate a list of results.

Welcome, Editante Versitient - Sign Out - Today is Tue Feb 17 2015 2. Go button									
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Inform	ation i	s current as of Feb 17 2015 4:19	pm		28 Mat	ching Locations			Page 1 of 3
					Fir	st Previous	1	Next	Last

3. Choose the desired room from the list of results by clicking on the room name.

4. You will be taken to a screen where you can view availability for that room by week, day, or by monthly calendar. The data is presented in a graphic format:

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5. If there is a specific date or date range for which you would like to see what is scheduled in the room, click the blue dates above the results window and adjust accordingly. If you would like to see the schedule for an entire quarter, adjust the dates to reflect the beginning and ending dates of the quarter or of instruction as appropriate:

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Information is curr	ent as of May 22 2015 9:15am					sele	cting date r	ange		10 20	Page 1 of Next La:	44 st

6. The List tab provides a list of all events and classes scheduled in the room for the specified dates:

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7. For details about the room including seating capacity and room category, click the Details tab:

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Information is current as of May 22 2015 9:19am								
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