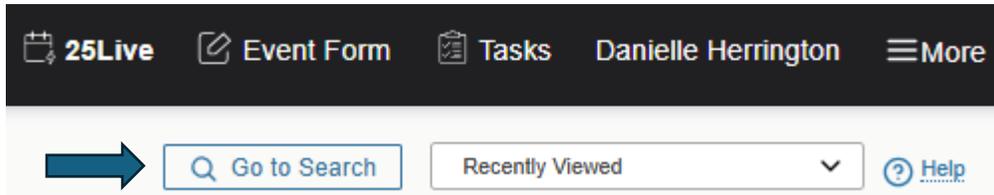


25 Live: Creating Starred Location Searches

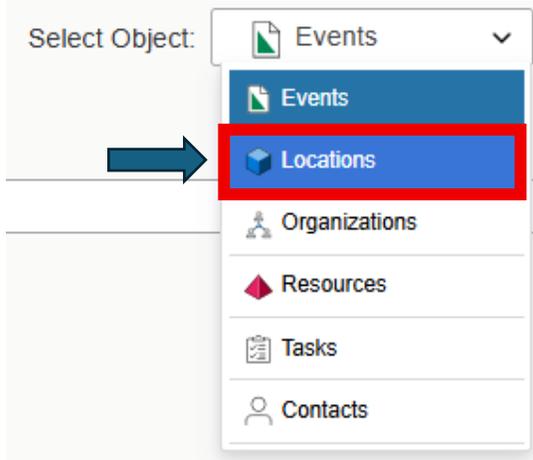
Creating Starred Location Searches

Purpose: By creating starred location searches, the user can easily identify building selections to search for all room availability to prepare for Pre-Assignment of Specialized Classroom space.

From the 25 Live homepage, select (Go to Search)

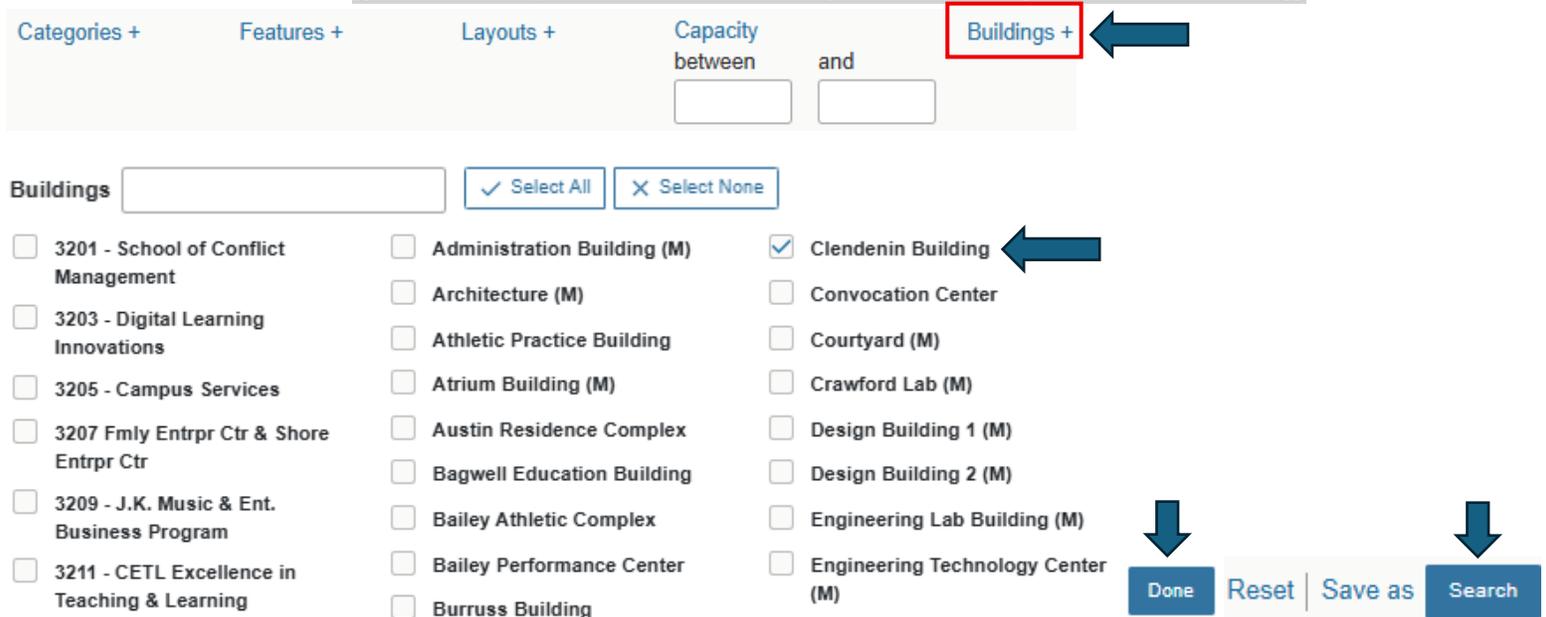


From the Select Object area, select (Locations) from the drop-down menu.



Creating Building Starred Search

From the (Buildings +) tab, the master list of all academic buildings will appear. Select one building of choice: click Done: Click Search ***((You will only select ONE building at a time for your saved search))***



The below search now reflects all the academic classrooms in the building. To create and save the starred building search, click (Save as):

Reset | Export Results | Save as  Search

	Name ^	Formal Name	Categories
☆	CL 1003	Clendenin Building - 1003 - Tiered Classroom	Access - Salto, Campus - Kennesaw, S25 Assignable
☆	CL 1005	Clendenin Building - 1005 - Computer Classroom-Convertible	Access - Salto, Campus - Kennesaw, S25 Assignable, Type - Classroom
☆	CL 1007	Clendenin Building - 1007 - Computer Classroom-Convertible	Access - Salto, Campus - Kennesaw, S25 Assignable, Type - Classroom

Saving Your Building Search: In Search Name, rename the building. Make sure you select “Yes” to Add to starred searches. Click Save when done.

Save Search ×

Search Name

Clendenin Building 

Add to starred searches

No
 Yes 


Save Cancel

To start a new building search, select the (Reset) button. Continue using the above instructions until you have completed the entire list of buildings needed to pre-assign the courses into specialized classroom space.

 Reset | Export Results | Save | Save as | Search

Viewing Your Starred Location Searches

From the 25 Live Home Page, all Starred Location Searches will now appear

Your Starred Location Searches		^
	(C) KSU Center Building (0100)	☆
	(K) Academic Learning Center (480)	☆
	(K) Bagwell Education Building (0032)	☆
	(M) Academic Building (H)	☆
	(M) Architecture Building (N)	☆
	(M) Atrium Building (J)	☆
	(M) Civil Environmental Building (L)	☆