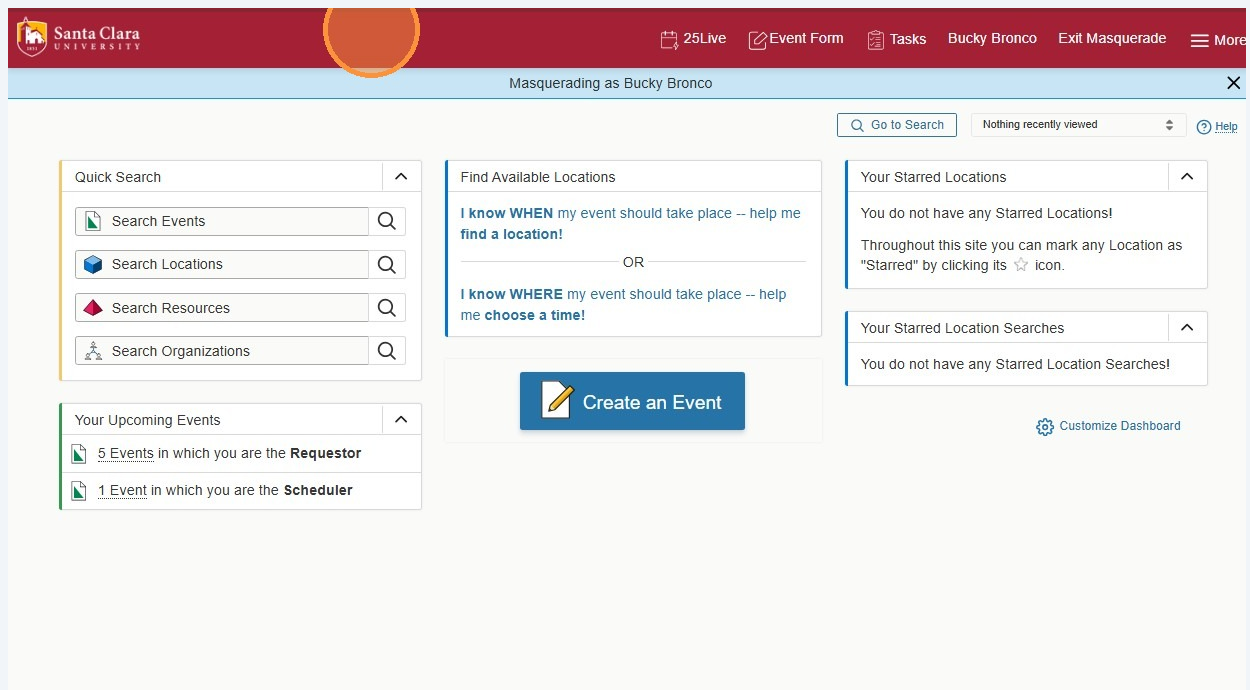


# Saving (and sharing) a Custom Location Search in 25Live

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.



## 2 Click the "Go to Search" button.

The screenshot shows the Santa Clara University Event Form interface. The top navigation bar includes the university logo, 'Event Form', the user name 'Michelle Pirooz', and a 'More' menu. Below the navigation bar, there is a search section with a 'Go to Search' button highlighted by an orange circle. To the left of the search button is a 'Quick Search' panel with four options: 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organization', each with a magnifying glass icon. To the right of the search button is a 'Find Available Locations' panel with two instructions: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. Further right is a 'Your Starred Events' panel with a message: 'You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.' Below these panels are sections for 'Your Starred Event Searches', 'Your Upcoming Events' (showing 25 events where the user is the Requestor and 256 events where the user is the Scheduler), 'Your Starred Locations', and 'Your Starred Resources' (showing no starred resources).

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

The screenshot shows the Santa Clara University Event Form interface. The top navigation bar includes the university logo, '25Live', 'Event Form', 'Tasks 12', and the user name 'Michelle P'. Below the navigation bar, there is a 'Select Object' dropdown menu with 'Locations' selected. The 'Locations' option is highlighted with an orange circle. Below the dropdown menu, there is a table with 12 tasks. The table has columns: Event, Title, Event State, Task Item, Type, Status, Actions, Respond By, First Date, Reference, Assigned By, and Assigned To. The table shows 3 Matching Task Items with 12 Tasks. A notification banner at the bottom left says '1 Notification' and 'Email(s) have been successfully sent'. The bottom right shows 'Page Size: 25'.

Event	Title	Event State	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To
Math CS Department Colloquium (Special)		Tentative	OConnor 105	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Thu Jan 08 2026	2026-AAAXHV	Asgarli, Shamil	You
Math CS Department Colloquium		Tentative	OConnor 105: 10 assignment requests	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Tue Jan 06 2026	2026-AAAXHR	Asgarli, Shamil	You
Bay Area Math			Bay200 207	Assign	In Progress	Assign Deny	Fri Jan 02 2026	Sun Mar 08 2026	2026-AAAXHQ	McGinley, Tamsen	You

#### 4 Toggle the option bar to "Advanced."

The screenshot shows the Santa Clara University interface. At the top, there is a red header bar with the university logo and navigation links: 25Live, Event Form, Tasks (12), and Michelle Pi. Below the header, there is a 'Recently Viewed' section. The main content area features a 'Select Object:' dropdown menu with 'Locations' selected, and a 'Saved Searches (optional)' dropdown menu. A 'Quick Search' toggle is highlighted with an orange circle, showing 'Advanced' selected. Below the toggle is a search bar labeled 'Search Locations' with a close button and a help icon. A hint text reads: 'Hint! Type :: or use AI Assist for SeriesQL'. There are also buttons for 'Create New Location', 'Reset', 'Save as', and 'Search'. At the bottom, there is a notification bar showing '1 Notification' and a message: 'Email(s) have been successfully sent'.

#### 5 Click the "Add Criterion" button.

The screenshot shows the Santa Clara University interface. At the top, there is a red header bar with the university logo and navigation links: 25Live, Event Form, Tasks (12), and Michelle Pi. Below the header, there is a 'Recently Viewed' section. The main content area features a 'Select Object:' dropdown menu with 'Locations' selected, and a 'Saved Searches (optional)' dropdown menu. A 'Quick Search' toggle is highlighted with an orange circle, showing 'Advanced' selected. Below the toggle is a 'Query' section with a 'Conjunction' dropdown menu showing 'and'. An 'Add Criterion' button is highlighted with an orange circle. At the bottom, there is a notification bar showing '1 Notification' and a message: 'Email(s) have been successfully sent'.

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

The screenshot shows the Santa Clara University interface. At the top, there is a header with the university logo, navigation links for 25Live, Event Form, Tasks (12), and a user profile for Michelle Pi. Below the header, there is a 'Select Object:' dropdown menu set to 'Locations' and a 'Saved Searches (optional)' dropdown menu. A 'Quick Search' toggle is set to 'Advanced'. A 'Query' section is visible with a 'Conjunction' dropdown set to 'and'. A 'Select Locations' box is highlighted with an orange circle. Below this box, there is a 'Specific Locations' section with a 'Select Locations' button. A notification bar at the bottom left indicates '1 Notification' and 'Email(s) have been successfully sent'.

## 7 Click the "Select Locations" box.

The screenshot shows the Santa Clara University interface. At the top, there is a header with the university logo, navigation links for 25Live, Event Form, Tasks (12), and a user profile for Michelle Pi. Below the header, there is a 'Select Object:' dropdown menu set to 'Locations' and a 'Saved Searches (optional)' dropdown menu. A 'Quick Search' toggle is set to 'Advanced'. A 'Query' section is visible with a 'Conjunction' dropdown set to 'and'. A 'Select Locations' box is highlighted with an orange circle. Below this box, there is a 'Specific Locations' section with a 'Select Locations' button. A notification bar at the bottom left indicates '1 Notification' and '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 system interface. At the top, there's a header with the university logo and navigation links like '25Live', 'Event Form', 'Tasks', and a user profile 'Michelle P'. Below the header, a 'Select Object' dropdown is set to 'Locations'. A 'Locations' modal is open, showing a search bar with 'Benson' and a list of rooms with checkboxes. The rooms listed include Benson 001K, Benson 024, Benson 036, Benson 101A, Benson Memorial Center S129, Benson Memorial Center S132, Benson Memorial Center Student Tabling - LC Outdoor 1, Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1, Benson Memorial Center Student Tabling - LC Outdoor 2, Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 2, Benson Memorial Center Student Tabling - LC Outdoor 3, Benson Memorial Center Student Tabling - Plaza Table 1, Benson Memorial Center Student Tabling - Plaza Table 2, Benson Memorial Center Student Tabling - Plaza Table 3, Benson Memorial Center Student Tabling - Plaza Table 4, and Benson Memorial Center Student Tabling - Plaza Table 5. A 'Done' button is at the bottom right of the modal. A notification at the bottom left says '1 Notification' and 'Email(s) have been successfully sent'.

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 system interface. At the top, there's a header with the university logo and navigation links like '25Live', 'Event Form', 'Tasks', and a user profile 'Michelle P'. Below the header, a 'Select Object' dropdown is set to 'Locations'. A 'Locations' modal is open, showing a search bar with 'Locatelli' and a list of rooms with checkboxes. The rooms listed include Locatelli 100, Locatelli 209, Locatelli 210, Locatelli Student Activity Center 210 - Conference Room, and Locatelli Student Activity Center Lawn. A 'Done' button is at the bottom right of the modal. A notification at the bottom left says '1 Notification' and 'Email(s) have been successfully sent'.

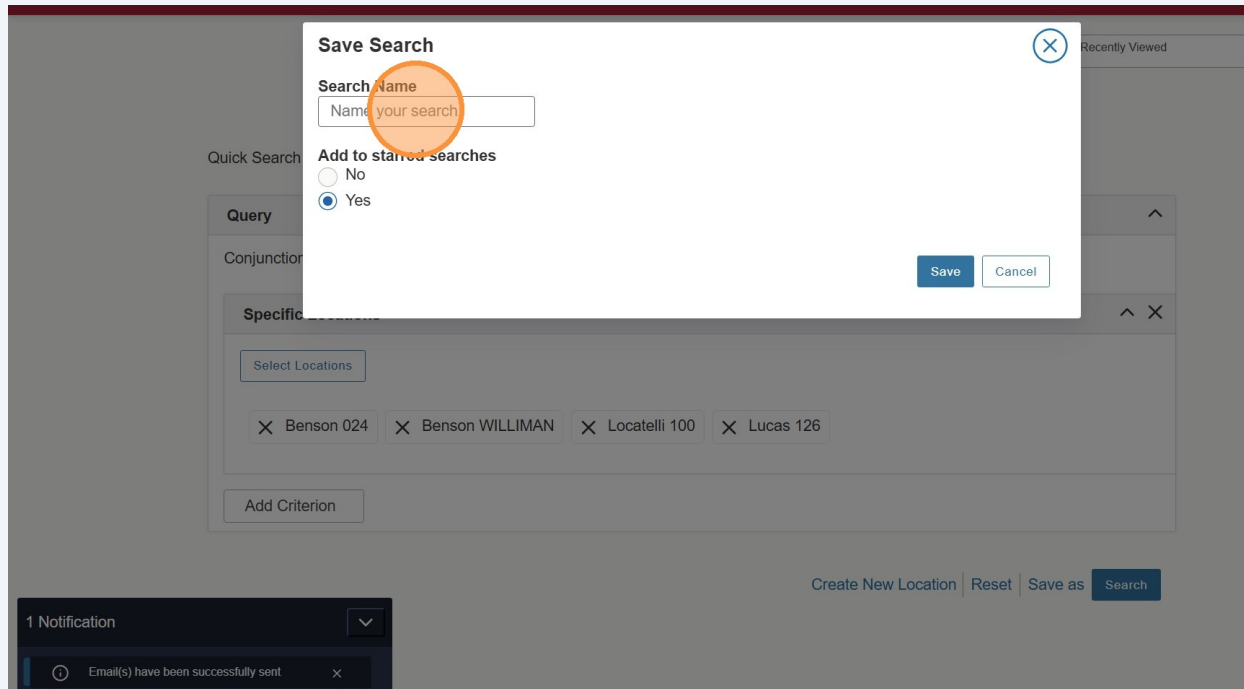
## 10 When you have added all desired spaces, click "Done."

The screenshot shows a software interface with a red header bar containing navigation links: 25Live, Event Form, Tasks (12), Michelle Pirooz, and More. Below the header, there's a 'Select Object:' section with 'Locations' and 'Saved Searches (optional)' dropdowns. A 'Quick Search' toggle is set to 'Advanced'. A 'Query' section shows a conjunction of 'and' and a 'Specific Location' section with a 'Select Locations' button. A modal window titled 'Locations' is open, showing a search for 'Lucas Forbes' with a 'Select a filter...' dropdown. Below the search, there are three buttons: 'Only Favorites', 'Select All', and 'Select None'. A list of locations is shown, with 'Lucas 126' selected. The modal has a 'Done' button circled in orange. At the bottom of the modal, there are links for 'Create New Location', 'Reset', 'Save as', and 'Search'. A notification at the bottom left says 'e been successfully sent'.

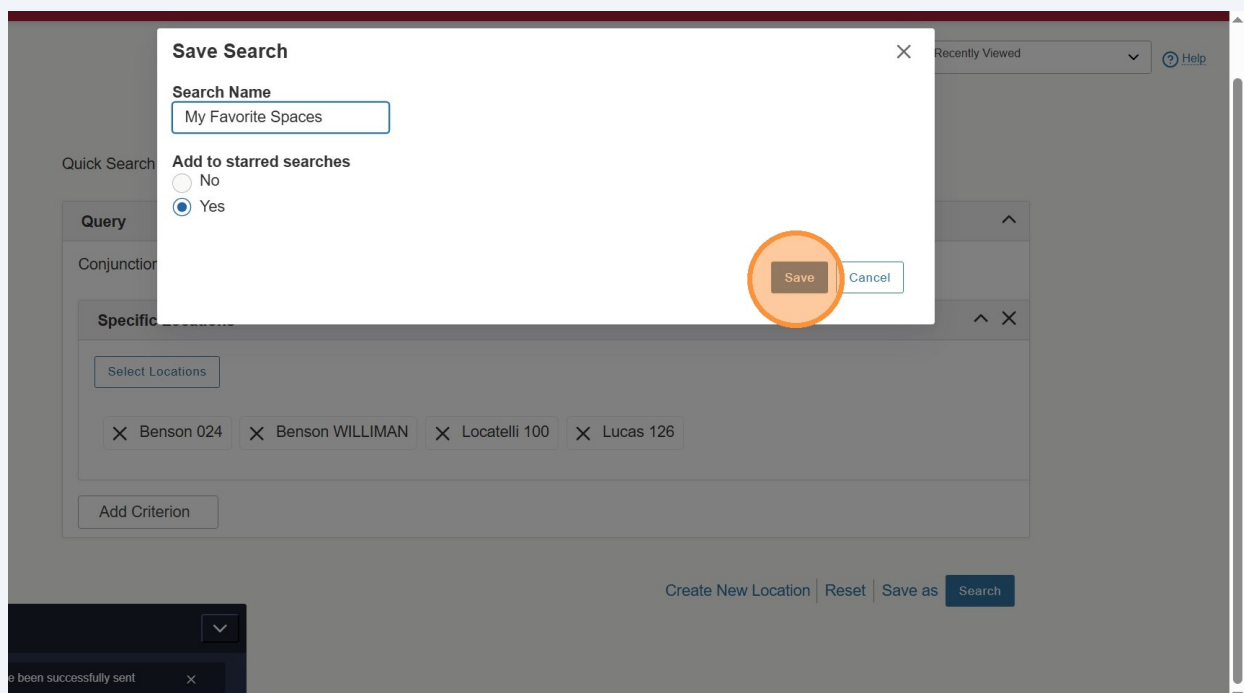
## 11 Review the list of selected spaces. If all of the spaces that you want included in this saved search are listed, click "Save as".

The screenshot shows the same software interface as in step 10. The 'Locations' modal is open, and the 'Specific Locations' section is expanded, showing a list of selected locations: 'Benson 024', 'Benson WILLIMAN', 'Locatelli 100', and 'Lucas 126'. The 'Save as' button is circled in orange. The 'Query' section shows a conjunction of 'and' and a 'Specific Location' section with a 'Select Locations' button. At the bottom of the modal, there are links for 'Create New Location', 'Reset', 'Save as', and 'Search'. A notification at the bottom left says 'e been 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.

Recently Viewed ? Help

Select Object: Locations

Quick Search ☐ Advanced

My Favorite Spaces

Create New Location | Reset

Search Actions

Availability | Availability Weekly

Locations

My Favorite Spaces

Pre-Defined Groups

- Your Starred Locations
- Your Express Locations

Your Starred Searches

- Benson and Locatelli
- My Favorite Spaces**
- Residence Life Region
- Set Lucas Window

All of Your Searches

- Benson and Locatelli
- Lucas Hall Event
- My Favorite Spaces
- Residence Life Region
- Set Lucas Window

Save | Save as | Search

Select Columns | Bulk Edit | ?

Formal Name	Categories	Max Capacity	Default Capacity	Building
Benson Memorial Center 024 - California Mission Room Lobby/Lounge	Campus - Main, Type - Lounge / Common Area	40	40	Benson Memorial Center (Benson)
Benson Memorial Center Williman Room	Campus - Main, Type - Event Space	120	120	Benson Memorial Center (Benson)
Locatelli Student Activity Center 100 - Locatelli Multipurpose Room	Campus - Main, Type - Auditorium, Type - Event Space, Type - Performance Space	400	400	Locatelli Gathering Hall (Locatelli)
Lucas Hall 126 - Forbes Family Conference Center	Campus - Main, Type - Conference Room, Type - Event Space	100	100	Lucas Hall (Lucas)

1 Notification

Email(s) have been successfully sent

15

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

Select Object: Locations My Favorite Spaces

Quick Search ☐ Advanced

My Favorite Spaces

Create New Location | Reset | Export Results | Security | Save | Save as | Search

Search Actions

List | Calendar | **Availability** | Availability Weekly

Select Columns | Bulk Edit

4 Matching Locations

Name	Formal Name	Categories	Layouts	Max Capacity	Default Capacity	Building
Benson 024	Benson Memorial Center 024 - California Mission Room Lobby/Lounge	Campus - Main, Type - Lounge / Common Area	As Is	40	40	Benson Memorial Center (B)
Benson WILLIMAN	Benson Memorial Center Williman Room	Campus - Main, Type - Event Space	Empty, Hollow Square / Seminar, Theater	120	120	Benson Memorial Center (B)
Locatelli 100	Locatelli Student Activity Center 100 - Locatelli Multipurpose Room	Campus - Main, Type - Auditorium, Type - Event Space, Type - Performance Space	As Is, Empty, Rounds 60-inch, Theater	400	400	Locatelli Gathering Hall (Locatelli)
Lucas 126	Lucas Hall 126 - Forbes Family Conference Center	Campus - Main, Type - Conference Room, Type - Event Space	As Is, Custom, Hollow Square / Seminar, Theater	100	100	Lucas Hall (Lucas)

1 Notification

Email(s) have been successfully sent

Page Size: 25



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

The screenshot shows the 'Availability' view for January 4, 2026. The interface includes a top navigation bar with 'Recently Viewed' and a 'Help' icon. Below this, there are filters for 'Select Object' (Locations) and 'My Favorite Spaces'. A search bar contains 'My Favorite Spaces'. Action buttons include 'Create New Location', 'Reset', 'Export Results', 'Security', 'Save', 'Save as', and 'Search'. A 'Search Actions' dropdown is also present. The main view shows a calendar grid for January 4, 2026, with a blue arrow pointing to the date. The grid displays availability for various locations: 'morial Center 024 ...' (Construction), 'morial Center Willi...' (Construction), 'udent Activity Cent...' (Closed), and '126 - Forbes Famil...' (Closed). The view is set to 'Standard (default)' and 'Separated'.

- 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.

The screenshot shows the 'Availability' view for January 5, 2026. A calendar overlay is visible, showing the dates for January 2026. The date '5' is highlighted, indicating the current view. The main view shows a calendar grid for January 5, 2026, with a blue arrow pointing to the date. The grid displays availability for various locations: 'morial Center 024 ...' (Construction), 'morial Center Willi...' (BMC Training), 'udent Activity Cent...' (Closed), and '126 - Forbes Famil...' (Closed). The view is set to 'Standard (default)' and 'Separated'.

## 18 Select any desired date you want to view.

The screenshot displays a web-based calendar application. At the top, there's a 'Select Object:' dropdown menu set to 'Locations'. Below it, a 'Quick Search' toggle is set to 'Advanced', and a search bar contains 'My Favorite Spaces'. To the right, a 'Recently Viewed' section is visible. A date selection calendar overlay is open, showing January 2026. The date '8' is highlighted in blue. The main calendar view below shows a weekly grid for the week of January 7-13, 2026. The 'Availability' tab is selected. The grid shows various events: 'Benson Memorial Center 024 ...' (green), 'Benson Memorial Center Willi...' (green), 'Locatelli Student Activity Cent...' (green), and 'Lucas Hall 126 - Forbes Famil...' (green). A large orange circle is drawn on the calendar grid, centered over the date '12'. At the bottom left, a notification bar says '1 Notification' with an upward arrow icon.



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 the Santa Clara University 25Live interface. At the top, there's a navigation bar with links for 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and a More menu. Below this is a status bar indicating 'Masquerading as Bucky Bronco'. The main content area has a 'Select Object' section with 'Locations' and 'Tabling' (highlighted with an orange circle) dropdowns. A search bar contains 'Tabling'. Below the search bar are buttons for 'Reset', 'Save as', and 'Search'. A 'Search Actions' dropdown is also visible. At the bottom, there are tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly'. The 'List' tab is active, showing a table of 16 matching locations.

16 Matching Locations

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."

This screenshot is identical to the previous one, but with an orange circle highlighting the 'Search Actions' dropdown menu. The dropdown menu is open, showing a list of search actions. The 'List' tab is still active, and the table of 16 matching locations is visible at the bottom.

16 Matching Locations

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 Santa Clara University 25Live interface. At the top, there's a navigation bar with links for 25Live, Event Form, Tasks, Bucky Bronco, Exit Masquerade, and a More menu. Below this, a status bar indicates 'Masquerading as Bucky Bronco'. The main content area has a 'Select Object' dropdown set to 'Locations' and a 'Tabling' dropdown. A search bar contains the text 'Tabling'. To the right of the search bar are buttons for 'Reset', 'Save as', and 'Search'. Below the search bar, there's a 'Search Actions' dropdown menu that is open, showing options: 'Share' (highlighted with an orange circle), 'Refresh Search Criteria', and a 'Select Columns' button. Below the dropdown, there's a table titled '16 Matching Locations' with columns: Name, Formal Name, Categories, Features, Layouts, Max Capacity, Default Capacity, and Building. The table lists three items related to 'Benson Tabling - LC Outdoor'.

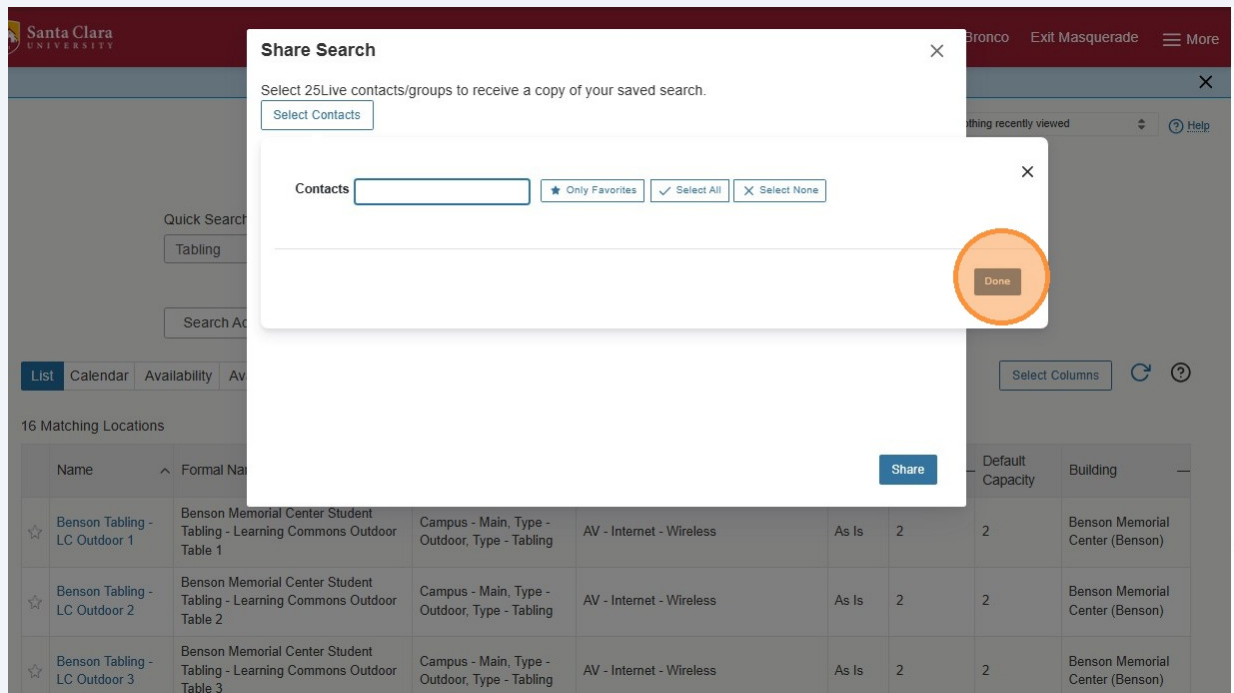
Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity	Building
Benson Tabling - LC Outdoor 1	Benson Memorial Center Student Tabling - Learning Commons Outdoor Table 1	Campus - Main, Type - Outdoor, Type - Tabling	AV - Internet - Wireless	As Is	2	2	Benson Memorial Center (Benson)
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 same Santa Clara University 25Live interface as before, but with a 'Share Search' dialog box open in the foreground. The dialog box has a title bar 'Share Search' and a close button. Inside, it says 'Select 25Live contacts/groups to receive a copy of your saved search.' Below this text is a button labeled 'Select Contacts' (highlighted with an orange circle). At the bottom right of the dialog box is a 'Share' button. The background interface is dimmed, showing the same search results table as in the previous screenshot.

23

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



24

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

