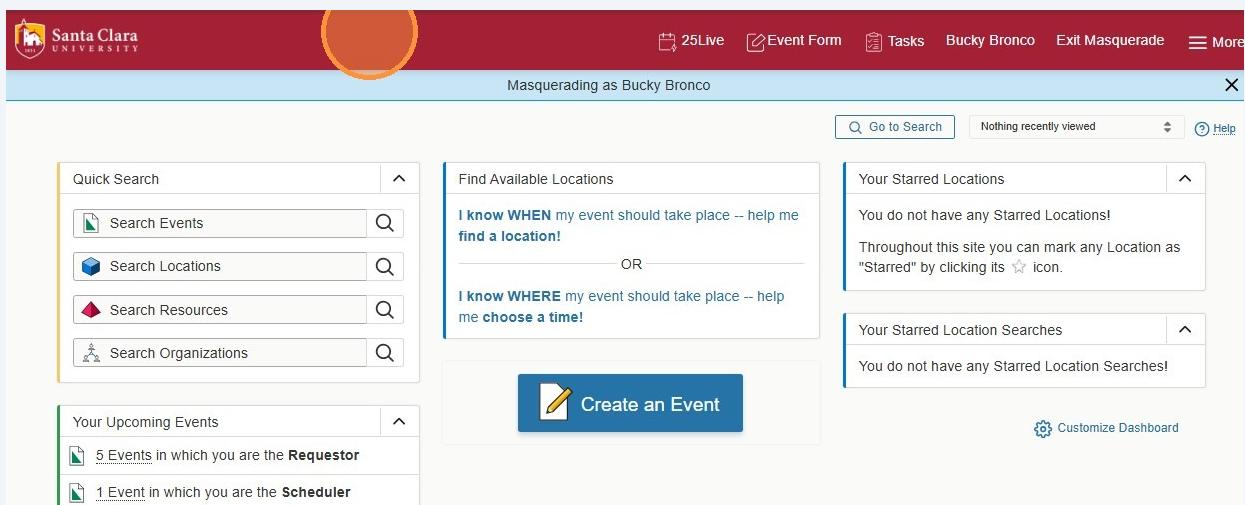


Saving (and sharing) a Custom Location Search in 25Live

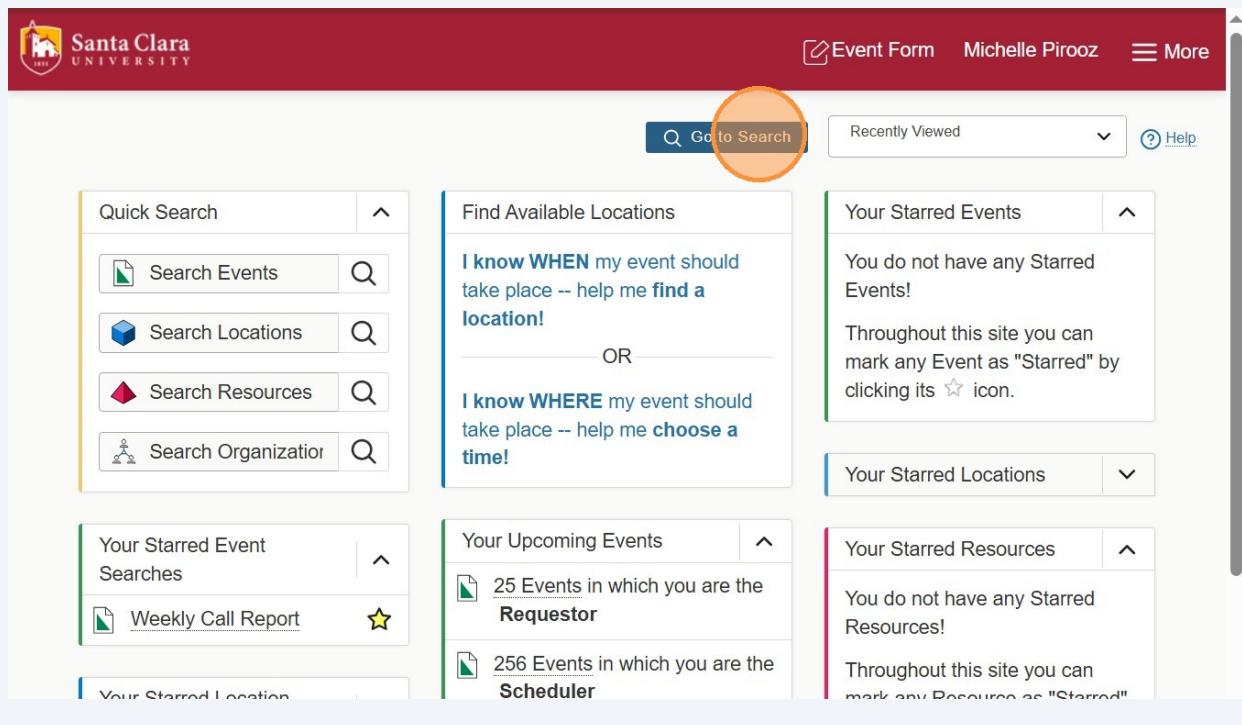
This guide provides a step-by-step process for saving a custom location search in 25Live, making it easier to access your preferred spaces quickly. That saved search can then be shared with colleagues who work with you on event plans.

- 1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



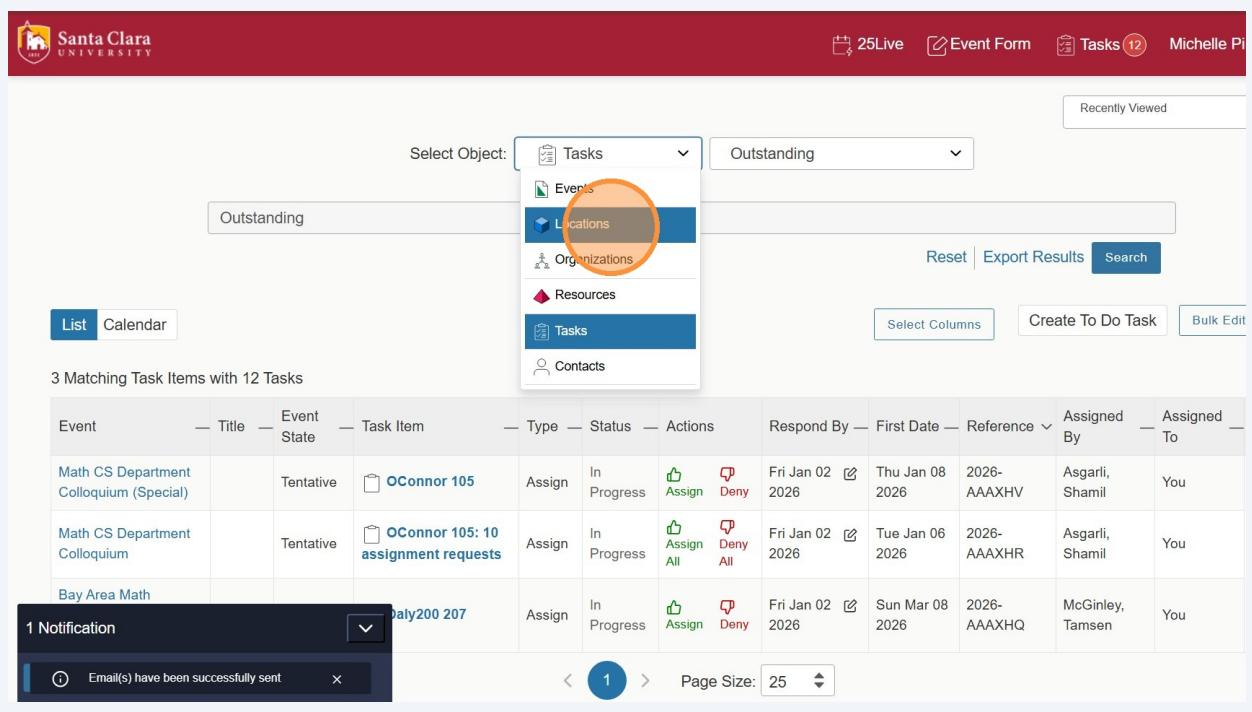
The screenshot shows the 25Live dashboard with a red header bar. The header includes the Santa Clara University logo, the text 'Masquerading as Bucky Bronco', and navigation links for '25Live', 'Event Form', 'Tasks', 'Bucky Bronco', 'Exit Masquerade', and 'More'. Below the header is a search bar with the placeholder 'Nothing recently viewed' and a 'Go to Search' button. To the right of the search bar are links for '\$' and 'Help'. The main content area is divided into several sections: 'Quick Search' with links for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'; 'Your Upcoming Events' showing '5 Events in which you are the Requestor' and '1 Event in which you are the Scheduler'; 'Find Available Locations' with instructions for finding events by time or location, and a large blue 'Create an Event' button; and 'Your Starred Locations' which is currently empty. A 'Customize Dashboard' link is located at the bottom right of the content area.

- 2 Click the "Go to Search" button.



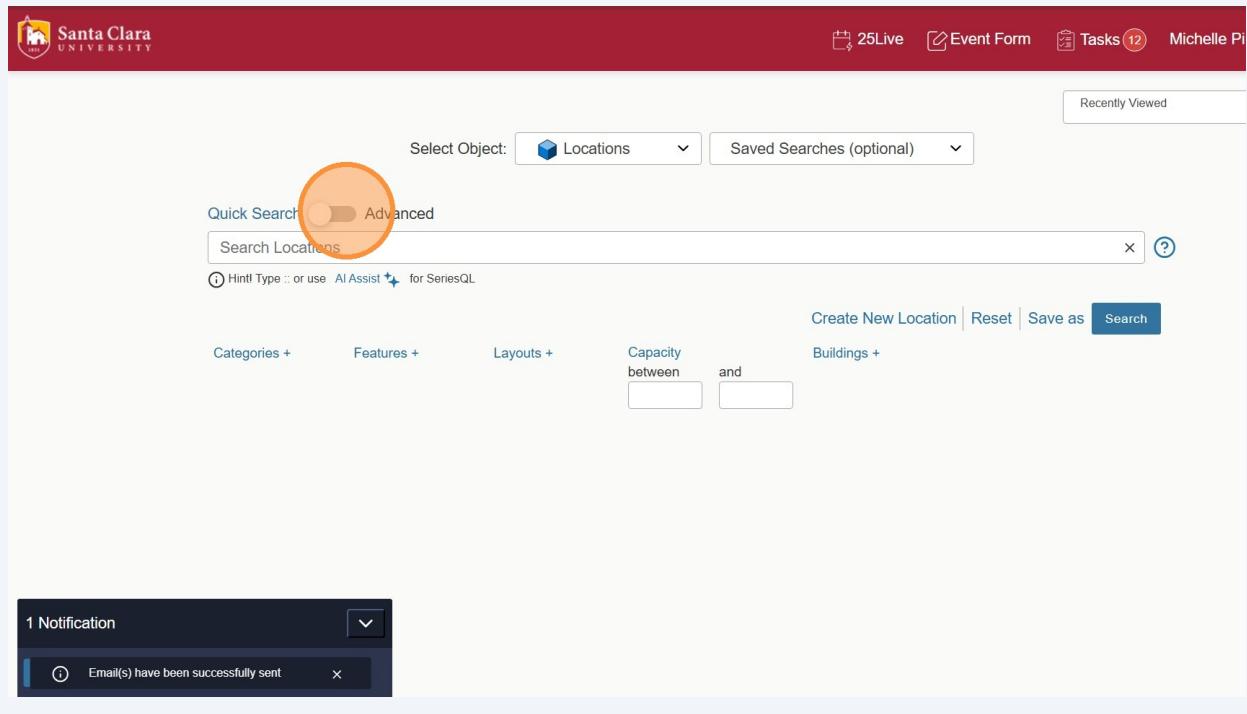
The screenshot shows the Santa Clara University Event Management system. At the top, there is a red header bar with the university logo, the text "Santa Clara UNIVERSITY", and navigation links for "Event Form", "Michelle Pirooz", and "More". Below the header, there is a search bar with a magnifying glass icon and the text "Go to Search", which is circled in orange. To the right of the search bar is a dropdown menu for "Recently Viewed" and a "Help" link. The main content area is divided into several sections: "Quick Search" (with links for "Search Events", "Search Locations", "Search Resources", and "Search Organization"), "Find Available Locations" (with text about finding a location or choosing a time), "Your Starred Events" (empty), "Your Starred Locations" (empty), "Your Upcoming Events" (listing 25 events as Requestor and 256 events as Scheduler), and "Your Starred Resources" (empty). On the left, there is a sidebar with "Your Starred Event Searches" (listing "Weekly Call Report" with a star icon) and "Your Starred Location".

- 3 Select Object: Choose "Locations" from the drop-down menu.



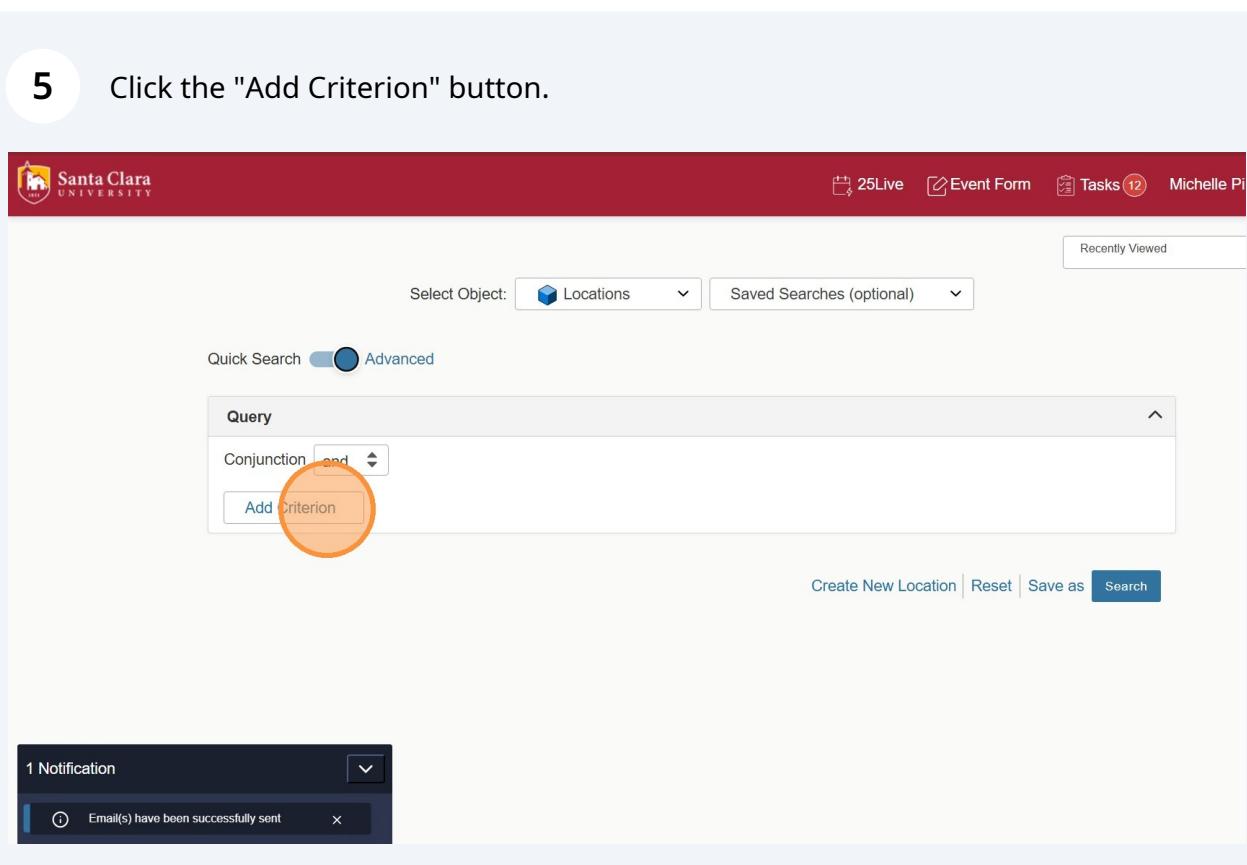
The screenshot shows the Tasks page in the Santa Clara University system. At the top, there is a red header bar with the university logo, the text "Santa Clara UNIVERSITY", and navigation links for "25Live", "Event Form", "Tasks (12)", and "Michelle Pi". Below the header, there is a "Recently Viewed" dropdown. The main content area has a "Select Object:" dropdown menu with options: "Tasks" (selected), "Events", "Locations" (highlighted with an orange circle), "Organizations", "Resources", "Tasks", and "Contacts". To the right of the dropdown are buttons for "Outstanding", "Reset", "Export Results", "Search", "Select Columns", "Create To Do Task", and "Bulk Edit". Below the dropdown is a table titled "3 Matching Task Items with 12 Tasks". The table columns are: Event, Title, Event State, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, and Assigned To. The table rows show tasks for "Math CS Department Colloquium (Special)", "Math CS Department Colloquium", and "Bay Area Math". At the bottom of the table, there is a message "1 Notification" and a success message "Email(s) have been successfully sent".

- 4 Toggle the option bar to "Advanced."



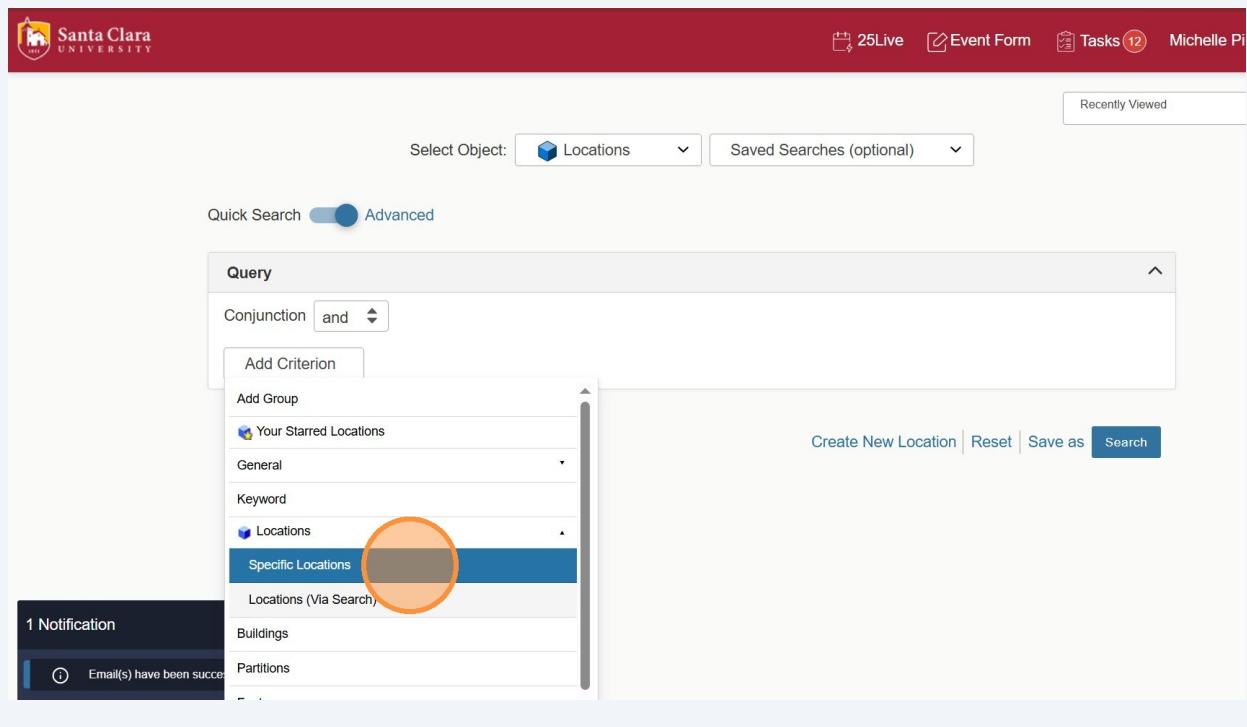
The screenshot shows the Locations search interface. At the top, there are dropdown menus for 'Select Object' (set to 'Locations') and 'Saved Searches (optional)'. Below these are 'Quick Search' and 'Advanced' buttons, with 'Advanced' being highlighted by a large orange circle. A search bar contains the text 'Search Locations'. To the right, there are buttons for 'Create New Location', 'Reset', 'Save as', and 'Search'. Below the search bar are filters for 'Categories', 'Features', 'Layouts', 'Capacity between', and 'Buildings'. A notification bar at the bottom indicates '1 Notification' with the message 'Email(s) have been successfully sent'.

- 5 Click the "Add Criterion" button.



The screenshot shows the Locations search interface with the 'Advanced' button selected. The 'Query' section is expanded, showing a 'Conjunction' dropdown set to 'and' and an 'Add Criterion' button, which is highlighted by a large orange circle. The rest of the interface and notification bar are identical to the previous screenshot.

- 6 Select "Locations" then "Specific Locations" from the drop-down menus.



Recently Viewed

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

Query

Conjunction and

Add Criterion

Add Group

Your Starred Locations

General

Keyword

Locations

Specific Locations (highlighted with orange circle)

Locations (Via Search)

Buildings

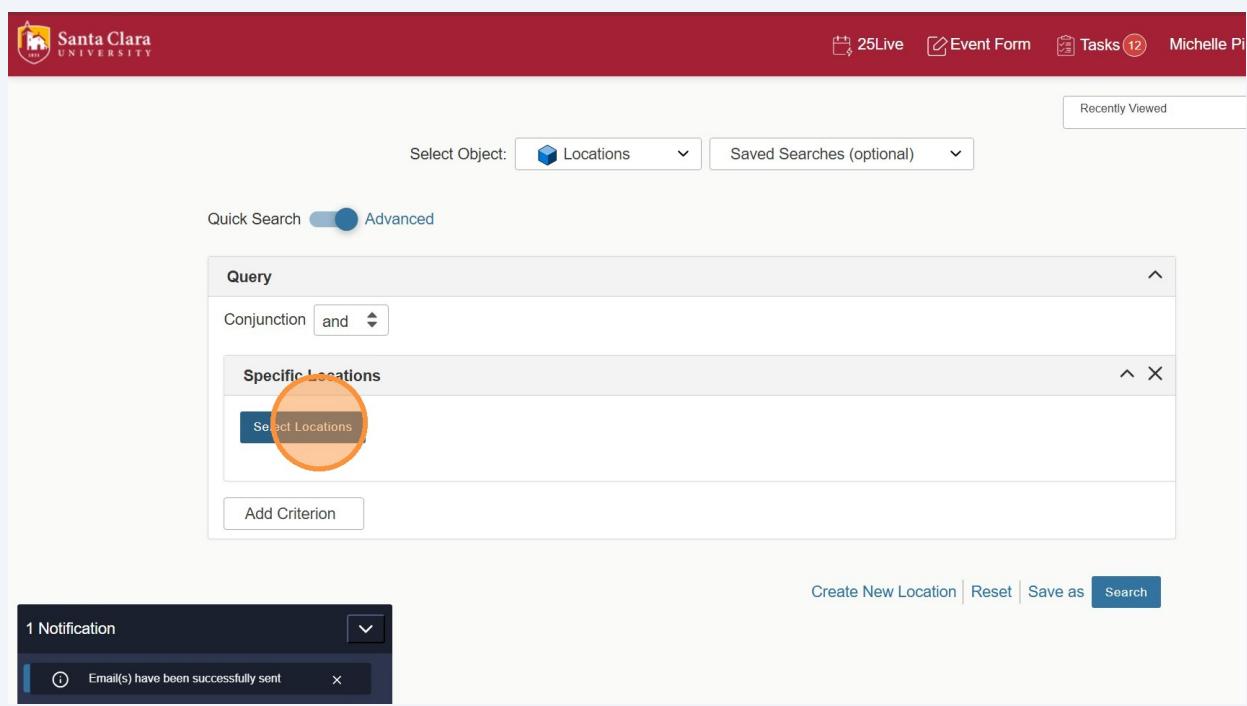
Partitions

Create New Location | Reset | Save as | Search

1 Notification

Email(s) have been successfully sent

- 7 Click the "Select Locations" box.



Recently Viewed

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

Query

Conjunction and

Specific Locations

Select Locations (highlighted with orange circle)

Add Criterion

Create New Location | Reset | Save as | Search

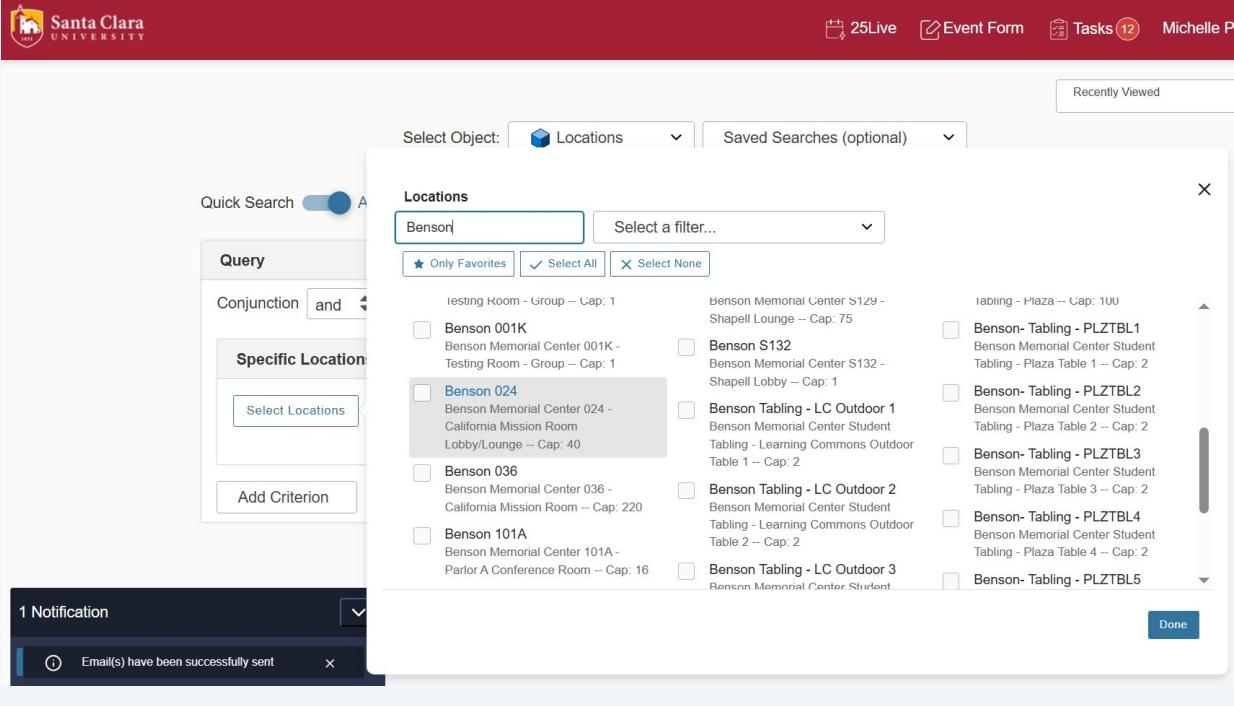
1 Notification

Email(s) have been successfully sent

8

Search for the spaces you want by building or specific room using a keyword in the text box. Indicate each space you want to include in your saved search by "checking" the small box next to that room name.

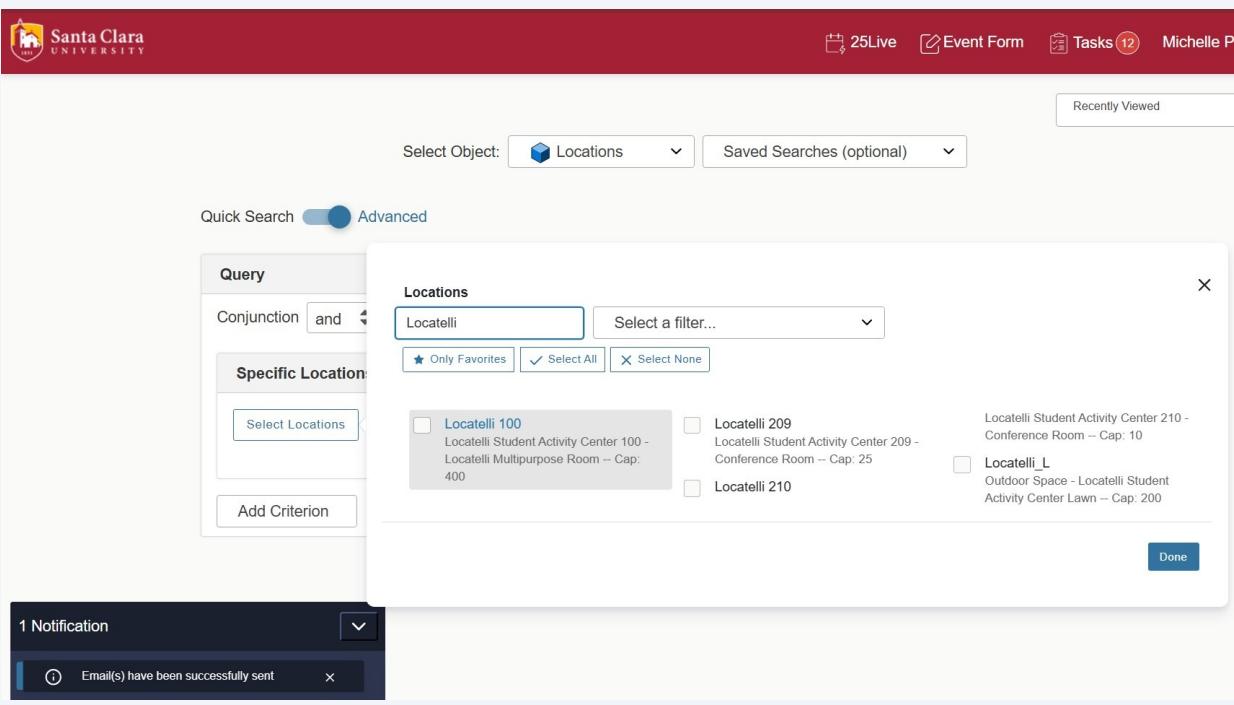
Do not click "Done" until you have selected ALL of the spaces in ALL of the buildings that you want included in this saved search.



The screenshot shows the Santa Clara University search interface. The top navigation bar includes the university logo, 25Live, Event Form, Tasks (12), and a user profile for Michelle Pi. A red banner at the top says "Recently Viewed". The main search interface has a "Select Object" dropdown set to "Locations". A "Query" section with a "Conjunction" dropdown set to "and" and a "Specific Location" section with a "Select Locations" button. The search results for "Benson" are displayed in a table with columns for name, description, and capacity. Several checkboxes are checked for Benson buildings like 001K, 024, 036, 101A, and Tabling locations. A notification at the bottom left says "1 Notification" and "Email(s) have been successfully sent". A "Done" button is at the bottom right.

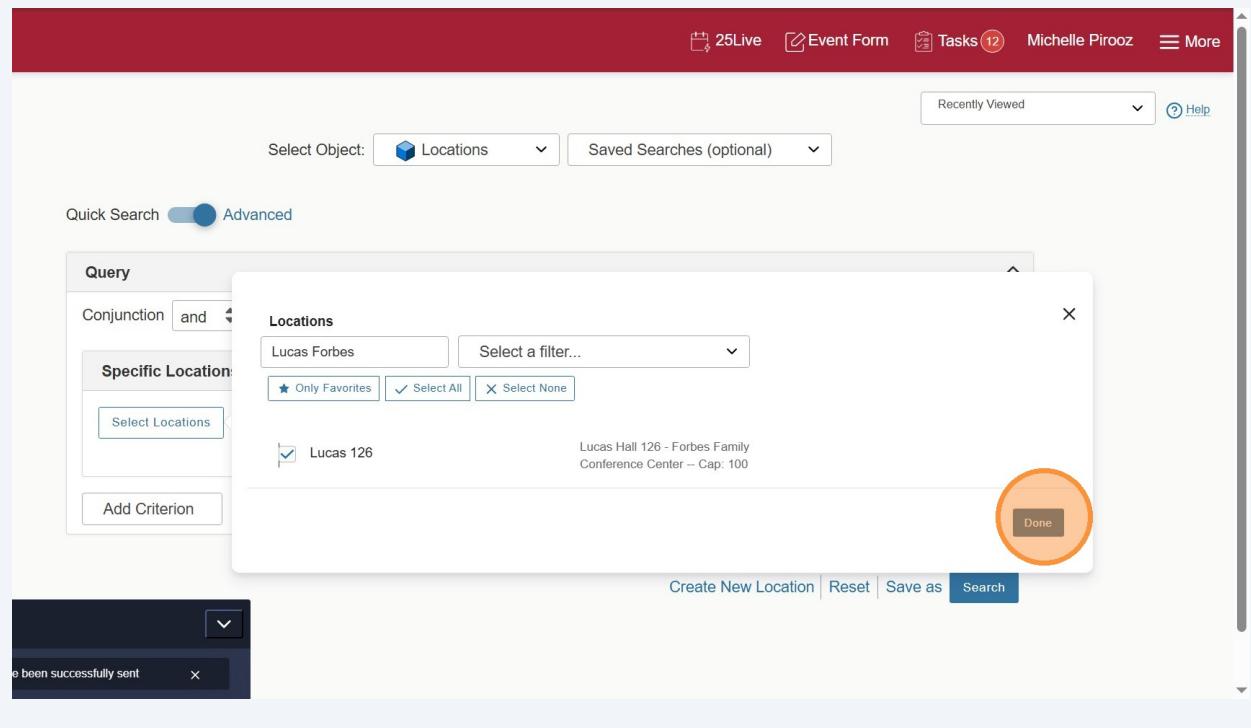
9

You can continue to add spaces from additional buildings until your search is complete. To add spaces from other buildings, repeat Step 8 for each building until you have "checked" all of the spaces you want included in this saved search.



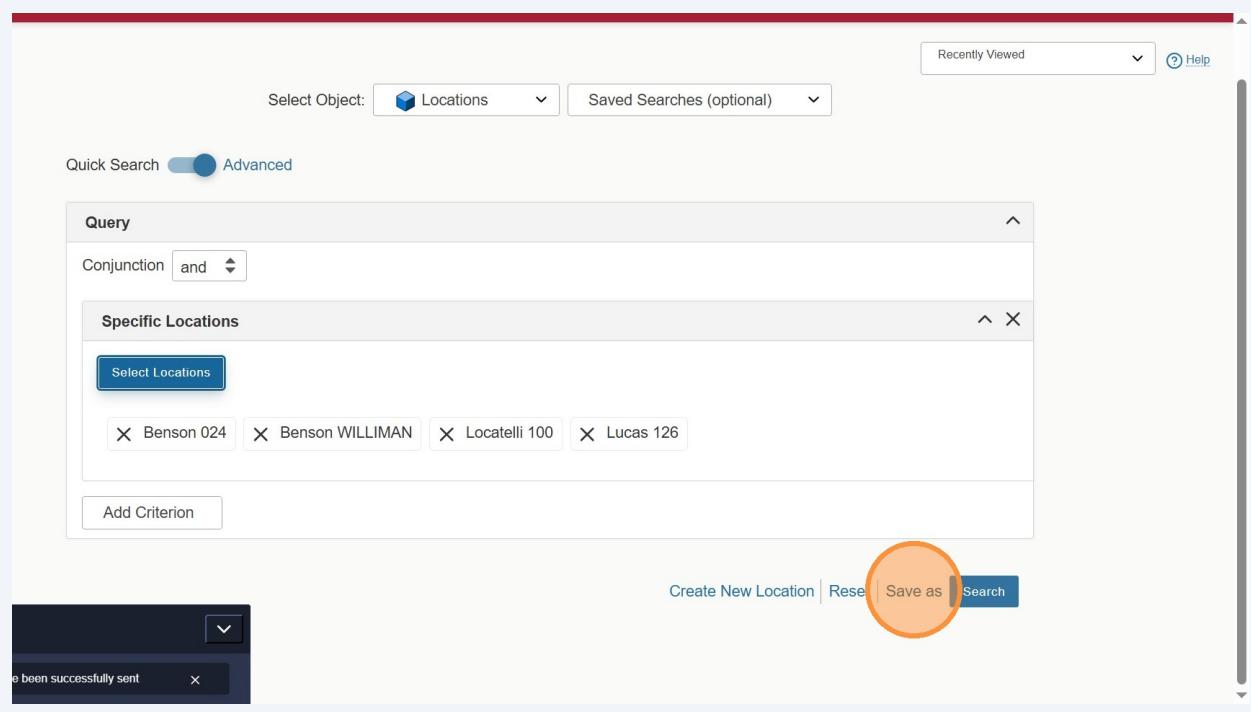
The screenshot shows the Santa Clara University search interface. The top navigation bar includes the university logo, 25Live, Event Form, Tasks (12), and a user profile for Michelle Pi. A red banner at the top says "Recently Viewed". The main search interface has a "Select Object" dropdown set to "Locations". A "Query" section with a "Conjunction" dropdown set to "and" and a "Specific Location" section with a "Select Locations" button. The search results for "Locatelli" are displayed in a table with columns for name, description, and capacity. Several checkboxes are checked for Locatelli buildings like 100, 209, and 210, and an outdoor space. A notification at the bottom left says "1 Notification" and "Email(s) have been successfully sent". A "Done" button is at the bottom right.

- 10 When you have added all desired spaces, click "Done."



The screenshot shows a software interface for managing locations. At the top, there are navigation links: 25Live, Event Form, Tasks (12), Michelle Pirooz, and More. Below the navigation is a search bar with dropdowns for 'Select Object' (Locations) and 'Saved Searches (optional)'. A 'Recently Viewed' dropdown and a 'Help' link are also present. The main area is titled 'Query' and shows a 'Conjunction' of 'and'. Under 'Specific Locations', there is a 'Select Locations' button and an 'Add Criterion' button. A modal window titled 'Locations' is open, showing a search field with 'Lucas Forbes' and a 'Select a filter...' dropdown. Below the search field are buttons for 'Only Favorites' (unchecked), 'Select All' (unchecked), and 'Select None' (unchecked). A list item 'Lucas 126' is selected, with a description 'Lucas Hall 126 - Forbes Family Conference Center -- Cap: 100'. At the bottom of the modal are buttons for 'Create New Location', 'Reset', 'Save as', and 'Search'. The 'Save as' button is highlighted with an orange circle. A status bar at the bottom left indicates 'One item successfully sent'.

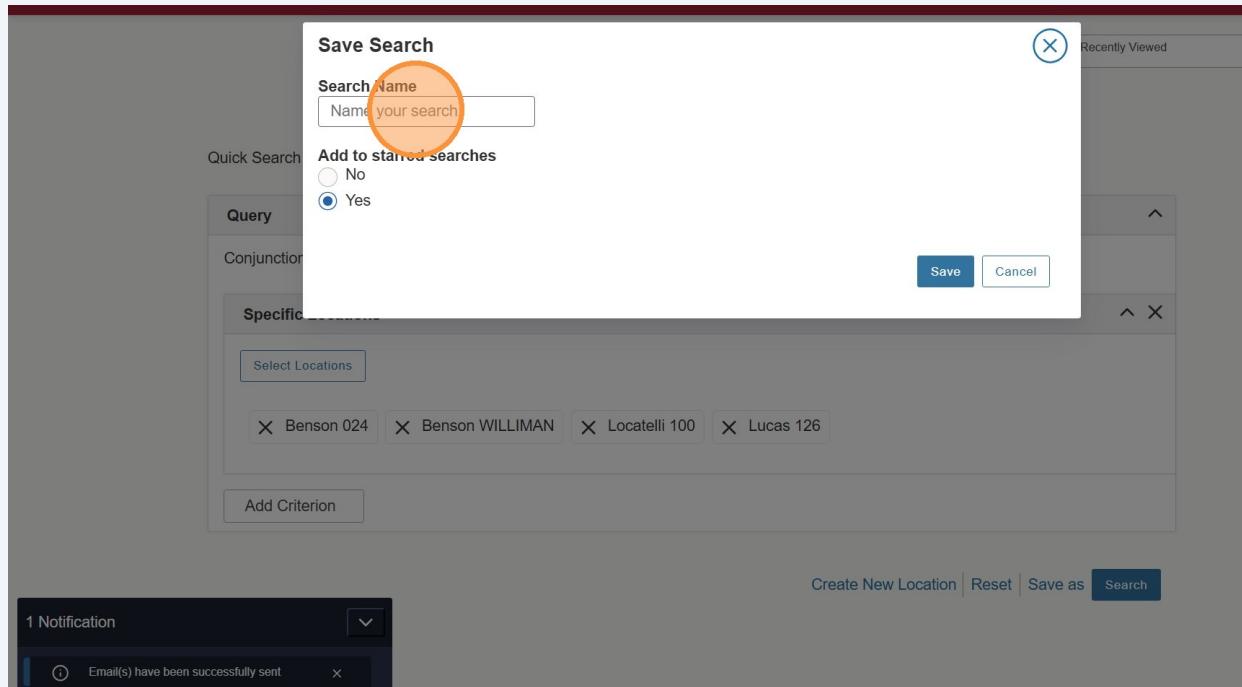
- 11 Review the list of selected spaces. If all of the spaces that you want included in this saved search are listed, click "Save as".



The screenshot shows the same software interface as the previous one, but the modal window is no longer open. The 'Query' section now shows the selected locations: 'Benson 024', 'Benson WILLIMAN', 'Locatelli 100', and 'Lucas 126'. The 'Save as' button at the bottom of the interface is highlighted with an orange circle. The status bar at the bottom left indicates 'One item successfully sent'.

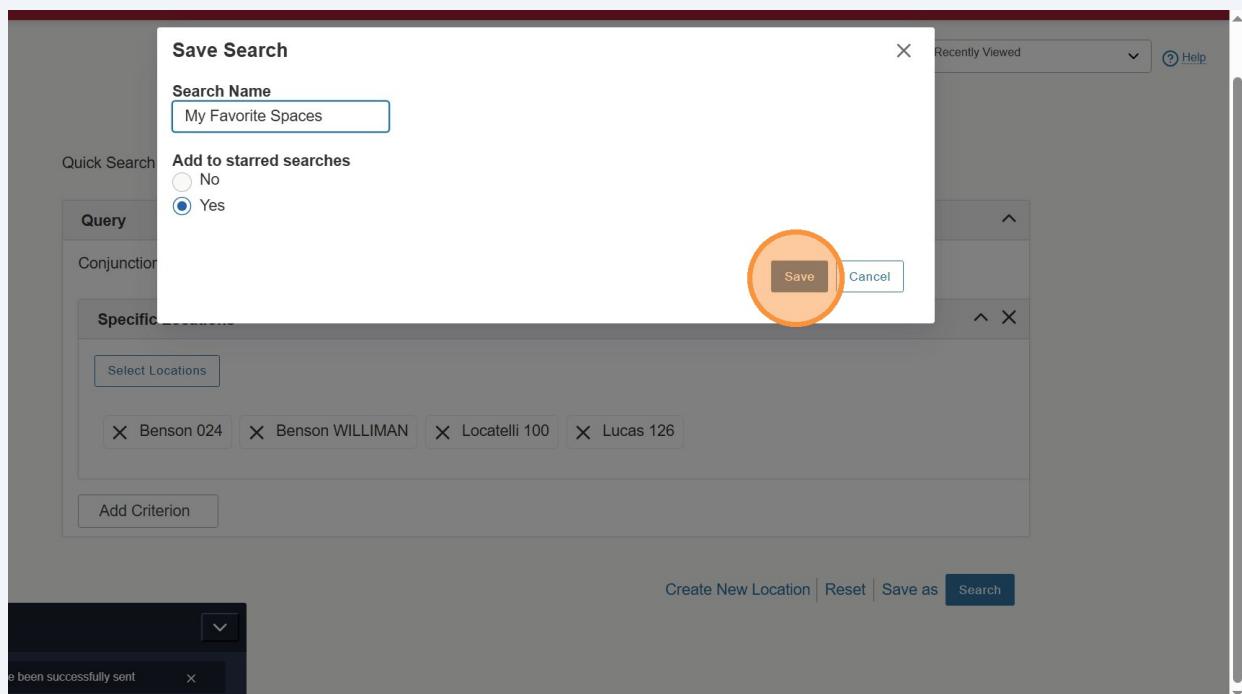
12

Name your saved search and determine whether or not you want this search added to your "starred" searches (which will show up at the top of any drop-down menu of searches).



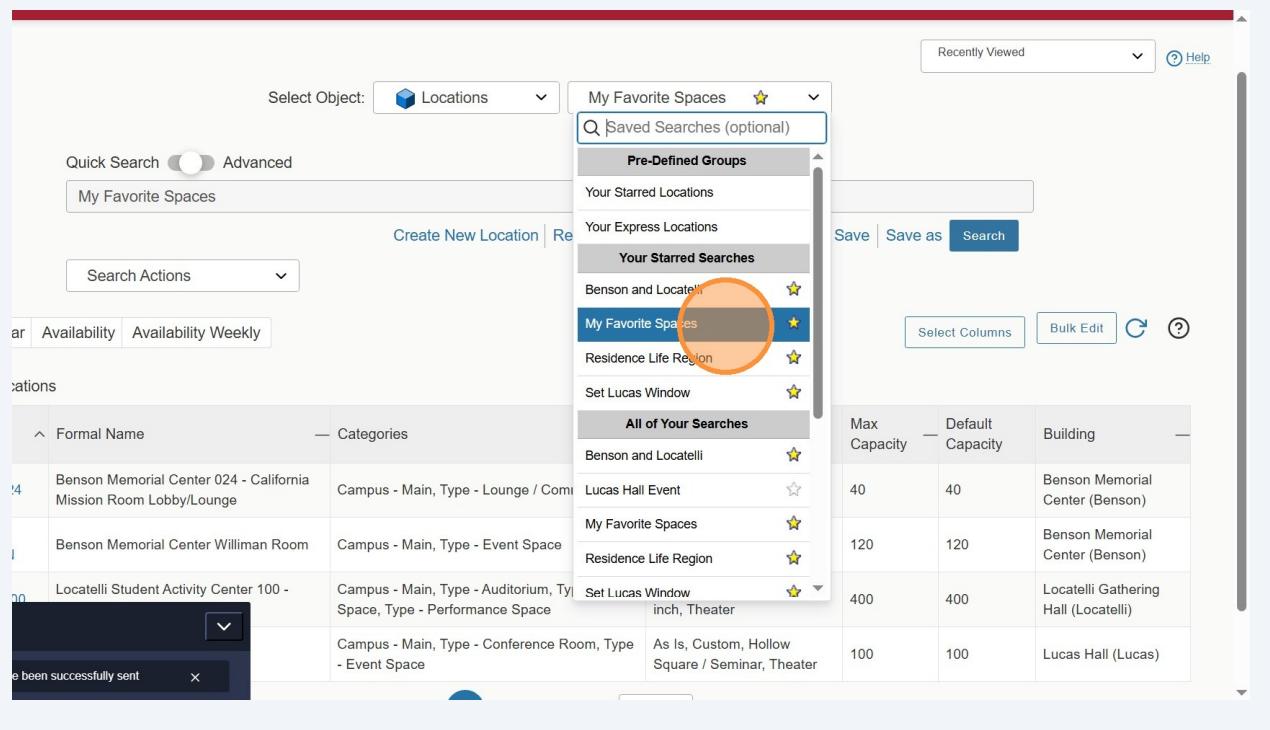
13

Click "Save".



14

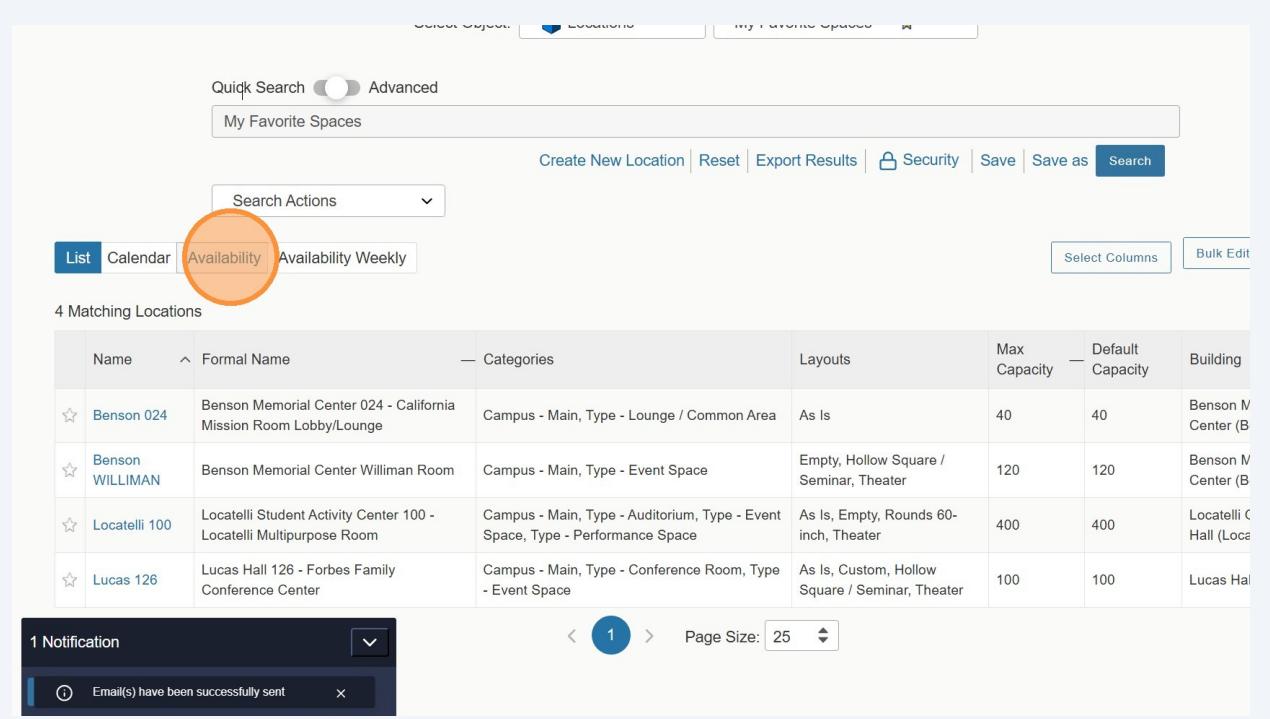
This saved search will now be accessible to you in the "Saved Searches" drop-down menu.



The screenshot shows the 'Locations' search interface. At the top, there is a 'Select Object' dropdown set to 'Locations' and a 'My Favorite Spaces' dropdown. Below these are 'Quick Search' and 'Advanced' buttons, and a 'My Favorite Spaces' search bar. A 'Create New Location' button is also present. The main area displays a list of locations with columns for 'Name', 'Formal Name', 'Categories', 'Layouts', 'Max Capacity', and 'Default Capacity'. A message at the bottom says 'Email(s) have been successfully sent'. On the right, there is a 'Saved Searches' dropdown menu with sections for 'Pre-Defined Groups' (Your Starred Locations, Your Express Locations), 'Your Starred Searches' (Benson and Locatelli, My Favorite Spaces, Residence Life Region, Set Lucas Window), and 'All of Your Searches' (Benson and Locatelli, Lucas Hall Event, My Favorite Spaces, Residence Life Region, Set Lucas Window). The 'My Favorite Spaces' entry in the 'Your Starred Searches' section is circled in orange.

15

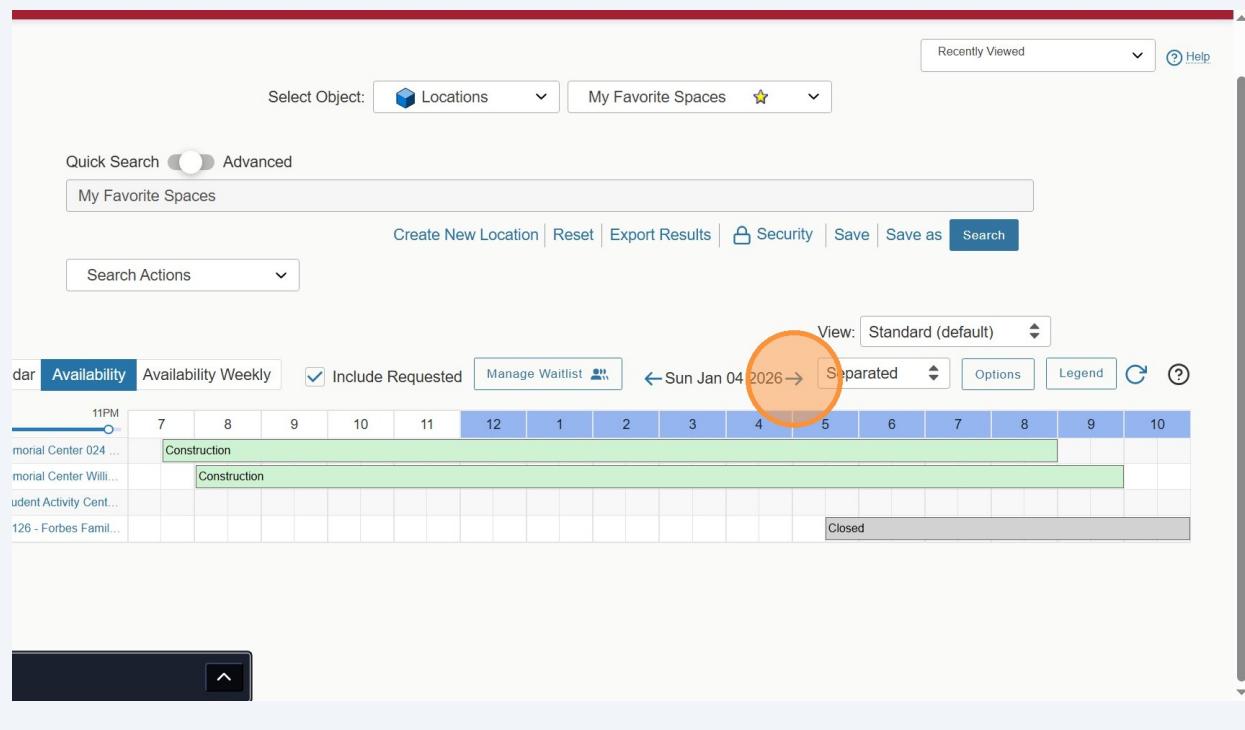
To view availability of your new saved search, select the search from the "Saved Searches" drop-down and click "Availability".



The screenshot shows the 'Locations' search interface with the 'Availability' tab selected. The main area displays a list of locations with columns for 'Name', 'Formal Name', 'Categories', 'Layouts', 'Max Capacity', and 'Default Capacity'. A message at the bottom says 'Email(s) have been successfully sent'. On the right, there is a 'Saved Searches' dropdown menu with sections for 'Pre-Defined Groups' (Your Starred Locations, Your Express Locations), 'Your Starred Searches' (Benson and Locatelli, My Favorite Spaces, Residence Life Region, Set Lucas Window), and 'All of Your Searches' (Benson and Locatelli, Lucas Hall Event, My Favorite Spaces, Residence Life Region, Set Lucas Window). The 'My Favorite Spaces' entry in the 'Your Starred Searches' section is circled in orange.

16

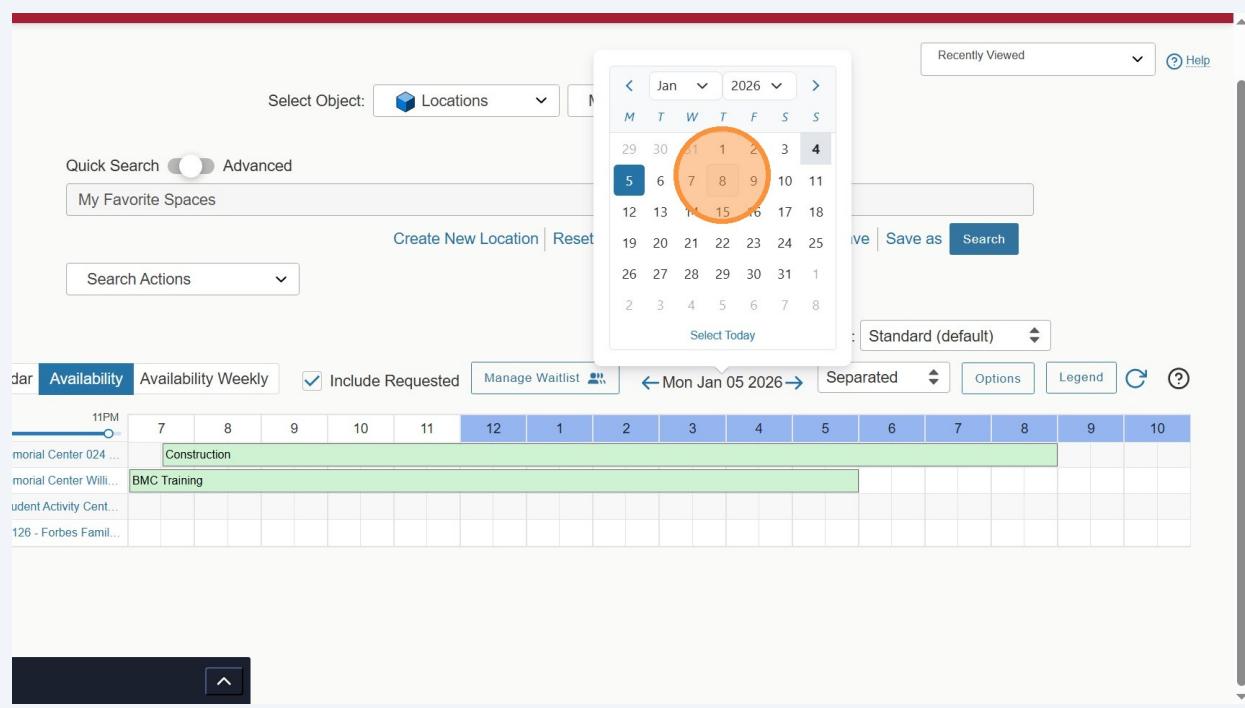
The resulting view will show the availability of all of the spaces in your saved search for a specific date.



This screenshot shows the Availability view for a specific date. The date is set to Sunday, January 04, 2026. The interface includes a 'Select Object' dropdown for 'Locations' and a 'My Favorite Spaces' dropdown. A 'Quick Search' bar is present, and the 'Availability' tab is selected. The main area displays a grid of availability for various locations. A legend indicates 'Construction' (green), 'BMC Training' (light green), and 'Closed' (grey). The date 04 is highlighted with a blue box and circled in orange. The 'View' dropdown is set to 'Standard (default)'. Navigation arrows are visible at the bottom of the date selector.

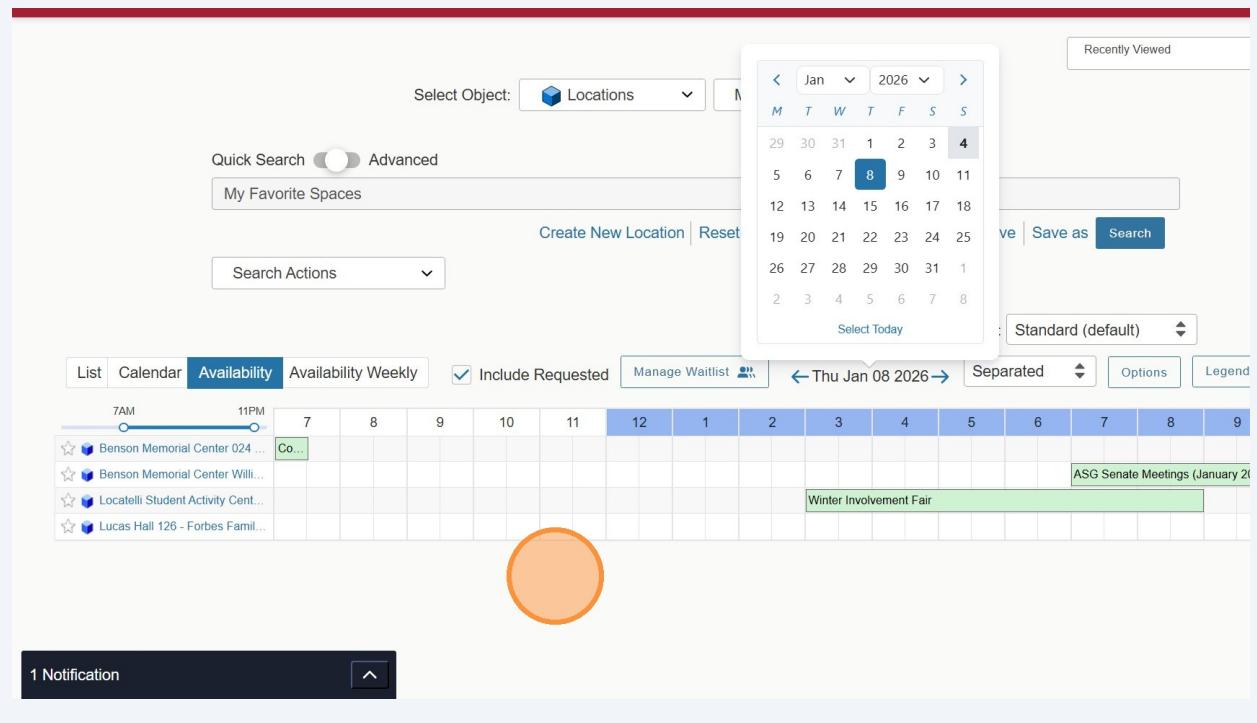
17

You can scroll through various dates by clicking on the blue arrow next to the date, or you can click on the date to open a calendar.



This screenshot shows the Availability view with a date calendar open. The date is set to Monday, January 05, 2026. The calendar is displayed as a grid of days for January 2026. The date 05 is highlighted with a blue box and circled in orange. The 'Select Object' dropdown for 'Locations' and the 'My Favorite Spaces' dropdown are visible. A 'Quick Search' bar is present, and the 'Availability' tab is selected. The main area displays a grid of availability for various locations. A legend indicates 'Construction' (green), 'BMC Training' (light green), and 'Closed' (grey). The date 05 is highlighted with a blue box and circled in orange. The 'View' dropdown is set to 'Standard (default)'. Navigation arrows are visible at the bottom of the date selector.

18 Select any desired date you want to view.

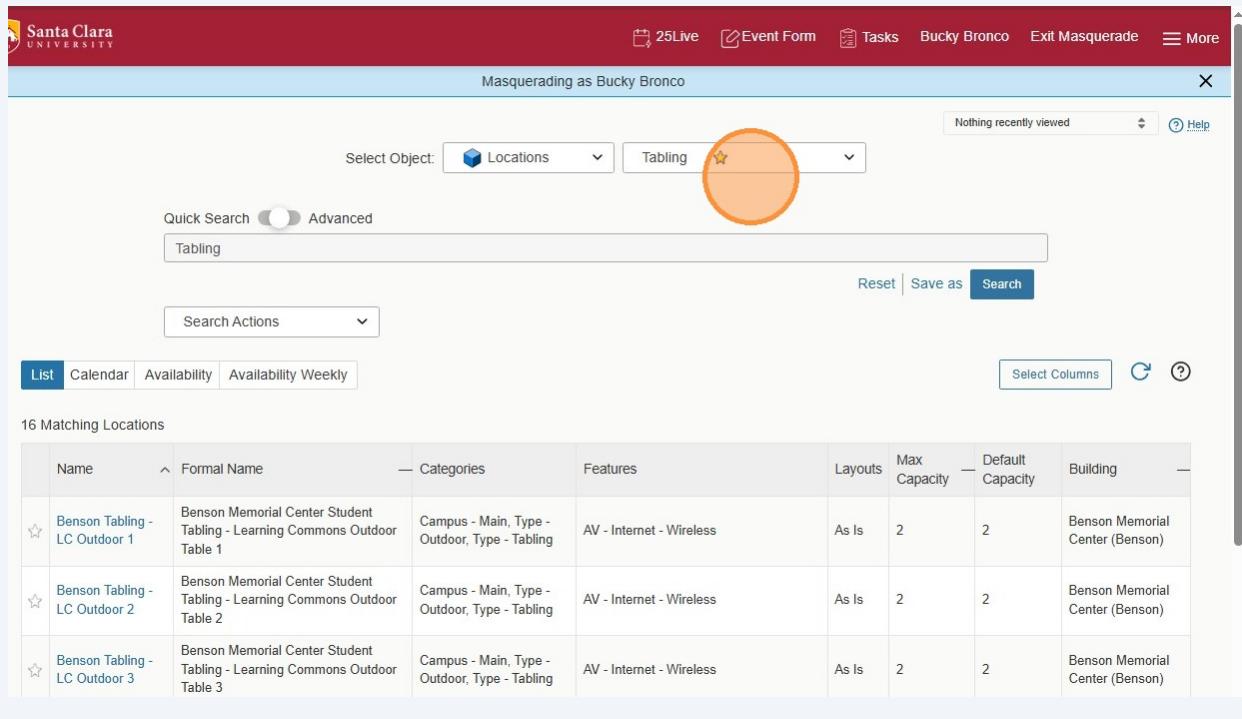


The screenshot shows a software interface for managing locations and events. At the top, there is a 'Select Object' dropdown set to 'Locations'. Below it is a 'Quick Search' field and a 'My Favorite Spaces' list. A 'Search Actions' dropdown is also present. In the center, there is a 'Create New Location' button and a 'Reset' button. To the right, a 'Recently Viewed' list is shown. A large orange circle highlights the date '8' in the calendar. The calendar shows the month of January 2026, with the 8th highlighted. Below the calendar, there is a 'Select Today' button. At the bottom, there is a 'List' tab, a 'Calendar' tab (which is selected), an 'Availability' tab, and an 'Availability Weekly' tab. There is also a 'Include Requested' checkbox, a 'Manage Waitlist' button, and a date range selector ('Thu Jan 08 2026'). The timeline view shows various events: 'Benson Memorial Center 024 ...' (7AM-11PM), 'Benson Memorial Center Will...' (Co...), 'Locatelli Student Activity Cent...' (7AM-11PM), 'Lucas Hall 126 - Forbes Famil...' (7AM-11PM), 'Winter Involvement Fair' (12PM-5PM), and 'ASG Senate Meetings (January 2026)' (1PM-5PM). A notification bar at the bottom indicates '1 Notification'.



Tip! Saved searches can be shared with others in your department or anyone who helps you plan events!

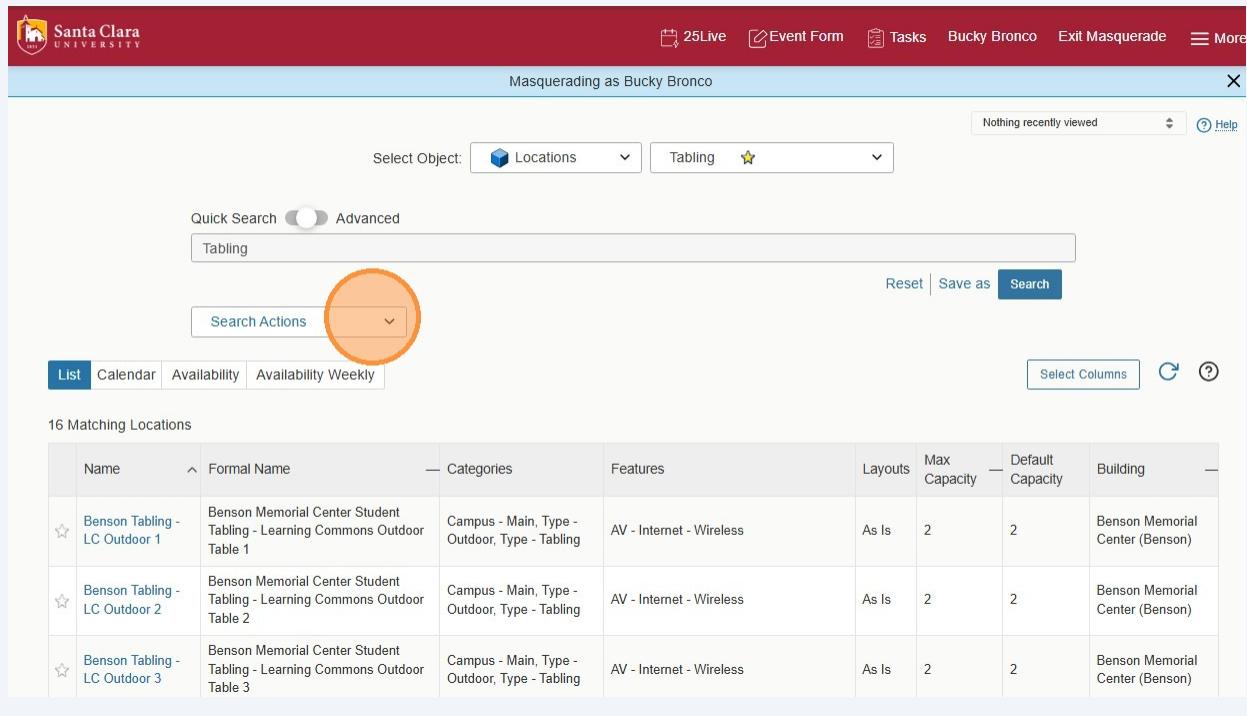
19 Open your saved search.



The screenshot shows a search interface for 'Tabling' objects. The search bar contains 'Tabling'. Below the search bar, there are buttons for 'Reset', 'Save as', and 'Search'. A dropdown menu for 'Search Actions' is open, with an orange circle highlighting the dropdown arrow. The results table shows 16 matching locations, all of which are Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1, 2, or 3. Each entry includes columns for Name, Formal Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building.

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)

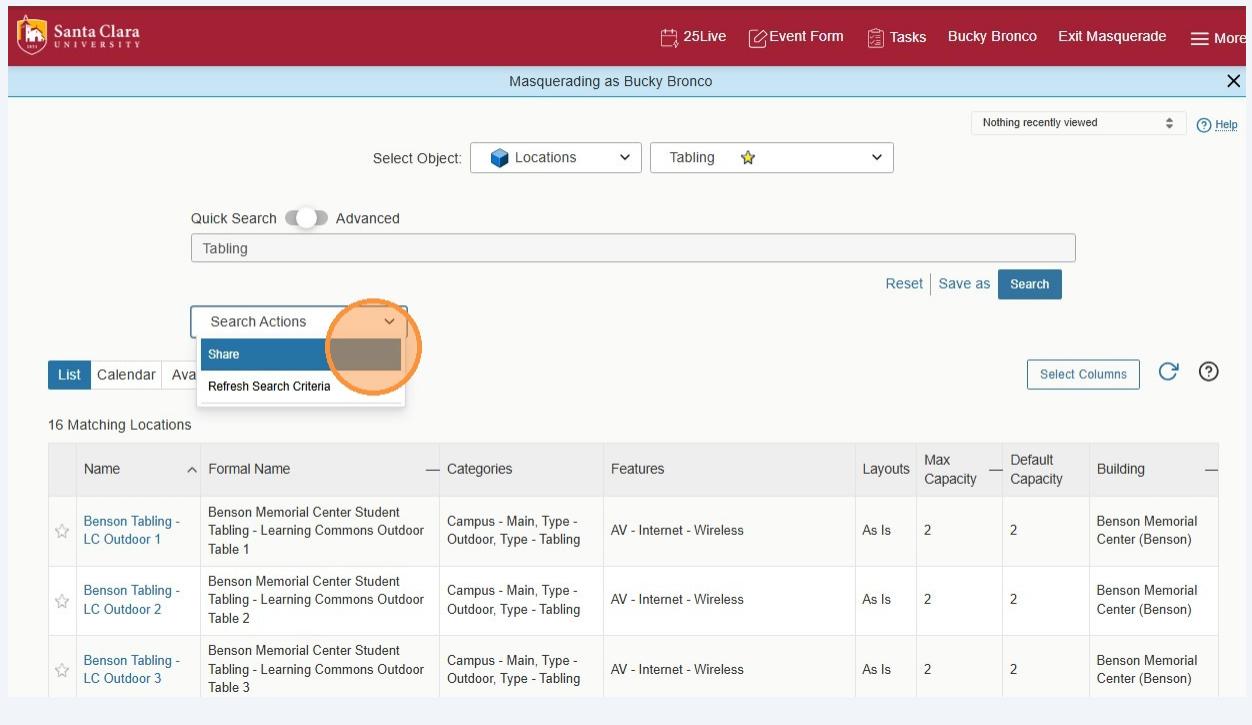
20 Select "Search Actions."



The screenshot shows the same search interface as the previous one, but the 'Search Actions' dropdown is now open, with an orange circle highlighting the dropdown arrow. The results table is identical, showing 16 matching locations for Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1, 2, or 3.

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)

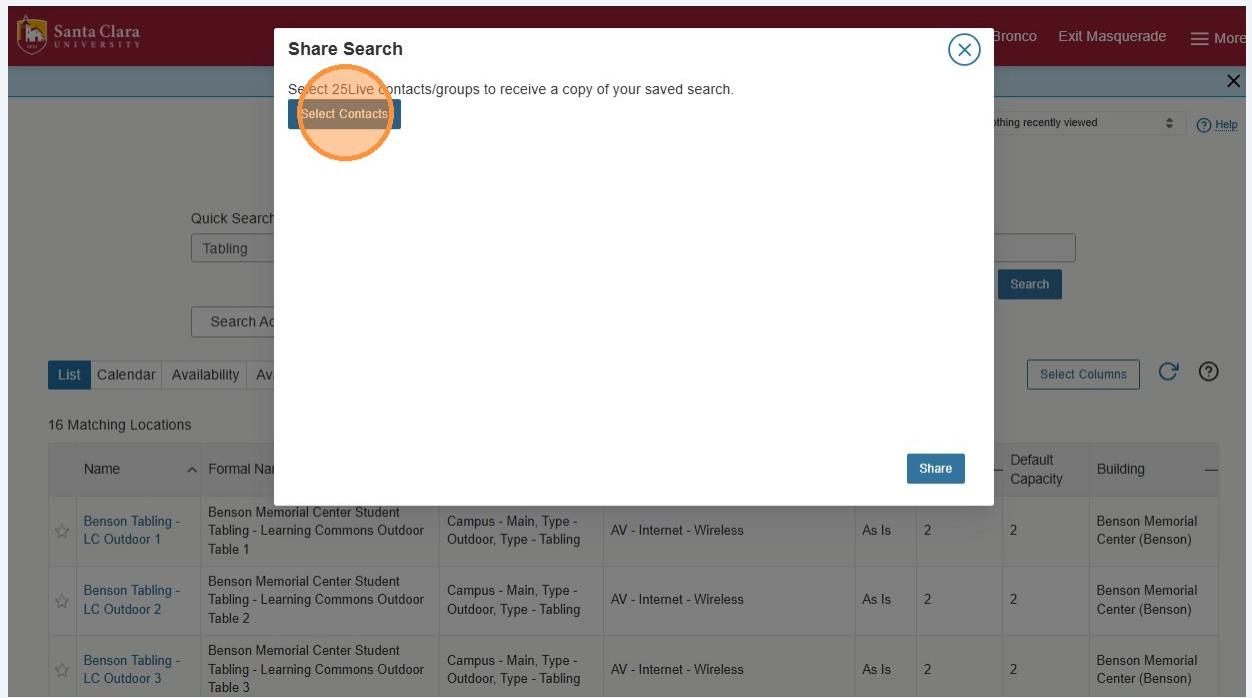
21 Choose "Share" from the drop-down menu.



The screenshot shows the 25Live interface for 'Masquerading as Bucky Bronco'. At the top, there are navigation links: 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and More. Below the header, a search bar is present with the text 'Tabling'. A dropdown menu labeled 'Search Actions' is open, and the 'Share' option is highlighted with a red circle. The main content area displays a table titled '16 Matching Locations' with columns for Name, Formal Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building. The first three rows of the table are listed, all belonging to the 'Benson Memorial Center'.

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)

22 Click "Select Contacts."

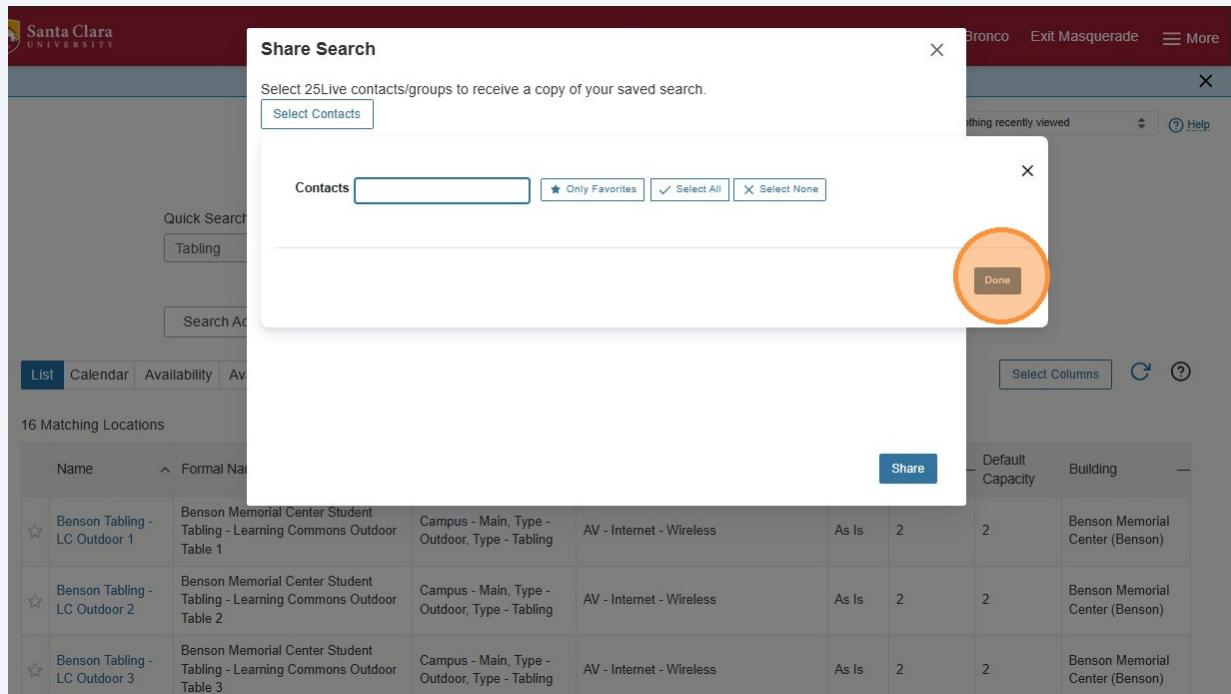


The screenshot shows the 25Live interface with a modal window titled 'Share Search' overlaid. The modal contains the text 'Select 25Live contacts/groups to receive a copy of your saved search.' and a button labeled 'Select Contacts', which is highlighted with a red circle. The background shows the same search results for 'Tabling' as in the previous screenshot, with the 'Share' button visible in the top right corner of the main interface.

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)

23

Search for and select the names of the SCU contact that you want to share your saved search with, then click "Done."



Share Search

Select 25Live contacts/groups to receive a copy of your saved search.

Select Contacts

Contacts

Only Favorites Select All Select None

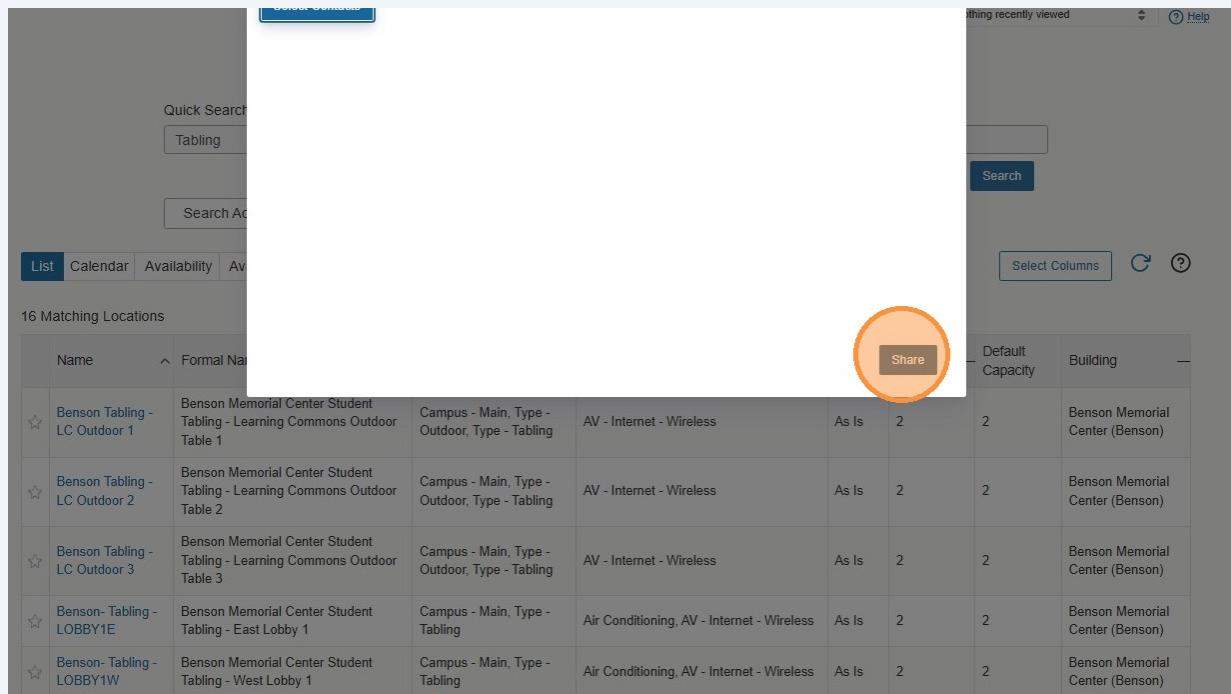
Done

16 Matching Locations

Name	Formal Name	Type	Category	Capacity	Default Capacity	Building	
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)

24

Click "Share" to send the shared search to your selected contacts.



Share

16 Matching Locations

Name	Formal Name	Type	Category	Capacity	Default Capacity	Building	
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 2	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson Tabling - LC Outdoor 3	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 3	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson- Tabling - LOBBY1E	Benson Memorial Center Student Tabling - East Lobby 1	Campus - Main, Type - Tabling	Air Conditioning, AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
Benson- Tabling - LOBBY1W	Benson Memorial Center Student Tabling - West Lobby 1	Campus - Main, Type - Tabling	Air Conditioning, AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)