CREATE AN EVENT SEARCH

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to create an event search. Three scenarios are presented in these procedures; however, an academic department can create (with search criteria available in 25Live) any kind of event search that’s relevant to their department’s needs. Saved searches can be executed multiple times. In addition, many reports on 25Live require an event search as a parameter before a report can be generated.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Academic course sections are created and updated in Banner. The transactional process between Banner and 25Live (LYNX) imports the course sections from Banner to 25Live. The initial course data import occurs after Academic Scheduling’s “Call” deadline for the upcoming term’s schedule of classes. Once course sections are in 25Live, LYNX will carry updates made in Banner to 25Live, as well as room scheduling and unscheduling from 25Live to Banner, within 1 – 2 minutes after the course section or room assignment update has been saved.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open 25Live Test [https://25live.collegenet.com/pro/ucrt#!/home/dash](https://25live.collegenet.com/pro/ucrt#!/home/dash) to follow along.

PAGES

No Banner pages are addressed in these procedures.
PROCEDURES

EVENT SEARCH - ACADEMIC COURSE SECTIONS

This search allows an academic department to pull up only the course sections they administer. The search can be modified as the search criteria changes (e.g., the term).

STEPS

1. In this example, an event search will be created to pull up Fall 2018 lectures being offered in the Cell Biology and Neuroscience Department.
2. Click Go to Search button.
3. Locate “Select Object” dropdown menu, and select: Events.
   a. Toggle button for Advanced search.
4. Click: Add Criteria button.
5. In the pop-up menu, select Cabinets.
6. See following:

7. Click on the Edit button.
   a. A pop-up menu will provide the options that can be selected for this search criterion.
   b. Select 201840 (Fall), then click Done.
8. Click: Add Criteria button.
9. In the pop-up menu, select Event Types.
10. Leave the default Include Any.
11. Click on the Edit button.
12. In the pop-up menu, select LEC (lecture), then click Done.
13. Click: Add Criteria button.
14. In the pop-up menu, select Organizations, then Specific Organizations.
   a. A department or course subject is called an organization in 25Live.
15. Leave the default Include Any.
16. Click on the Edit button.
17. Use the **Search** function in the **pop-up window** to pull up **CBNS** (Cell Biology and Neuroscience).
   a. Select **CBNS**, then click **Done**.

18. **See following:**

19. When all desired criteria have been selected, click **Save As**.

20. In the **pop-up box**, enter the name given to the search and click **Save** in the **pop-up box**.

21. See following:
22. Click **Search** button to ensure there is output.
23. See following:
EVENT SEARCH – FINAL EXAMS

This search can be set up to pull scheduled final exams for all academic departments or specific academic departments. This event search must be created prior to running a 25Live report of final exams scheduled.

STEPS

1. In this example, an event search will be created to pull up first all Spring 2019 scheduled final exams; then the search will be modified to pull up only Chemistry final exams.
2. Finally, one more event search will be created to pull up Summer 2019 final exams.
3. Click Go to Search from 25Live Pro main page, then toggle the Advanced setting.
4. Click: Add Criteria button.
5. In the pop-up menu, select Event Types.
6. Leave the default Include Any.
7. Click on the Edit button.
8. In the pop-up menu, select Final Exam, then click Done.
9. Click: Add Criteria button.
10. In the pop-up menu, select Occurrence Dates.
11. Leave the Start Time and End Time defaults (00:00am and 11:59pm).
12. Under From, select Specific Date and, by clicking the calendar icon, select the first day of final exams for the term (in this example, for Spring 2019 the first day of finals was Saturday, June 8).
13. Under Until, select Specific Date and, by clicking the calendar icon, select the last day of final exams for the term (in this example, for Spring 2019 the last day of finals was Friday, June 14).
15. When all desired criteria have been selected, click Save As.
16. In the pop-up box, enter the name given to the search and click Save in the pop-up box.
17. See following:
Create an Event Search

18. Click **Search** button to ensure there is output.
19. See following:

---

First three of 726 final exams in this search output.
20. Next, modify this event search to pull only Spring 2019 Chemistry final exams.
21. If not already in the Spring Final Exams search:
   a. Navigate to the Go to Search button.
   b. Under Select Object, click on Saved Searches (optional).
   c. From the list on the right, click on desired event search (in this example, Spring Final Exams).
   d. Click: Advanced button to toggle advanced search mode.
22. Click: Add Criteria button.
23. From the pop-up menu, select Organizations, then Specific Organizations.
24. Leave the default Include Any.
25. Click on the Edit button.
26. Use the Search function in the pop-up window to pull up CHEM (Chemistry).
   e. Select CHEM, then click Done.
27. Click the Save button below the search criteria; then click the Save button in the Enter Search Name pop-up box.
28. See following:
29. Click **Search** button to ensure there is output.

30. See following:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Reference</th>
<th>Organizations</th>
<th>Type</th>
<th>Your Role</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Creation Date</th>
<th>State</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAM: CHEM 001B 001 52045</td>
<td>Final Exam</td>
<td>2019-ABAHJJ</td>
<td>Final Exam</td>
<td>Requestor, Scheduler</td>
<td>Tue Jun 11 2019</td>
<td>11:30 am</td>
<td>Tue May 21 2019 11:02 am</td>
<td>Confirmed</td>
<td>MSE 116</td>
<td></td>
</tr>
<tr>
<td>EXAM: CHEM 001B 020 52054</td>
<td>Final Exam</td>
<td>2019-ABAHJK</td>
<td>Final Exam</td>
<td>Requestor, Scheduler</td>
<td>Tue Jun 11 2019</td>
<td>11:50 am</td>
<td>Tue May 21 2019 11:03 am</td>
<td>Confirmed</td>
<td>INTN 1020</td>
<td></td>
</tr>
<tr>
<td>EXAM: CHEM 001B 040 60020</td>
<td>Final Exam</td>
<td>2019-ABAHJL</td>
<td>Final Exam</td>
<td>Requestor, Scheduler</td>
<td>Tue Jun 11 2019</td>
<td>11:30 am</td>
<td>Tue May 21 2019 11:05 am</td>
<td>Confirmed</td>
<td>MSE 104</td>
<td></td>
</tr>
</tbody>
</table>

31. To create an event search to pull up **Summer 2019 final exams**, navigate to the **Events** tab.

32. Follow steps 4-13 above from section “Event Search – Final Exams”.

33. **Under From**, select **Specific Date** and, by clicking the **displayed date**, select the **first day** of final exams for the term (in this example, for Summer 2019 the first day of finals was **Friday, July 26**).

34. **Under Until**, select **Specific Date** and, by clicking the **displayed date**, select the **last day** of final exams for the term (in this example, for Summer 2019 the last day of finals was **Saturday, September 14**).

35. Uncheck all days except **Friday** and **Saturday**.

36. See following:
37. When all desired criteria have been selected, click **Save**.
38. In the **pop-up box**, enter the name given to the search and click **Save** in the pop-up box.
39. Click **Search** button to ensure there is output.
40. See following:

**Sample of output:**

These dates can be modified to pull finals from a specific part of term (POT). For example, Session A’s final exams occur from July 26-27, 2019.

Summer Sessions final exams will each include its POT code (unless created by the LYNX Exam Scheduler)
EVENT SEARCH – ONE-TIME (SPOT-SCHEDULED) EVENTS

This search can be set up to pull one-time events relevant to a given academic department or other campus department.

STEPS

1. In this example, an event search will be created to pull up 2018 spot-scheduled review sessions for the Chemistry department.
2. Click the Go to Search button.
3. Click the Advanced toggle button for an advanced search.
4. Click: Add Criteria button.
5. In the pop-up menu, select Cabinets.
6. Leave the default Include Any.
7. Click the Edit button.
8. In the Cabinets pop-up menu, select 2018 Spot Scheduling, then click Done.
9. Click: Add Criteria button.
10. In the pop-up menu, select Event Types.
11. Leave the default Include Any.
12. Click the Edit button.
13. In the Event Types pop-up menu, select Review Session, then click Done.
14. Click: Add Criteria button.
15. In the pop-up menu, select Organizations, then Specific Organizations.
16. Leave the default Include Any.
17. Click the Edit button.
18. In the Specific Organizations box, use the Search function to find CHEM (Chemisty), then click CHEM in the Select From… column, then click Done.
19. See following:
20. When all desired criteria have been selected, click **Save As**.
21. In the **pop-up box**, enter the name given to the search and click **Save** in the pop-up box.
22. Click **Search** button to ensure there is output.
23. See following:
This event came up because it fulfilled all the search criteria (incorrect organization entered in Event Wizard).