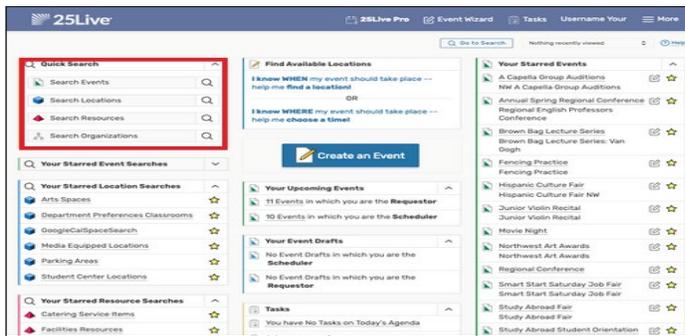


Search and Schedule an Event using Express Scheduling

Using the Dashboard Quick Search and viewing availability

Your home dashboard in 25Live features an array of customizable widgets, including Quick Search. This widget allows you to search for events, locations, and resources.



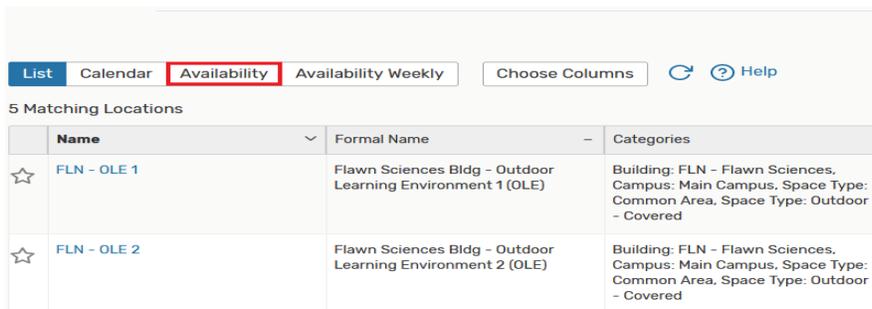
Type in one or more keywords for the type of object you want to search for and use the search button(s) to continue. Your search results will display in the search section.

Example: Search for all OLE spaces and view availability

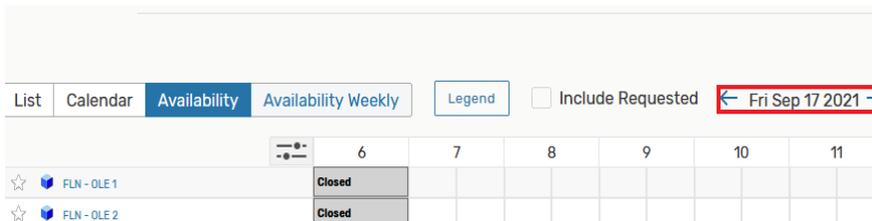
1. Place cursor in the “Search Locations” field and type “ole” then enter.



2. Click availability to view all OLE spaces at once or select a space to view the locations availability.



3. The below view displays the availability for the designated date.

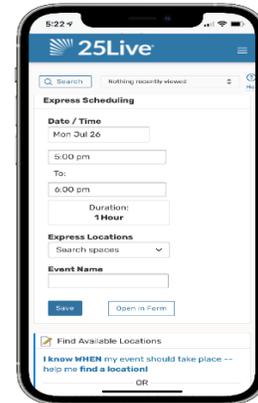
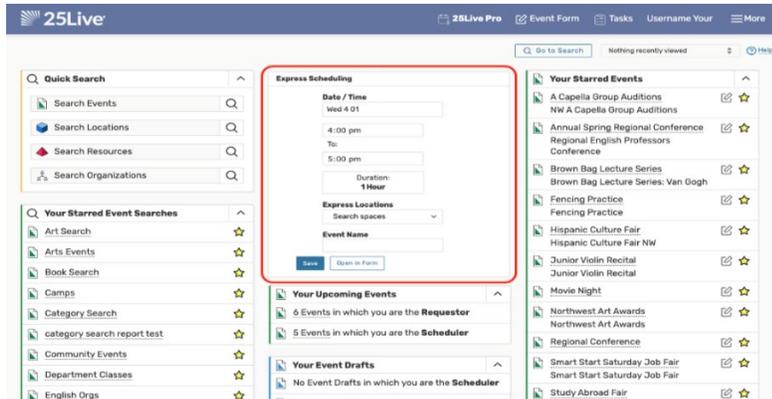


Search and Schedule an Event using Express Scheduling

Scheduling an Event using Express Scheduling

1. Locate the Express Scheduling Widget on Your Dashboard

The Express Scheduling form is conveniently located on the home Dashboard of 25Live as a widget you can move via drag-and-drop functionality.



2. Complete the Express Scheduling Form

A close-up view of the 'Express Scheduling' form. The fields are: 'Date / Time' (Fri 12 18), 'To:' (5:00 pm), 'To:' (6:00 pm), 'Duration: 1 Hour', 'Express Locations' (Search spaces), and 'Event Name'. There are 'Save' and 'Open in Form' buttons at the bottom.

- **Choose the Date:** The date field defaults to the current date. Use the date picker if you would like to choose a different date.
 - *Note About Multi-day Events:* Express Scheduling can only be used for events that begin and end on the same day, so the end date will not be visible. Use the [Event Form](#) if you need to schedule a multi-day event.
- **Complete the Time:** An upper duration limit may optionally be set in the Administration Utility Express Scheduling configuration for the chosen location. If set, your event cannot be longer than that limit, or an error message will display. If you would like to create a longer event, use the [Event Form](#) or contact your 25Live Administrator.
- **Search spaces:** Start typing a location name then choose a match from the resulting list. Unavailable locations do not display.
- **Complete Event Name:** As with any event, the name of the event is required.

3. Save Your Event

If no error messages are displayed, use the Save button to save your event.