CREATE A LOCATION SEARCH

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REVISION HISTORY

Version	Date	Name	Description
1	7/20/18	Margaret Stewart	Initial procedures (LYNX)
2	8/3/18	8/3/18 Margaret Stewart Corrected all occurrences of "locations" to "location" (except on 25Live tab and certain parenus 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]) to follow along.

PAGES

No Banner pages are addressed in these procedures.

Page	Page Name	Description

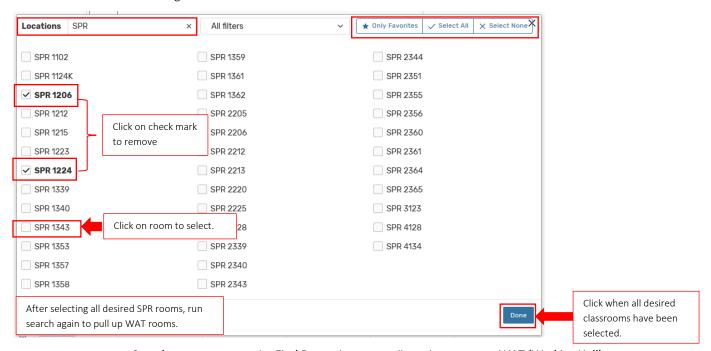
PROCEDURES

LOCATION SEARCH - DEPARTMENT CLASSROOMS

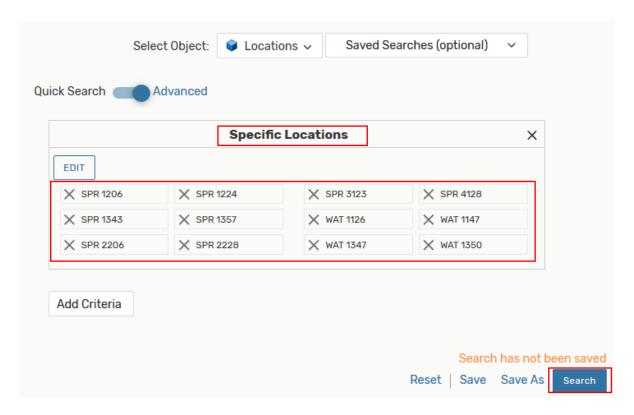
Useful if an academic department administers a pool of department classrooms for their course scheduling. For more information on utilizing an existing location search when scheduling, please refer to procedures "25Live – Assign Department Rooms to a Course."

STEPS

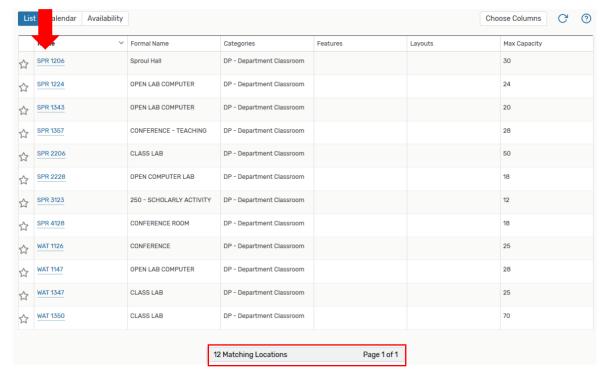
- 1. In this example, a location search will be created to pull up department classrooms in Sproul and Watkins Hall.
- 2. Click the Go to Search button.
- 3. Choose Locations from the Select Object dropdown menu.
- 4. Click the **Advanced** toggle button.
- 5. Click: Add Criteria button.
- 6. In the 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:



- 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:



- 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:



LOCATION SEARCH - GENERAL ASSIGNMENT CLASSROOMS

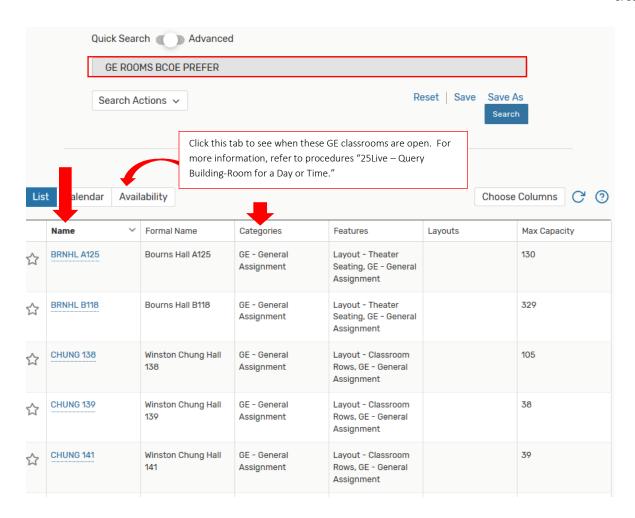
While an academic department scheduler cannot schedule a general assignment (GE) classroom in 25Live, a location search is helpful to view GE room availability to schedule an academic course section or to request a GE classroom for a one-time activity.

STEPS

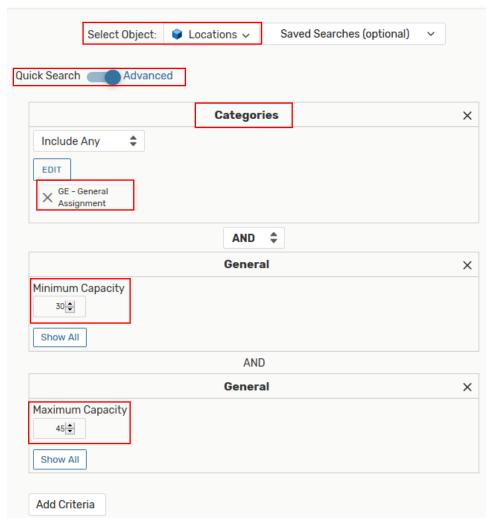
- 1. In the first example, a location search will be created to pull up **general assignment classrooms** in the following buildings: **BRNHL, CHUNG, MSE, and SKYE HALL**.
- 2. Click the Go to Search button.
- 3. Select **Locations** from the **Select** Object dropdown menu.
- 4. Click the **Advanced** 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:



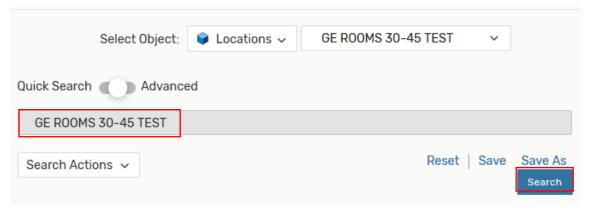
- 11. Click Save As.
- 12. In the Enter Search Name pop-up box, enter the name given to the search and click Save in the pop-up box.
- 13. Click Search! button to ensure there is output.
- 14. See following:



- 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:



- 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:



	Name ~	Formal Name	Categories	Features	Layouts	Max Capacity
\Diamond	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
\Diamond	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
\Diamond	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