

CREATE A LOCATION SEARCH

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose.....	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin	2
Pages.....	2
Procedures.....	3
Location search – Department Classrooms.....	3
Steps	3
Location Search – General Assignment Classrooms.....	5
Steps	5

REVISION HISTORY

Version	Date	Name	Description
1	7/20/18	Margaret Stewart	Initial procedures (LYNX)
2	8/3/18	Margaret Stewart	Corrected all occurrences of “locations” to “location” (except on 25Live tab and certain pop-up menus where name appears as “Locations”)
3	8/9/19	Erik Staiger	Adjusted procedures and screenshots per the upcoming transition to 25 Live Pro
4.	11/18/19	Margaret Stewart	Minor edits & removed Final Quiz section

INTRODUCTION AND PURPOSE

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

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All classroom scheduling and unscheduling is performed in 25Live. 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 room scheduling and unscheduling updates from 25Live to Banner within 1 – 2 minutes after the 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/ucrt/#home_my25live\[0\]](https://25live.collegenet.com/ucrt/#home_my25live[0])) to follow along.

PAGES

No Banner pages are addressed in these procedures.

Page	Page Name	Description

PROCEDURES

LOCATION SEARCH – DEPARTMENT CLASSROOMS

Useful if an academic department administers a pool of department classrooms for their course scheduling. For more information on utilizing an existing location search when scheduling, please refer to procedures “25Live – Assign Department Rooms to a Course.”

STEPS

1. In this example, a location search will be created to pull up **department classrooms** in **Sproul** and **Watkins Hall**.
2. Click the **Go to Search** button.
3. Choose **Locations** from the **Select Object** dropdown menu.
4. Click the **Advanced** toggle button.
5. Click: **Add Criteria** button.
6. In the **pop-up menu**, select **Locations**, then **Specific Locations**.
7. Click on the **Edit** button.
8. In the **Specific Locations pop-up box**, use the **Search** field next to **Locations** to pull up classrooms in **SPR (Sproul)**.
 - a. In the **Select From...** column, click on the applicable **SPR department classrooms**.
 - b. See following:

Locations SPR

All filters

★ Only Favorites ✓ Select All ✕ Select None

<input type="checkbox"/> SPR 1102	<input type="checkbox"/> SPR 1359	<input type="checkbox"/> SPR 2344
<input type="checkbox"/> SPR 1124K	<input type="checkbox"/> SPR 1361	<input type="checkbox"/> SPR 2351
<input checked="" type="checkbox"/> SPR 1206	<input type="checkbox"/> SPR 1362	<input type="checkbox"/> SPR 2355
<input type="checkbox"/> SPR 1212	<input type="checkbox"/> SPR 2205	<input type="checkbox"/> SPR 2356
<input type="checkbox"/> SPR 1215	<input type="checkbox"/> SPR 2206	<input type="checkbox"/> SPR 2360
<input type="checkbox"/> SPR 1223	<input type="checkbox"/> SPR 2212	<input type="checkbox"/> SPR 2361
<input checked="" type="checkbox"/> SPR 1224	<input type="checkbox"/> SPR 2213	<input type="checkbox"/> SPR 2364
<input type="checkbox"/> SPR 1339	<input type="checkbox"/> SPR 2220	<input type="checkbox"/> SPR 2365
<input type="checkbox"/> SPR 1340	<input type="checkbox"/> SPR 2225	<input type="checkbox"/> SPR 3123
<input type="checkbox"/> SPR 1343	<input type="checkbox"/> SPR 2228	<input type="checkbox"/> SPR 4128
<input type="checkbox"/> SPR 1353	<input type="checkbox"/> SPR 2339	<input type="checkbox"/> SPR 4134
<input type="checkbox"/> SPR 1357	<input type="checkbox"/> SPR 2340	
<input type="checkbox"/> SPR 1358	<input type="checkbox"/> SPR 2343	

After selecting all desired SPR rooms, run search again to pull up WAT rooms.

Done

- c. Use **Search** option again in the **Find By...** column to pull up classrooms in **WAT (Watkins Hall)**.
- d. In the **Select From...** column, click on the applicable **WAT department classrooms**.
- e. When all desired rooms have been selected, click **Done**.
- f. See following:

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

Specific Locations ✕

EDIT

✕ SPR 1206

✕ SPR 1224

✕ SPR 3123

✕ SPR 4128

✕ SPR 1343

✕ SPR 1357

✕ WAT 1126

✕ WAT 1147

✕ SPR 2206

✕ SPR 2228

✕ WAT 1347

✕ WAT 1350

Add Criteria

Search has not been saved

Reset | Save | Save As | Search

9. Click **Save As**.
10. In the **Enter Search Name pop-up box**, enter the name given to the search and click **Save** in the **pop-up box**.
11. Click **Search!** button to ensure there is output.
12. See following:

Star	ID	Formal Name	Categories	Features	Layouts	Max Capacity
☆	SPR 1206	Sproul Hall	DP - Department Classroom			30
☆	SPR 1224	OPEN LAB COMPUTER	DP - Department Classroom			24
☆	SPR 1343	OPEN LAB COMPUTER	DP - Department Classroom			20
☆	SPR 1357	CONFERENCE - TEACHING	DP - Department Classroom			28
☆	SPR 2206	CLASS LAB	DP - Department Classroom			50
☆	SPR 2228	OPEN COMPUTER LAB	DP - Department Classroom			18
☆	SPR 3123	250 - SCHOLARLY ACTIVITY	DP - Department Classroom			12
☆	SPR 4128	CONFERENCE ROOM	DP - Department Classroom			18
☆	WAT 1126	CONFERENCE	DP - Department Classroom			25
☆	WAT 1147	OPEN LAB COMPUTER	DP - Department Classroom			28
☆	WAT 1347	CLASS LAB	DP - Department Classroom			25
☆	WAT 1350	CLASS LAB	DP - Department Classroom			70

12 Matching Locations
Page 1 of 1

LOCATION SEARCH – GENERAL ASSIGNMENT CLASSROOMS

While an academic department scheduler cannot schedule a general assignment (GE) classroom in 25Live, a location search is helpful to view GE room availability to schedule an academic course section or to request a GE classroom for a one-time activity.

STEPS

1. In the first example, a location search will be created to pull up **general assignment classrooms** in the following buildings: **BRNHL, CHUNG, MSE, and SKYE HALL.**
2. Click the **Go to Search** button.
3. Select **Locations** from the **Select Object** dropdown menu.
4. Click the **Advanced** toggle button.
5. Click: **Add Criteria** button.
6. In the **pop-up menu**, select **Partitions**.
 - a. A **building** is called a **partition** in **25Live**.
7. Leave the default **Include Any**.
8. Click on the **Edit** button.
9. In the **Partitions drop-down menu**, select **BRNHL, CHUNG, MSE, and SKYE**, then click **Done**.
 - a. At this time, only general assignment classrooms are assigned a Partition.
10. See following:

The screenshot shows the 25Live location search interface. At the top, there is a 'Select Object:' dropdown menu set to 'Locations' and a 'Saved Searches (optional)' dropdown menu. Below this is a search toggle with 'Quick Search' and 'Advanced' options, where 'Advanced' is selected. A 'Partitions' pop-up menu is open, showing an 'Include Any' dropdown menu. Below the dropdown is an 'EDIT' button. Underneath the 'EDIT' button is a list of selected buildings: BRNHL, CHUNG, MSE, and SKYE, each with an 'X' icon to remove it. At the bottom of the interface is an 'Add Criteria' button.

11. Click **Save As**.
12. In the **Enter Search Name pop-up box**, enter the name given to the search and click **Save** in the **pop-up box**.
13. Click **Search!** button to ensure there is output.
14. See following:

Quick Search Advanced

GE ROOMS BCOE PREFER

Search Actions Reset | Save Save As Search

Click this tab to see when these GE classrooms are open. For more information, refer to procedures "25Live – Query Building-Room for a Day or Time."

List Calendar Availability Choose Columns Refresh Help

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆	BRNHL A125	Bourns Hall A125	GE - General Assignment	Layout - Theater Seating, GE - General Assignment		130
☆	BRNHL B118	Bourns Hall B118	GE - General Assignment	Layout - Theater Seating, GE - General Assignment		329
☆	CHUNG 138	Winston Chung Hall 138	GE - General Assignment	Layout - Classroom Rows, GE - General Assignment		105
☆	CHUNG 139	Winston Chung Hall 139	GE - General Assignment	Layout - Classroom Rows, GE - General Assignment		38
☆	CHUNG 141	Winston Chung Hall 141	GE - General Assignment	Layout - Classroom Rows, GE - General Assignment		39

15. In the next example, a location search will be created that will pull up **general assignment classrooms** with **seating capacity** between **30-45**, inclusive.
16. If not already there, click the **Go to Search** button, and select **Locations** from the **Select Object** dropdown menu, then click the **Advanced** toggle button.
17. Click: **Add Criteria** button.
18. In the **pop-up menu**, select **Categories**.
19. Leave the default **Include Any**.
20. Click on the **Edit** button.
21. In the **Categories drop-down menu**, select **GE – General Assignment** and click **Done**.
22. Click: **Add Criteria** button.
23. In the **pop-up menu**, click **General**, then select **Minimum Capacity**.
24. Enter **30**.
25. Click: **Add Criteria** button.
26. In the **pop-up menu**, click **General**, then select **Maximum Capacity**.
27. Enter **45**.
28. See following:

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

Categories [X]

Include Any

EDIT

X GE - General Assignment

AND

General [X]

Minimum Capacity

30

Show All

AND

General [X]

Maximum Capacity

45

Show All

Add Criteria

29. Click: **Save As**.

30. In the **Enter Search Name pop-up box**, enter the name given to the search and click **Save** in the **pop-up box**.

31. Click **Search!** button to ensure there is output.

32. See following:

Select Object: Locations GE ROOMS 30-45 TEST

Quick Search Advanced

GE ROOMS 30-45 TEST

Search Actions

Reset | Save | **Save As** | **Search**

List
Calendar
Availability
Choose Columns
↻
?

	Name	Formal Name	Categories	Features	Layouts	Max Capacity
☆	CHUNG 139	Winston Chung Hall 139	GE - General Assignment	Layout - Classroom Rows, GE - General Assignment		38
☆	CHUNG 141	Winston Chung Hall 141	GE - General Assignment	Layout - Classroom Rows, GE - General Assignment		39
☆	HMNSS 1400	Humanities and Social Sciences 1400	FOR - Foreign Language 4 Day, GE - General Assignment	Layout - Classroom Rows, FOR - Foreign Language 4 Day, GE - General Assignment		30
☆	HMNSS 1401	Humanities and Social Sciences 1401	FOR - Foreign Language 4 Day, GE - General Assignment	Layout - Classroom Rows, FOR - Foreign Language 4 Day, GE - General Assignment		30
☆	HMNSS 1402	Humanities and Social Sciences 1402	EDUC - Education Sem Pre-Asst, GE - General Assignment	Layout - Classroom Rows, EDUC - Education Sem Pre-Asst, GE - General Assignment		30