

organization, etc.) is currently a favorite. **It is highly recommended to use stars.** Starred items can be used as shortcuts to build events, generate location availability searches and more.

Clicking the ☆ empty star icon stars the item. Clicking the icon again will unstar it and remove it from your starred lists.

Saved Searches

Saved searches can help you build a custom calendar making it easy for you to determine availability of your spaces for a set date or date range.

Creating Saved Searches

1. Select the **Locations Tab** from the Dashboard.
2. Next to the Search window click to open the **More Search Options** feature.
3. Enter a keyword in the search window for the location you want to search.

For Buildings: Bld- format (e.g. LB-, AS-, etc. OR Campus-Bld format (e.g. RDM-S, RDM-P, etc.).

For Individual Rooms: Bld-Room# format (e.g. LB-145, AS-170, etc.) OR Campus-BldRoom# format (e.g. RDM-S140, DTC-203, etc.).

4. Optional: Add additional filters (Categories, Layouts, Features, Capacity) to narrow the location search results.



5. Select **Go**.

6. Review returns and select **Save Search** from the menu.



7. In the pop-up window, choose from one of the following save options:

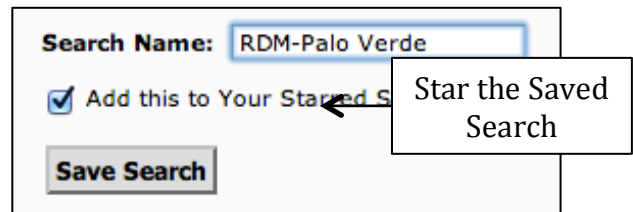
Search Criteria – Saves the criteria of the search. This means if a new location

matching your search criteria is added it will display in future searches.

Search Results – Saves the results of this specific search. New spaces matching the criteria will not display in subsequent searches.

8. Add a **Search Name** to help you identify the search.

9. Select the checkbox “**Add this to Your Starred Searches**”.



10. Select **Save Search** and **Close** the window.

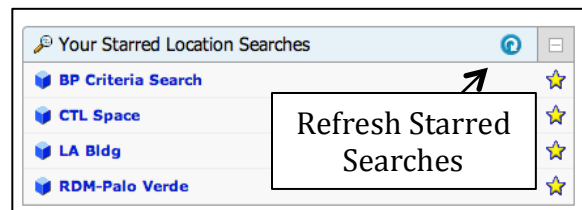
Using Saved Searches

Saved searches can be accessed from several areas throughout 25Live®.

OPTION 1: Your Starred Location Searches

Use this option to get an overview of the availability of spaces in one of your saved searches based on a given date/date range.

1. From the Dashboard locate the **Your Starred Location Searches panel**. **Note:** If your saved search does not appear immediately, select the refresh option.



2. Click on the name of the search from the panel and the **Location tab** will open.

3. Select either the **Calendar** (date range) or **Availability** (single date) **view tab** to see the schedule for a space for an elected period. **Note:** Click on the date or date range to choose another time period.

OPTION 2: Find Available Location

Use this option if you know when your event is going to take place, but want to find a location from one of your saved searches.

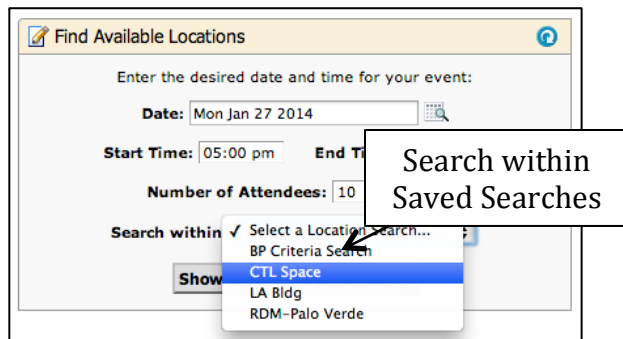
1. From the Dashboard locate the **Find Available Location panel**. Select the “**I know WHEN my event should take place – help me find a location!**” Option.



2. Enter the date, start time, end time and estimated # of attendees for the event.

3. From the **Search within drop-down menu** select a saved search to identify possible space locations for your event.

4. Click “**Show me what’s available**” to see the available spaces within the saved search for the event date specified.



5. Review the available spaces and select **Use This Location** to open the Event Wizard and book the space.

OPTION 3: Pre-Defined Location Searches

Use this option to search locations based on pre-defined criteria (space layouts, space features, AND saved/starred searches, etc.)

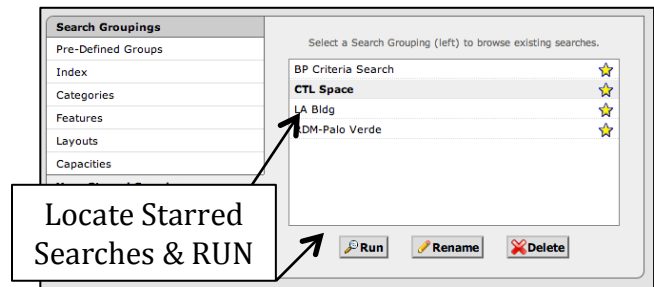
1. From the Dashboard open the **Locations tab**.
2. Select the **Pre-Defined Location Searches tab**.

3. To view locations by your saved searches select either **Your Starred Searches** or **All of Your Searches** from the Search Groupings menu.

4. Pick a specific saved search from the list.

5. Click **Run**.

6. Select either the **Calendar** (date range) or **Availability** (single date) **view tab** to see the schedule for a space for an elected period. **Note:** Click on the date or date range to choose another time period.



Helpful Resources

Facilities Scheduling/Vehicle Office & Reservations Contacts

Southern & Dobson:

Angela Cissell – angela.cissell@mesacc.edu

Red Mountain & Downtown Center:

Cheryl Hardt – cheryl.hardt@mesacc.edu

FREQUENTLY REQUESTED LOCATIONS:

LB-145	LB-145 Community Room
LB-300	LB-300 SW Studies Reading Room
KSC-116N	KSC-116N Navajo Room North
KSC-116S	KSC-116S Navajo Room South
HW-858 Conference Room	HW-858 Conference Room
Lawn-Lawn W MU	Lawn West of Music Bldg (houses Event Tent)
Clktwr-Clocktower Sidewalk	Clocktower Sidewalk
Clktwr-Lawn Center	Clocktower Lawn Center
Clktwr-Lawn North	Clocktower Lawn North (AKA Graduation Lawn)
Clktwr-Lawn South	Clocktower Lawn South
Lawn-N Tennis Court	Lawn North of Tennis Courts
Lawn-N of Theatre (East)	Lawn North of Theatre (East)
Lawn-N of Theatre (West)	Lawn North of Theatre (West)
BP-4	BP-4 Lecture Hall
BP-5	BP-5 Lecture Hall
SC-11E	SC-11E Lecture Hall
NU-101	NU-101 Lecture Hall
Heap Gym-West Gym	Heap Gym-163 West Gym
MCC Track	Track
Prct. FLD-FPFLD	Football Practice Field
STD FLD-STD FLD	Riggs Stadium Football Field
SD SPFLD-SPFLD	Soccer Practice Field
RDM-M200	RDM-M200 Red Mountain Community Room
RDM-M213	RDM-M213 Conference Room
RDM-M224 Conference Room	RDM-M224 Conference Room
RDM-M107	RDM-M107 Conference Room
RDM-Saguaro Mall	RDM-Saguaro Mall
RDM-S Lobby, 1st Floor	RDM-S Lobby, 1st Floor
All classrooms	EX: AS-195, LA-1N, RDM-S140