

QUERY BUILDING-ROOM FOR A DAY OR TIME

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
Query Single Building and Room	3
Steps	3
Query with Multiple Search Criteria.....	6
Steps	6

REVISION HISTORY

Version	Date	Name	Description
1	07/21/15	Heather Edberg	Initial procedures (TCS)
2	11/29/16	Margaret Stewart	Incorporated suggested edits
3	7/18/18	Margaret Stewart	Updated procedures to reflect performance under LYNX interface (effective Winter 2018)
4	8/7//19	Erik Staiger	Updated Procedures for 25Live Pro transition (effective Fall 2019)
5.	11/21/19	Margaret Stewart	Minor edits and deleted Final Quiz section

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 Banner 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.

Page	Page Name	Description

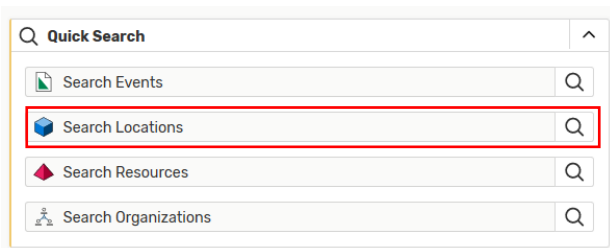
PROCEDURES

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:

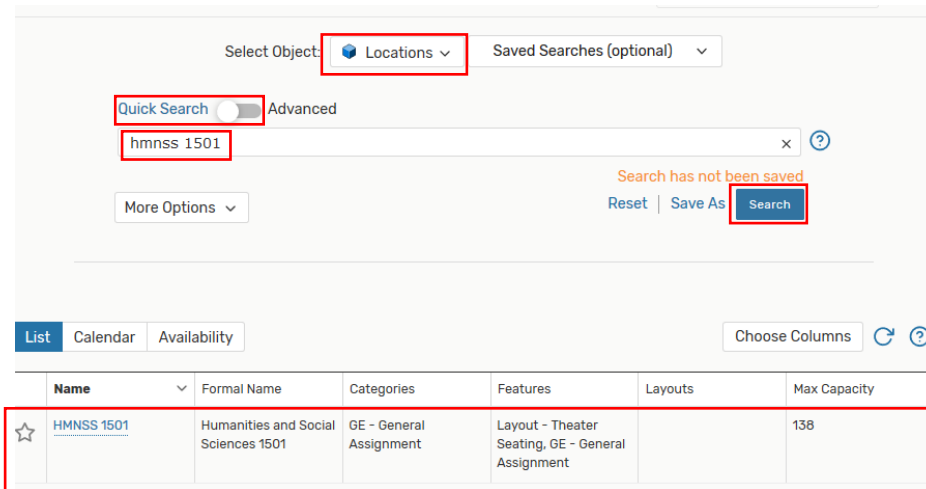


The screenshot shows a 'Quick Search' dropdown menu with four options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'. The 'Search Locations' option is highlighted with a red rectangular box.

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



5. See following:



The screenshot shows the search results page. At the top, 'Select Object' is set to 'Locations'. The search criteria 'hmns 1501' is entered in the search field. The 'Search' button is highlighted with a red box. Below the search bar, there are tabs for 'List', 'Calendar', and 'Availability'. The 'List' tab is selected. The table below shows the search results for 'HMNSS 1501'.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
HMNSS 1501	Humanities and Social Sciences 1501	GE - General Assignment	Layout - Theater Seating, GE - General Assignment		138

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:

HMSS 1501
 Humanities and Social Sciences 1501

Details List Availability (Daily) Availability (Weekly) Calendar

← Sun Jul 28 2019 →
Weeks: 2
Days
More Actions

	Sunday 7/28	Monday 7/29	July 2019							Thursday 8/1	Friday 8/2	Saturday 8/3	
			S	M	T	W	T	F	S				
7:00 AM			30	01	02	03	04	05	06				
8:00 AM			07	08	09	10	11	12	13				
9:00 AM			14	15	16	17	18	19	20				
10:00 AM			21	22	23	24	25	26	27				
11:00 AM		BIOL 107A ...	28	29	30	31	01	02	03	BIOL 107A ...			
12:00 PM			04	05	06	07	08	09	10				
1:00 PM			Current Week										
2:00 PM													

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

HMSS 1501
 Humanities and Social Sciences 1501

Details List Availability (Daily) Availability (Weekly) Calendar

← Sun Jul 28 2019 →
Weeks: 1
Days
More Actions

	Sunday 7/28	Monday 7/29	Tuesday 7/30	Wednesday 7/31	Thursday 8/1	Friday 8/2	Saturday 8/3
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM		BIOL 107A B01 70199	BIOL 107A B01 70199	BIOL 107A B01 70199	BIOL 107A B01 70199		
12:00 PM							

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.

Event Form

Add New Untitled X

- Event Name
- Event Title
- Event Type
- Primary Organization
- Expected Head Count
- Date and Time
- Locations
- Instructor
- Notes
- Event State
- Create Another and Relate

Event Name - *Required*

Event Title

Event Type - *Required*

Select an item
▼

Primary Organization - *Required*

Search organizations

Remove

[Create Organization](#)

Expected Head Count

Date and Time - *Required*

To:

↑
↓

- 9:00 am
- 9:30 am
- 10:00 am
- 10:30 am
- 11:00 am
- 11:30 am
- 12:00 pm

to add dates to your event or click the butt

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

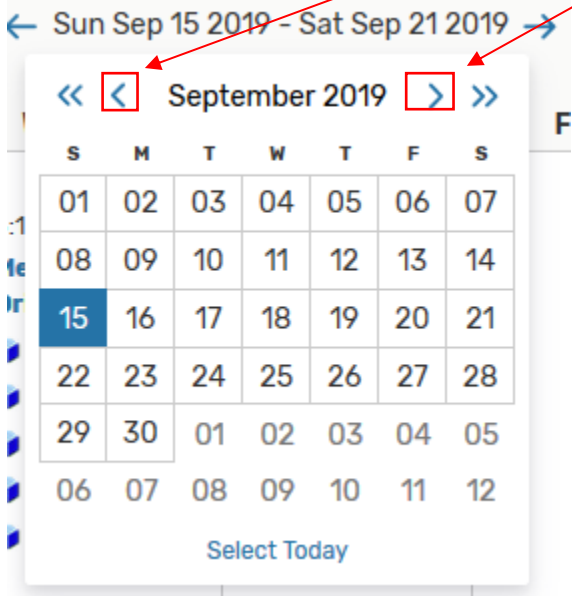
1. In this example, will search for availability in **general assignment** classrooms between **50-63** seating capacity for both a **single date** and for a **date range**.
2. Click: **Go to Search** link.
3. Click: **Advanced** button to toggle between Quick Search and Advanced Search.
4. Click: **Add 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:

The screenshot displays a search configuration interface. At the top, 'Select Object:' is set to 'Locations' and 'Saved Searches (optional)' is a dropdown menu. Below this, there are two search modes: 'Quick Search' and 'Advanced', with 'Advanced' selected. A red arrow points to the 'Advanced' button with a text box stating: 'Button toggles between "Quick Search" and "Advanced"'. The main search area contains three criteria sections, each with a red box around its key field:

- Categories**: Includes an 'EDIT' button and a dropdown menu showing 'GE - General Assignment'.
- General**: Contains a 'Minimum Capacity' field with the value '50'.
- General**: Contains a 'Maximum Capacity' field with the value '63'.

Each criteria section is separated by an 'AND' operator. At the bottom, there is an 'Add Criteria' button and a 'Search' button. A red box highlights the 'Search' button, and a message above it reads 'Search has not been saved'. Other buttons at the bottom include 'Reset' and 'Save As'.

Top fields will automatically populate after dates are selected below.



List **Calendar** Availability Related Locations ← Sun Sep 15 2019 - Sat Sep 21 2019 → Weeks: 1 ↕ ↻ ?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 15	16	17	18	19	20	21
			8:10 am - 5:00 pm Mentee Orientation Day 1 CHUNG 138 CHUNG 139 CHUNG 141 CHUNG 142 CHUNG 143			

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

Add New **Untitled** X

- Event Name
- Event Title
- Event Type
- Primary Organization
- Expected Head Count
- Date and Time
- Locations
- Instructor
- Notes
- Event State
- Create Another and Relate

Event Name - Required

Event Title

Event Type - Required

Select an item v

Primary Organization - Required

Search organizations v **Remove**

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.