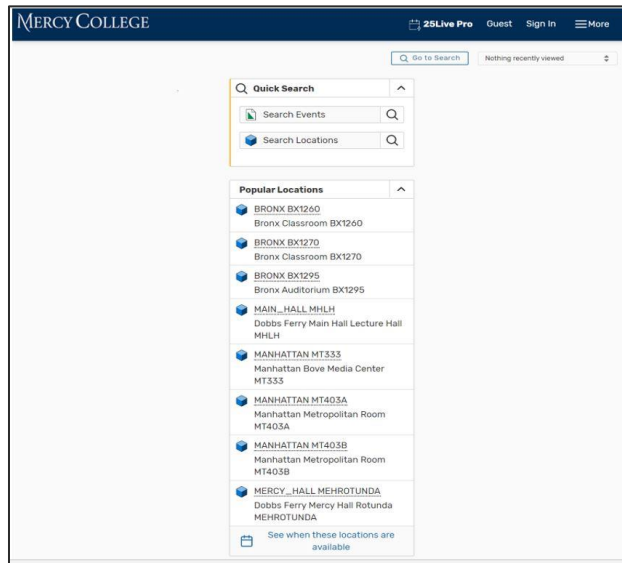


25LIVE PRO MERCY COLLEGE DASHBOARD: HOW TO FIND AVAILABLE SPACE

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.

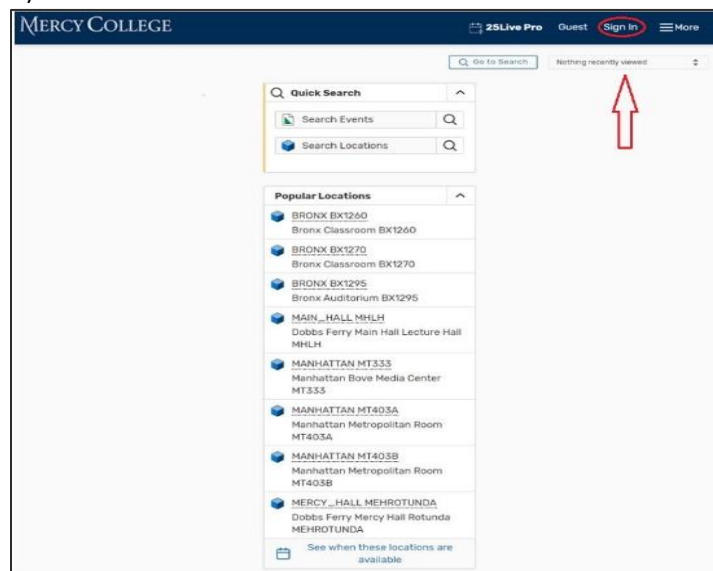
1. GO TO 25LIVE PRO

- Go to 25Live Pro Mercy College or click [here](#).

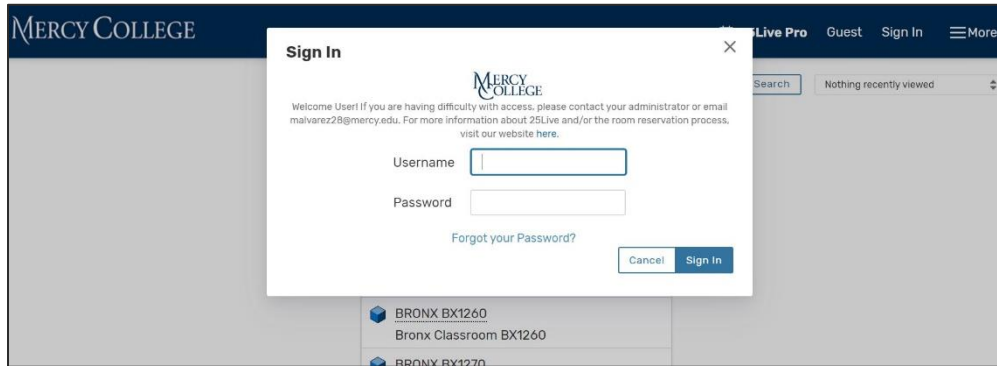


2. SIGN IN

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

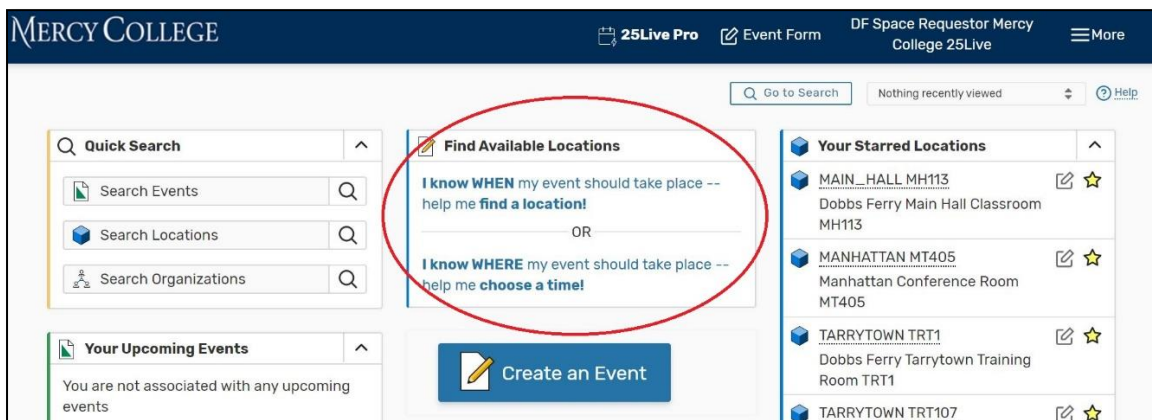


- Sign in with your username and password. If you are having difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact your Campus Liaison or email malvarez28@mercy.edu.

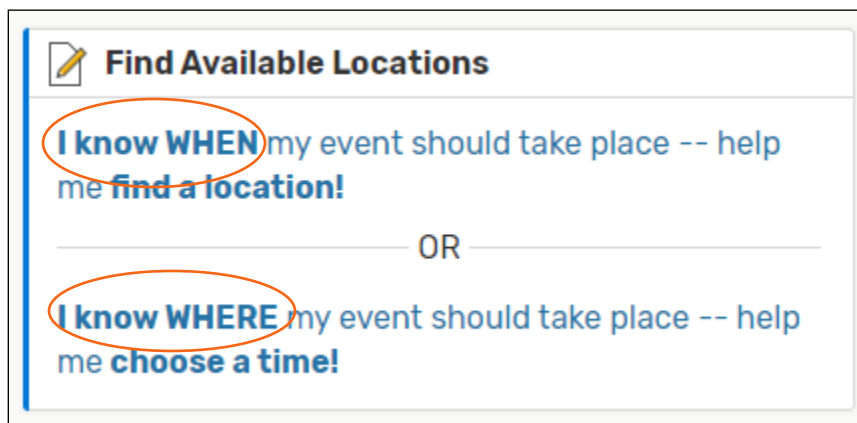


3. SEARCH FOR AVAILABLE SPACE

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

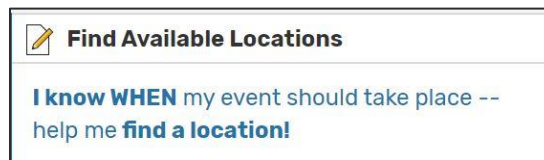


- The **Find Available Locations** box allows the user to search for an available room in two ways: **I Know WHEN** (the user knows **WHEN** the event should take place) or **I Know WHERE** (the user knows **WHERE** the event should take place).



I. I KNOW WHEN OPTION

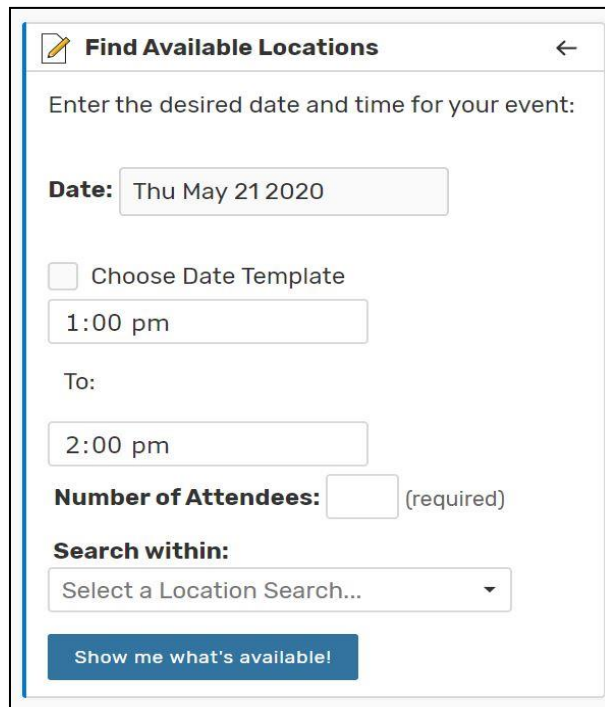
- Use the **I Know WHEN** option if you know the date and time of the event.



Find Available Locations

I know WHEN my event should take place -- help me **find a location!**

- 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

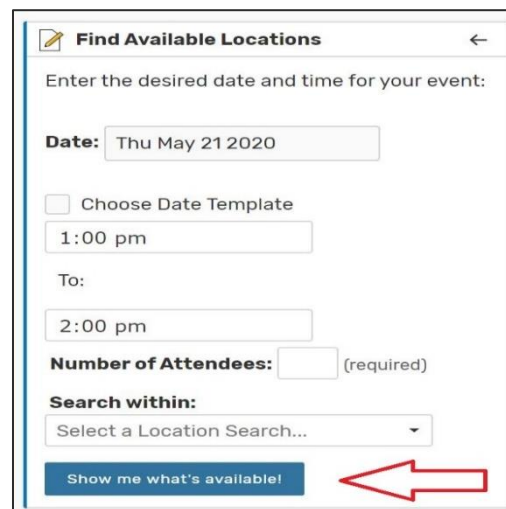
Number of Attendees: (required)

Search within:

Select a Location Search...

Show me what's available!

- 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

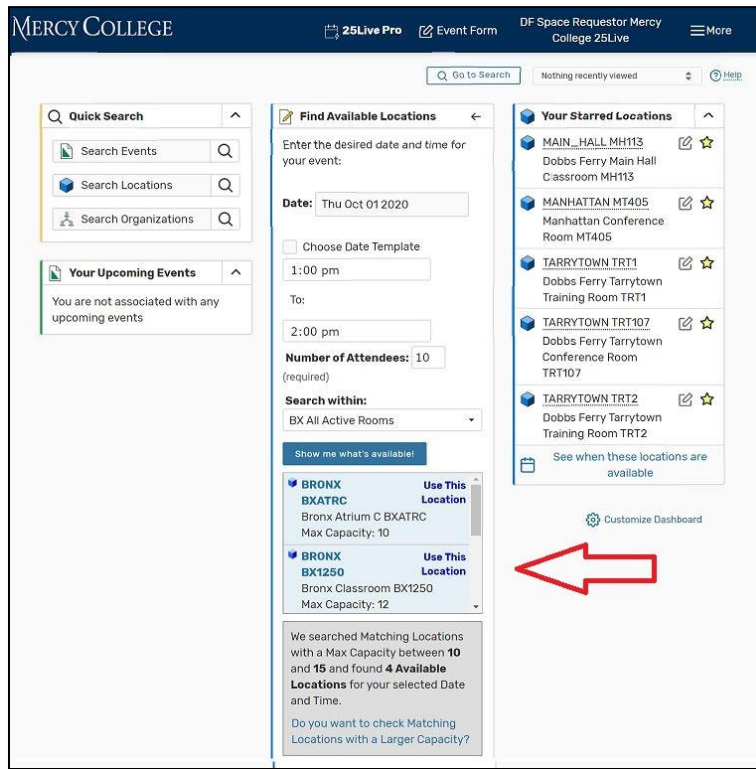
Number of Attendees: (required)

Search within:

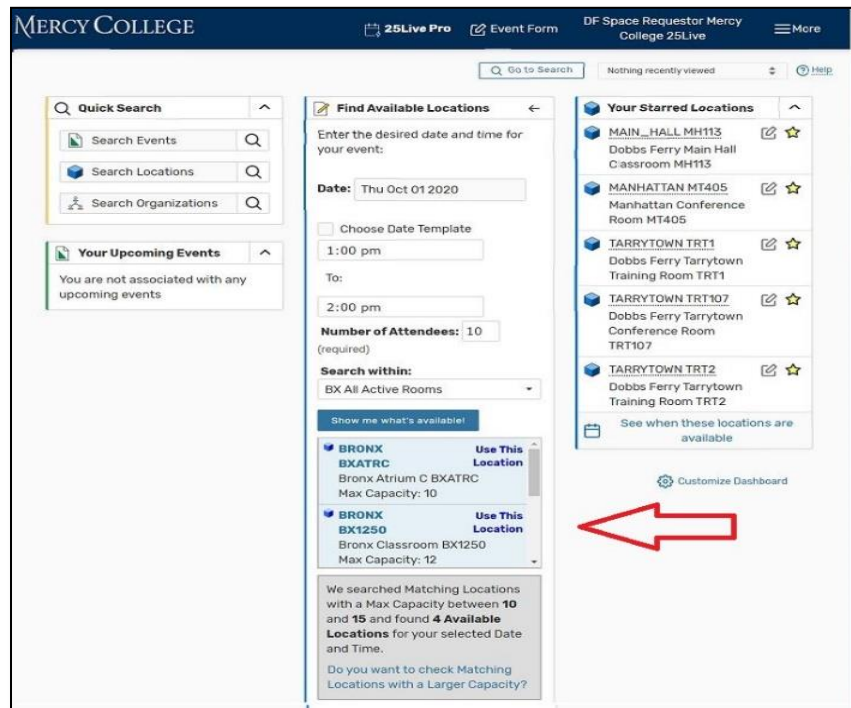
Select a Location Search...

Show me what's available!

- A list of available locations will appear as illustrated below.



- 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.

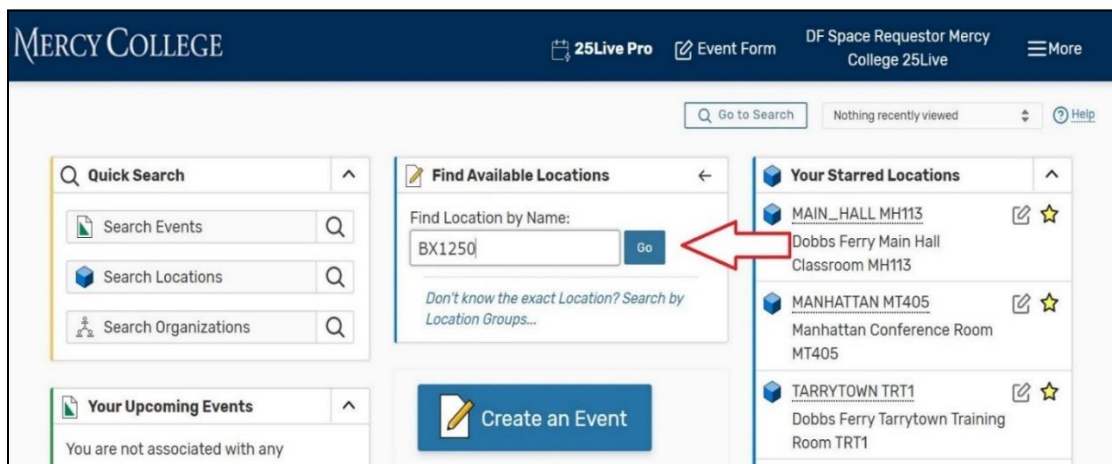


II. I KNOW WHERE OPTION

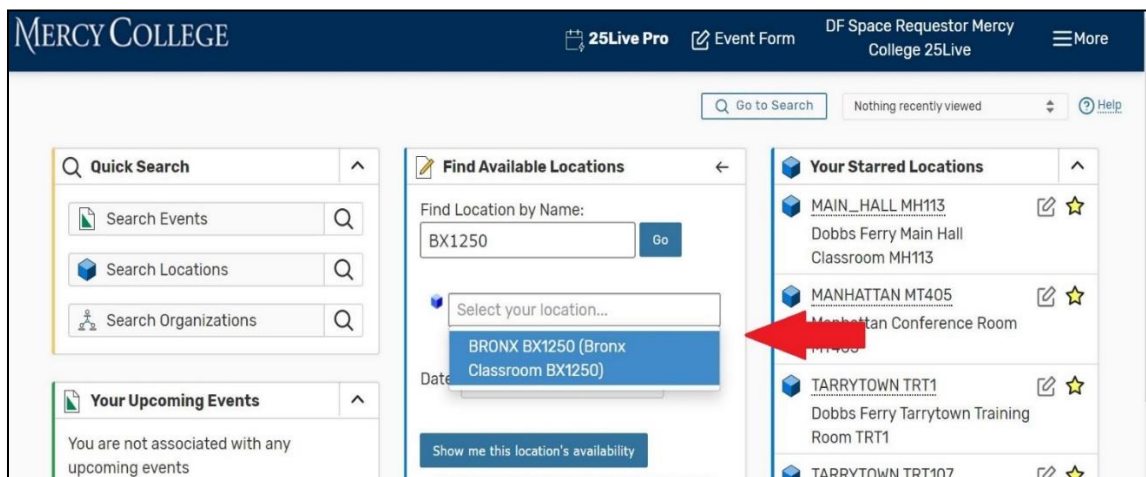
- Use the **I Know Where** option if you know the date and time of the event. This option will provide the status of the location chosen on the date/time indicated. Note the space you prefer may or may not be available.

I know **WHERE** my event should take place -- help me **choose a time!** ←

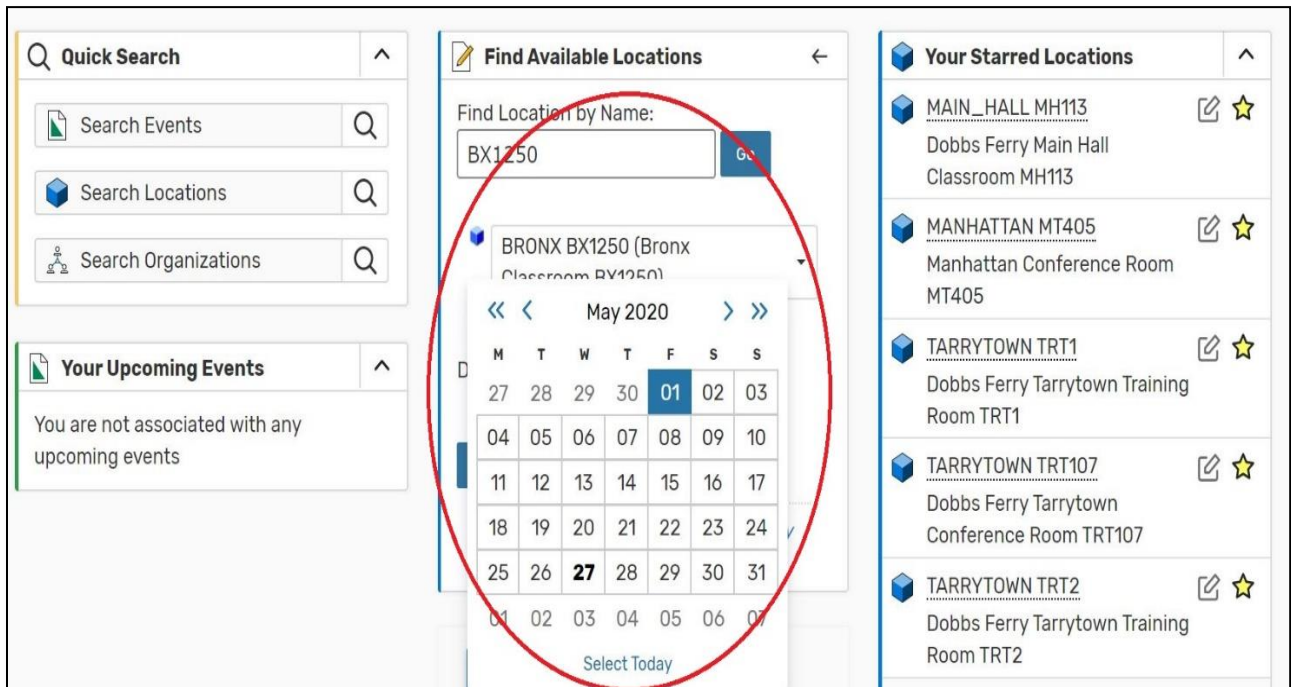
- Type in the room number or any room title keywords then click **Go**. For example, type "Larry" to retrieve the Larry Bone Room MH109.



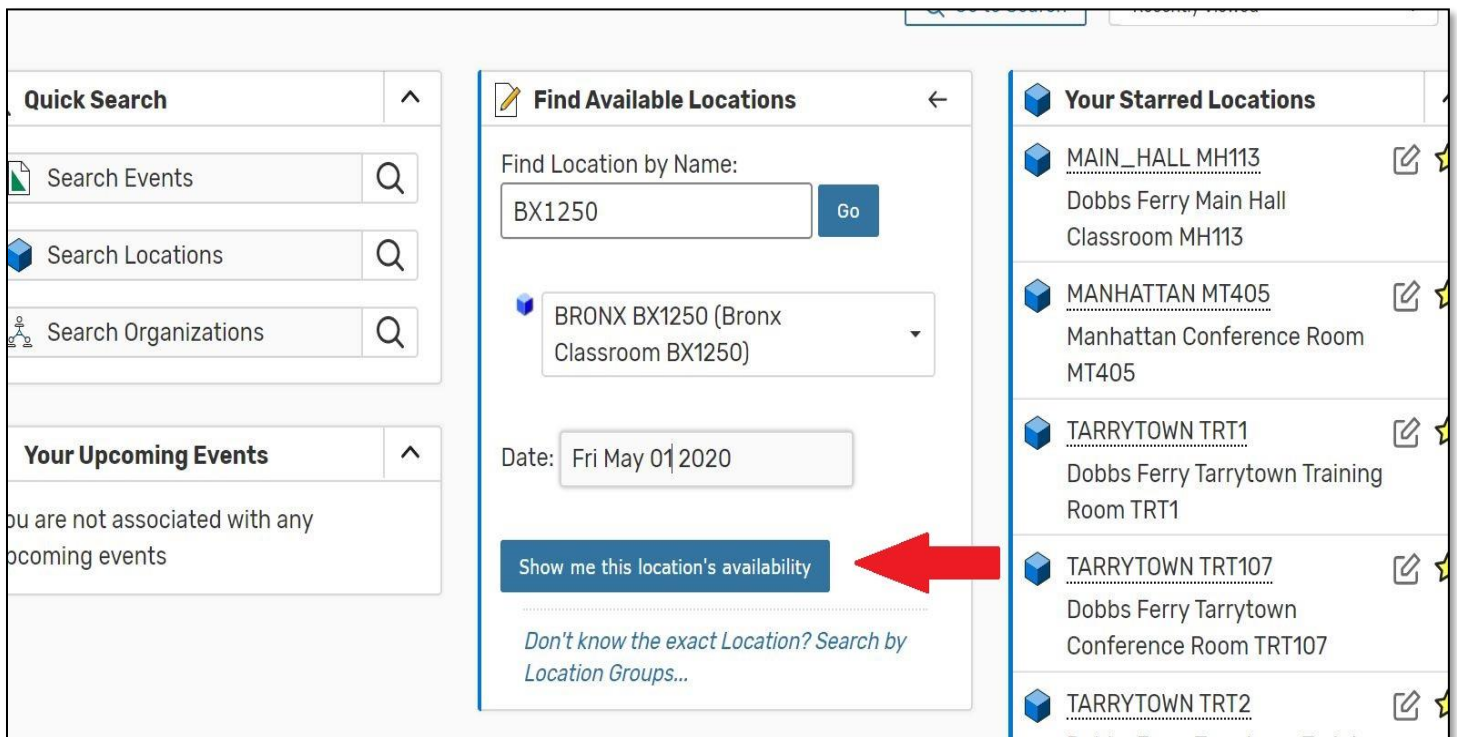
- Select the location from the drop box.



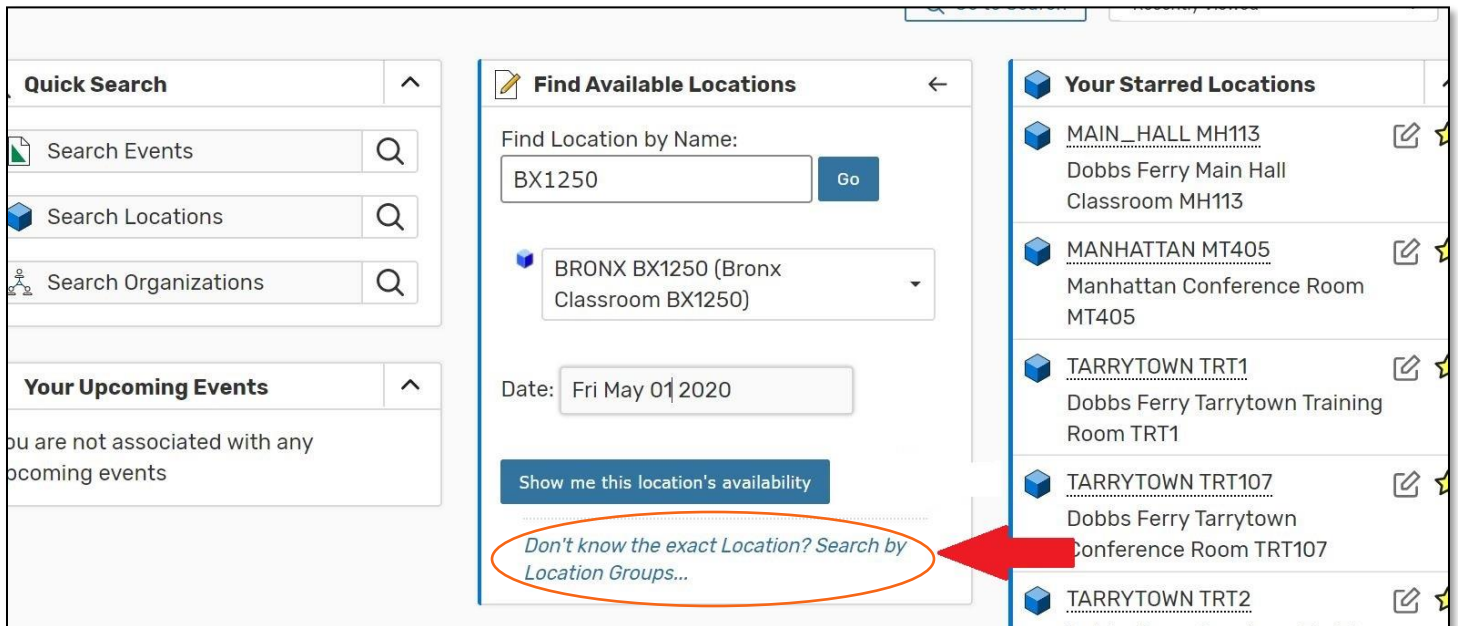
- Choose the date your event will take place.



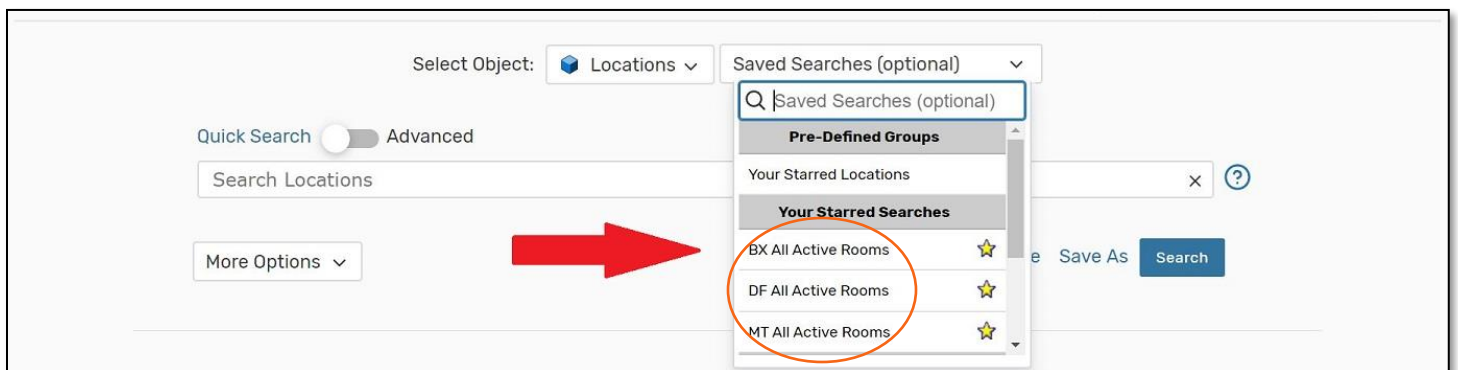
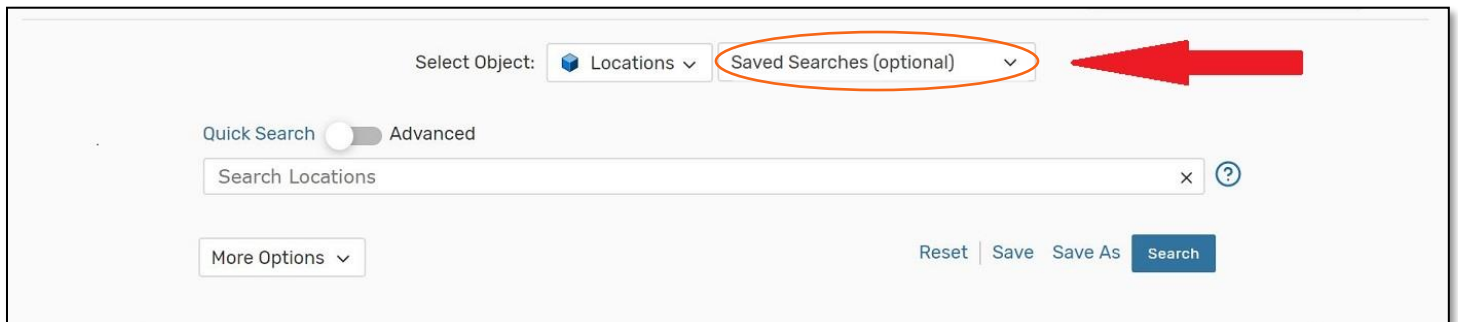
- Click **Show Me This Location's Availability** on the date chosen.



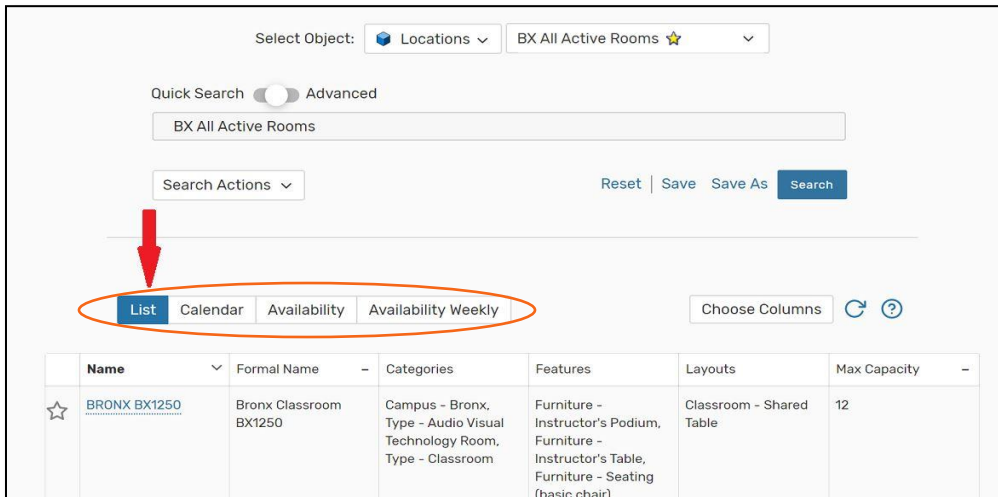
- If you are not sure about the location of your event, then click **Search by Location Groups**. The groups are sorted by campus.



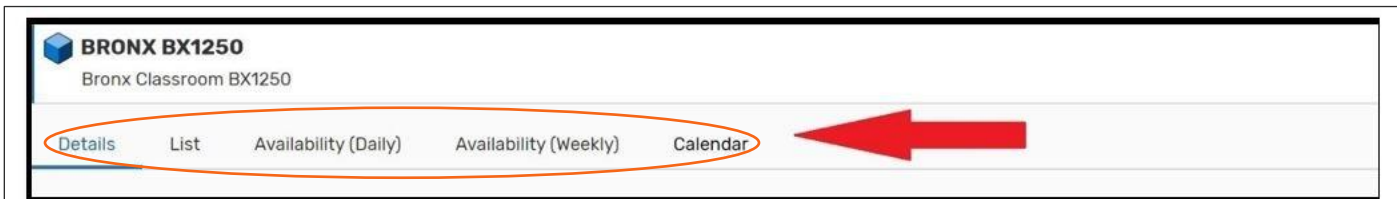
- Select a campus from the **Saved Searches** drop down menu.



- Results can be viewed in multiple formats: **List (default)**, **Calendar**, **Availability** and **Availability Weekly** views.

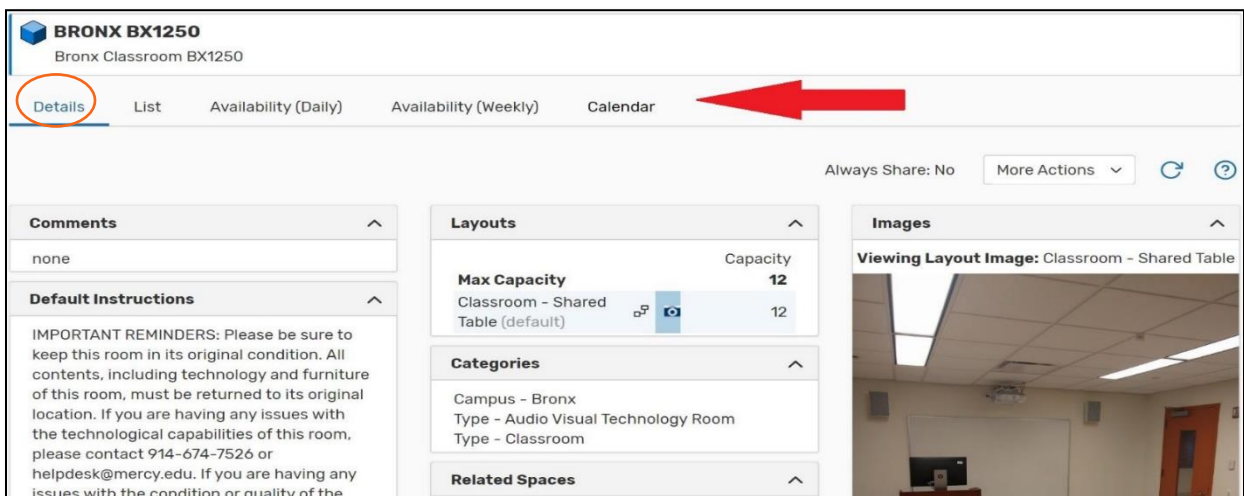


- Select a space and you can then view the room **Details** along with the different formats for viewing the space's availability.



4. VIEW ROOM DETAILS

- **Details** include room instructions, features, attributes, google map directions, diagrams, photos, categories, and the Location Scheduler.



- View a diagram of the room by clicking on the diagram icon below.

BRONX BX1250
Bronx Classroom BX1250

Details List Availability (Daily) Availability (Weekly) Calendar

Always Share: No More Actions ↕ ↻ ?

Comments ^
none

Default Instructions ^
IMPORTANT REMINDERS: Please be sure to keep this room in its original condition. All contents, including technology and furniture of this room, must be returned to its original location. If you are having any issues with the

Layouts ^

Layout	Capacity
Max Capacity	12
Classroom - Shared Table (default)	12

Categories ^
Campus - Bronx
Type - Audio Visual Technology Room

Images ^
Viewing Layout Diagram: Classroom - Shared Table

- 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.

MERCY COLLEGE 25Live Pro Event Form DF Space Requestor Mercy College 25Live More

Go to Search Recently Viewed Help

BRONX BX1310
Bronx PA Conference Room BX1310

Details List Availability (Daily) Availability (Weekly) Calendar

Always Share: No More Actions ↕ ↻ ?

Comments ^
none

Default Instructions ^
IMPORTANT: Please be sure to keep this room in its original condition. All contents, including technology and furniture of this room, must be returned to its original location. If you are having any issues with the technological capabilities of this room, please contact 914-674-7526 or helpdesk@mercy.edu. If you are having any issues with the condition or quality of the room, please contact 914-674-7638 or facilities_issues@mercy.edu. For any questions regarding room reservations, please contact the Location Scheduler listed below.

Layouts ^

Layout	Capacity
Max Capacity	10
Conference/Seminar (default)	10
Classroom - Shared Table	10

Categories ^
Campus - Bronx
Physician Assistant (PA)
Type - Conference/Seminar Room
Type - Specialty Room

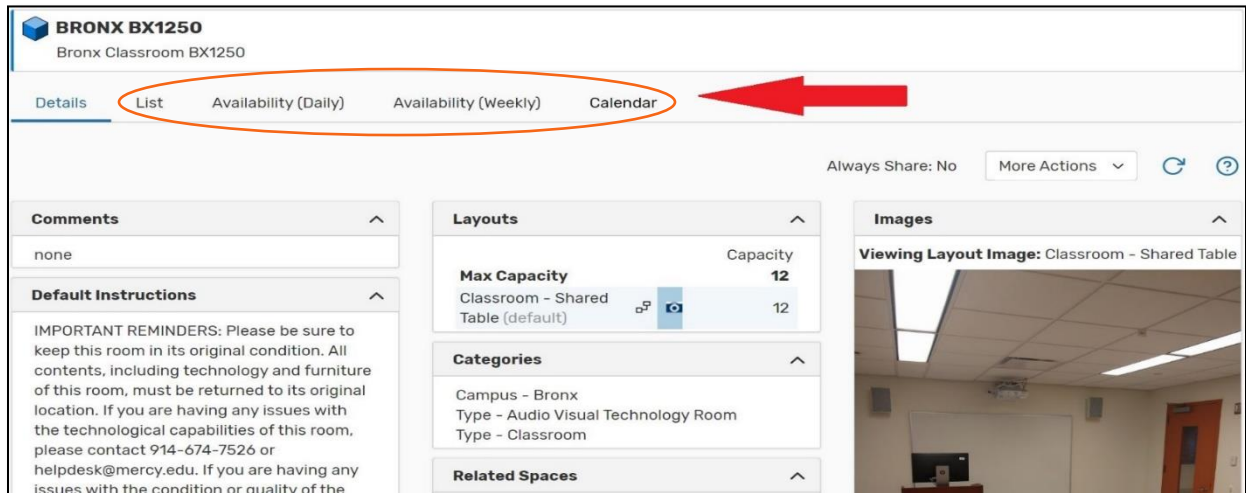
Related Spaces ^
none

Location Scheduler ^
Mendoza, Devorald

Images ^
Viewing Layout Image: Conference/Seminar

5. VIEW ROOM AVAILABILITY 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

- 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.

The screenshot shows the 'List' view for 'BRONX BX1250'. The 'List' tab is circled in red. The interface includes a search bar, 'Recently Viewed' dropdown, and 'Help' icon. Below the tabs, there are filters for 'Related Locations', a date range 'Mon Sep 14 2020', 'Days: 1', 'Choose Columns', and 'More Actions'. The main content is a table of events.

Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End
CNSL 686 BxB 8308 202030	Intrnshp I: Mntl Health	2020-AAWAZD	12	CNSL	Mon Sep 14 2020			7:15 pm - 10:05 pm		
EDUC 513 BXA 12211 202030	Intr Eri Chld Ed:Fndtn/Meth/Mt	2020-AAWCFS	12	EDUC	Mon Sep 14 2020			4:45 pm - 7:05 pm		

II. DAILY AVAILABILITY VIEW

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

MERCY COLLEGE 25Live Pro Event Form DF Space Requestor Mercy College 25Live More

Go to Search Recently Viewed Help

BRONX BX1250
Bronx Classroom BX1250

Details List **Availability (Daily)** Availability (Weekly) Calendar

Legend ← Mon Sep 14 2020 → Overlapping More Actions

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MON Sep 14, 2020													EDUC 513 BXA 12211 202...	CNSL 686 BXB 8308 202030			
TUE Sep 15, 2020													CNSL 648 BXA 8306 202030	CNSL 686 BXA 5756 202030			
WED Sep 16, 2020													PSYN 625 BXA XL 14370 202030	CNSL 688 BXA 8025 202030			
THU Sep 17, 2020														CNSL 686 BXC 10807 202030			
FRI Sep 18, 2020																	

III. WEEKLY AVAILABILITY VIEW

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

MERCY COLLEGE 25Live Pro Event Form DF Space Requestor Mercy College 25Live More

Go to Search Recently Viewed Help

BRONX BX1250
Bronx Classroom BX1250

Details List Availability (Daily) **Availability (Weekly)** Calendar

Legend ← Mon Sep 14 2020 → Weeks: 1 Days More Actions

	Sunday 9/13	Monday 9/14	Tuesday 9/15	Wednesday 9/16	Thursday 9/17	Friday 9/18	Saturday 9/19
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM		EDUC 513 BXA 12211 202...	CNSL 648 BXA 8306 202...	PSYN 625 BXA XL 14370 ...			
5:00 PM							
6:00 PM		CNSL 686 BXB 8308 202...	CNSL 686 BXA 5756 2020...	CNSL 688 BXA 8025 202...	CNSL 686 BXC 10807 202...		
7:00 PM							
8:00 PM							

IV. CALENDAR VIEW

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

MERCY COLLEGE 25Live Pro Event Form DF Space Requestor Mercy College 25Live More

Go to Search Recently Viewed Help

BRONX BX1250
Bronx Classroom BX1250

Details List Availability (Daily) Availability (Weekly) **Calendar**

Show Blackouts Related Locations ← Mon Sep 21 2020 - Sun Sep 27 2020 → Weeks: 1

More Actions

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
September 21	22	23	24	25	26	27
4:45 pm - 7:05 pm EDUC 513 BXA 12211 202030 M 1645-1905 BRONX BX1250	4:15 pm - 7:05 pm CNSL 648 BXA 8306 202030 T 1615-1905 CLAS BRONX BX1250	4:15 pm - 7:05 pm CNSL 625 BXA XL 14369 202030 W 1615-1905 BRONX BX1250	7:15 pm - 10:05 pm CNSL 686 BXC 10807 202030 R 1915-2205 CLAS BRONX BX1250			
7:15 pm - 10:05 pm CNSL 686 BXB 8308 202030 M 1915-2205 CLAS	7:15 pm - 10:05 pm CNSL 686 BXA 5756 202030 T 1915-2205 CLAS	4:15 pm - 7:05 pm PSYN 625 BXA XL 14370 202030 W 1615-1905				

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