QUERY BUILDING-ROOM FOR A DAY OR TIME

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INTRODUCTION AND PURPOSE

The purpose of this document is to determine availability of a classroom space for a specific day and time in 25Live. This provides information to schedule either a full-term academic course or events for specific dates and times.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

For academic course sections, all classroom scheduling and unscheduling is to be performed in 25Live, with room scheduling data traveling to the course sections in Baner within 1 – 2 minutes after saving the room assignment in 25Live. One-time or spot-scheduled events are created and scheduled only in 25Live. Thus, to receive an accurate picture of what is available in a given classroom on a given date or date range, this information should be obtained in 25Live.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Departments
3. Highlander Event Scheduling (HUB)

BEFORE YOU BEGIN

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

PAGES

No Banner pages are addressed in these procedures.
PROCEDURES

QUERY SINGLE BUILDING AND ROOM

This is the most straightforward search to determine day and time availability in a given classroom. Academic department schedulers can query availability in either general assignment or department classrooms contained in 25Live room inventory.

STEPS

1. This example will demonstrate a search for availability of classroom **HMNSS 1501** during the week of **July 29 – August 4, 2018**.
2. Locate the **Search Locations** field:

3. In the **Search Locations** field, type **HMNSS 1501**.
4. Click: **Search Button**:

5. See following:

6. Click on the **classroom link** in the **Name** column.
7. The **default tab** for viewing room availability is **Details**.
8. Click the **Availability (Weekly) tab**.
9. Click on the date range listed above the weekly calendar. On the pop-up calendar, select the desired week (July 29 – August 4 in this example).  
10. See following:

11. The default for Number of Weeks displayed is 1. For this example, leave this option as 1.  
12. See following:

White space denotes room available at that date and time (August 2, 10-12PM). Click directly into desired time frame; will go to the Event Form to spot-schedule selected room.
13. Note: The Details tab in Room Availability view only provides very basic information about the desired classroom (e.g., capacity and category).
   a. For more detailed information about a general assignment classroom including available media in the room, please visit http://classrooms.ucr.edu/.
QUERY WITH MULTIPLE SEARCH CRITERIA

As with events, a query can be generated for locations using more than one search criteria.

STEPS

1. In this example, will search for availability in **general assignment** classrooms between **50-63** seating capacity for both a **single date** and for a **date range**.
2. Click: Go to Search link.
3. Click: Advanced button to toggle between Quick Search and Advanced Search.
4. Click: Add Criteria, and select Categories.
5. Click: Edit link by Categories heading.
   a. In Categories drop-down menu, select **GE – General Assignment** and click **Done**.
6. Click: Add Criteria, and select **General**, then **Minimum Capacity**.
   a. In the **Minimum Capacity** field, enter 50.
7. Click: Add Criteria, and select **General**, then **Maximum Capacity**.
   a. In the **Maximum Capacity** field, enter 63.
8. Click: Search.
9. See following:
10. To check room availability of the locations search output for a **single date**:
   a. Navigate to the **Availability** button.
   b. Click on the displayed **date** immediately right of the **Availability** tab.
   c. On the **pop-up calendar**, click on the **single right-arrow advance button** until desired date appears.
   d. Click on desired date (in this example, **September 18, 2019**).
   e. See following:

11. To check room availability of the locations search output for **multiple dates**:
   a. Navigate to the **Calendar** button.
   b. Navigate to the desired date range by clicking on the current date range, then advancing on the pop-up calendars until the desired start and end dates are reached (in this example, **September 15** and **September 21**, respectively).
   c. See following:
Top fields will automatically populate after dates are selected below.

From the Calendar view, click on the pencil/paper icon on desired date; will go to the Event Form to create event & schedule desired room.
Event Form

Event Name - Required

Event Title

Event Type - Required

Primary Organization - Required

Create Organization

Expected Head Count

Date and Time - Required

Thu Nov 14 2019
9:00 am
To:
10:00 am

This event begins and ends on the same day

Event Duration:
1 Hour

Default time when accessing Event Wizard through the Calendar view. Click on date and time in this navigation bar to update with desired start and end time.