

Searching

You can search for events, locations, and organizations in 25Live.

Sign in to 25Live at <u>https://25live.collegenet.com/pro/bu</u> using your personal BU login and Kerberos password.

Quick Search

The **Quick Search** feature on the 25Live dashboard is an easy way to search for events, locations, and organizations.

BOST	ON ISITY	
	Quick Search	^
	Search Events	Q
	Search Locations	Q
	gh Search Organizations	Q

To find events, you can search by its unique reference number or by keyword in the event name.

To find a location, you can search by 3-letter building code, actual room number, or keyword in a formal location name.

To find an organization, you can search by keyword from the organization name.

For any type of search, 25Live will return a list of results. You can click on any of the results to view details and get more information.

Go to Search

The **Go to Search** button on the 25Live dashboard just below the top **Navigation Bar** is another way to search for events, locations, and organizations.

🛱 25Live Pro	C Event Form	🔄 Tasks	Boston Reservat	ion Office
	Q Go to Se	arch	ecently Viewed	~

The **Go to Search** button will open the search function in 25Live – this is the same search function you can access from the **More** dropdown menu, but this button gives you one click access. When using the **Go to Search** button, you have to remember to select the correct search object so you can search for events, locations, or organizations.

Select Object:	Events	~	Saved Searches (optional)	~	
	Events				
	Locations				
	A Organizations				

Once you select your search object, type a keyword, building code, or location name in the search bar, depending on what you are searching for. Once you click enter, 25Live will return a list of results for you.

					Select Object	: 📦 Loca	itions 🗸	Saved Sea	rche
		Quick Se	earch Advanced						
		cds							
		(i) Hint! Ty	pe :: to use SeriesQL						
		Categori	es + Features +		Layouts +	Capacity between	and		
List	Calendar Availabi	lity Avail	ability Weekly						
37 M	latching Locations								
	Name	~	Formal Name	-	Categories		Features		L
☆	CDS 1001		Center for Computing & Data Sciences 1001, 665 Commonwealth Ave		Building - Center for Data Sciences, Cam River, Dept - CAS C Conference Room	pus - Charles			-
☆	CDS 1101		Center for Computing & Data Sciences 1101, 665 Commonwealth Ave		Building - Center for Data Sciences, Cam River, Dept - Hariri Ir Conference Room	pus - Charles			-
☆	CDS 1135		Center for Computing & Data Sciences 1135, 665 Commonwealth Ave		Building - Center for Data Sciences, Cam River, Dept - Hariri Ir	pus - Charles		g, Air Conditioning - oor - Flat, Flooring - rk - Ethernet,	-

Click on the name to access details or more information.

You can also leverage any starred searches, pre-defined searches, or public searches in each of these categories by click on the saved searches dropdown.

Select Object	: 📦 Locations	~	Saved Searches (optional)	~
			Q Saved Searches (optiona	al)
			Public Searches	*
			All E&C Controlled Locations	☆
			All Registrar (OUR) Controlled Locations	☆
ayouts +	Capacity		All Registrar-Controlled Auditoria	☆
	between and	1	All Registrar-Controlled Case Rooms	☆
			All Registrar-Controlled Classroon	ns☆
			All Registrar-Controlled Seminar Rooms	☆
			BUMC Locations	☆
			E&C Flexible Event Locations	☆
			E&C Outdoor Locations	☆
			GSU Event Locations	☆
			Historic Room Cap 10-19	☆
			Historic Room Cap 100-149	ŵ
			Historic Room Cap 150-299	☆.

When searching for locations, you will have the option to view your results in an availability view for a specific date.

			Select	t Objec	t:	Loca	tions	~	Sav	ved Se	arches	option	al) ·	~				
	Quick S	earch		Advan	iced													
	cds														×	?		
	() Hintl Ty	ype :: to	use Series	sQL								Se	arch has	s not be	een save	ed		
										Reset	Expo	rt Resi	ults Sa	ve as	Search			
	Categori	ies +	F	eatures	+	La	youts +		Capa	city						_		
									betwe	en	and							
									1									
List Calendar	Availat	bility	Availab	ility We	ekly			Legend			l Inc	lude R	equeste	d	•	🖵 Fri A	Aug 18 2	2023 -
									-									
Overlapping	¢ C	(?)	Help						_									
Overlapping	¢ C	?	Help						_									
Overlapping 7AM	C	?	Help 8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
	12AM	Ŭ		9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
7AM C	12AM	Ŭ		9	10	11	12 GEMS G		2	3	4	5	6	7	8	9	10	11
7AM • •	12AM	Ŭ		9	10	11			2	3	4	5	6	7	8	9	10	11
7AM CDS 1001 ☆ ♥ CDS 1101 ☆ ♥ CDS 1135	12AM	Ŭ		9	10			Get Math	2	3	4	5	6	7	8	9	10	11
7AM ○ ☆ ♥ CDS 1001 ☆ ♥ CDS 1101	12AM	Ŭ		9	10		GEMS G	Get Math	2	3	4	5	6	7	8	9	10	11
7AM C CDS 1001 ☆ ♥ CDS 1101 ☆ ♥ CDS 1135 ☆ ♥ CDS 11224	12AM	Ŭ		9			GEMS G	Get Math	2	3	4	5	6	7	8	9		
7AM C CDS 1001 ☆ ♥ CDS 1101 ☆ ♥ CDS 1135 ☆ ♥ CDS 1224 ☆ ♥ CDS 1324	12AM	Ŭ		9			GEMS G	Get Math		3	4	5	6	7	8	9		
7AM C C CDS 1001 ☆ ♥ CDS 1001 ☆ ♥ CDS 1105 ☆ ♥ CDS 1135 ☆ ♥ CDS 1224 ☆ ♥ CDS 1324 ☆ ♥ CDS 1424	12AM	Ŭ		9			GEMS G	Get Math		3	4	5	6	7	8	9	10	

Adding Search Filters

You can add search filters to refine your results when searching for events, locations, and organizations. From the search function, you will see filter options beneath the search bar. You can leave the search bar blank and only employ the filters or you can add a keyword in the search bar and employ your filters.

For events, the most useful filter options would be organizations and event types.

Select C	bject: Events	✓ Saved S	Searches (optional)	~
Quick Search Advan	nced			
Search Events				× 🕐
i Hint! Type :: to use SeriesQL				
			Reset	Save as Search
Cabinets + Organiz	ations + Types +	Categories +	Roles +	States +

For locations, the most useful filter options would be **categories**, **features**, **layouts**, and **capacity**.

	Select Object:	Cocations	 ✓ Saved Searches (optional)
Quick Search	Advanced		
Search Locatio	ons		× 🧿
Hint! Type :: to us	e SeriesQL		
			Reset Save as Search
Categories +	Features +	Layouts +	Capacity
			between and

Categories will allow you to filter by building, department (location owner), and type of location.

Categories V S	Select All X Select None	
Building - Pilgrim House	Type - Athletic	
Building - Playwrights' Theatre		
Building - Psychology Building	Type - Atrium	
Building - Rafik B. Hariri Building	Type - Balcony	
Building - Rich Hall	Type - Ballroom	
Building - Robinson Building	Type - Bathroom	
Building - Sargent Activities Center	Type - Boathouse	
Building - Sargent College Building	Type - Break Out / Team Room	
Building - School of Hospitality Administration	Type - Chapel	
Duilding - School of Hospitality Administration	Tura Classiah	

Features will allow you to filter by room feature, such as air conditioning, audio-visual equipment, and seating style.

С		>	×
	Features	Select All X Select None	
d	AV - Microphone	Screen - Standard - Offset	•
_	AV - Overhead Projector	Seating Style - Auditorium	
	AV - PC in Room	Seating Style - Case Room	
	AV - Phone	Seating Style - Collaborative Round Tables	
	AV - Power at Student Desk	Seating Style - Columbia Tablet Arm Chair	
	AV - Printer	Seating Style - Fall 2020 Tablet Arm Chair	
	AV - Recording - Audio & Computer	Seating Style - Fixed Tables & Chairs	
	AV - Recording Audio Only	Seating Style - Fixed Tables, movable chairs	
	A\/_ D ==== d :== Ad:= O ===== 0 O ====	Casting Obda Maushis Tablas 0 Obains	•
		Done	

Layouts will allow you to filter by the types of layout setups that a location can accommodate. Layouts will only apply to flexible event locations that can be set in a number of different ways, such as GSU Metcalf Hall or the Trustee Ballroom.

Layouts	✓ Select A	II X Select None		
As Is	Conference	e (Reception	
Banquet	Custom		Social Distancing	
Buffet	Hollow Sq	uare	Theatre	
Classroom Style	Pods		U-Shaped	

Capacity allows you to specify the capacity needed for the location, setting a minimum and a maximum capacity, with the returned results falling within those numbers.

NOTE: the more filters you apply to a search, the fewer results you will get back.

Here are a couple of examples of worthwhile searches you can employ when looking for locations.

Example 1: If you want to find only academic classrooms with a capacity between 50 and 100 in CAS, set your filters like this:

			Select Ob	ject: 📦 Locations	Saved S	Searches (optional)	~	
	(Quick S	earch D Advand	ed				
		CAS					×	0
	ĺ	() Hint! T	ype :: to use SeriesQL			Sea	rch has not been save	d
						Reset Export Resul	ts Save as Search	
		Categor	ies + Features	+ Layouts +	Capacity			-
		Any () All		between	and		
		(.			50	100		
		X D	ept - OUR					
Lis 13 N	t Calendar	Availabi ons	lity Availability Weel	dy			Select Colu	mns C 🧿 Help
	Name	~	Formal Name –	Categories	Features	Layouts	Max Capacity -	Default Capacity
☆	CAS 203		College of Arts and Sciences Building 203,	Building - College of Arts and Sciences	Air Conditioning, Air Conditioning - Window,	As Is, Classroom Style	50	50

Enter CAS in the search bar, select the category of **Dept – OUR** as this will always return academic classrooms, and set the capacity numbers.

Example 2: If you want to find only event locations managed by Events & Conferences, set your filters like this:

	Select Object:	Cocations	 ✓ Saved Searches (optional) 		
Quick Search	Advanced				
Search Location	ns		× 🧿		
) Hint! Type :: to use SeriesQL			Search has not been saved		
			Reset Export Results Save as Search		
Categories +	Features +	Layouts +	Capacity		
● Any 〇 All			between and		
Events & Conference					

Leave the search bar empty and select the category of **Dept – Events & Conferences**.

For organizations, the most useful filter options would be **type**, so you could find all student organizations or all administrative departments.

	Select Object:	ganizations V Saved Searches (optional) V	
Quick Sea Search	Турез	✓ Select All X Select None	×
Hint! Typ	Academic Departments	BUMC Clinical Department External	
Types + <	Administrative	BUMC External Student Groups	
	BUMC Academic Departments	BUMC Research Department	
	BUMC Administrative	BUMC Student Groups	

For any of your searches that you set up, you always have the option to save them so you can use them again. Simply click the **Save as** button to save your search.



You can then name your search, and if you select **Yes** for **Add to starred searches**, your event and location searches will live on your 25Live dashboard under **Your Starred Event Searches** or **Your Starred Location Searches**, respectively.

You'll also find them in the Search function under the **Saved Searches (optional)** dropdown menus.

Select Object:	Locations	~	Saved Searches (optional)	~	
		(Q Saved Searches (optiona	al)	
Advanced		Pre-Defined Groups			
IS			Your Starred Locations		
SeriesQL			Your Starred Searches		
			700 Beacon for LfA	☆	ave a
Features +	Layouts +	Cap	CAS & STO OUR, Tsai (Copy)	☆	
		bet	GSU AII	☆	
			GSU Conference Rooms	☆	
			GSU Link	☆	

For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at <u>roomres@bu.edu</u> or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.