Viewing Building Schedules in 25Live

• Example: If you would like to see Strand Agricultural Hall's building schedule in an Availability Grid, visit <u>https://25live.collegenet.com/pro/oregonstate</u> and search for STAG or Strand Ag from the Quick Search module on the dashboard:

Quick Search	^
Search Events	Q
📦 STAG	Q
Search Resources	Q
ຊ້າ Search Organizations	Q

• When you see your search results as a list, click "Availability" to see all the classrooms in that building in the same format as WebViewer. Adjust the date by clicking the date at the top, or the forward/back arrows next to the date.

		Select Objec	t: 😝 Locations 🗸	Saved Searches	(optional) 🗸 🗸					
	Quick Search Advanced									
	STAG							×	0	
	Hint! Type :: to use SeriesQL.						Search	has not been sav	ed	
							Reset	Save As Search		
							Categories +	Features +	Layouts +	Capacity
										between and
Legend	List Calendar Availability	Availabili Weekly	Include Req	uested		🔶 Fri 23	-0ct-2020 ->		Overlapping) 🗘 🖓
		0 10	41 40	47 44	45 4	4 47	10	10 00	04	00 07
🖒 📔 STAG 110		8 9 10	11 12	15 14	15 1	6 1/	Closed	19 20	21	22 25
☆ ¥ STAG 111							Closed			
🔅 💗 STAG 112			Remote Ins		Remote Ins		Closed			
😭 💗 STAG 113		FFA Virtual Workshop Classroom 2					Closed			
😭 🔰 STAG 131							Closed			
😭 💗 STAG 160		Remote ins	Remote Ins	Remote Inc	Remote	ins	Closed			
😭 💗 STAG 161							Closed			

• If you are logged in to the software, at this point you should also be able to save the search for quick access later or to use for pulling Reports:

	Select Object:	📦 Locations 🗸	Saved Searches (optional)	~	
Quick Search Advanced					
STAG					× (?)
Hint! Type :: to use SeriesQL.					search has not been saved
					Reset Save As Search
					Categon Features + Cayouts + Capacity
					between

• You can also select "Availability Weekly" to see a week's worth of usage for all rooms in that search. Adjust the week in view by clicking the date at the top, or using the back/forward arrows next to the date.

Legend List Cale	ndar Availability Availabil	ity Weekly		Ir	nclude Requested	i 23-Oct-2020 → Weeks:	1 🗘 Days 🏳 🧿
STAG 110							
	Sunday 10/18	Monday 10/19	Tuesday 10/20	Wednesday 10/21	Thursday 10/22	Friday 10/23	Saturday 10/24
6:00 AM	Closed						Closed
7:00 AM							
8:00 AM							
9:00 AM		Remote Instruction: AED 553 001 11246	Remote Instruction: AED 557 001 13349	Remote Instruction, AED 555, 15319			
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM			Remote Instruction: AG 351 001 18604		Remote Instruction: AG 351 001 18604		
3:00 PM							
4:00 PM			Remote Instruction: CEM 431 001 13654		Remote Instruction: CEM 431 001 13654		