

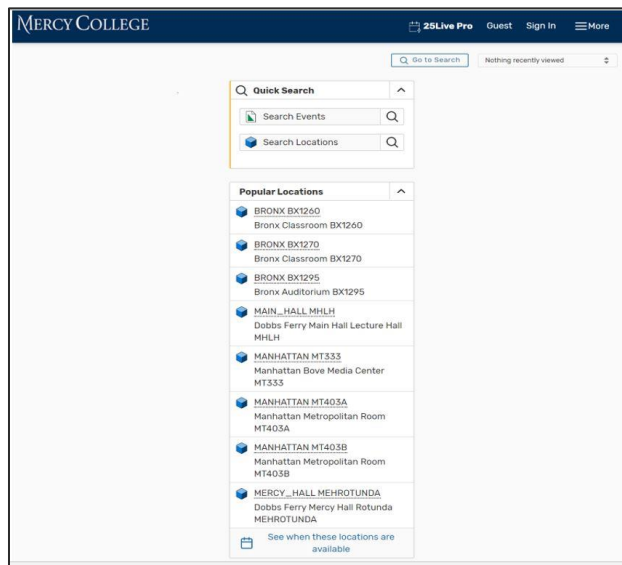
# 25LIVE PRO MERCY COLLEGE

## DASHBOARD: HOW TO USE THE QUICK SEARCH TOOL

The instructions below illustrate how to use the dashboard Quick Search Tool 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](mailto:malvarez28@mercy.edu).

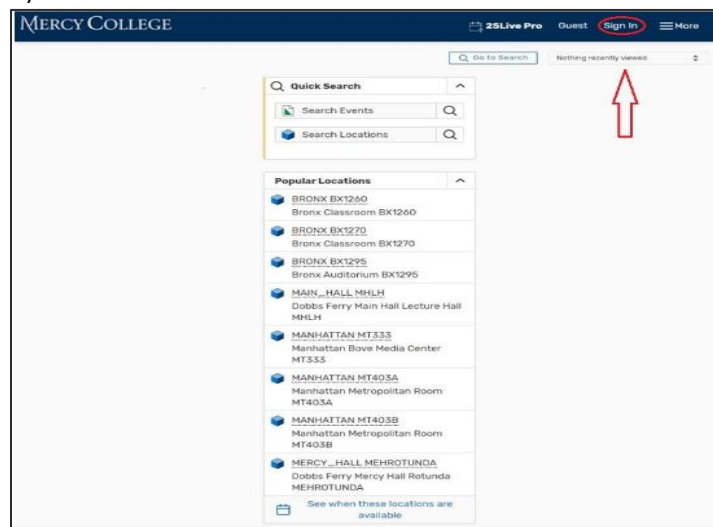
### 1. GO TO 25LIVE PRO

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

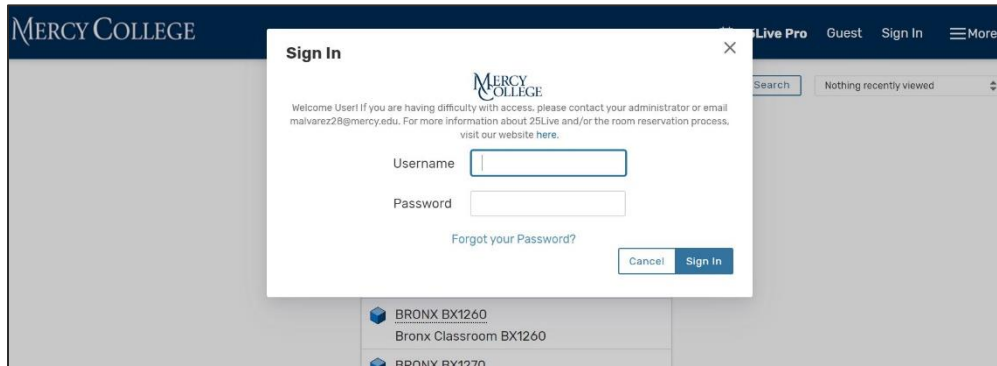


### 2. SIGN IN

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

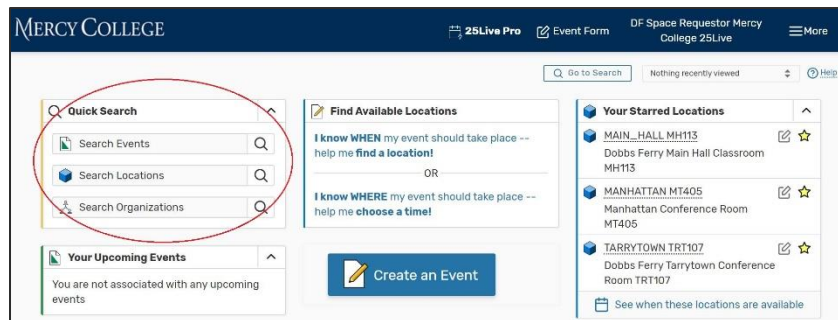


- Sign in with your username and password. If you are having difficulty logging into your 25Live Pro account or you need 25Live Pro credentials, please contact your Campus Liaison or email [malvarez28@mercy.edu](mailto:malvarez28@mercy.edu).



### 3. USE THE QUICK SEARCH TOOL TO SEARCH FOR EVENTS OR CLASSES

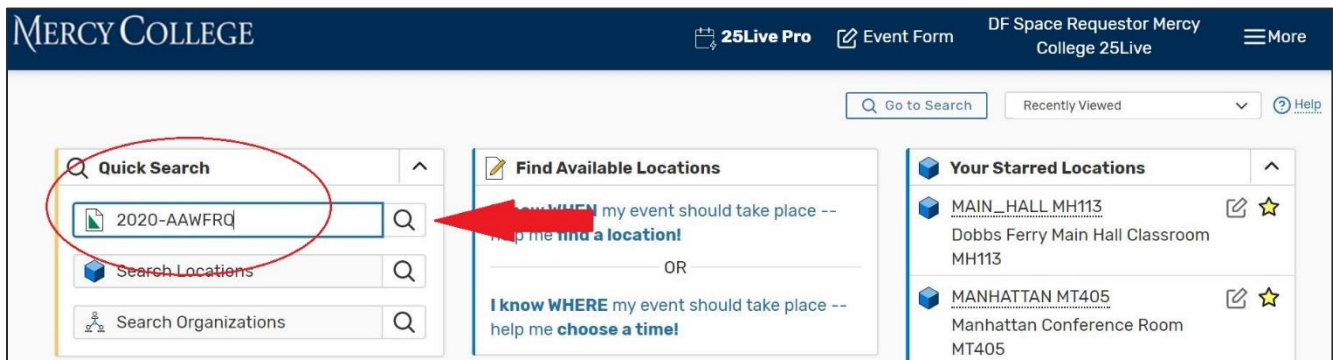
- On the 25Live Dashboard, the Quick Search Tool is used to search for events/classes or locations by entering keywords in the search boxes below.



There are four different ways to search for an event and/or class. Search by the **Reference ID**, **Event/Class Title** keywords, and/or use the **More Search Options** feature.

#### I. SEARCH BY REFERENCE ID

- If you know the **Reference ID** number for the reservation or event, type it in the **Search** box and click the **magnifying glass**.



A **Reference ID** number is generated once an event is created by the requester. It can be found in the **Event Details** box as illustrated below.

The screenshot shows the 'Event Details' page for a 'Mercy Online Meeting' by Melissa Harwin. The event is confirmed and scheduled for Friday, February 21, 2020, from 9:00 am to 1:00 pm in room MAIN\_HALL MH109. The Reference ID, 2020-AAWFRQ, is circled in red and pointed to by a red arrow. The 'General' section lists the event name, title, type, organization (ONLINE LEARNING), scheduler (Nancy Montanaro), and requester (Melissa Harwin). The 'Event Info' section shows the event owner (Melissa Harwin), creation date (Tue Feb 04 2020), and the Reference ID (2020-AAWFRQ), which is also circled in red and pointed to by a red arrow.

## II. SEARCH BY EVENT TITLE

- If you know the name of the **title of the event or keywords**, type it in the **Event Search** box and click the **magnifying glass**.

The screenshot shows the Mercy College 25Live Pro interface. The 'Quick Search' box is highlighted with a red circle and contains the text 'Mercy Online Meeting'. A red arrow points from this search box to the 'Find Available Locations' section. The interface also shows 'Your Starred Locations' which includes 'MAIN\_HALL MH113' and 'MANHATTAN MT405'.

### III. SEARCH BY SUBJECT CODE & COURSE NUMBER

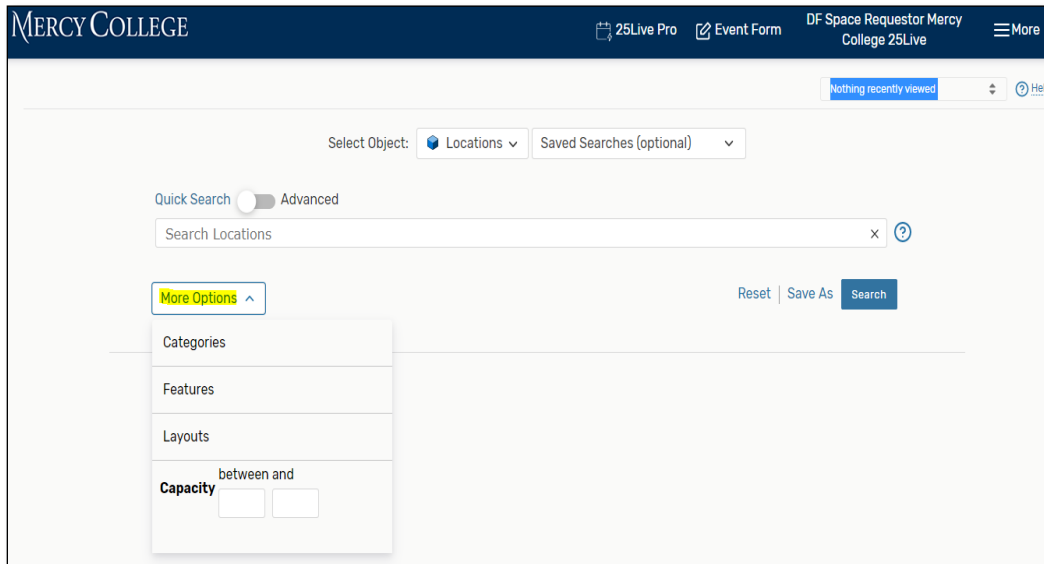
To search for a class, enter the subject code & course number (space in between) in the **Event Search** box and click the **Search** button. For example, type in ACCT 120 to view all sections of this course and see the illustration below.

The screenshot shows the Mercy College 25Live Pro interface. At the top, there is a navigation bar with the Mercy College logo, '25Live Pro', 'Event Form', 'DF Space Requestor Mercy College 25Live', and a 'More' menu. Below the navigation bar, there is a search area with a 'Recently Viewed' dropdown and a 'Help' icon. The search area includes a 'Select Object:' dropdown set to 'Events', a 'Saved Searches (optional)' dropdown, and a search input field containing 'ACCT 120'. A toggle switch is set to 'Quick Search'. Below the search input, there is a 'Hint! Type :: to use SeriesQL.' and a 'Search has not been saved' message. There are 'More Options', 'Reset', 'Save As', and 'Search' buttons. Below the search area, there are tabs for 'List' and 'Calendar', and a filter for 'Future Only'. A table of search results is displayed below, showing two entries for 'ACCT 120'.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
★ <a href="#">ACCT 120 BXB 6801 202030</a>	Intro to Financial Accounting	2020-AAWFG R	<a href="#">ACCT</a>	Section -BX	202030, Accounting (lrg whitebrd pref)		Mon Sep 14 2020	6:15 pm	Thu Jan 30 2020 3:50 pm	Confirmed	<a href="#">BRONX BX3220</a>		Devorata Mendoz a
★ <a href="#">ACCT 120 DFA 23258 202020</a>	Intro to Financial Accounting	2020-AAWHL N	<a href="#">ACCT</a>	Section -DF	202020, Accounting (lrg whitebrd pref)		Thu May 28 2020	6:15 pm	Fri Feb 21 2020 3:53 pm	Confirmed	<a href="#">VICTOR Y VIC105</a>		Nancy Montan aro

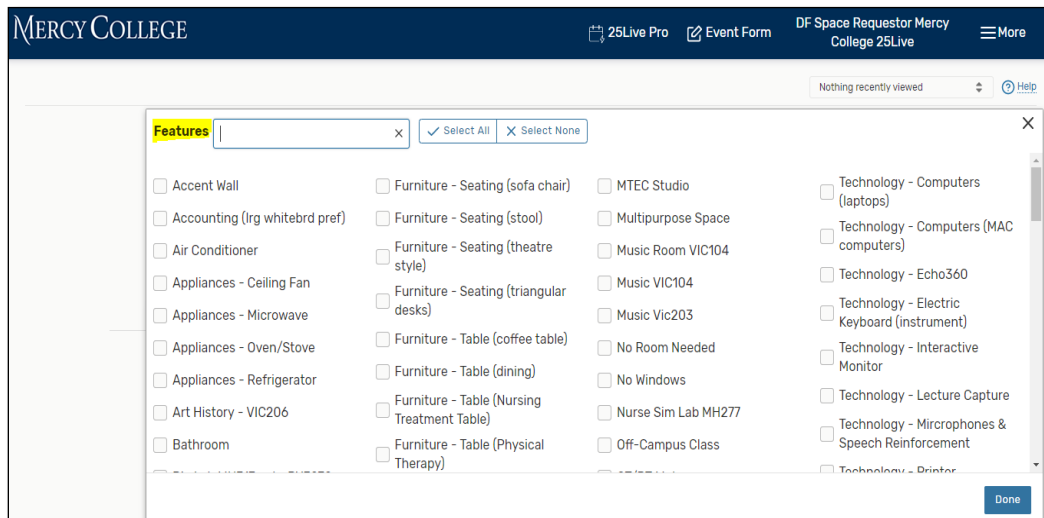
## 4. NARROW DOWN YOUR SEARCH

After typing a keyword(s) into the search box, choose the **More Options** button (highlighted below) to view available filters for your search. Choosing filters narrows down your search, but note this feature is optional.



- **Select filters.**

Choose applicable space features to narrow down your search as illustrated below.



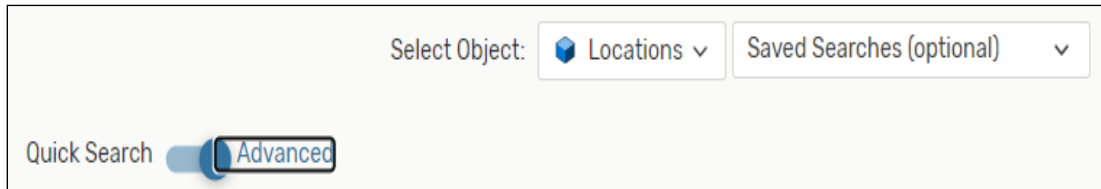
- **Tips on Selecting Search Filters**

- Selecting too many filters may yield too few results to find what you're looking for. It's best to initially select fewer filters, then add more as needed.
- Some areas provide a drop-down menu and/or an Only Favorites button to narrow filter choices.

- Other areas (such as Capacity when searching for Locations) require you to enter values.
- Once you select filters, click the **Search** button to view [your search results](#).

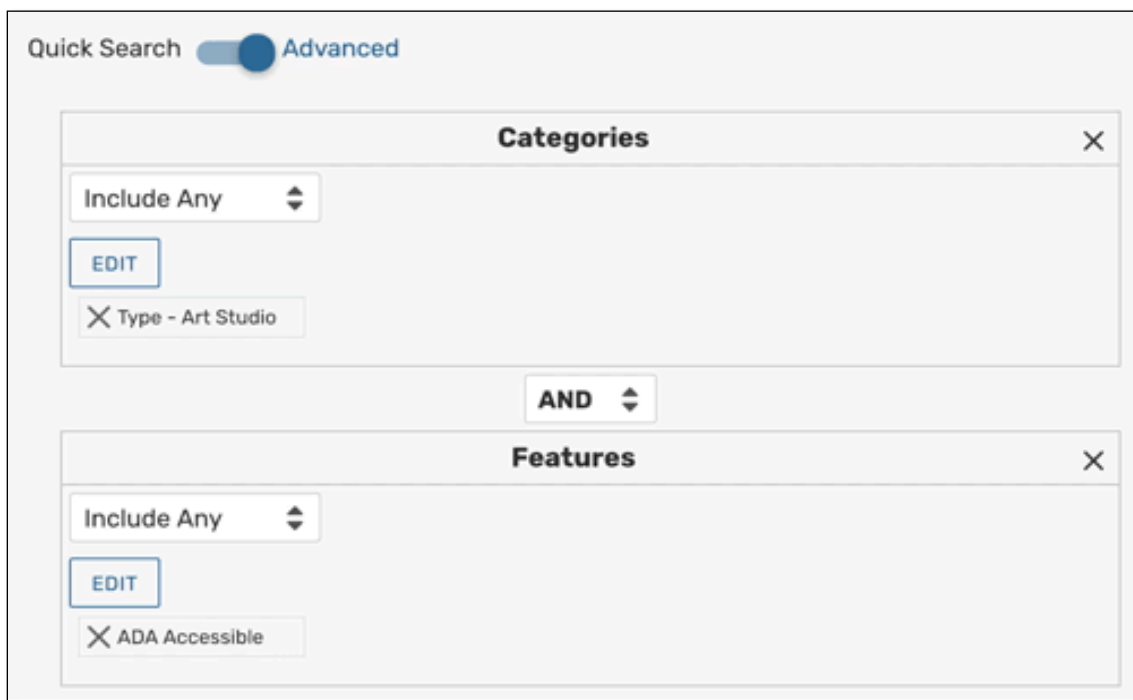
## 5. ADVANCED SEARCH OPTIONS

- To perform advanced search options, toggle to the **Advanced Search** as illustrated below.



The screenshot shows a search interface with a 'Select Object:' dropdown menu set to 'Locations' and a 'Saved Searches (optional)' dropdown menu. Below these, there is a toggle switch for 'Quick Search' and 'Advanced'. The 'Advanced' toggle is currently selected and highlighted with a blue border.

- **Add search criteria.** The **Add Criteria** button shows a drop-down menu with the items available to build out your search. Add as many criteria as needed. For example, the illustration below is a search that will pull all art studios that are ADA Accessible.



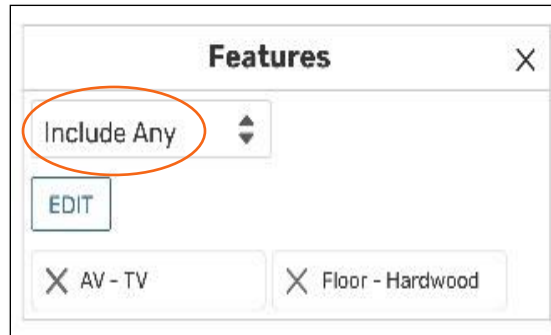
The screenshot shows the advanced search configuration. At the top, the 'Advanced' toggle is selected. Below it, there are two criteria sections. The first section is titled 'Categories' and has a dropdown menu set to 'Include Any'. Below this is an 'EDIT' button and a tag for 'Type - Art Studio'. The second section is titled 'Features' and has a dropdown menu set to 'Include Any'. Below this is an 'EDIT' button and a tag for 'ADA Accessible'. The two sections are connected by an 'AND' operator.

### Tips on Search Criteria

Do not add too many criteria! Selecting too many criteria may yield too few results to find what you're looking for. It is best to initially select fewer, then add more as needed.


- **Complete options for each criterion.**

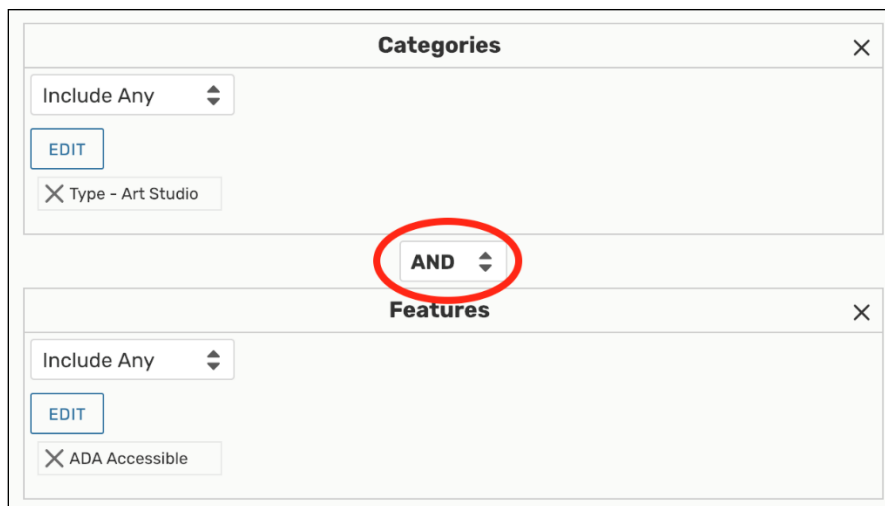
Check and complete any fields for operators, relationships, or other details in each criterion block you add. For example, the criterion below will **Include Any** spaces with AV-TV (audio visual technology – television) and hardwood floors.



- **Use operators if you wish to add more criteria.**

There are operators between each criterion block. You can adjust each to indicate whether the relationship between each item should be “and” or “or.”

To clear your advanced search, use the X symbol  or click the **Reset** link.



*Image: You can adjust the relationship between each block with operators.*

- **Once you finish building out your search, click the Search button to view your results.**

The **Save As** link will save your search. See [Saving Searches](#).

For more information on what you can do with the results of your search, see [Working with Search Results](#).

## 6. USE THE QUICK SEARCH TOOL TO SEARCH FOR LOCATIONS

Use keywords of room titles and/or room numbers to search for spaces in the **Search Locations** box.

The screenshot shows the Mercy College 25Live Pro interface. At the top, there is a navigation bar with the Mercy College logo, '25Live Pro', 'Event Form', 'DF Space Requestor Mercy College 25Live', and a 'More' menu. Below the navigation bar, there is a search bar with 'Go to Search' and 'Nothing recently viewed'. The main content area is divided into three sections: 'Quick Search', 'Find Available Locations', and 'Your Starred Locations'. The 'Quick Search' section has three options: 'Search Events', 'Search Locations' (circled in red), and 'Search Organizer'. The 'Find Available Locations' section has two prompts: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a location!'. A red arrow points to the 'Find Available Locations' section. The 'Your Starred Locations' section lists two locations: 'MAIN\_HALL MH113' (Dobbs Ferry Main Hall Classroom MH113) and 'MANHATTAN MT405' (Manhattan).

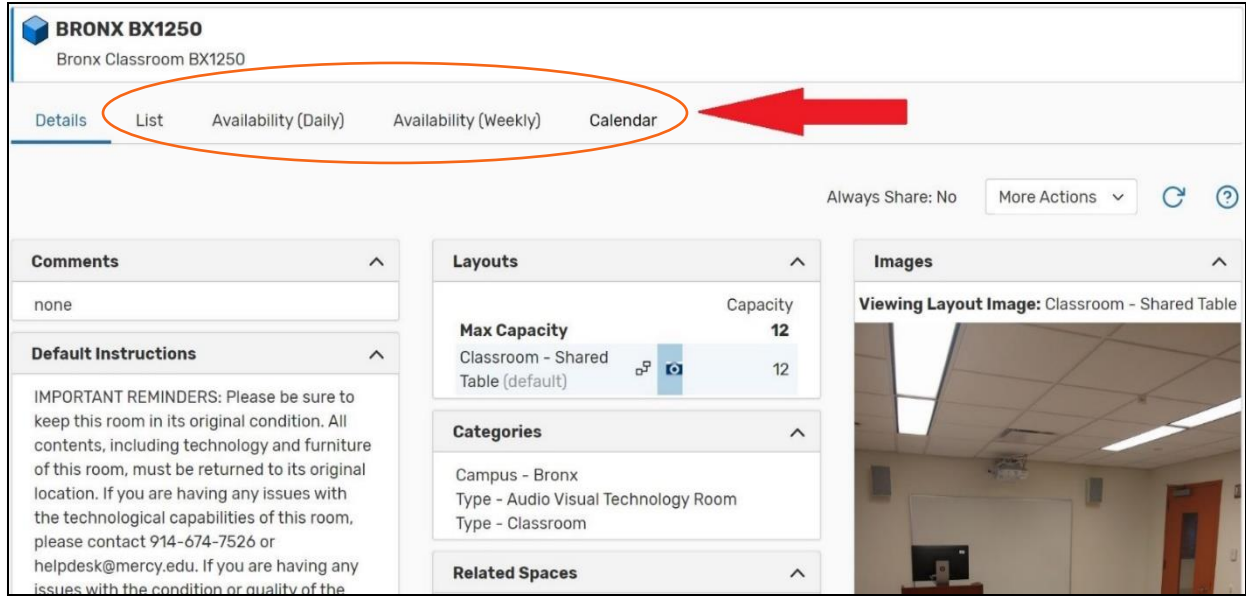
- Results can be viewed in various formats: **List (default)**, **Calendar**, **Availability** and **Availability Weekly** views.

The screenshot shows the search results page. At the top, there is a 'Select Object:' dropdown menu with 'Locations' selected and 'BX All Active Rooms' selected. Below that, there is a 'Quick Search' section with a toggle for 'Advanced' and a search bar containing 'BX All Active Rooms'. There is also a 'Search Actions' dropdown menu and buttons for 'Reset', 'Save', 'Save As', and 'Search'. Below the search bar, there is a navigation bar with four options: 'List', 'Calendar', 'Availability', and 'Availability Weekly'. The 'List' option is circled in red, and a red arrow points to it. To the right of the navigation bar, there is a 'Choose Columns' button and a refresh icon. Below the navigation bar, there is a table with the following columns: 'Name', 'Formal Name', 'Categories', 'Features', 'Layouts', and 'Max Capacity'. The table contains one row with the following data: 'BRONX BX1250', 'Bronx Classroom BX1250', 'Campus - Bronx, Type - Audio Visual Technology Room, Type - Classroom', 'Furniture - Instructor's Podium, Furniture - Instructor's Table, Furniture - Seating (basic chair)', 'Classroom - Shared Table', and '12'.

Name	Formal Name	Categories	Features	Layouts	Max Capacity
★ <a href="#">BRONX BX1250</a>	Bronx Classroom BX1250	Campus - Bronx, Type - Audio Visual Technology Room, Type - Classroom	Furniture - Instructor's Podium, Furniture - Instructor's Table, Furniture - Seating (basic chair)	Classroom - Shared Table	12



- After selecting a space, you can view space **Details** and **Availability** in different formats.



## I. VIEW ROOM AVAILABILITY BY LIST

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

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

Related Locations ← Mon Sep 14 2020 → Days: 1 Choose Columns More Actions Refresh Help

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

## II. VIEW DAILY AVILABILITY

- Click on the **Availability (Daily)** view. This option will show you the space’s daily availability during a specified date range.

The screenshot shows the 'Availability (Daily)' view for 'BRONX BX1250'. The interface includes a search bar, navigation tabs (Details, List, Availability (Daily), Availability (Weekly), Calendar), and a calendar grid. The 'Availability (Daily)' tab is circled in red. The calendar shows a grid for the week of September 14-18, 2020, with various course blocks highlighted in green.

Date	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
MON Sep 14, 2020																	
TUE Sep 15, 2020																	
WED Sep 16, 2020																	
THU Sep 17, 2020																	
FRI Sep 18, 2020																	

## III. VIEW WEEKLY AVAILABILITY

- Click on the **Availability (Weekly)** view. This option will show you the space’s weekly availability during a specified date range.

The screenshot shows the 'Availability (Weekly)' view for 'BRONX BX1250'. The interface includes a search bar, navigation tabs (Details, List, Availability (Daily), Availability (Weekly), Calendar), and a weekly availability grid. The 'Availability (Weekly)' tab is circled in red. The grid shows time slots from 7:00 AM to 8:00 PM for the week of September 13-19, 2020, with course blocks highlighted in green.

	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							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							

## IV. CALENDAR VIEW

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

The screenshot shows the Mercy College 25Live Pro interface. At the top, there is a navigation bar with the Mercy College logo, '25Live Pro', 'Event Form', 'DF Space Requestor Mercy College 25Live', and a 'More' menu. Below this is a search bar with 'Go to Search' and 'Recently Viewed' options. The main content area is titled 'BRONX BX1250' and 'Bronx Classroom BX1250'. There are tabs for 'Details', 'List', 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar', with the 'Calendar' tab circled in red. Below the tabs are options for 'Show Blackouts', 'Related Locations', and a date range selector set to 'Mon Sep 21 2020 - Sun Sep 27 2020' with 'Weeks: 1'. There is also a 'More Actions' dropdown and refresh/help icons. The calendar grid shows the following data:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>September 21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
4:45 pm - 7:05 pm EDUC 513 BXA 12211 202030 M 1645-1905 BRONX BX1250	4:15 pm - 7:05 pm CNLSL 648 BXA 8306 202030 T 1615-1905 CLAS BRONX BX1250	4:15 pm - 7:05 pm CNLSL 625 BXA XL 14369 202030 W 1615-1905 BRONX BX1250	7:15 pm - 10:05 pm CNLSL 686 BXC 10807 202030 R 1915-2205 CLAS BRONX BX1250			
7:15 pm - 10:05 pm CNLSL 686 BXB 8308 202030 M 1915-2205 CLAS	7:15 pm - 10:05 pm CNLSL 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 06/24/20 MA