

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

APPROVAL HISTORY

Approving Party	Version Approved	Date
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REVISION HISTORY

Version Number	Date	Description	Revised By
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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 [SharePoint](#).

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

The screenshot shows the 2SLIVE web application interface. At the top, there is a navigation bar with the 2SLIVE logo and user information: "Welcome, Edberg, Heather", "Preferences", "Sign Out", and "Today is Tue Feb 17 2015". Below the navigation bar, there are several tabs: "Home", "Event Wizard", "Events", "Locations", "Resources", "Organizations", "Tasks", "Reports", and "Publisher". The "Locations" tab is highlighted with a red arrow and a red box containing the text "1. Locations tab". The main content area is divided into several sections: "Quick Search" with search boxes for Events, Locations, and Resources; "Find Available Locations" with search criteria for WHEN and WHERE; "Your Starred Event Searches", "Your Starred Location Searches", and "Your Starred Resource Searches" (all showing "You do not have any Starred... Searches!"); "Your Events" with "1 Event in which you are the Scheduler" and "No Events in which you are the Requestor"; "Your Event Drafts" with "1 Event Draft in which you are the Scheduler" and "No Event Drafts in which you are the Requestor"; "Your Starred Events" with "Test FILE"; "Your Starred Locations" with "You do not have any Starred Locations!"; and "Your Starred Resources" with "You do not have any Starred Resources!".

2. In the Search by Keyword field type the known/desired information and click Go. This will populate a list of results.

The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo and user information. Below this is a search bar with the text "Search For Locations" and a "Search by Keyword:" field containing "hmNSS". A red arrow points from a callout box "2. Go button" to the "GO" button. Another red arrow points from a callout box "2. Known information (HMNSS) was entered in the Search by Keyword Field" to the search input field. Below the search bar is a table of results with columns: Name, Categories, Features, Layouts, and Max Capacity. A red bracket highlights the first few rows of the table, with a callout box "2. populated results" pointing to them. At the bottom right, there is a pagination bar showing "28 Matching Locations" and "Page 1 of 3".

Name	Categories	Features	Layouts	Max Capacity
HMNSS 1003	Humanities & Social Sciences			20
HMNSS 1103	ENGLISH WRITING LAB			12
HMNSS 1103A	ENGLISH WRITING LAB			5
HMNSS 1218	Humanities & Social Sciences			24
HMNSS 1303	LIBRARY			30
HMNSS 1400	Humanit			30
HMNSS 1401	Humanities and Social Sciences 1401			30
HMNSS 1402	Humanities and Social Sciences 1402			30
HMNSS 1403	Humanities and Social Sciences 1403			30
HMNSS 1404	Humanities and Social Sciences 1404			30

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

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:

The screenshot shows the 25LIVE interface for HMNSS 1400. A date range selection dialog box is open, allowing users to choose a start and end date. The dialog includes two calendar views: one for March 2016 (start date) and one for June 2016 (end date). A red arrow points to the 'Done' button at the bottom of the dialog. Another red arrow points to the 'List' tab in the navigation bar. A third red arrow points to the date range 'Tue Mar 01 2016 - Fri Jun 03 2016' at the top of the dialog.

5. Blue dates which can be adjusted to filter results

Date range can be adjusted on any of these four tabs

Click Done after selecting date range

Event	Title	Reference	Head Count	Start Date	End Date	Post-Event	Takedown
HIST 020W 051	WORLD HIST: TWENTIETH CENTURY	2015-AAEOON	1	Tue Mar 01 2016	Fri Jun 03 2016		
CRWT 057A 004	INTRODUCTION TO FICTION	2015-AAEOBI	0				
PHIL 121Q 001	NIETZSCHE	2015-AAEMLP	0				
LNST 073B 001 XL	DANCE OF MEXICO	2015-AAEMCM	0				
MUS 073B 001 XL	DANCE OF MEXICO	2015-AAEOXK	0				
MCS 001 023	INTRO MEDIA & CULTURAL STUDIES	2015-AAEMFY	0				
LWSO 193 001	SENIOR SEMINAR - LAW & SOCIETY	2015-AAEMCP	0				
FREN 009B 001	READING KNOWLEDGE	2015-AAELXH	0	Mar 28 2016	3:10PM - 6:30PM		
PHIL 005 032	EVIL	2015-AAEMKL	0	Mar 28 2016	7:10PM - 8:00PM		
PHIL 002 035	CONTEMPORARY MORAL ISSUES	2015-AAEMKA	0	Mar 28 2016			

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

The screenshot shows the 25LIVE interface for HMNSS 1400. The 'List' tab is selected, displaying a table of events. A red box highlights the text '6. List tab' with a red arrow pointing to the 'List' tab button in the interface.

Event	Title	Reference	Head Count	Organizations	Start Date	Setup	Pre-Event	Event Times	Post-Event	Takedown
HIST 020W 051	WORLD HIST: TWENTIETH CENTURY	2015-AAE00N	1	HIST	Mar 28 2016			8:10AM - 9:00AM		
CRWT 057A 004	INTRODUCTION TO FICTION	2015-AAEOBI	0	CRWT	Mar 28 2016			9:10AM - 10:00AM		
PHIL 121Q 001	NIETZSCHE	2015-AAEMLP	0	PHIL	Mar 28 2016			10:10AM - 11:00AM		
LNST 073B 001 XL	DANCE OF MEXICO	2015-AAEMCM	0	LNST	Mar 28 2016			11:40AM - 1:00PM		
MUS 073B 001 XL	DANCE OF MEXICO	2015-AAEOXK	0	MUS	Mar 28 2016			11:40AM - 1:00PM		
MCS 001 023	INTRO MEDIA & CULTURAL STUDIES	2015-AAEMFY	0	MCS	Mar 28 2016			1:10PM - 2:00PM		
LWSO 193 001	SENIOR SEMINAR - LAW & SOCIETY	2015-AAEMCP	0	LWSO	Mar 28 2016			2:10PM - 5:00PM		
FREN 009B 001	READING KNOWLEDGE	2015-AAELXH	0	FREN	Mar 28 2016			5:10PM - 6:30PM		
PHIL 005 032	EVIL	2015-AAEMKL	0	PHIL	Mar 28 2016			7:10PM - 8:00PM		
PHIL 002 035	CONTEMPORARY MORAL ISSUES	2015-AAEMKA	0	PHIL	Mar 28 2016			8:10PM - 9:00PM		

Information is current as of May 22 2015 9:15am

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

The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo and user information: "Welcome, Edberg, Heather". Below this is a secondary navigation bar with tabs for Home, Event Wizard, Events, Location, Resources, Organizations, Tasks, Reports, and Publisher. The main content area displays "HMNSS 1400 (Humanities and Social Sciences 1400)". Below the title, there are several tabs: Details (highlighted with a red box and a red arrow), List, Availability (Daily), Availability (Weekly), and Calendar. To the right of these tabs are buttons for Actions, Refresh, and Help. The main content area is divided into several sections: Comments (none), Default Instructions (none), Features (none), and Attributes (none). On the right side, there are sections for Layouts (Max Capacity: 30), Categories (Classroom - General Assignment), Related Spaces (none), and Location Scheduler (none). At the bottom, there is a footer with links for Icon Legend, Feedback, Help Tips (Enabled), and Text Size, along with version and copyright information.