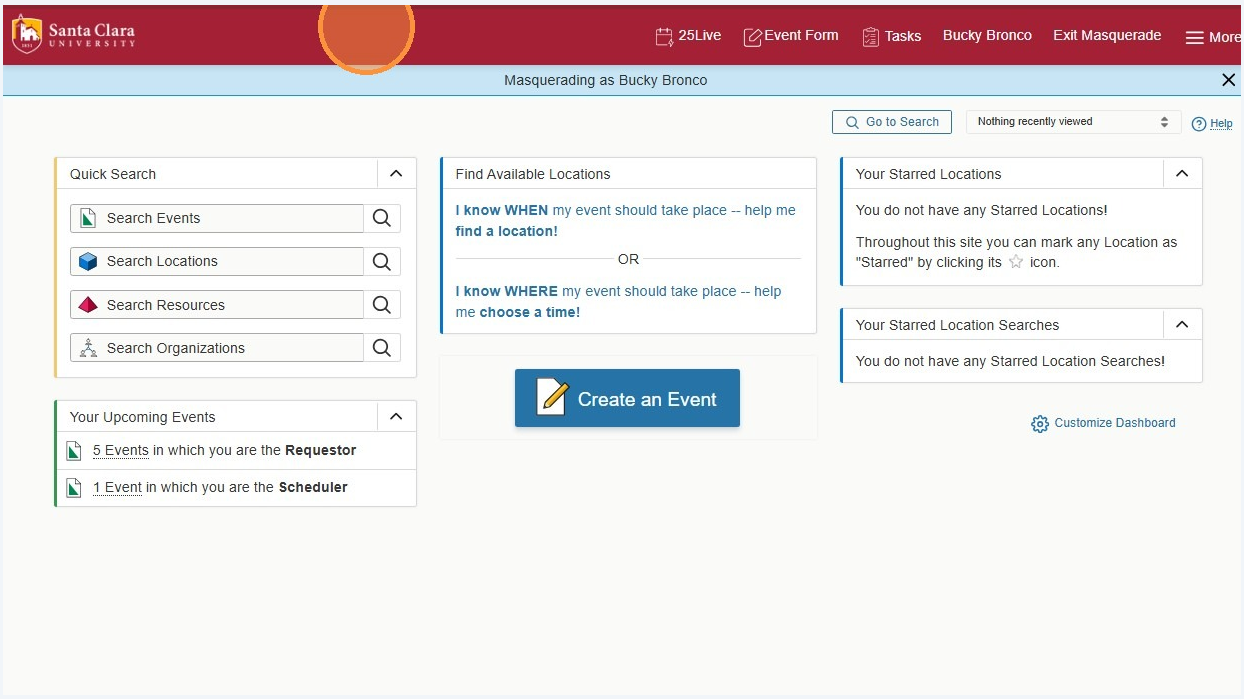
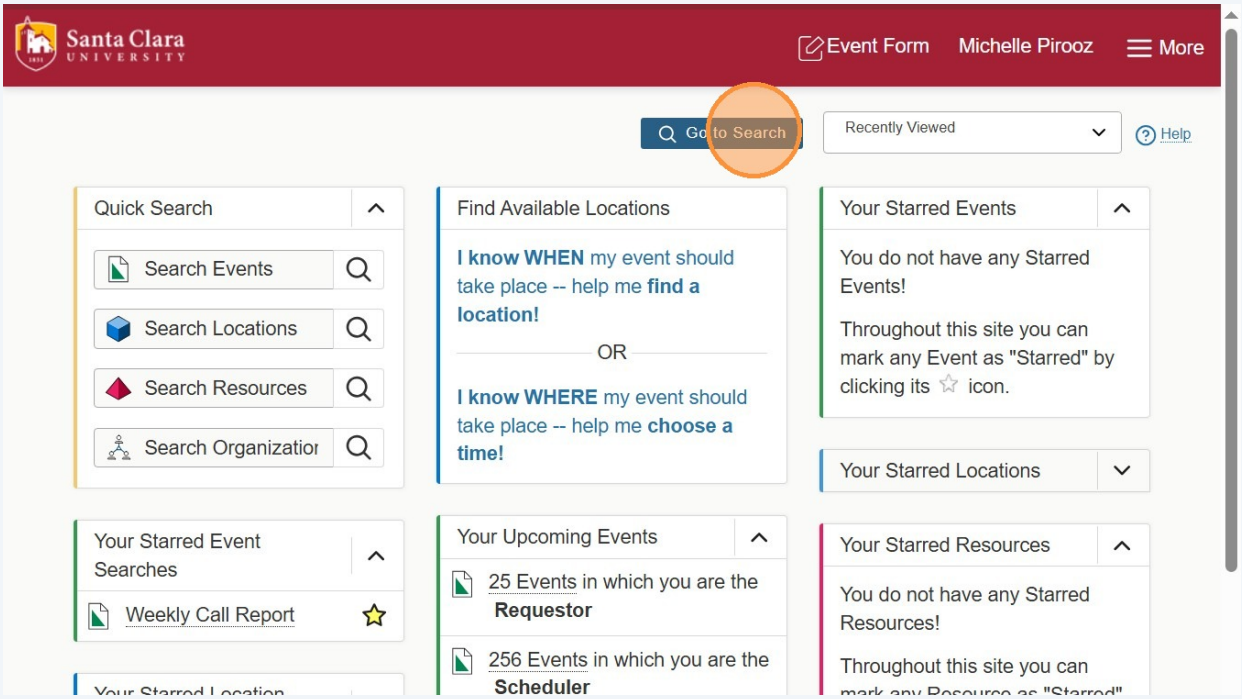
Saving (and sharing) a Custom Location Search in 25Live

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.

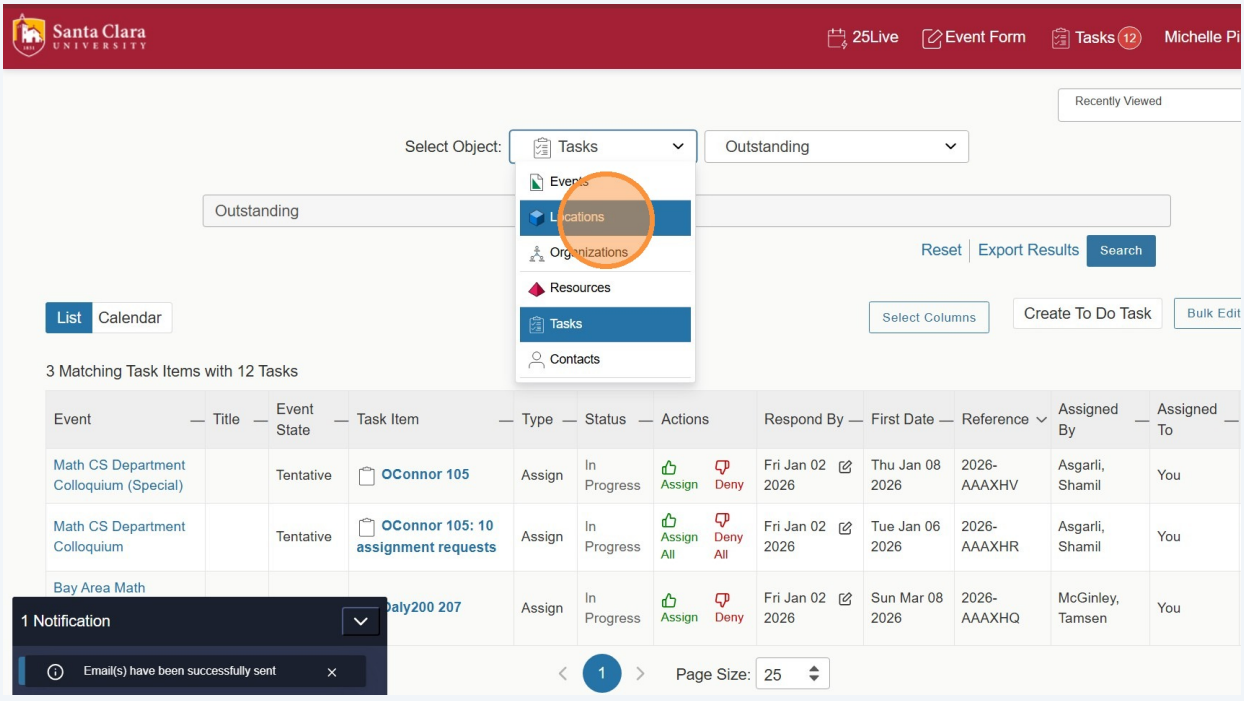
1 Navigate to 25Live via your MySCU Portal tile and go to your dashboard.



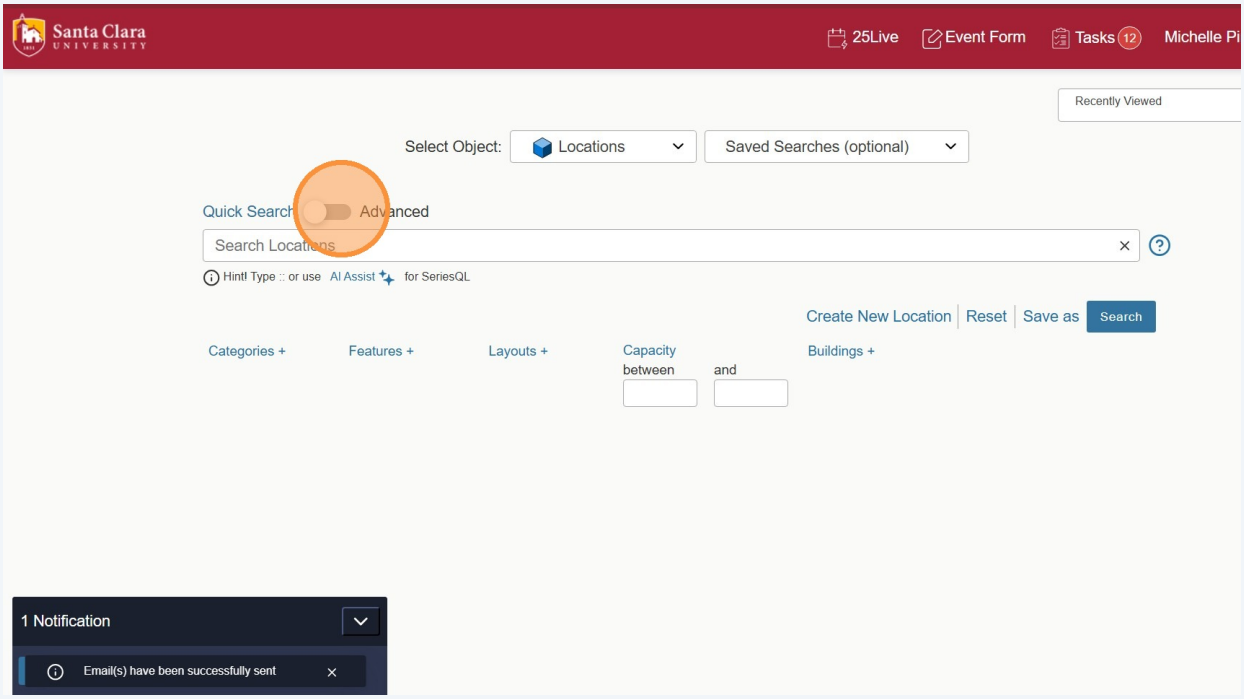
2 Click the "Go to Search" button.



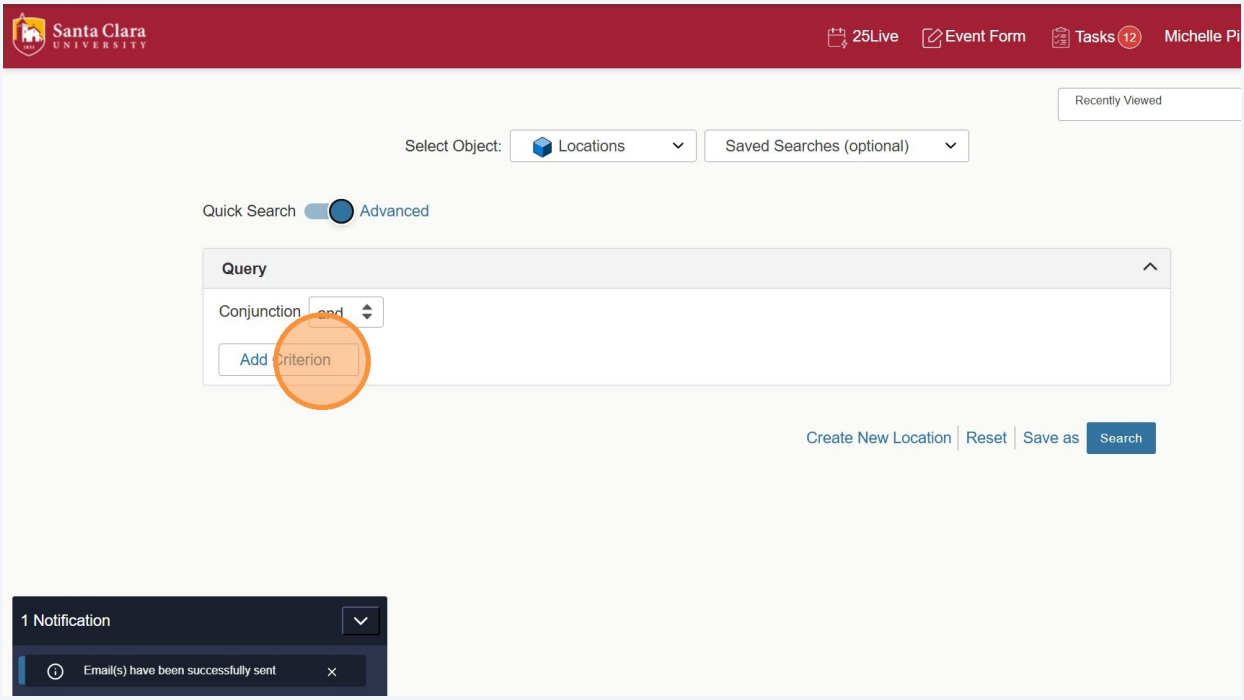
3 Select Object: Choose "Locations" from the drop-down menu.



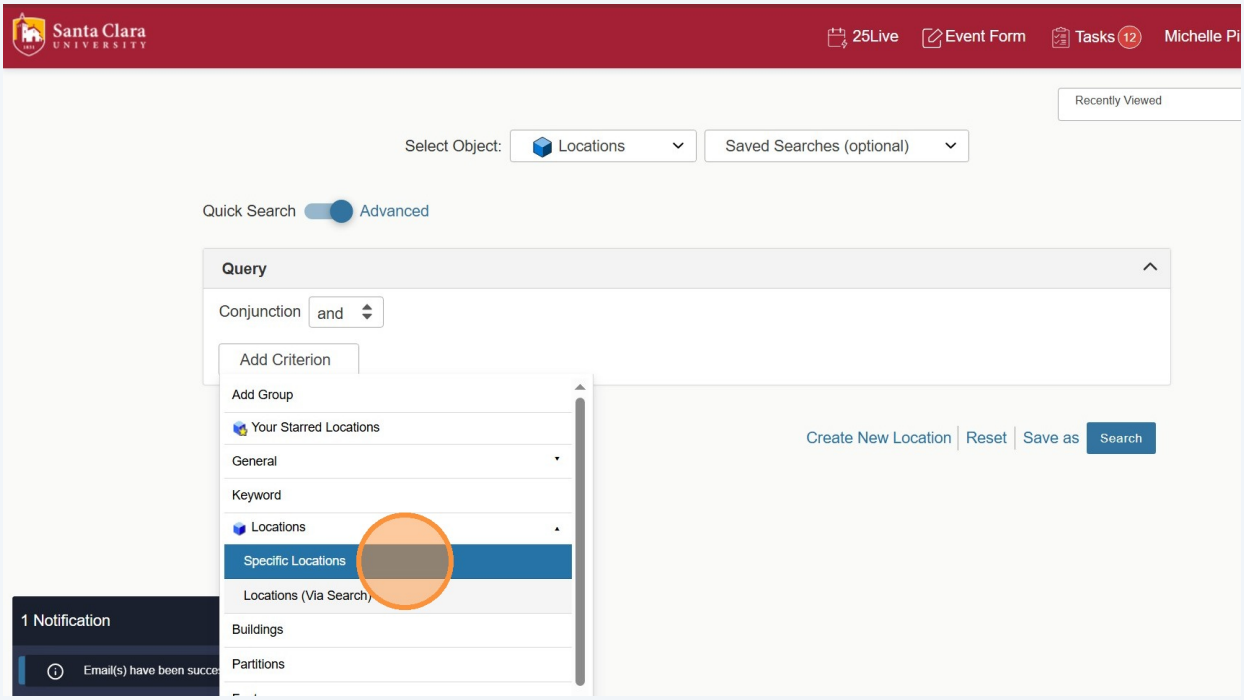
4 Toggle the option bar to "Advanced."



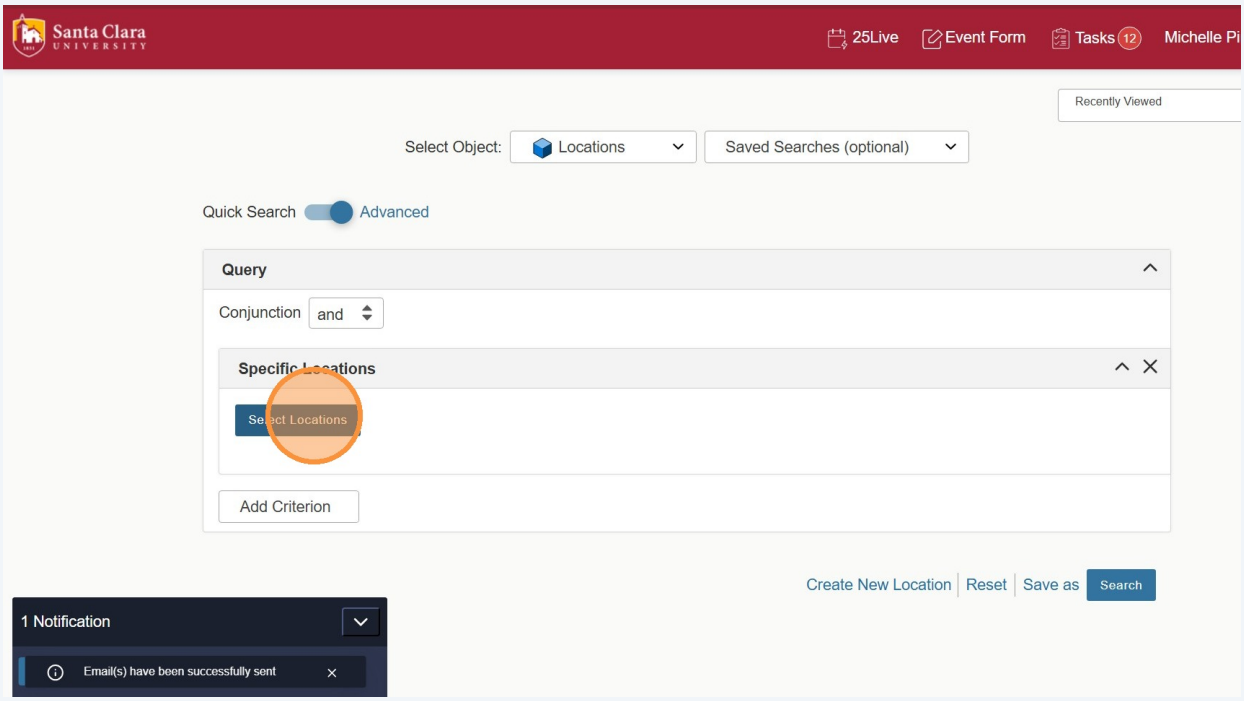
5 Click the "Add Criterion" button.



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

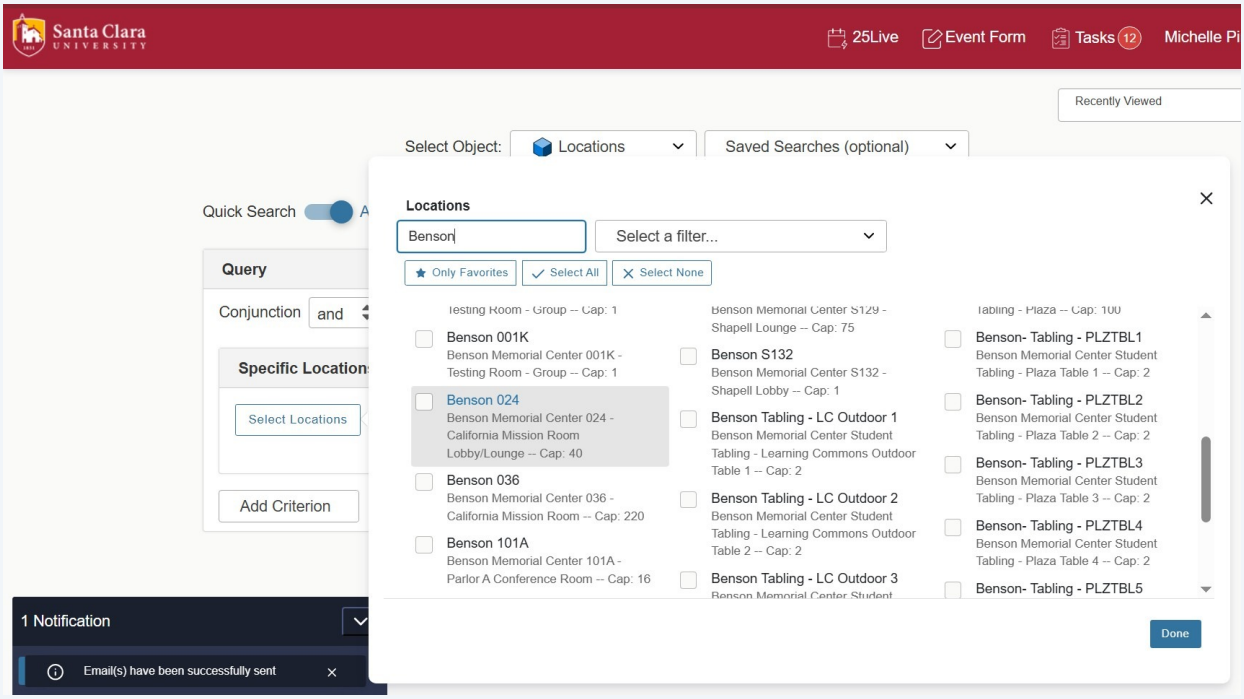


7 Click the "Select Locations" box.

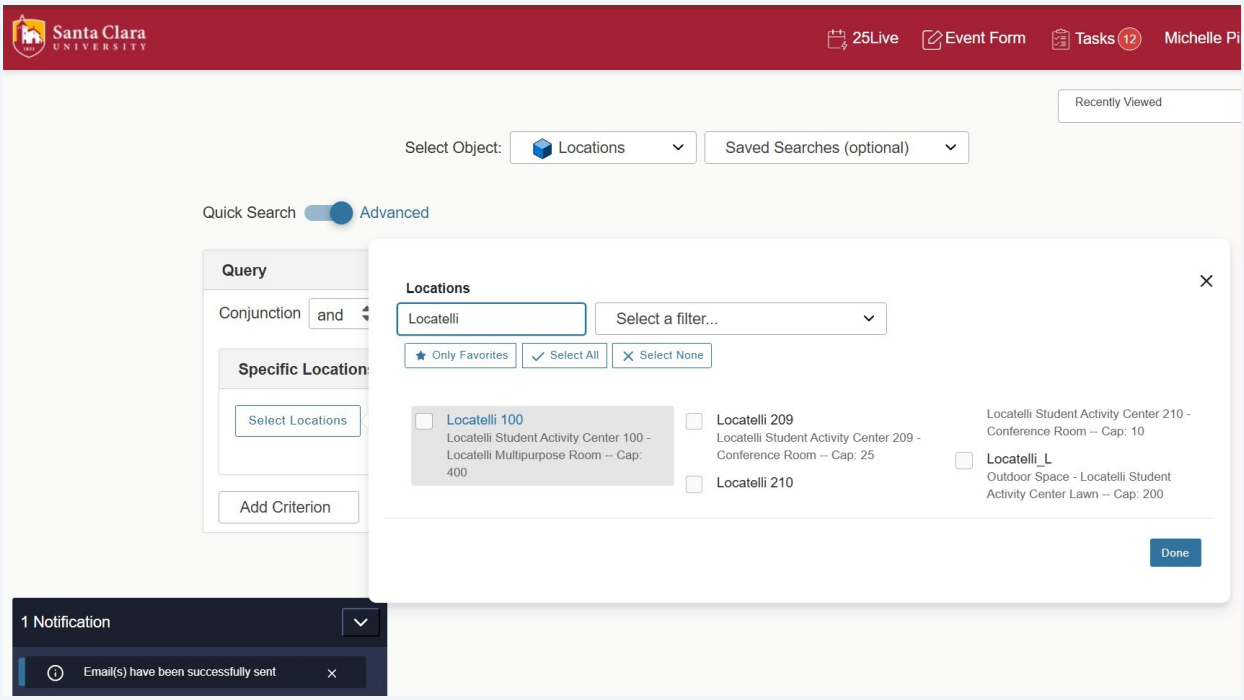


8 Search for the spaces you want by building or specific room using a keyword in the text box. Indicate each space you want to include in your saved search by "checking" the small box next to that room name.

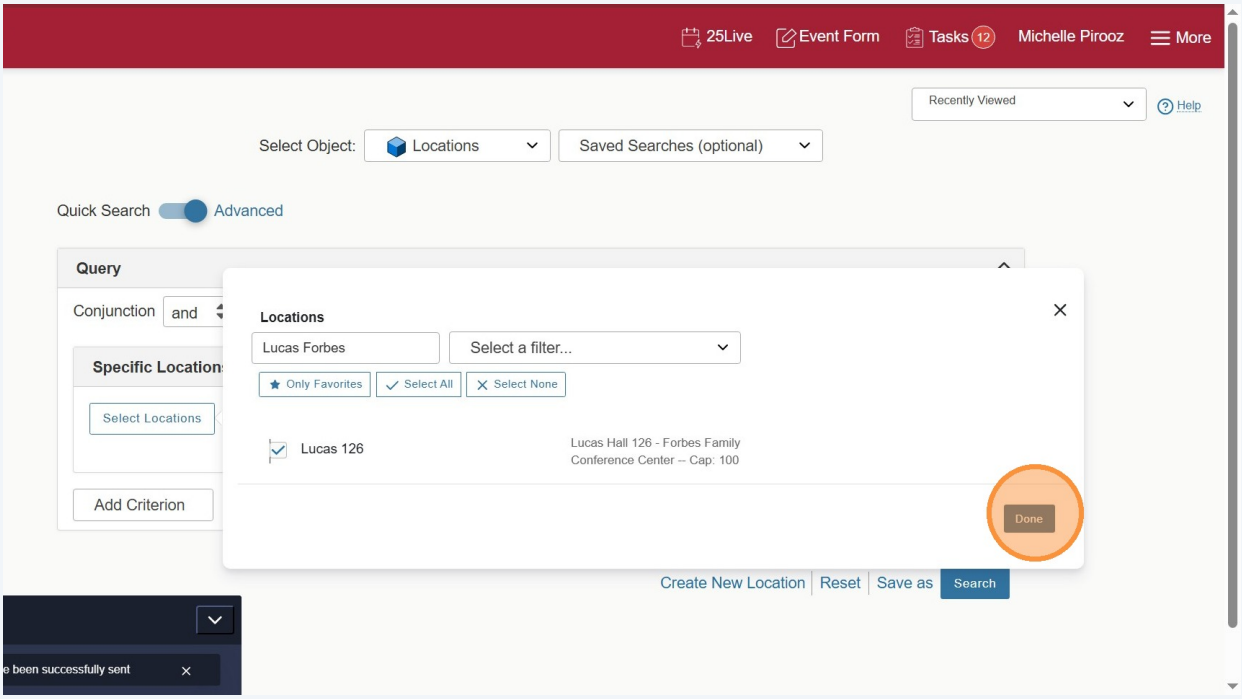
Do not click "Done" until you have selected ALL of the spaces in ALL of the buildings that you want included in this saved search.



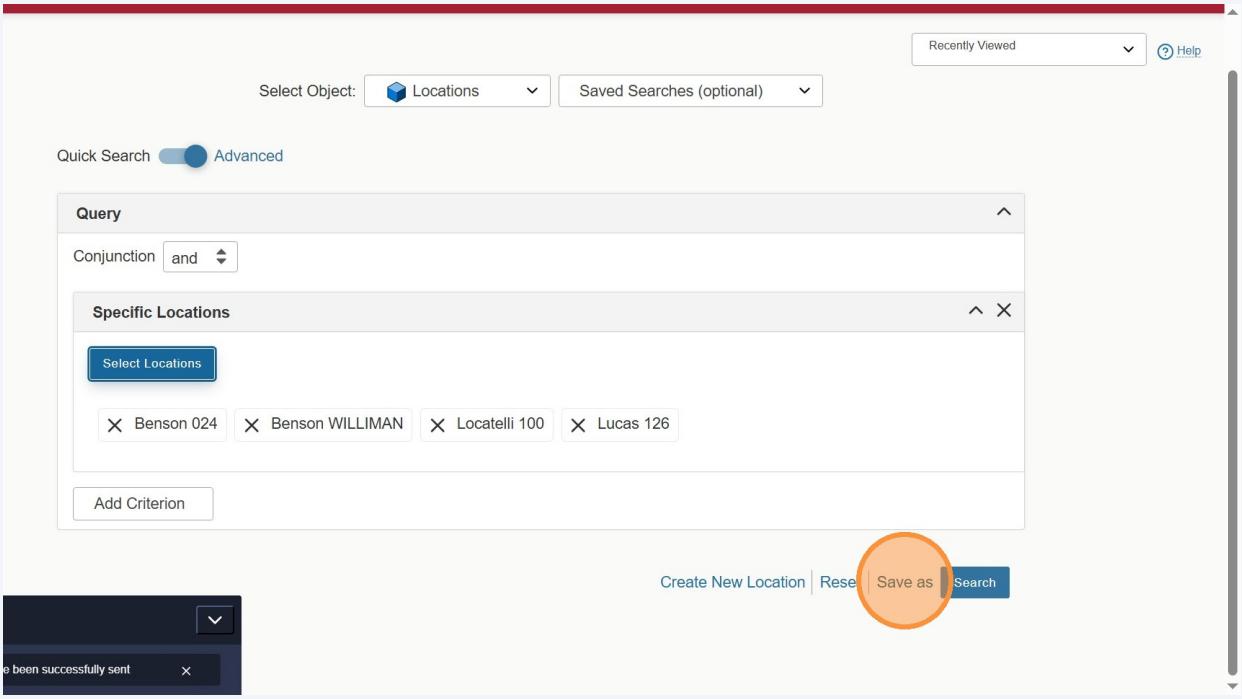
9 You can continue to add spaces from additional buildings until your search is complete. To add spaces from other buildings, repeat Step 8 for each building until you have "checked" all of the spaces you want included in this saved search.



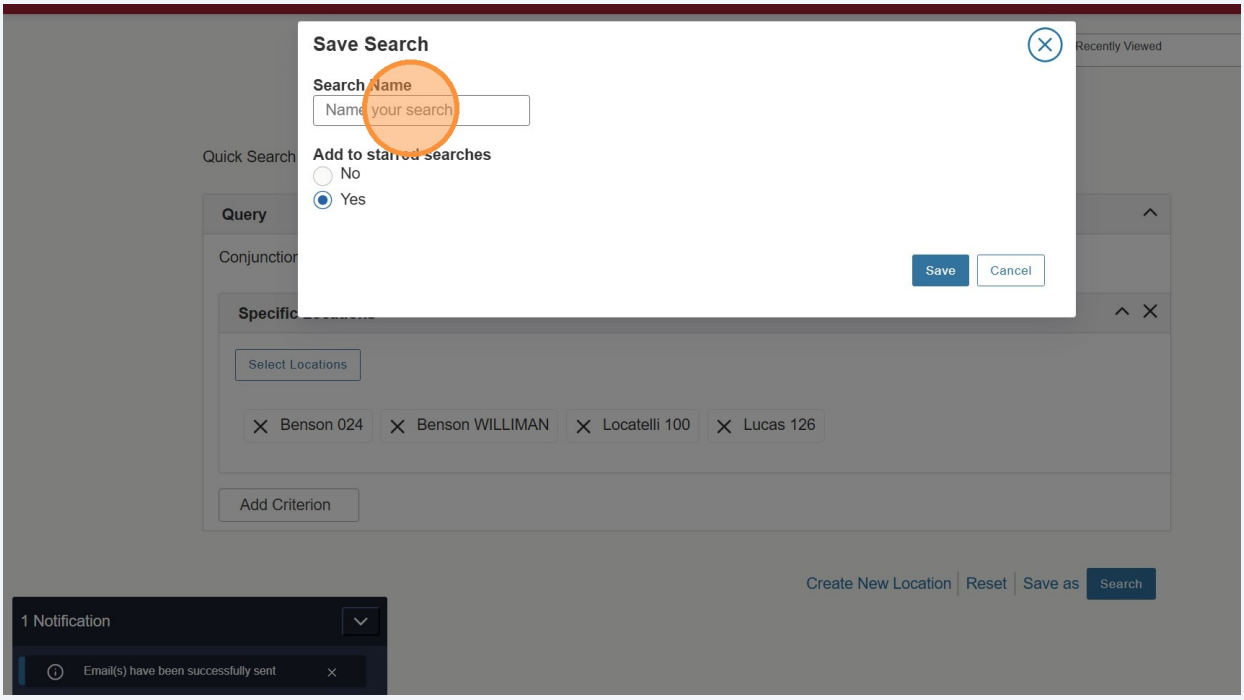
10 When you have added all desired spaces, click "Done."



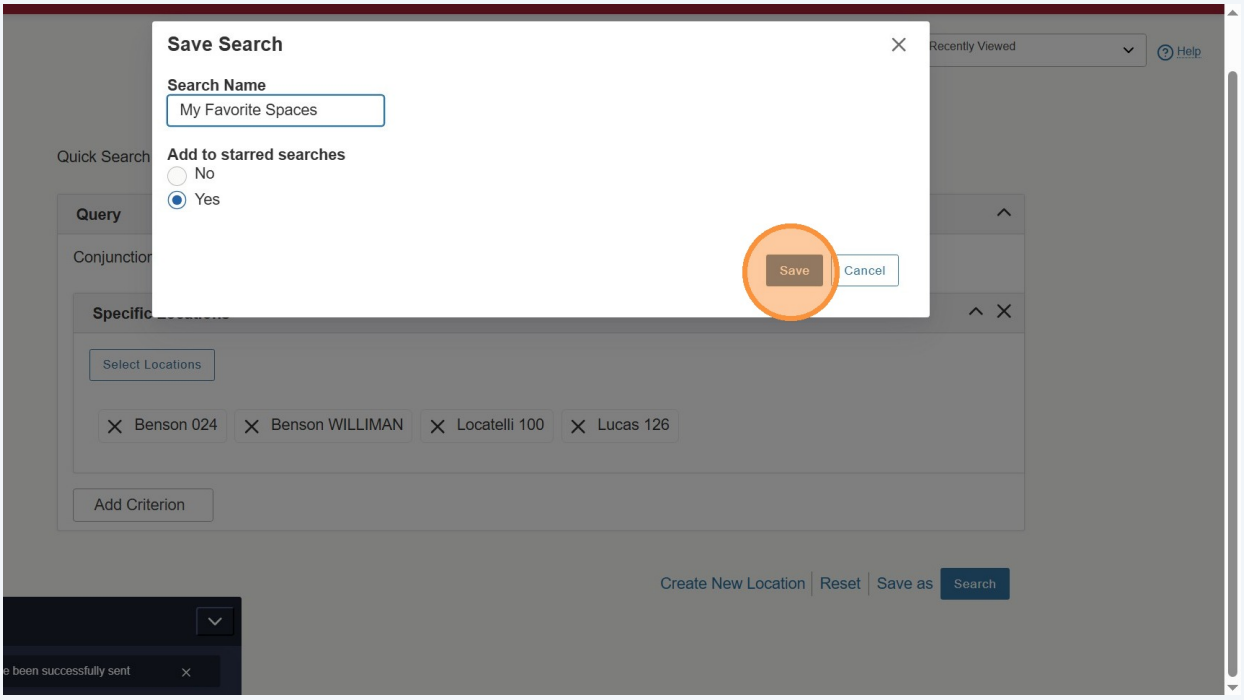
11 Review the list of selected spaces. If all of the spaces that you want included in this saved search are listed, click "Save as".



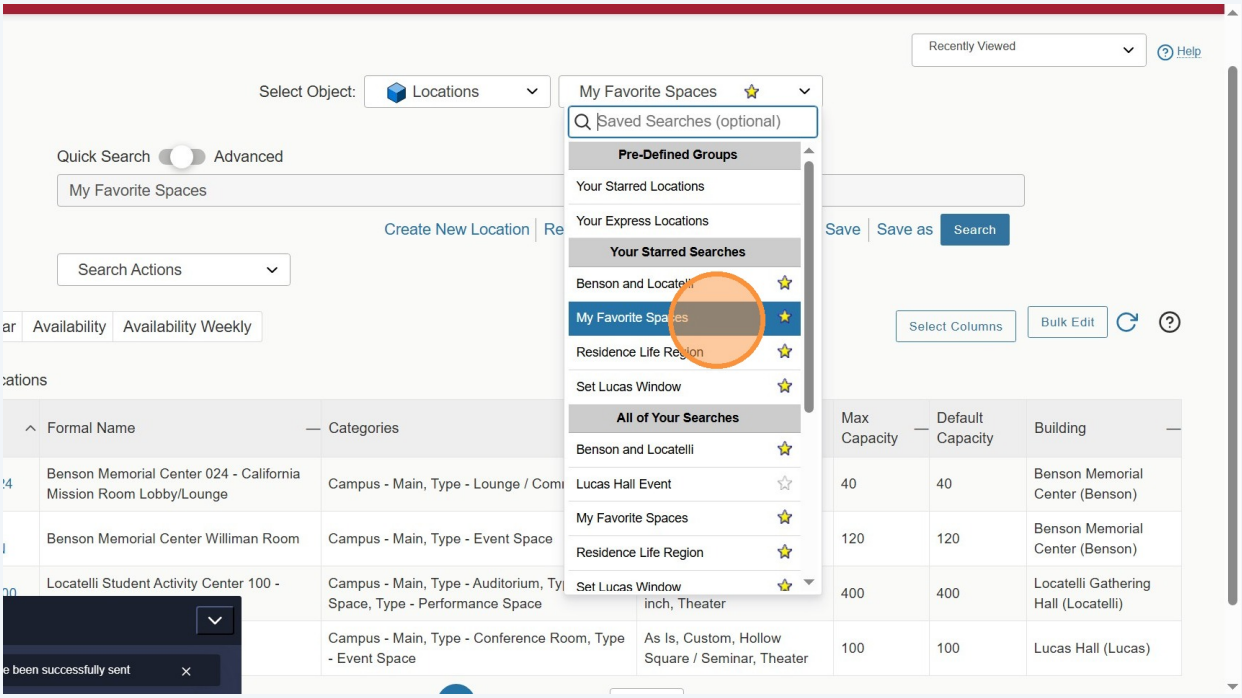
12 Name your saved search and determine whether or not you want this search added to your "starred" searches (which will show up at the top of any drop-down menu of searches).



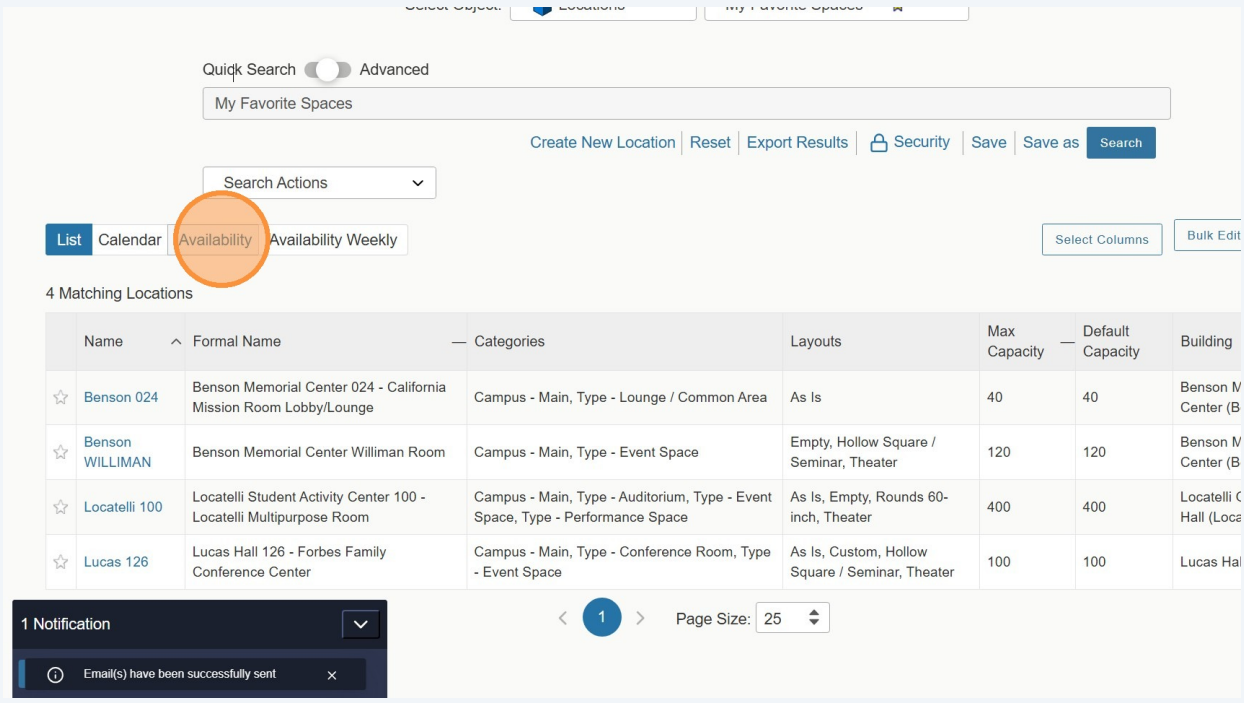
13 Click "Save".



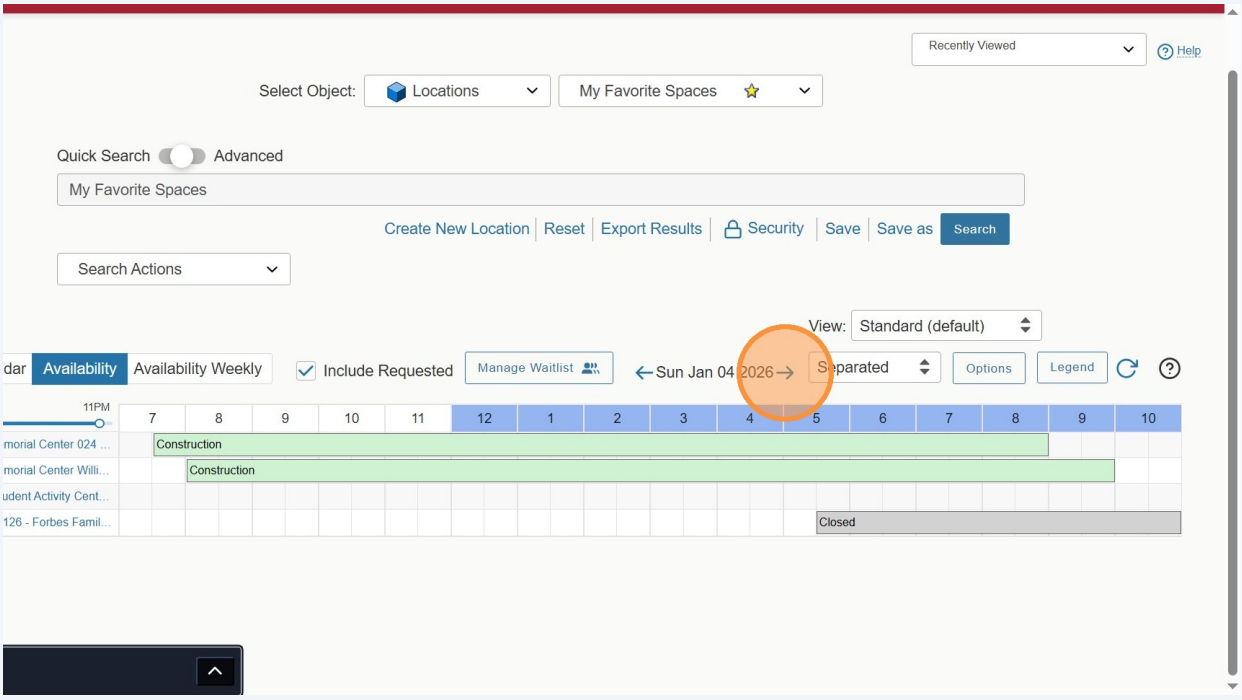
14 This saved search will now be accessible to you in the "Saved Searches" drop-down menu.



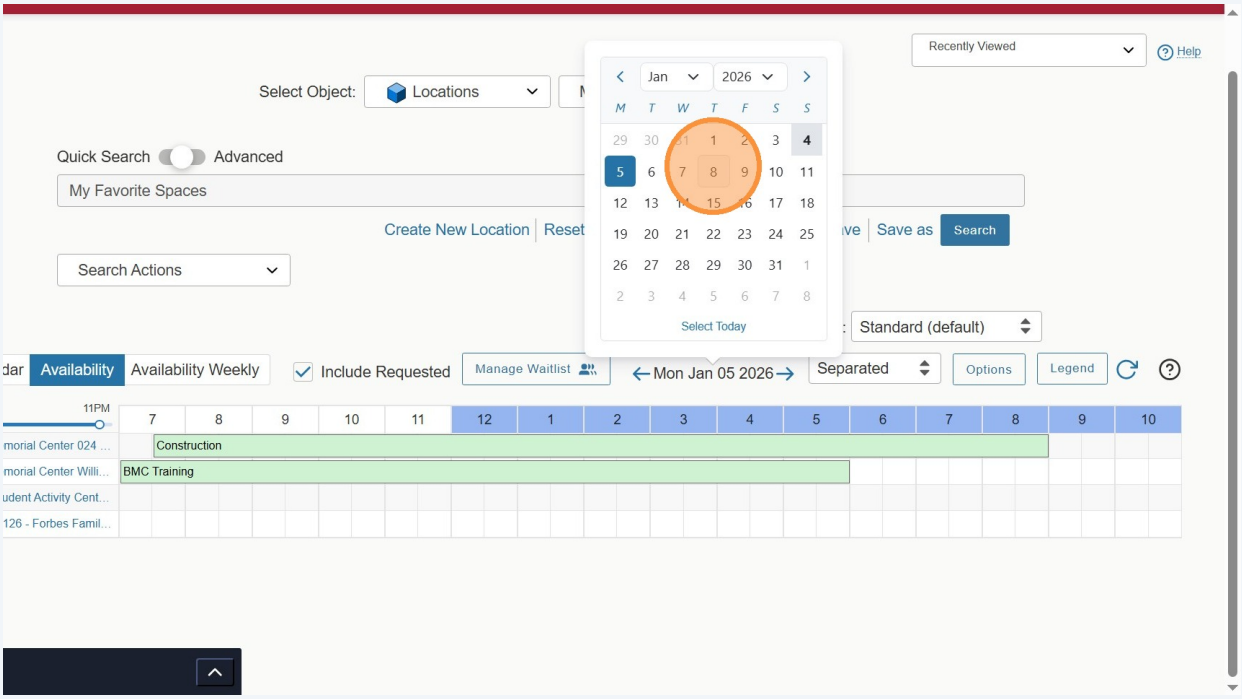
15 To view availability of your new saved search, select the search from the "Saved Searches" drop-down and click "Availability".



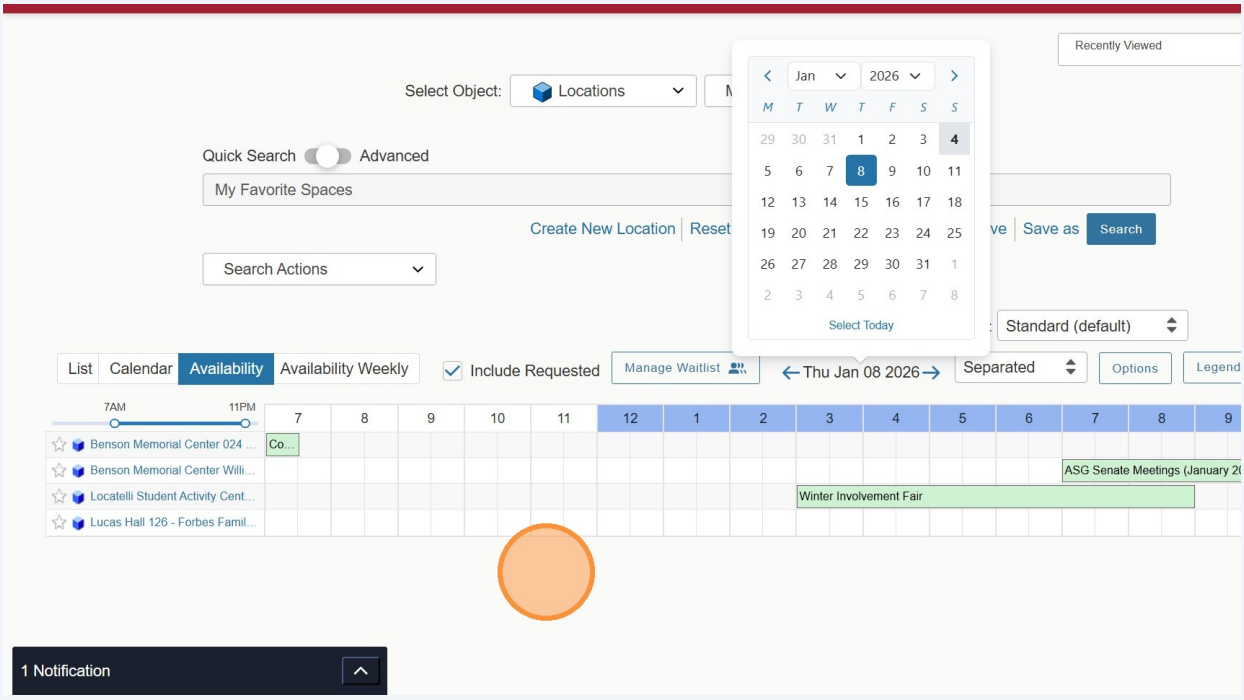
16 The resulting view will show the availability of all of the spaces in your saved search for a specific date.



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.

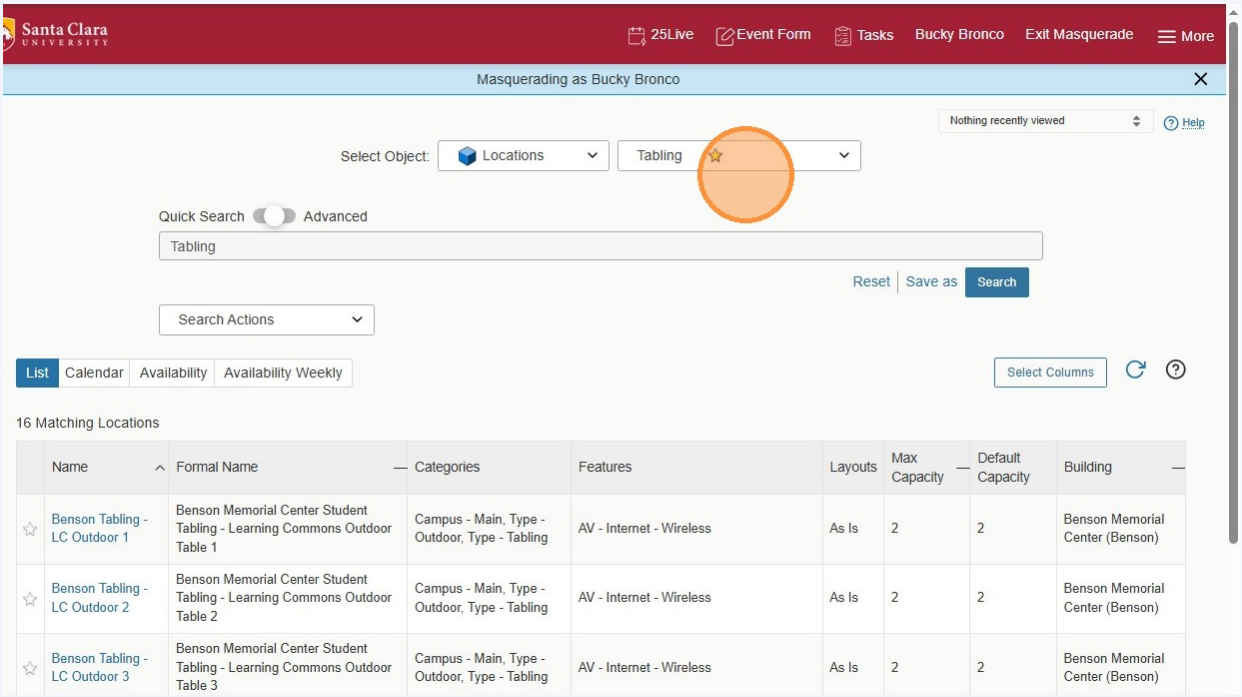


18 Select any desired date you want to view.

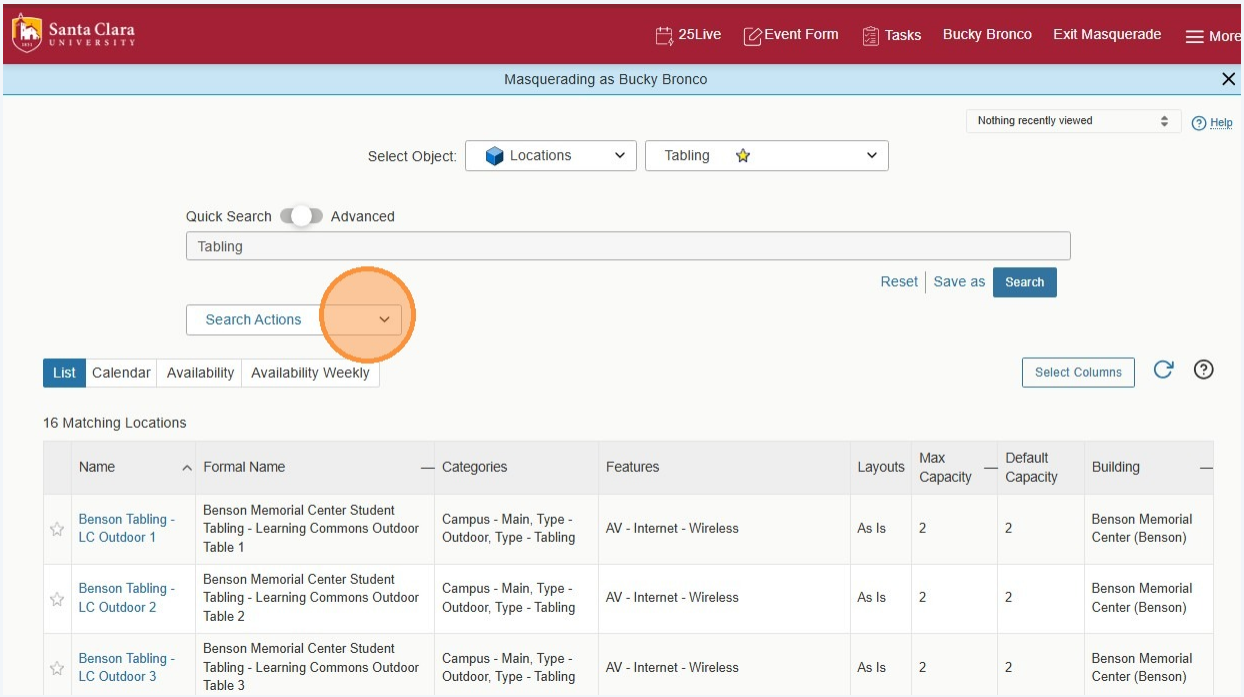


Tip! Saved searches can be shared with others in your department or anyone who helps you plan events!

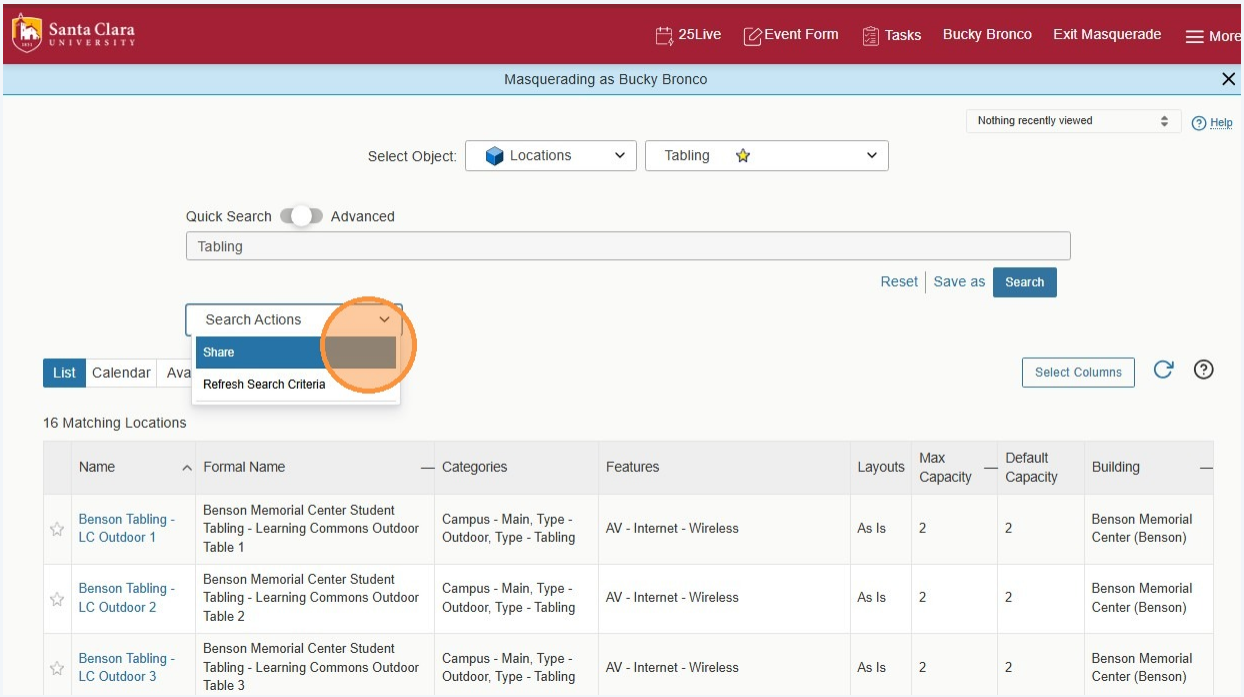
19 Open your saved search.



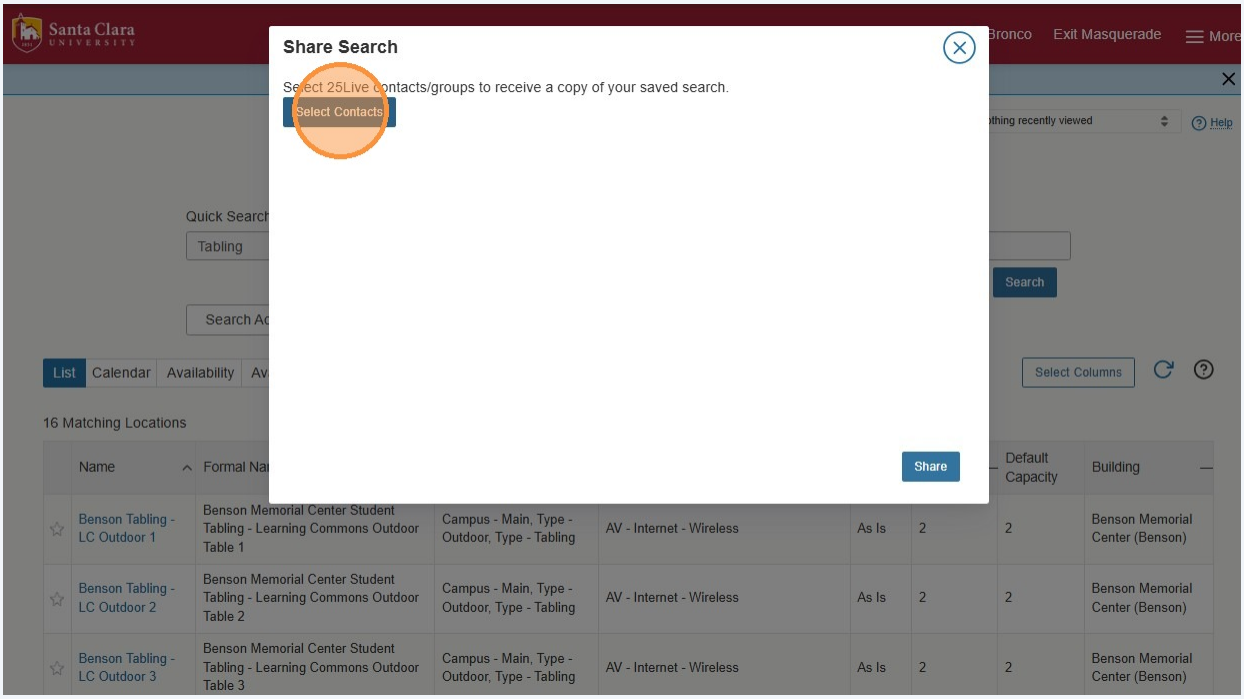
20 Select "Search Actions."



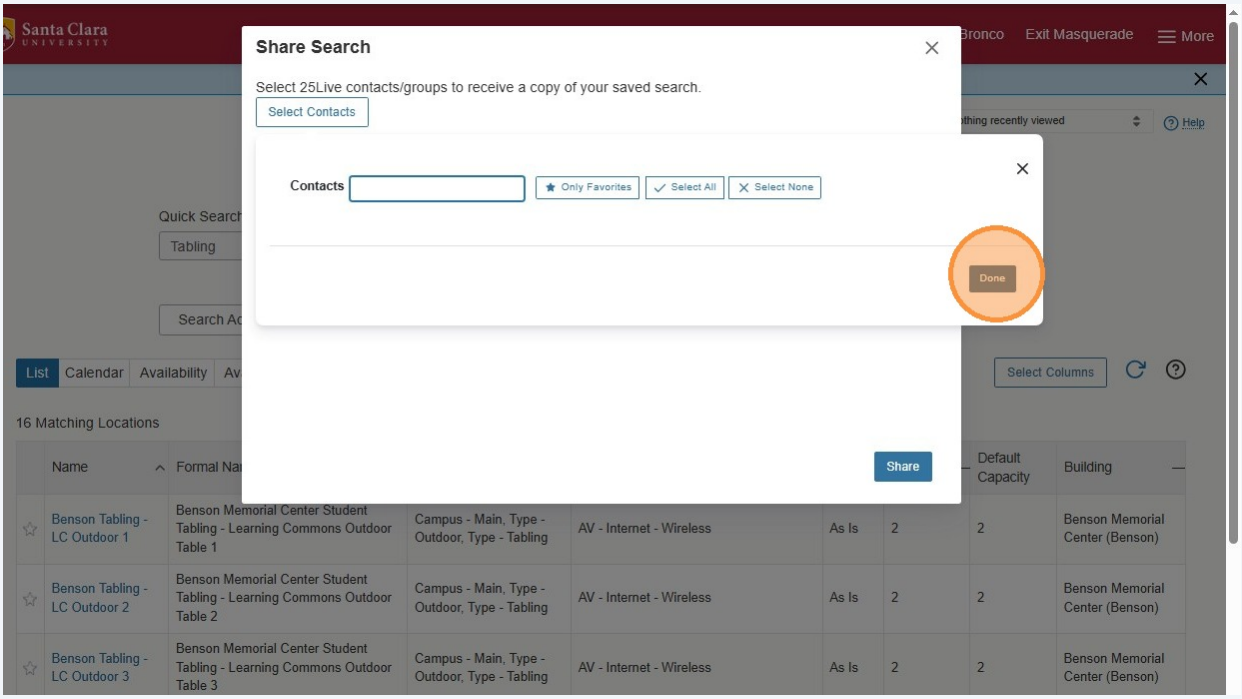
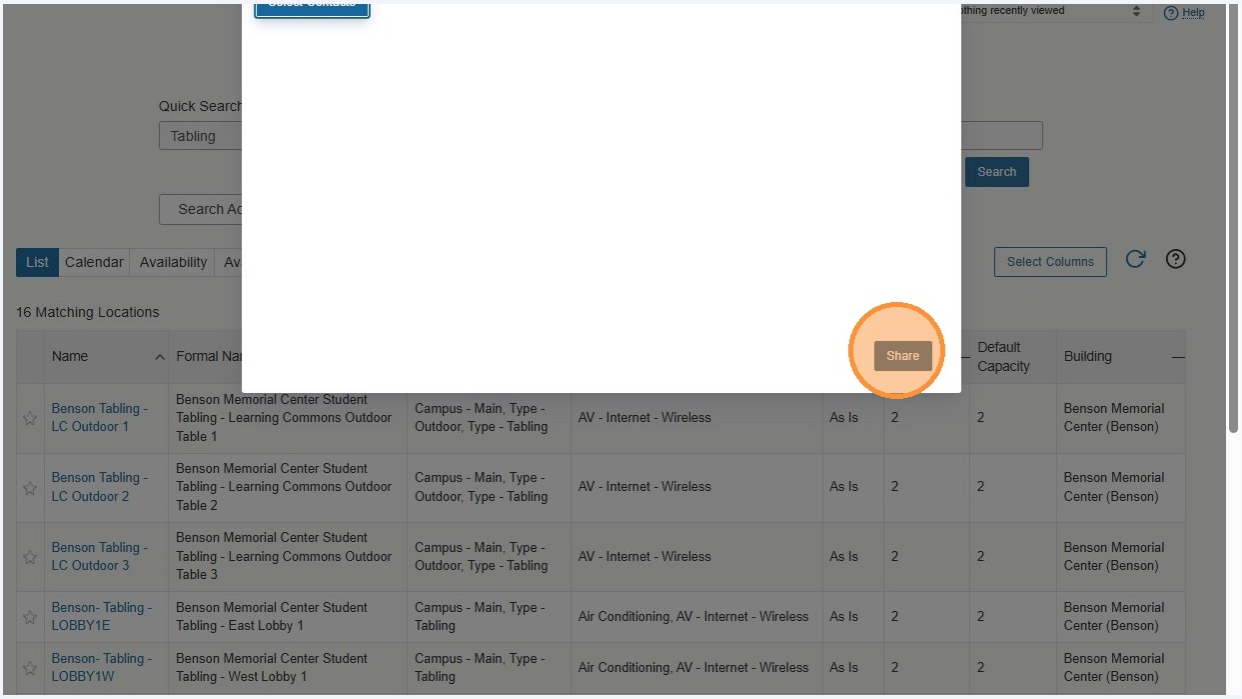
21 Choose "Share" from the drop-down menu.



22 Click "Select Contacts."



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.