

Academic Availability Checking Using Find Available Locations

The Academic Availability feature allows you to define date templates based on academic meeting patterns that use the capacity breakpoints from your 25Live System Settings [Search Settings](#) to check the availability of a group of locations from a saved search. This powerful combination saves time for academic schedulers.



Security Note

Before using this feature, an administrator will need to grant the proper permissions to your 25Live security group in [Series25 Group Administration](#):

- To search using date templates, you must have the following setting enabled: Academic: 1.0 *Search For Availability by Meeting Pattern*
- To edit and create date template, you must have the following setting enabled: Academic: 1.1 *Manage Meeting Patterns*

How to Create Date Templates

If you don't have any date templates already defined, new templates can be created from the dashboard widget before running a search.

1. Open the Dashboard Widget

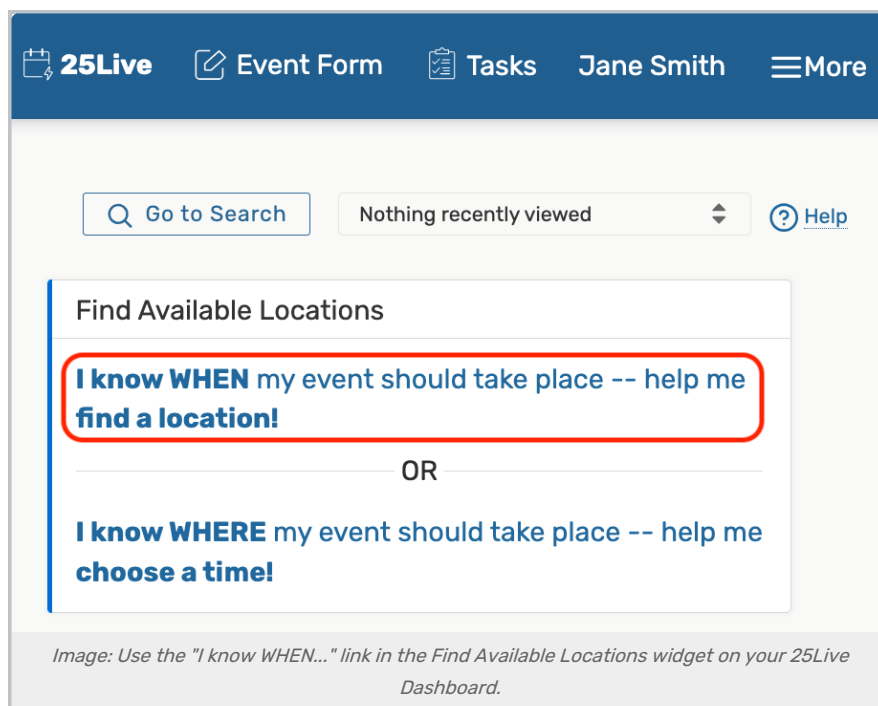


Image: Use the "I know WHEN..." link in the Find Available Locations widget on your 25Live Dashboard.

Locate the **Find Available Locations** widget on your Home Dashboard, which is at the top of the center column by

default on desktop/wide displays (or the sixth item down on mobile/smaller displays).

If you have customized your dashboard to hide the widget, see [Using and Customizing Your Home Dashboard](#) for instructions to bring the widget back. If you continue to be unable to find the widget, you can use the **Reset Dashboard** button within the customization options, which will bring the widget back to its default position.

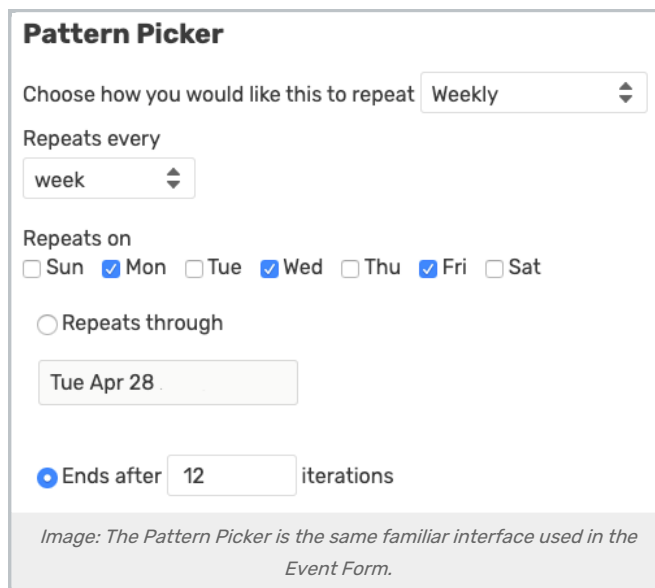
Use the **I know WHEN my event should take place — help me find a location!** link to open the correct area of the widget.

2. Opt to Choose Date Template & Show Extra Fields

With the widget open to the correct section, check the box labeled **Choose Date Template** to reveal the template dropdown search.

Use the **Show Extra Fields** button to further reveal all the fields you'll need to create a template.

3. Set Up the Meeting Pattern



Pattern Picker

Choose how you would like this to repeat: Weekly

Repeats every: week

Repeats on: ☐ Sun ☒ Mon ☐ Tue ☒ Wed ☐ Thu ☒ Fri ☐ Sat

☐ Repeats through: Tue Apr 28

☒ Ends after: 12 iterations

Image: The Pattern Picker is the same familiar interface used in the Event Form.

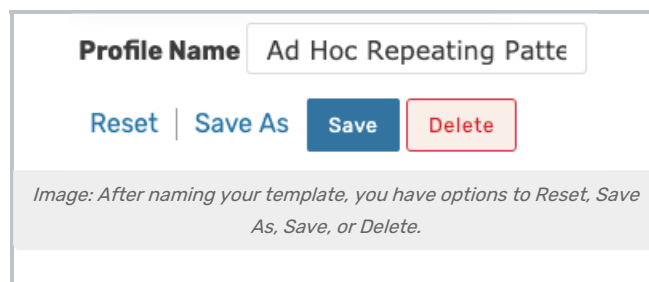
Use the **Repeating Pattern** button to display the Pattern Picker where you can choose a date pattern. Or, if you are setting up an ad hoc (or random) pattern, simply tap or click on days on the calendar to add dates.



Tip: Be Careful With the Reset Option

The **Reset** button is available to remove all of your selections, but use this option with caution. The action cannot be undone.

4. Name Your Date Template and Save



Profile Name Ad Hoc Repeating Patte

[Reset](#) | [Save As](#) [Save](#) [Delete](#)

Image: After naming your template, you have options to Reset, Save As, Save, or Delete.

When you have all of your selections set, type in a **Profile Name** and use the **Save** button. If you had adjusted a previously saved template, you can use the **Save As** link to save the changed template under a different name. A **Delete** option is also available.

How to Find Locations Using Academic Availability

1. Open the Dashboard Widget

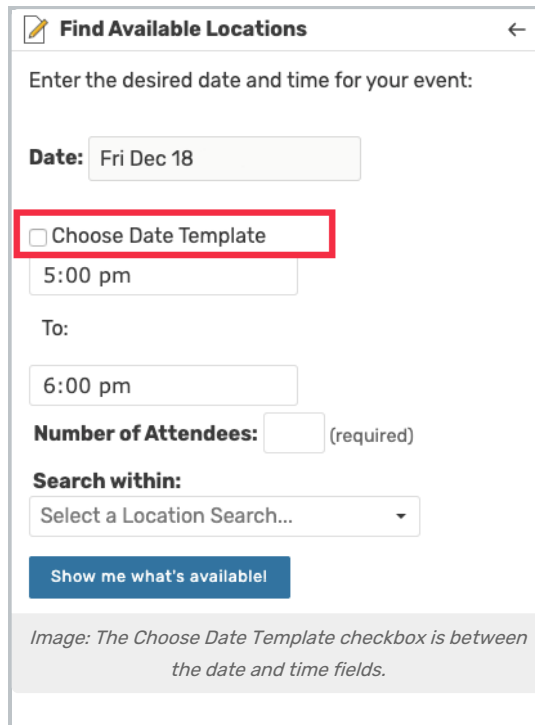
Locate the **Find Available Locations** widget on your Home Dashboard, which is at the top of the center column by default on desktop/wide displays (or the sixth item down on mobile/smaller displays).

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Dashboard button within the customization options, which will bring the widget back to its default position.

Use the [I know WHEN my event should take place — help me find a location!](#) link to open the correct area of the widget.

2. Choose Date Template



Find Available Locations

Enter the desired date and time for your event:

Date: Fri Dec 18

☐ Choose Date Template

5:00 pm

To:

6:00 pm

Number of Attendees: (required)

Search within:

Select a Location Search...

Show me what's available!

Image: The Choose Date Template checkbox is between the date and time fields.

With the widget open to the correct section, check the box labeled **Choose Date Template** to reveal the template dropdown search. Use the dropdown to choose from a list of templates or type the beginning of a template name to narrow the list.



Tip: Perform a Spontaneous Availability Check

If you want to perform a spontaneous academic availability check, use the **Show Extra Fields** button to reveal the pattern picker fields. Then, don't save the template if it's not needed later.

3. Optionally Adjust the Start Date and Time

If needed, change the start date and times from the current date and time.

4. Add Number of Attendees and Location Search

Number of Attendees: 35 (required)

Search within:

Select a Location Search...

Show me what's available!

Arts Spaces

Department Preferences

Classrooms

GoogleCalSpaceSearch

Media Equipped Locations

Parking Areas

Student Center Locations

Image: The only remaining information is the attendee number and location search.

The **Number of Attendees** field is required and will use the capacity breakpoints you defined in the 25Live System Settings [Search Settings](#) for this 25Live instance.

Capacity breakpoints define the upper limit of attendees in the search. The search will only go through the highest capacity breakpoint value. For example, if the highest is 100, entering a headcount of 1000 will still search through 100.

The required **Search within** field will display a list of your saved location searches to choose from. If you don't have a saved location search that meets this search's needs, you can [create a new saved search](#) and then return to the dashboard.

5. Run the Search

HSC 110

Use This Location

Highland Science Center - Biology Lab 1 Room 110

Max Capacity: 20

HSC 120

Use This Location

Highland Science Center - Geology Lab 1 Room 120

Max Capacity: 20

HSC 130

Use This Location

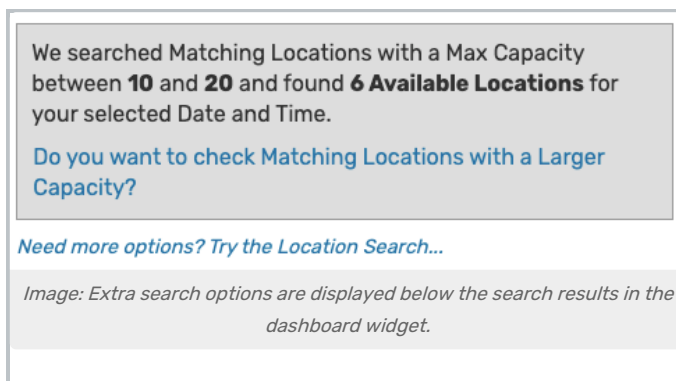
Highland Science Center - Chemistry Lab 1 Room 130

Image: Search results are displayed with a link to go to the Event Form with values filled in.

The **Show me what's available!** button will run the search.

For each of the locations shown in the search results, using the **Use This Location** link will load the selected dates and location into the [event form](#).

Changing Search Parameters



The box below the search results describes the search parameters, including the Max Capacity used. 25Live makes three options available to help you adjust your search:

- Checking locations with smaller capacity
- Checking locations with larger capacity
- A link to go to the [full location search](#) for advanced options

You can also choose a different date template to search with.

How to Edit Date Templates

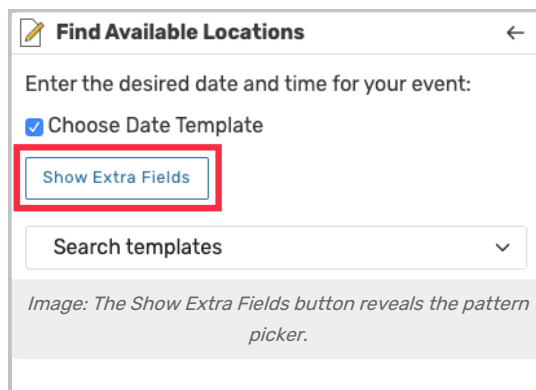
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Use the **I know WHEN my event should take place – help me find a location!** link to open the correct area of the widget.

2. Opt to Choose Date Template & Show Extra Fields



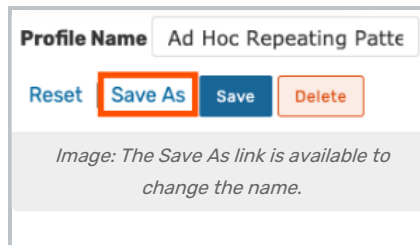
With the widget open to the correct section, check the box labeled **Choose Date Template** to reveal the template dropdown search.

Use the **Show Extra Fields** button to further reveal all the fields you'll need to create a template.

3. Make Changes to Your Meeting Pattern

Use the **Repeating Pattern** button to display the Pattern Picker where you can change your existing date pattern. Or, if you are editing an ad hoc (or random) pattern, simply tap or click on days on the calendar to add or remove dates.

4. Save the Edited Template



When you have all of your selections set, use the **Save** button. If you had adjusted a previously saved template you want to rename, you can use the **Save As** link.

A **Delete** option is also available, but be careful. There is no way to bring back a deleted template. Similarly, you cannot undo your action if you use the **Reset** link.