Using 25 Live Desktop for Location Searches

When 25Live Mobile doesn't cut it
When to Use Desktop Location Search

My location search in mobile isn't returning the results I want because:

1. I need a specific location, but my date is flexible and I want to see a calendar view
2. I need to find a location to fit my specific event requirements

The solution is to switch to 25 Live Desktop Version!
Situation 1: How to see a Calendar View
Events with a specific location & flexible dates

1. Select the Locations tab
2. Select the Search for Locations tab
3. Type in the location you'd like in the Keyword Search
4. Select the Calendar tab
5. Make sure to include a Date Range on the right
Moving from Calendar to Availability View
Taking into account setup/takedown time

This day looks open before 6pm! Click the availability tab to double check...

...It's not available. Light green = setup/takedown (setup begins at 10am)
Notes About Calendar View

- **Calendar View** will show you if there is an event scheduled in your desired location
  - It will not reflect the actual amount of time that event is in the space
    - It only shows start and end times
    - It does not include **Setup** and **Takedown** times, which may result in a conflict
Availability View
The Importance of Setup & Takedown Times

- **Availability View** will show **Setup** and **Takedown** times so you know exactly what time you can use the space.

- Also consider the setup and take down times and pre-event and post-event times for your event.

- Be sure to enter the setup/takedown times when making your request to be sure there are no potential conflicts!

### Common Setup & Takedown Times:

- Ballroom = 6 hrs.
- Multipurpose (119, Africa Room, 613)
  - Custom setup = 2 hrs.
  - As is = 30 min.
- Fixed Meeting Rooms (109, 607) = 30 min.
- Classrooms = 10 min.
Situation 2:
Getting Specific with your Location Search

1. Click on Locations Tab
2. If you know the specific location where you’d like to hold your event, see the steps above (situation 1)
3. To see a more detailed list of available location options, use an advanced search by clicking on “More Search Options”
Search for Locations

Click edit to select criteria for your location search

- Note: selecting “Matching All” criteria will narrow your search results
Location Search Results

Results populate below the search bar. Utilize the **LIST, AVAILABILITY, & CALENDAR** tabs to organize your search results and find the best location for your event.
Location Search Results: List View

**List Tab:**
- Provides ability to search locations by capacity
  - Click on Max Capacity arrow to sort by capacity (ascending or descending)
- See an overview of the integrated features of the space, such as A/V
- Click on the location name to see a detailed view of the space with images and layouts

<table>
<thead>
<tr>
<th>Name</th>
<th>Features</th>
<th>Layouts</th>
<th>Max Capacity</th>
</tr>
</thead>
</table>
Location Search Results:
List View (Location Details)
Location Search Results:
Availability & Calendar Views

**Availability Tab:** shows **Setup** and **Takedown** times so you know exactly what time you can use the space (see slide 6)

**Calendar Tab:** shows when your desired location is available from a range of dates (see slides 4 & 5)
Tips & Tricks

- **Pencil icon** = make a request
- **Star icon** = favorite (saves as default)
- **25Live How-To's @** [www.duq.edu/25live](http://www.duq.edu/25live)
- **Switch back to mobile** (at bottom of all Desktop web pages):

  Contact us @ [25liveadmin@duq.edu](mailto:25liveadmin@duq.edu)