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).

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. Choose Date Template

Click on the calendar below to add dates or click the **Repeating Pattern** button to select a date pattern.

Repeating Pattern

«	‹		January 2024		›	»
M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	**18**	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	07	08	09	10	11

Image: The Choose Date Template checkbox is between the date and time fields.
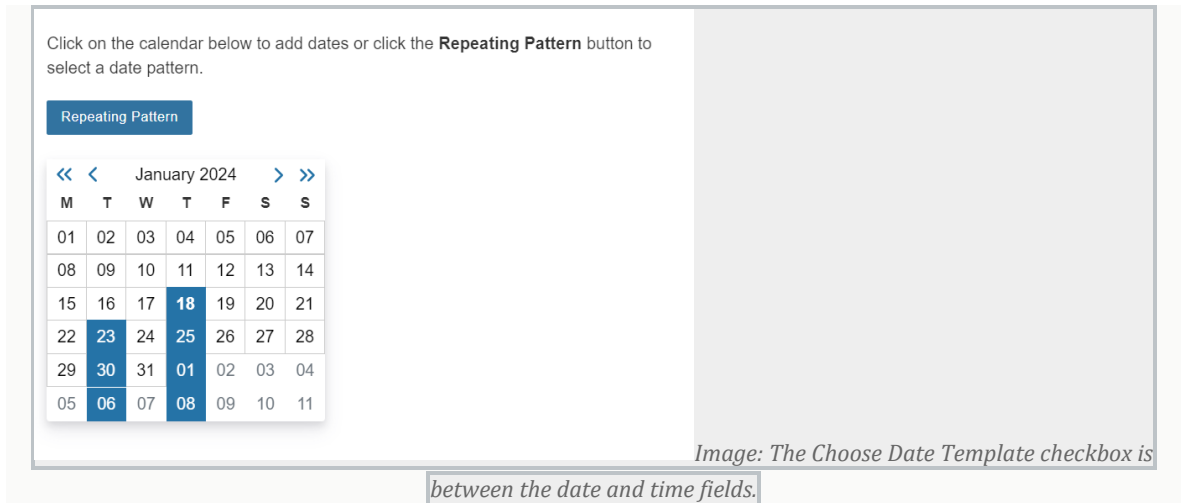
With the widget open to the correct section, check the box labeled **Choose Date Template** to reveal the template dropdown search. Use the dropdown to choose from a list of templates or type the beginning of a template name to narrow the list.

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: 25 (required)

Search within: Select a Location Search...

Show me what's

[Copy] All Spaces
All Available Locations
Available for Public Use
Butler Building Locations
Express

CHESNUTT
Max Capacity

HELEN T. CH   Use This Location
HELEN T. CH
Max Capacity: 30

HPEC 166   Use This Location
HPEC 166
Max Capacity: 30

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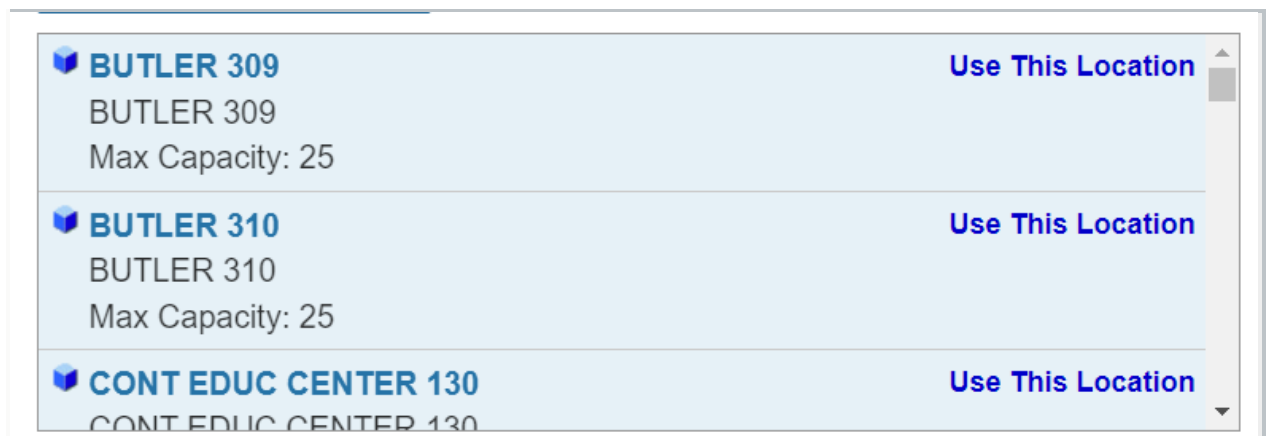
results are displayed with a link to go to the Event Form with values filled in.

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.
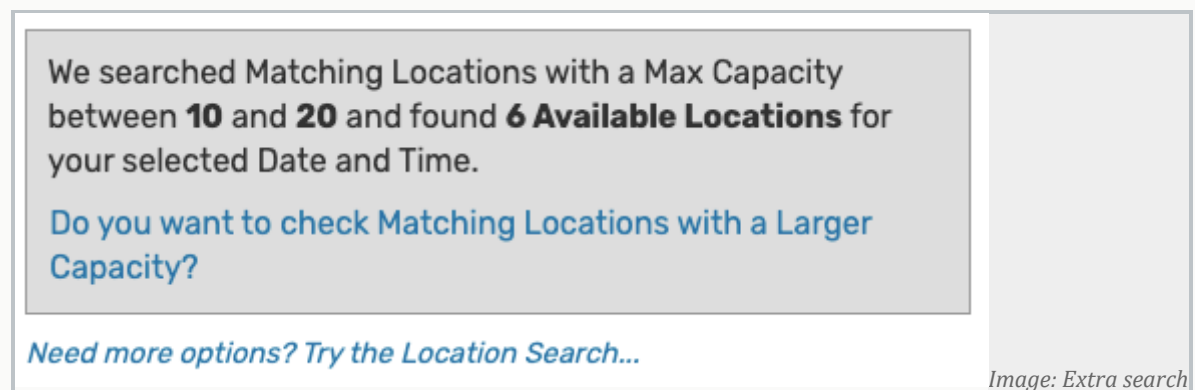
Changing Search Parameters

Image: Extra search options are displayed below the search results in the dashboard widget.

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.