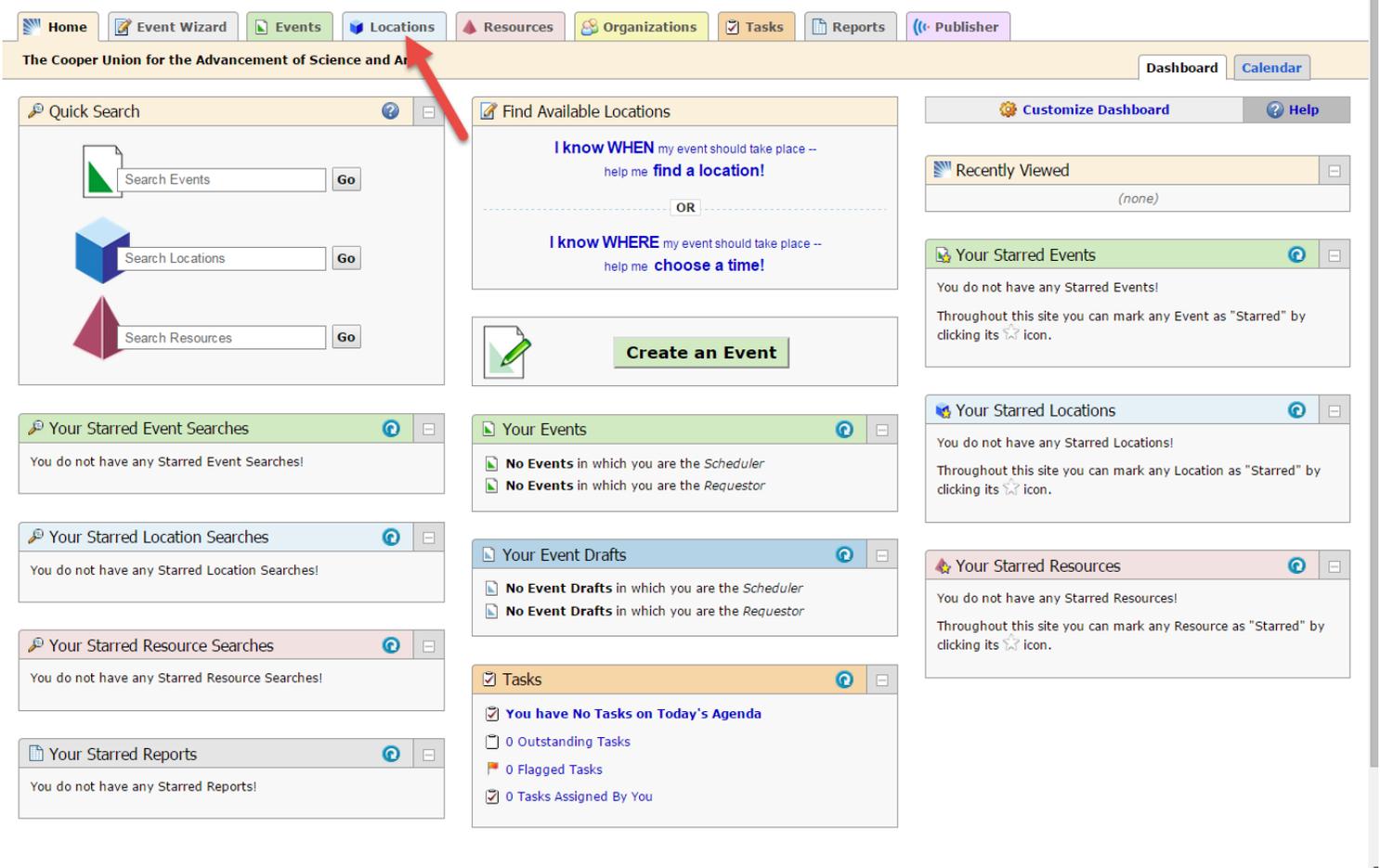
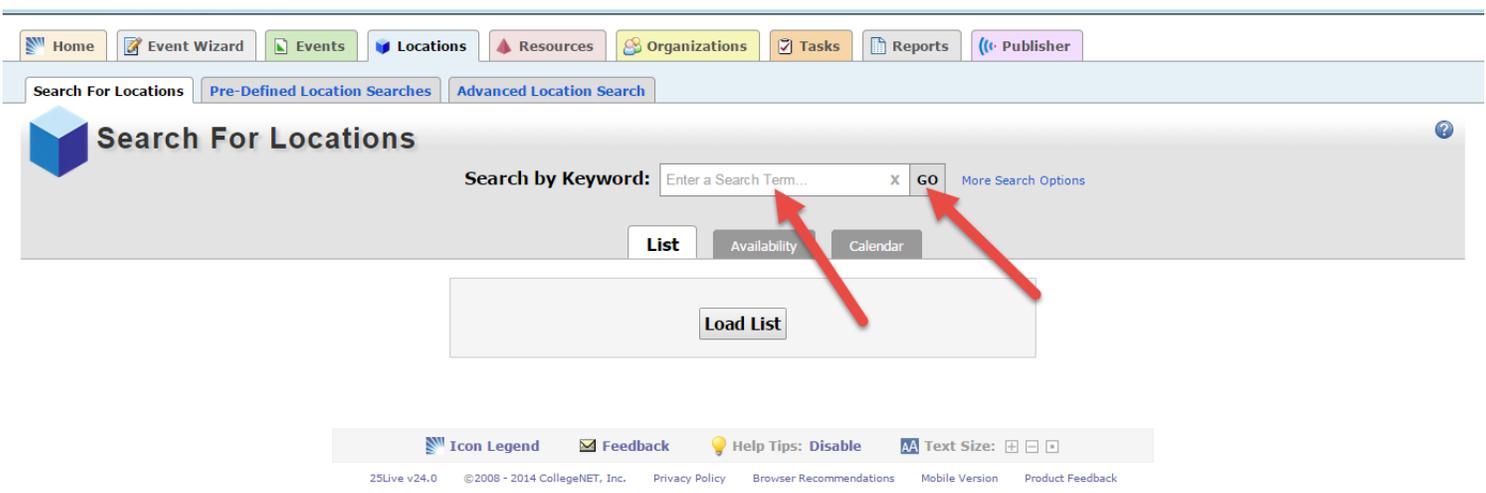


# Searching For Locations in 25Live

- 1) Login into 25Live
- 2) Click Locations tab



- 3) When searching by keyword it is best to indicate the building of interest by it's building code first, ie FDN, 41CS, 30CS, then click Go





## If searching locations from the Calendar tab:

You can enter a date range making your date selection on the pop-up calendars, then click Done. Then click, Load Calendar

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Locations Pre-Defined Location Searches Advanced Location Search

### Search For Locations

Search by Keyword: fdn X GO More Search Options

List Availability **Calendar**

Dates: Wed Mar 04 2015 — Tue Mar 10 2015

Start Date: Wed Mar 04 2015

End Date: Tue Mar 10 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Select Today

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Select Today

Enforce a Date Range Interval of 1 Week

Done

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Locations Pre-Defined Location Searches Advanced Location Search

### Search For Locations

Search by Keyword: fdn X GO More Search Options

List Availability **Calendar**

Dates: Fri Apr 03 2015 — Fri Apr 17 2015

Load Calendar

A calendar view for every day in your date range will be displayed.

To create an event, click on the pencil icon on either of the days selected being mindful of events already scheduled in that time frame.

The screenshot shows the 'Search For Locations' interface. At the top, there is a navigation bar with buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this is a sub-navigation bar with 'Search For Locations', 'Pre-Defined Location Searches', and 'Advanced Location Search'. The main header area contains the 'Search For Locations' title and a search bar with the keyword 'fdn' and a 'GO' button. Below the search bar are buttons for 'List', 'Availability', and 'Calendar'. A date range selector shows 'Dates: < Fri Apr 03 2015 — Fri Apr 17 2015 >' with 'Send to Publisher', 'Save Search', and 'Refresh' buttons. The calendar view displays a grid of days from Sunday, March 29 to Saturday, April 18. A red arrow points to the pencil icon on Monday, March 30.

If you need to be more specific about the location you're searching for-instead of typing a keyword, click on "more search options"

You will be given the option to find a location based on the category it falls under, it's features, the layout or location capacity, then click Go

A list of locations that fit the criteria you selected will be displayed.

Once your event has been approved by the appropriate Location Scheduler and you have received your confirmation, your event will be displayed.