

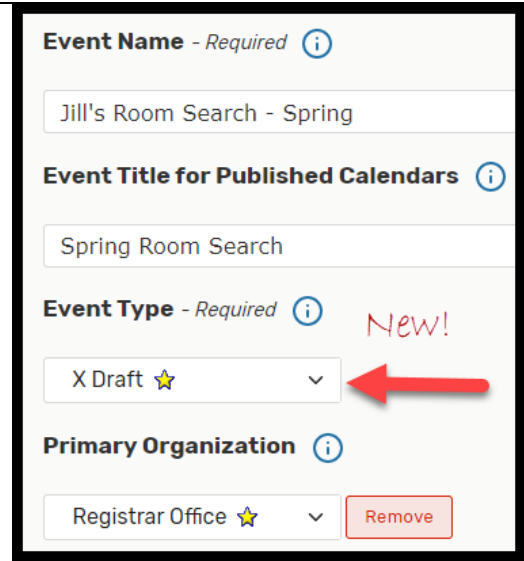
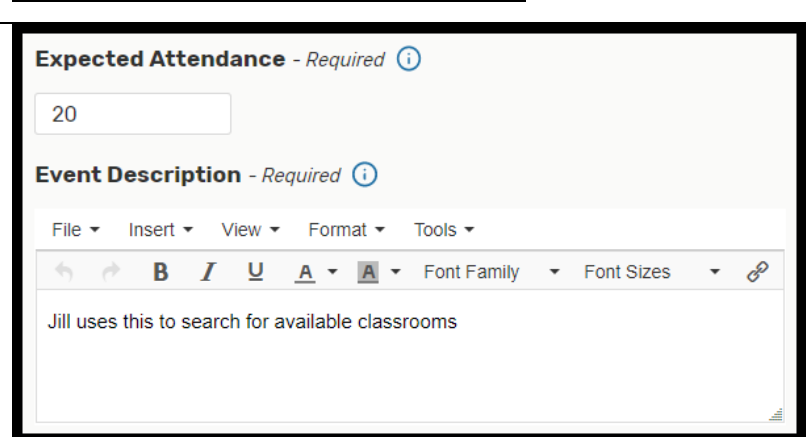
25LIVE ROOM SEARCH EVENT

Find a Room in 25Live Pro Updated 12/11/19

Ever wonder how your Campus Scheduler finds rooms? We create an Event in 25Live and uses it to search. Here's how you can do it. Setting up your Room Search Event takes a couple minutes to set up. After that, finding a classroom is easy and fast!

Set up your Room Search Event

- Open 25Live Pro: <https://25live.collegenet.com/pro/wsua>.
- Start a new event at the top using **Event Form**, or select **25Live Pro** to go to the Dashboard and choose **Create an Event**. (the big blue box in the middle)

	<ul style="list-style-type: none">• Event Name & Event Title: Name your event so that you remember what it's for and we know NOT to confirm it. <i>Example: Jill's Room Search</i>• Event Type: X Draft (New!)• Primary Organization: Select your Department. <i>Example: Registrar's Office</i>• We recommend creating a Room Search Event for Spring and another for Fall. You'll update the dates in the searches each semester and re-save them.
	<ul style="list-style-type: none">• Expected Attendance: You can change this later but this number will be the default. Pick a number that you'd like to show up automatically. <i>Example: 20</i>. You can change this number when you look for rooms later.• Event Description: You need to enter something. It doesn't really matter what. <i>Example: My room search event</i>

25LIVE ROOM SEARCH EVENT

Date and Time - Required ⓘ

Start Date and Time:

Mon Jan/13/2020

1:10 pm

To

2:00 pm

This event begins and ends on the same day

- Date and Time – Start Date and Time: Enter the **FIRST** day of the semester: *Example for Spring 2020: **January 13, 2020; 9:10am to 10:00am***. If you start with a typical meeting time it is easier to work with later. The end time will automatically change to 50 minutes later. You will change the time when you look for rooms later.

Event Duration:
1 Hour, 15 Minutes

Repeating Pattern

January 2020

S	M	T	W	T	F	S
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

- Select **Repeating Pattern** to choose repeating days
- Choose **Weekly**, then **Select Pattern**

Pattern Picker

How does this event repeat?

- Ad hoc
- Does Not Repeat
- Ad hoc
- Daily
- Weekly**

Cancel Select Pattern

Pattern Picker

How does this event repeat? **Weekly**

Repeats every

week

Repeats on

Sun Mon Tue Wed Thu Fri Sat

Repeats through

Fri May/01/2020

Ends after 1 iterations

Cancel Select Pattern

- Choose a default meeting pattern. *Example for Spring 2020: **Weekly, M W F**, Repeats through **Fri May 1, 2020***. The end date is the last day of classes before Finals. Confirm by selecting **Select Pattern**.

January 2020

M	T	W	T	F	S	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09

- The calendar will show the pattern. You will change the pattern when you look for rooms later.

25LIVE ROOM SEARCH EVENT

Locations Search

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type : to use SeriesOL

More Options

UPick

★ Remove from favorites

Location Title: Pick a room for me - Placeholder

Capacity: 5000

Select Search to find the UPick location

- Locations Search: Type **UPick** in the **Search Locations** box. Select **Search** to find the UPick location. 25Live requires a location to save your search; UPick is a placeholder for your generic search.

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request"/>	UPick	Pick a room for me - Placeholder	5000	48/48	None

1 Matching Locations Page 1 of 1

First Previous 1 Next Last

Items per page 25

Select Request

- Choose **REQUEST** to select the UPick placeholder.

Resources ⓘ

Resources Search

Auto-Load Starred: No Yes

Saved Searches (optional)

More Options

Attached Files ⓘ

No file chosen

- Skip Resources and Attached Files

Custom Attributes ⓘ

✕ 1. Related to an academic course? No Yes

✕ 2. Course Prefix and Number

✕ 3. Section Number

- Related to an academic course? **YES**
- Course prefix & number? **Anything works**
- Section number? **Anything works**

25LIVE ROOM SEARCH EVENT

Affirmation - Required

Scheduling Events in GUCs: READ

Questions about conditions for GUC use may be directed to the GUC Committee Chairperson. For current contact information, go to the committee website at <http://provost.wsu.edu/classrooms/>.

I agree

Cancel Preview Save

- Affirmation: Check "I agree"
- SAVE your event

WASHINGTON STATE UNIVERSITY

25Live Pro Event Form Tasks Butch Cougar More

Switch Back to Old Wizard (reloads app) Go to Search Recently Viewed Help

Jill's Room Search Draft 2019-AGQTT Mon Jan/13/2020 1:10 pm - 2:00 pm
Jill's Room Search Repeats every week on Monday, Wednesday and Friday through 5/1

Details Occurrences Calendar Task List Audit Trail

Edit Event to search for rooms

Edit Event Draft More Actions Star it!

Add to Favorites

Edit Event

Copy Event

Create 'To Do' Task

Email Event Details

Print a Report for this Event

Subscribe to this Event

Event Info

Event Owner: Cougar, Butch

Creation Date: Tue Sep/03/2019

Reference: 2019-AGQTT

- Admire your saved event and Add to Favorites

49 Notifications

Dismiss All

- Location UPick was removed from Fri Jan/24/2020 and converted to a preference.
 - Location UPick was removed from Wed Jan/22/2020 and converted to a preference.
 - Location UPick was removed from Mon Jan/20/2020 and converted to a preference.
- Close

- Select **Dismiss All** to delete the 49 Notifications. You will not be saving the event again, so this is a one time warning.

- Remember to update the Start and End dates each semester.

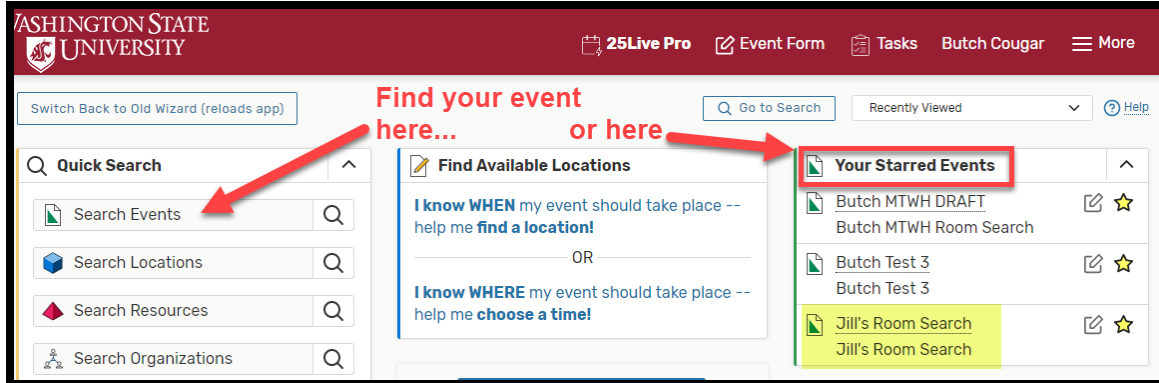
25LIVE ROOM SEARCH EVENT

Use your Room Search Event to Find Rooms

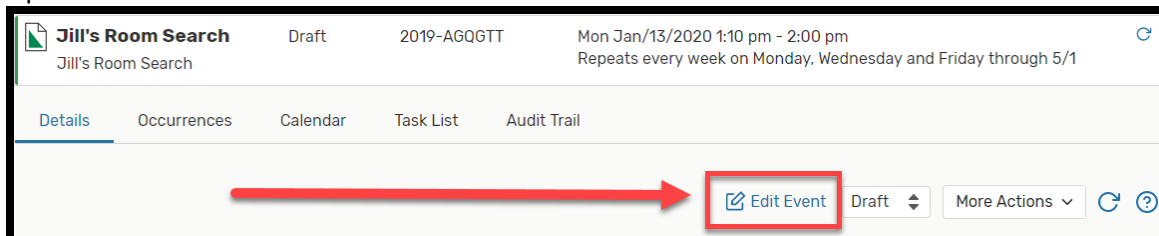
1. Open 25Live Pro: <https://25live.collegenet.com/pro/wsuv>
2. Go to the Dashboard by selecting 25Live Pro



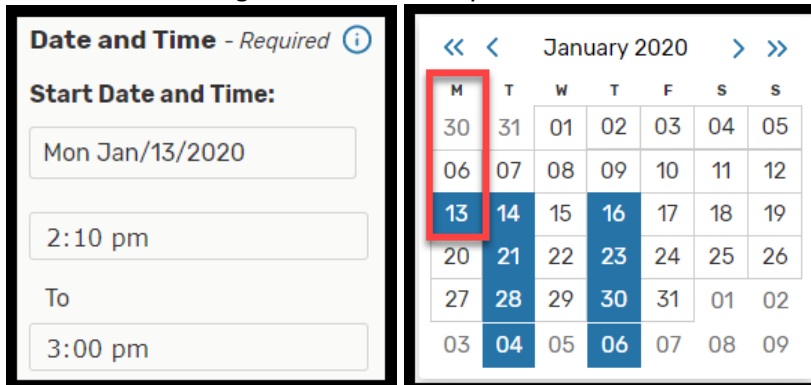
3. If you Starred (Favorited) your Event, it will show up under **Your Starred Events**.



4. Open the event and choose **Edit Event**.



5. Use the left side shortcuts to quickly jump to Attendance, Date and Time, and Locations. Don't change the Date! Just change the Start Time – you can Enter to autofill the end time.



6. Update the **Repeating Pattern** if needed and choose **Select Pattern**. Make sure that the calendar updated. You may need to delete the first day of school for a Tuesday/Thursday search.
7. Finding a Location is the best part of your new search. Search by Name, Public Searches, or Starred Searches. You can create your own searches, too.

25LIVE ROOM SEARCH EVENT

Locations Search Choose filters

Hide Locations with Conflicts Enforce Headcount Search by Name

Saved Searches (optional) Sloan Search by Name

Hint! Type :: to use SeriesQL

Reset Search

Your Starred Searches

- All rooms
- Videoconference (82)-Registrar

Public Searches Or, dropdown for starred and Public Searches

- 1-49 GUC's
- 1-99 GUC's
- 100-199 GUC's

8. Check **Hide Locations With Conflicts** to find a room quickly. Uncheck it to find a course to trade with.
9. Use **Enforce Headcount** to restrict the search to suitably sized rooms
10. Available rooms say Request. You can open **Conflict Details** for rooms with conflicts.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	ABEL 201	Abelson Hall 201	186	48/48	None
Request Available	ADBF 1002	Animal Disease Biotechnology Facility 1002	100	5/48	Conflict Details

This room is available

11. Once you find a room, **DO NOT SAVE** your event. Simply cancel or leave 25Live. Your event will be ready for the next search.
12. Don't forget to request the room in myWSU in Maintain Schedule of Classes Notes/Requests.