

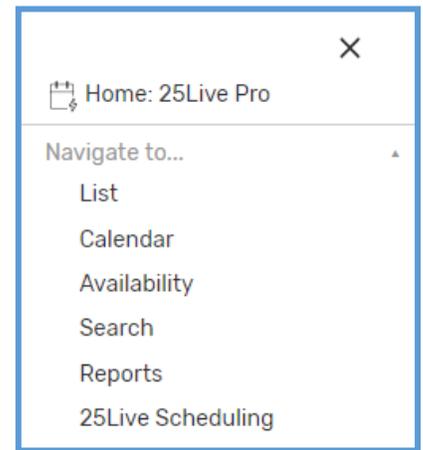
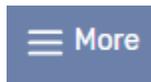


Elizabethtown College

How-To in 25Live View Location Availability

There are a few different ways to search location availability. Below are two methods, with the first method being preferred as it shows both the setup and teardown times a specific event might have, allowing the requestor to see actual availability.

Under the More button, choose "Search"



Step 1: Choose the "Locations" option in the drop down menu

Step 2: Choose "Quick Search" and type in a keyword to begin your search. You can search by building names, "conference" to bring up conference style rooms, etc. and select Search

Step 3: Click on the room you are interested in viewing to open up a new room-specific page

Select Object: **Locations** Saved Searches (optional)

Quick Search Advanced

hoover

Hint: Type : to use SeriesQL

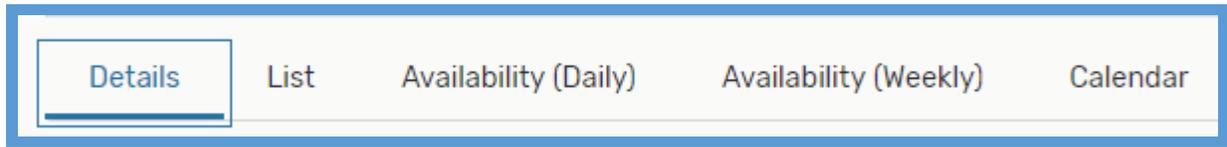
More Options

Search has not been saved
Reset Save As Search

List Calendar Availability

Name	Formal Name	Categories	Features	Layouts	Max Capacity
H 107	Hoover 107 - Video Conference Room	Short Form, Academic, Catering, Classroom, Conference Room, Hoover, Reservable, Smart Classroom	A.V. - BluRay, Board - White, Classroom - Smart Podium, Connection for Laptop (HDMI only), Document Camera, Handicap Accessible, Projector - Overhead, Seating - Tables, Video Conference Capable, Wireless Internet Access	Classroom - Rectangular Tables	20
H 108	Hoover 108 - Computer Classroom	Short Form, Academic, Classroom, Computer Lab, Hoover, Interface Use, Reservable	A.V. - BluRay, Board - White, Classroom - Smart Podium, Computers - P.C., Connection for Laptop (HDMI only), Document Camera, Handicap Accessible, Projector - Overhead, Seating - Tables, Video Conference Capable, Wireless Internet Access	Computer Lab Fixed Seating	24
H 109	Hoover 109 - Executive Conference Room	Short Form, Administrative, Catering, Conference Room, Hoover	A.V. - BluRay, Classroom - Smart Podium, Connection for Laptop (HDMI only), Document Camera, Handicap Accessible, Projector - Overhead, Seating - Tables, Television, Video Conference Capable, Wireless Internet Access	As Is, Handicap Accessible	14
H 110	Hoover 110 - Large Group Meeting Room	Catering, Conference Room, Hoover	A.V. - BluRay, Board - White, Classroom - Smart Podium, Connection for Laptop (HDMI only), Document Camera, Handicap Accessible, Projector - Overhead, Seating - Tables, Tables, Video	As Is, Handicap Accessible, Banquet	80

Depending on how you last viewed a specific room, your screen pops up with one of these different tabs open:



Details: Provides a photo of the space, maximum capacity based on different layouts, features the room may have like technology, as well as any information that may be pertinent to the requestor.

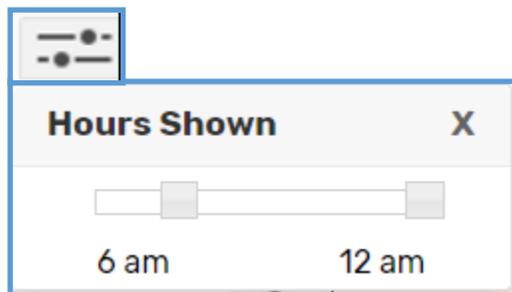
List: Provides a list of any events happening in that space, which defaults to the current date. You can choose a new date and/or how many days you wish to view (NOTE: This will NOT show any setup/teardown blocks, closing times, etc. Only when the event is scheduled to take place)

Availability (Daily): Provides an overview of events scheduled on any one day, as well as any other restrictions on location availability, such as setup and teardown blocks or building closing times.

Availability (Weekly): Provides the current week of events and what hour(s) the room is reserved, as well as any other restrictions on location availability, such as setup and teardown blocks or building closing times.

Calendar: Provides a traditional calendar view of all events scheduled in the selected location, which defaults to the current week. (NOTE: This will NOT show any setup/teardown blocks, closing times, etc. Only when the event is scheduled to take place)

You can adjust the hours shown on either the daily or weekly views – the default timeframe is set from 12am-12am.



Option #1 Availability (Daily/Weekly):

Either “Availability (Daily)” or “(Weekly)” are preferred as they both show more of a specific space’s availability.

- **Select your date range.** This can be from one day to many weeks, though the screen will only show seven days at a time. You will have to scroll if you choose a range longer than one week. This will show all events that are currently confirmed and scheduled.
- **Dark Green** will show when the event is *scheduled*. This is the time that will show on any calendars associated with the event, should that option be chosen.
- **Light Green** will show any setup or teardown blocks associated with the event. No other events can be scheduled during these times.
- All white or “blank” boxes mean the room is available for scheduling at that time. To request the space, simply **click the box** on the correct date and time you wish for your event to start. This will take you to the event wizard with the correct date, starting time, and location already selected.
 - **NOTE:** You will need to update the correct END time – the system will automatically choose a half hour block from where you selected

Option #2 Calendar:

This option will NOT automatically show setup/teardown blocks that are added. Therefore, a location may look available at a certain time, but you may receive a conflict if attempting to schedule the event.

The screenshot shows a calendar interface with the following details:

- Navigation tabs: Details, List, Availability (Daily), Availability (Weekly), **Calendar**
- Date range: Sun Sep 08 2019 - Sat Sep 14 2019
- Weeks: 1
- More Actions: [Dropdown]
- Calendar grid columns: Sunday (September 8), Monday (9), Tuesday (10), Wednesday (11), Thursday (12), Friday (13), Saturday (14)
- Events listed:
 - Sunday, Sept 8:** 4:00 pm - 5:00 pm, Overnight Host Training, H 110
 - Monday, Sept 9:** 6:00 pm - 9:00 pm, Study Abroad Welcome Back Event, H 110
 - Wednesday, Sept 11:** 11:00 am - 12:15 pm, Signature Teaching & Advising (Locations: E GAUD, H 110, N 202); 6:00 pm - 8:00 pm, Seps Faculty Dinner (Location: H 110)
 - Thursday, Sept 12:** 2:30 pm - 3:30 pm, Monthly Student Life Meetings, H 110
 - Saturday, Sept 14:** 9:00 am - 5:00 pm, Open House - September 2019 (Locations: BC KAV - EVENT SPACE, BC KAV GREENROOM, BSC TEMP, E 187, E 270, E 281, E 362, E 370, E 382, H 110, (more locations))

- **Select your date range.** This can range from one day to years in advance. This will show all events that are currently confirmed and scheduled.
- **Dark Blue** will show when the event is *scheduled*. This is the time that will show on any calendars associated with the event, should that option be chosen. This will NOT show setup/teardown blocks that may be associated with the event.
 - Simply hover over the dark blue event name to see basic information like the unique reference number, event time, the primary organization, and location.
 - Right click on the dark blue event name to open a new page to see more details about the event
- To request the space, simply **click the box** on the correct date you wish to schedule your event. This will take you to the event wizard with the correct date and location already selected. ****You will need to update the correct time with this selection****

Tip: You can see multiple locations at once by creating searches. See [“Creating Searches”](#) on the Scheduling Office website to learn how to create different types of searches. There are public searches created, but you can be specific about certain locations you are interested in, technology features in the room, maximum capacities, etc. to find locations to best suite your needs.