# 25LIVE PRO MERCY COLLEGE
DASHBOARD: HOW TO FIND AVAILABLE SPACE

The instructions below illustrate how to search for available space in 25Live Pro. If you are having difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact your Campus Liaison or email malvarez28@mercy.edu.
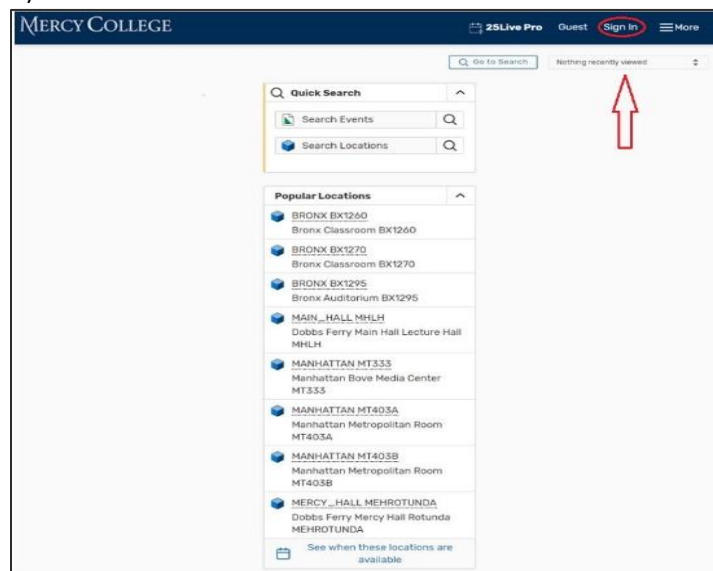
1. GO TO 25LIVE PRO

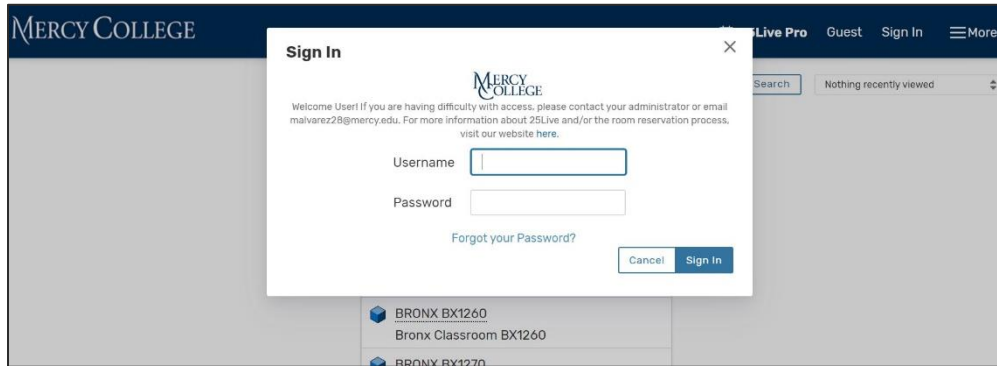- Go to 25Live Pro Mercy College or click here.
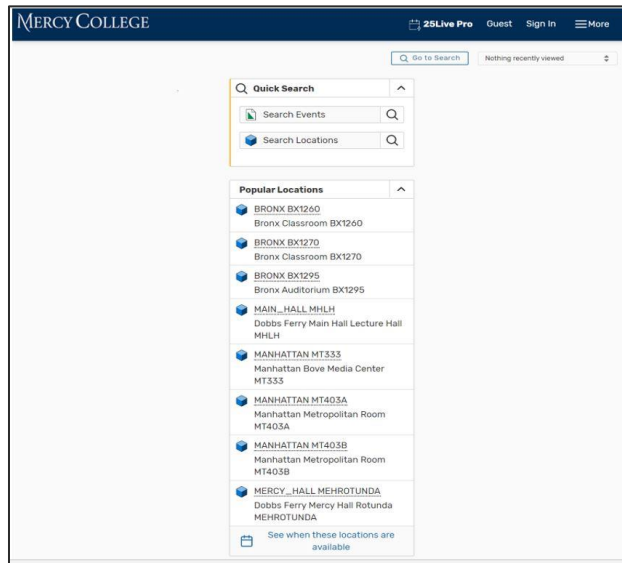
2. SIGN IN

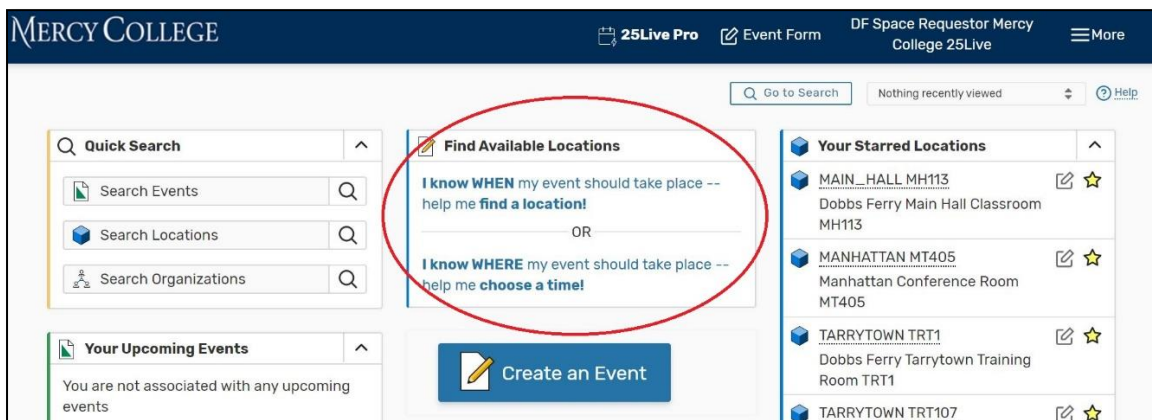- Click **Sign In** at the location on your screen below.

- Sign in with your username and password. If you are having difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact your Campus Liaison or email malvarez28@mercy.edu.
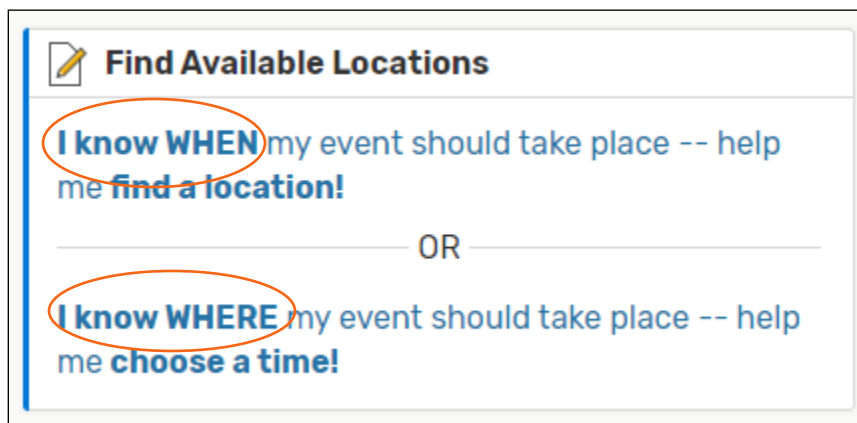

3. SEARCH FOR AVAILABLE SPACE

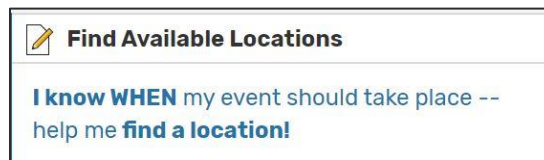- Go to the **Find Available Locations** box on the **Dashboard** of your **Home** page.

- The **Find Available Locations** box allows the user to search for an available room in two ways: **I Know WHEN** (the user knows **WHEN** the event should take place) or **I Know WHERE** (the user knows **WHERE** the event should take place).
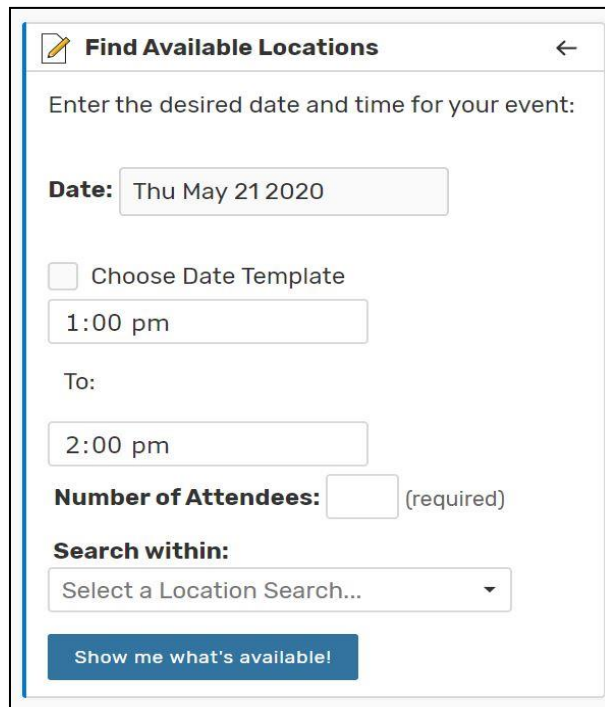
I.   **I KNOW WHEN** OPTION

- o Use the **I Know WHEN** option if you know the <u>date and time of the event</u>.

> 📝 **Find Available Locations**
>
> **I know WHEN** my event should take place --
> help me **find a location!**

- o Complete all the required fields below.

> 📝 **Find Available Locations**   ←
>
> Enter the desired date and time for your event:
>
> **Date:** Thu May 21 2020
>
> ☐ Choose Date Template
>
> 1:00 pm
>
> To:
>
> 2:00 pm
>
> **Number of Attendees:** ____ (required)
>
> **Search within:**
>
> Select a Location Search... ▼
>
> **Show me what's available!**
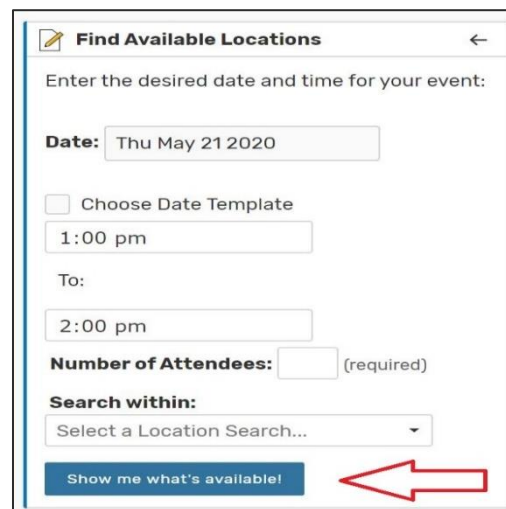
- o Click **Show Me What's Available**.

> 📝 **Find Available Locations**   ←
>
> Enter the desired date and time for your event:
>
> **Date:** Thu May 21 2020
>
> ☐ Choose Date Template
>
> 1:00 pm
>
> To:
>
> 2:00 pm
>
> **Number of Attendees:** ____ (required)
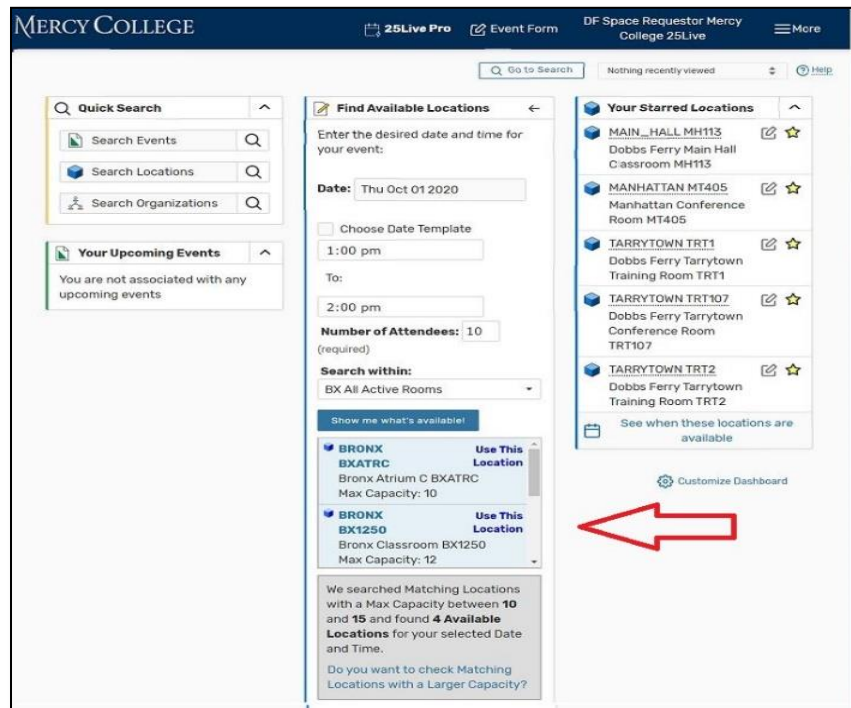>
> **Search within:**
>
> Select a Location Search... ▼
>
> **Show me what's available!** ⇐

o   A list of available locations will appear as illustrated below.
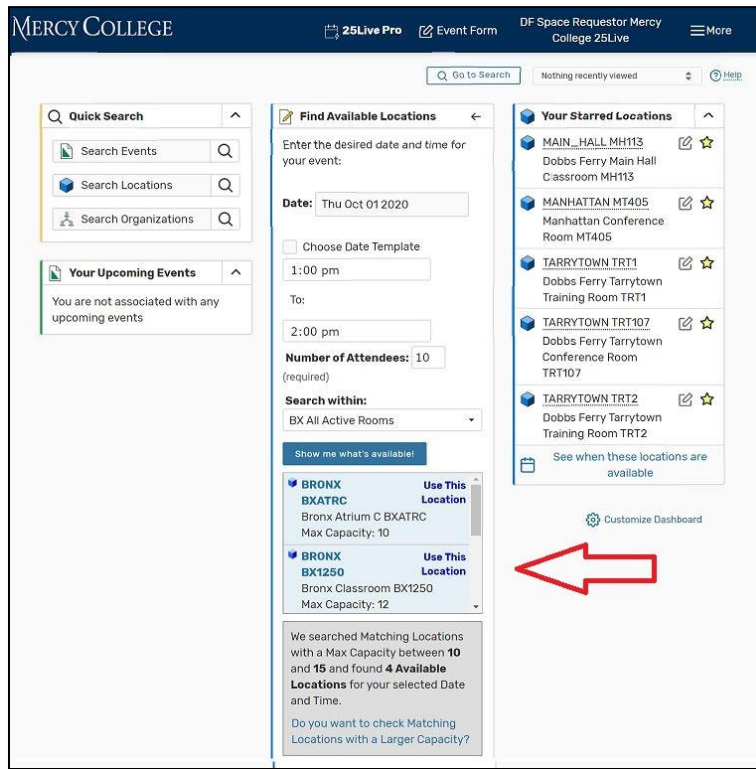
o   Click **Use This Location** to reserve a room from the list. You will then be able to submit a request to reserve the space you choose.
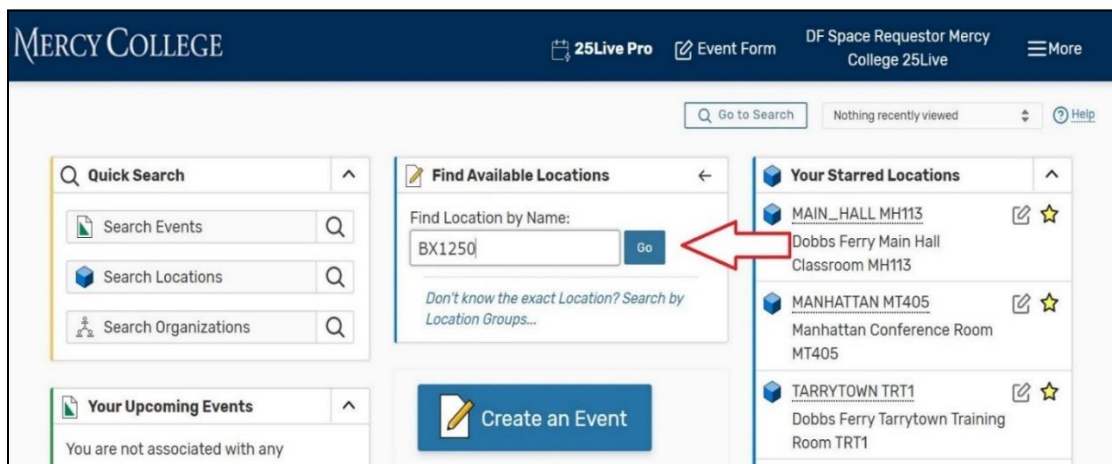
- o Use the **I Know Where** option if you know the <u>date and time of the event</u>. This option will provide the status of the location chosen on the date/time indicated. Note the space you prefer may or may not be available.

- o Type in the room number or any room title keywords then click **Go**. For example, type "Larry" to retrieve the Larry Bone Room MH109.

- o Select the location from the drop box.
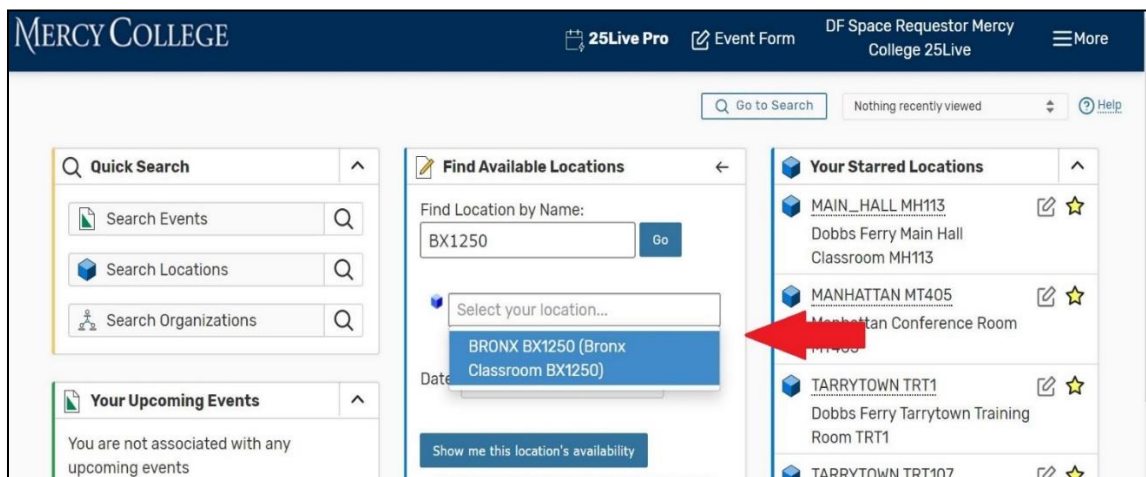
o Choose the date your event will take place.
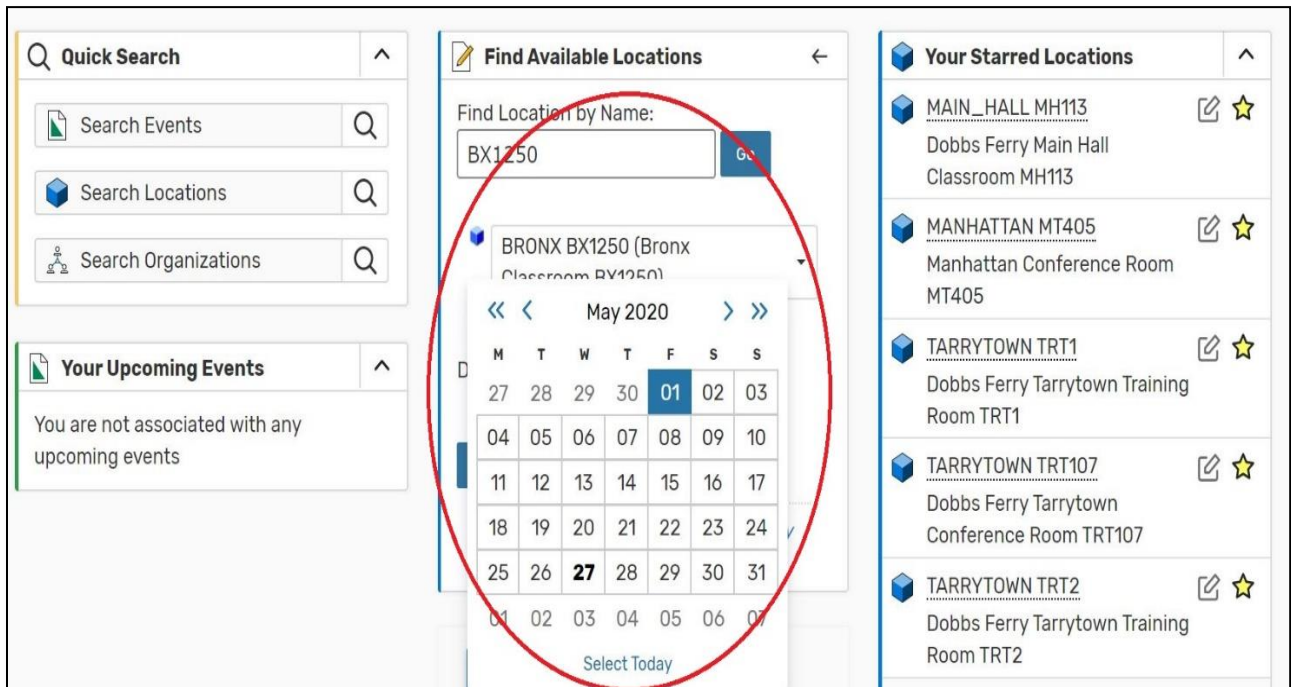
o Click **Show Me This Location's Availability** on the date chosen.
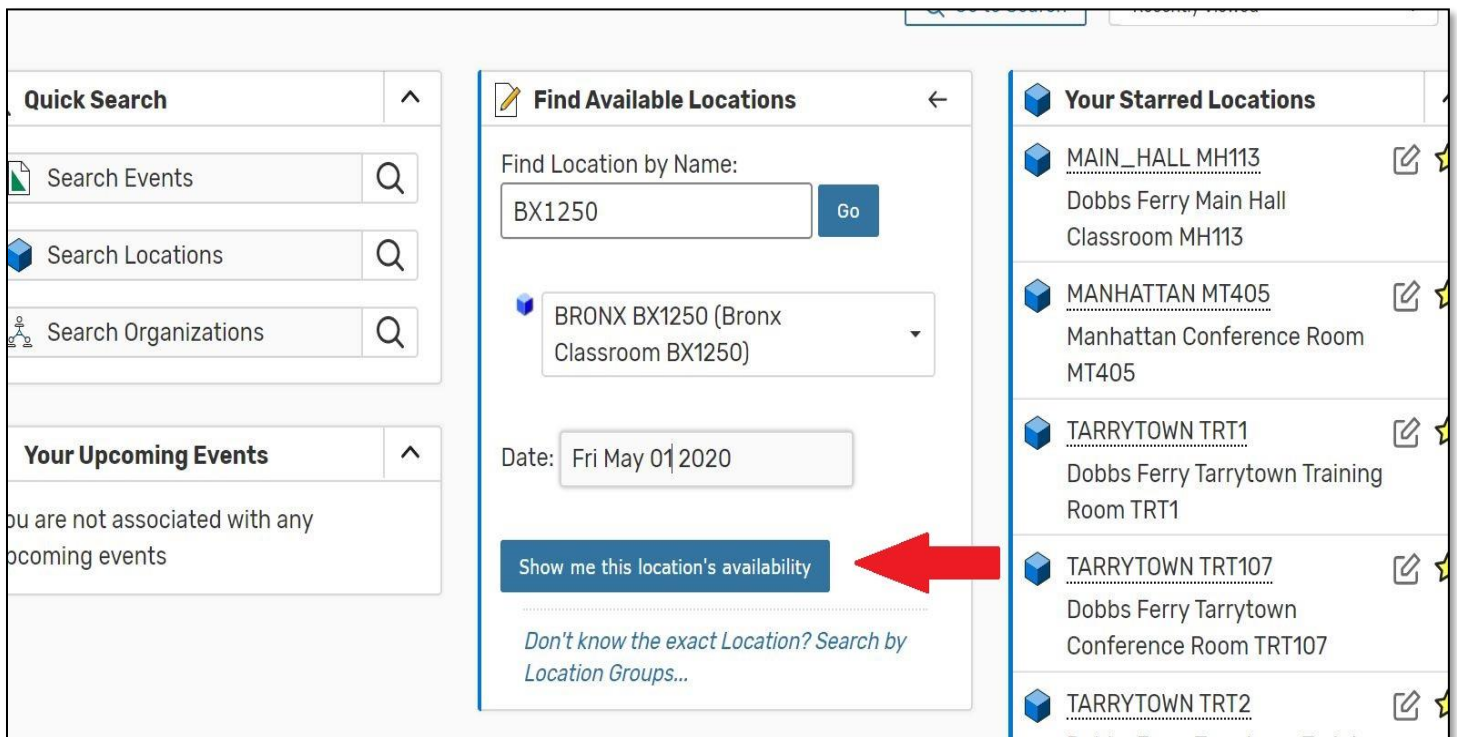
- If you are not sure about the location of your event, then click **Search by Location Groups**. The groups are sorted by campus.
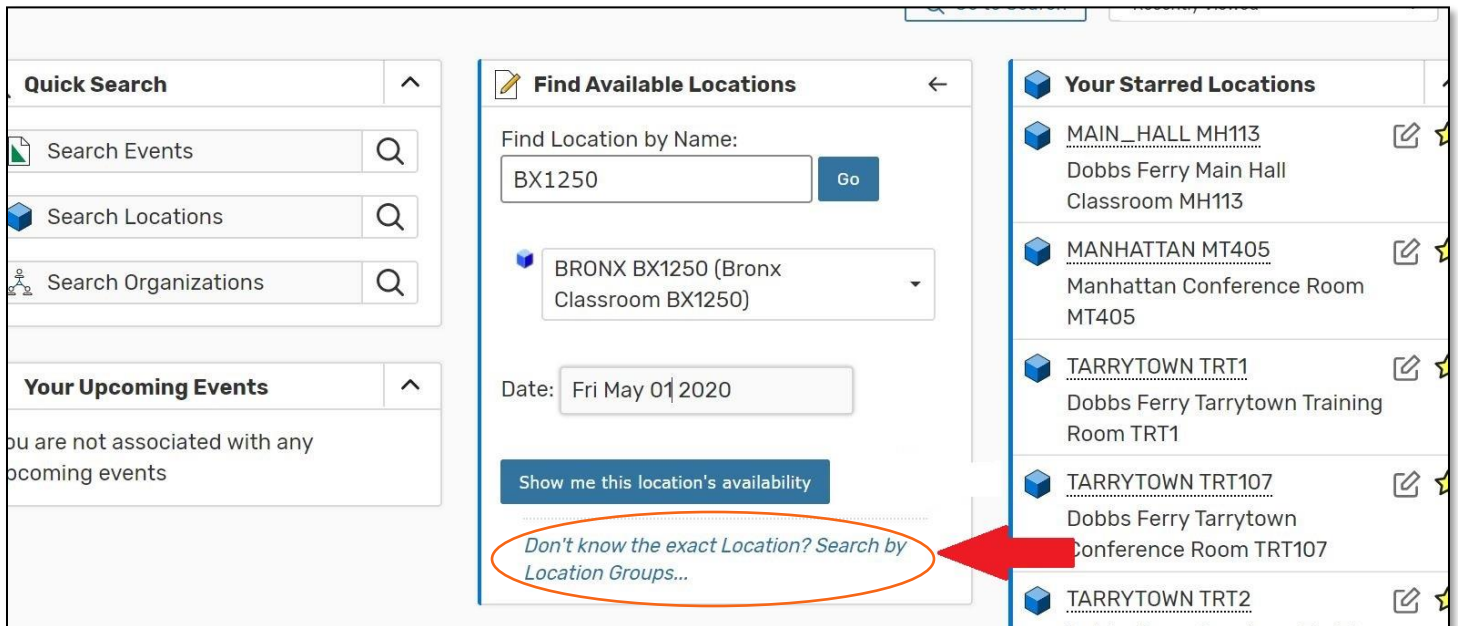
o Select a campus from the **Saved Searches** drop down menu.
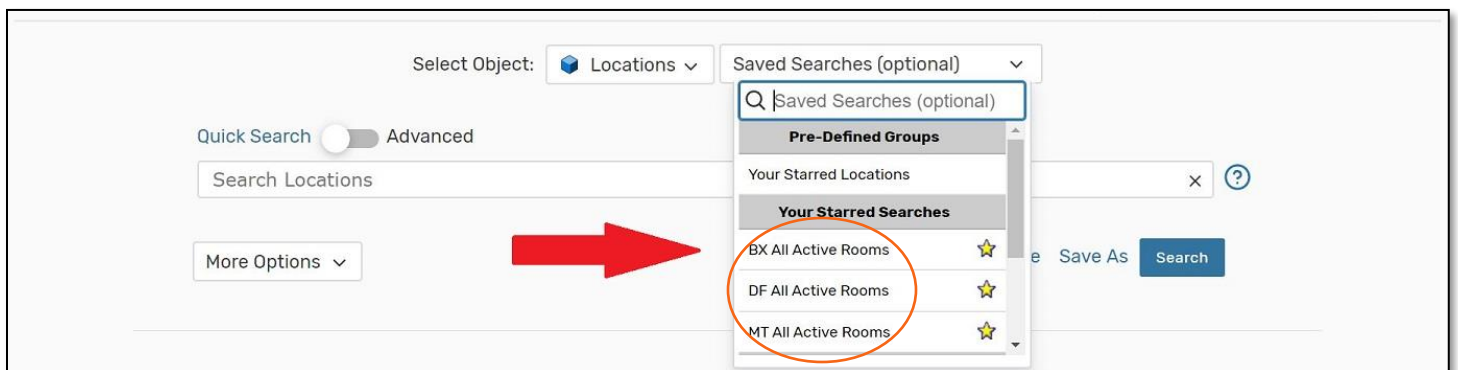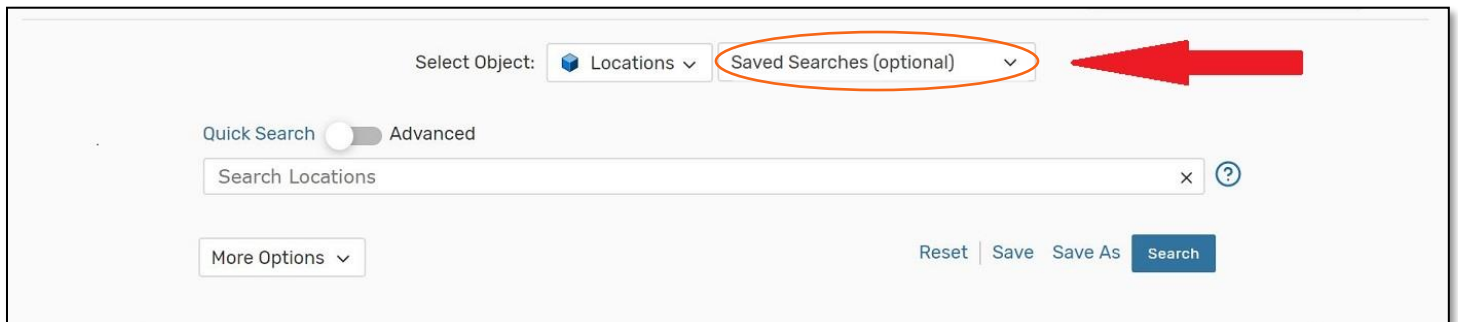
- o Results can be viewed in multiple formats: **List (default), Calendar, Availability** and **Availability Weekly** views.
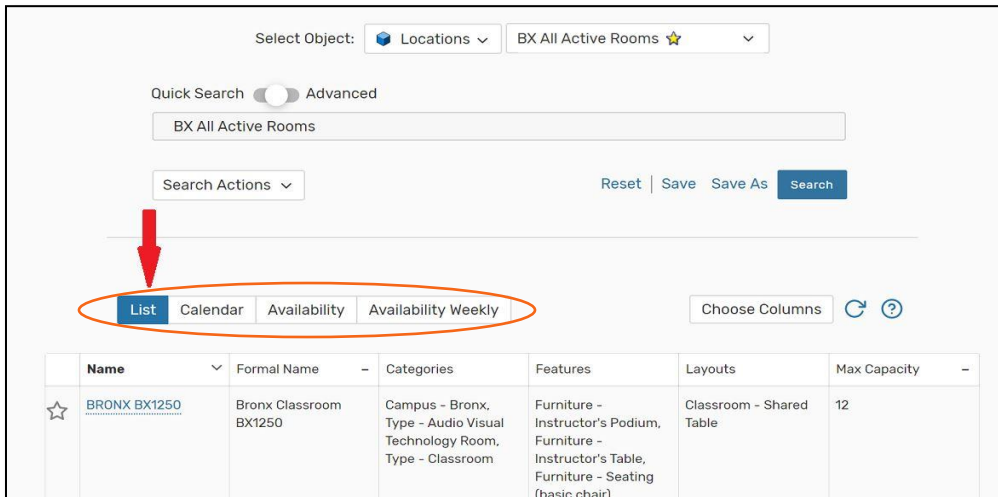
- o Select a space and you can then view the room **Details** along with the different formats for viewing the space's availability.
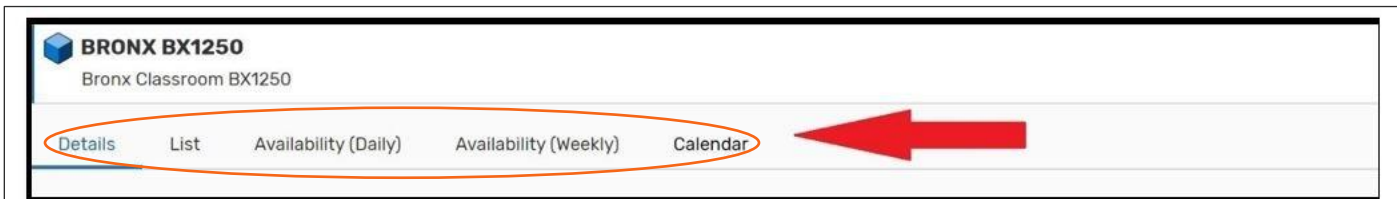
4. VIEW ROOM DETAILS

- **Details** include room instructions, features, attributes, google map directions, diagrams, photos, categories, and the Location Scheduler.
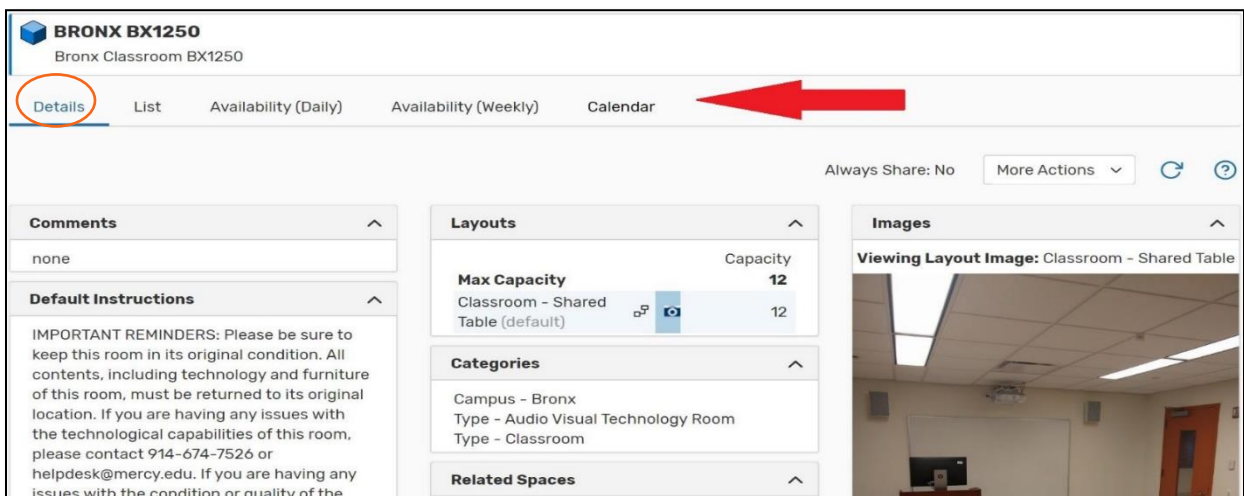
o   View a diagram of the room by clicking on the diagram icon below.

o   The Location Scheduler listed is the Campus Liaison who approves the use of this space and reviews submitted requests. If you have questions about this space, feel free to contact the Campus Liaison.

5. VIEW ROOM <u>AVAILABILITY</u> FOR A SPACE

- There are four different ways to view room availability after selecting a space: by **List, Daily Availability, Weekly Availability,** and **Calendar**.
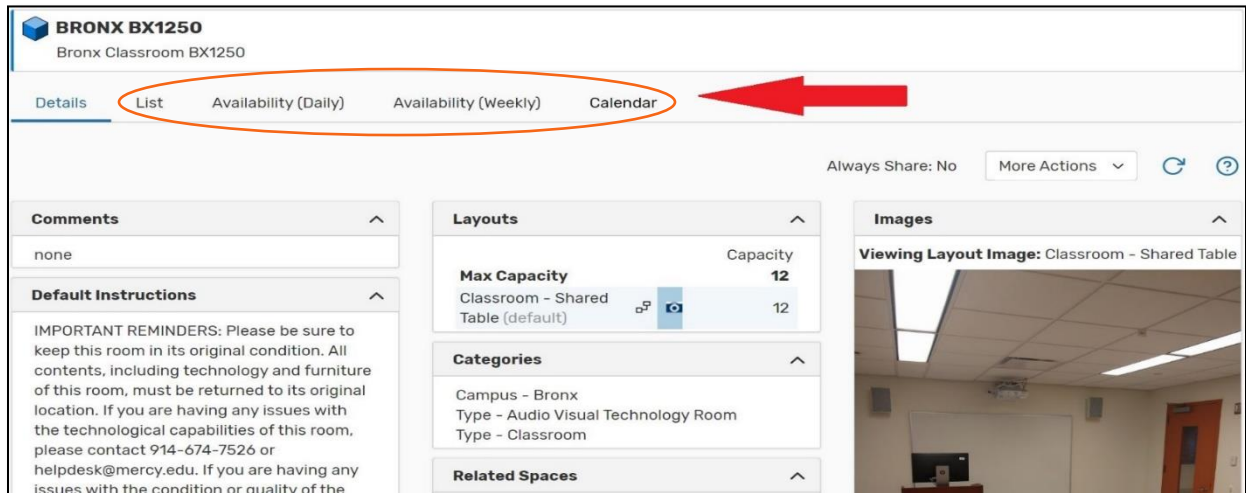
I.   ROOM AVAILABILITY BY LIST VIEW

- o   Click on the **List** view once you select a space. The option will allow you to view all events taking place in this room within a specified date range.

II.   DAILY AVAILABILITY VIEW

- o   Click on **Availability (Daily)**. This option will show you the space's daily availability during a specified range of dates.

III.   WEEKLY AVAILABILITY VIEW

- o   Click on **Availability (Weekly)**. This option will show you the space's weekly availability during a specified range of dates.

o   Click on the **Calendar** view. This option will show you the space's calendar of events during a specified range of dates.

*Last modified 06/08/20 N.M.