

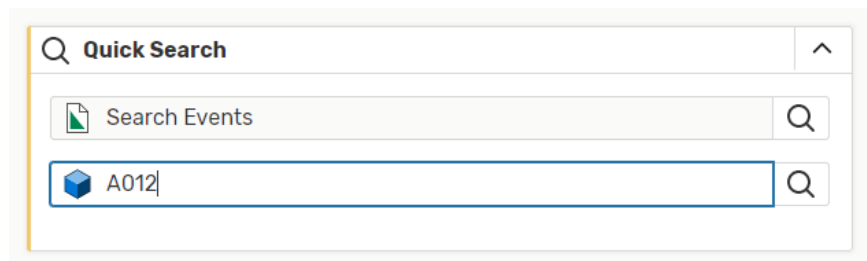
How to View Room Details in 25Live

(Public View)

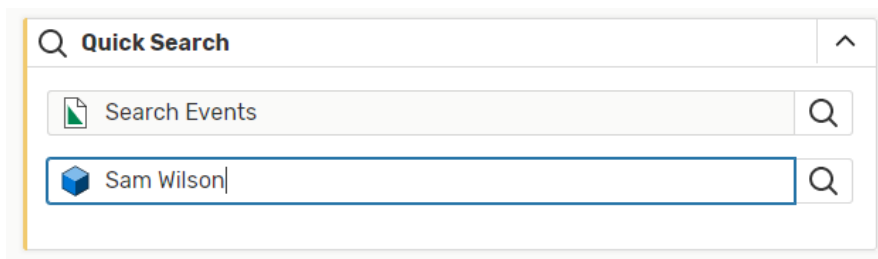
- 1.) Type the location you are searching for in the "Search Locations" box under Quick Search



- a. You can type in the building code or formal name of space



Or



2.) This will give you a quick snapshot of the rooms in that building, along with their features, layout, and capacity.

List Calendar Availability Choose Columns					
Name	Formal Name	Categories	Features	Layouts	Max Capacity
A012 123	Sam Wilson Hall 123	Classroom	Department Scheduled, Air Conditioning		8
A012 124	Sam Wilson Hall 124	Inventoried 2017/2018, Classroom	Department Scheduled, Air Conditioning, Computer Setup, Crestron Touchpanel, DVD/VCR Player, Elmo Projection System, Instructor Podium, Movable Tables & Movable Chairs, Projection Screen, Recessed Lighting System, Sink/Water, Sympodium, White Board	Seats in Rows	45
A012 129	Sam Wilson Hall 129	Inventoried 2017/2018, Classroom	Department Scheduled, Air Conditioning, Black-Out Curtains, Computer Setup, Crestron Touchpanel, DVD/VCR Player, Elmo Projection System, Instructor Podium, Key Card Lock System, Movable Tables & Movable Chairs, Projection Screen, Recessed Lighting System, Sympodium, Television, White Board	Seats in Rows	32
A012 130	Sam Wilson Hall 130	Inventoried 2017/2018, Classroom	Department Scheduled, Air Conditioning, Computer Setup, Movable Tables & Movable Chairs, WebEx Room	Seats in Rows	24
A012 138	Sam Wilson 138		Department Scheduled		40
A012 149A	Sam Wilson 149A		Department Scheduled		5
A012 149B	Sam Wilson 149B		Department Scheduled		5
A012 149D	Sam Wilson 149D		Department Scheduled		5
A012 149G	Sam Wilson 149G		Department Scheduled		5

3.) To view a particular room, click on the building/room in blue. When the next screen pops up, then click on the "Details" view. This will give you the same information, but also include the picture of the room.

A012 230

Sam Wilson Hall 230*

Details

List

Availability (Daily)

Availability (Weekly)

Calendar

Comments

Assigned by the Office of the Registrar

Default Instructions

none

Features

Air Conditioning
 Computer Setup
 Crestron Touchpanel
 DVD/VCR Player
 Elmo Projection System
 Instructor Podium
 Movable Tables & Movable Chairs
 Projection Screen
 Recessed Lighting System
 Registrar Schedules
 Sympodium
 White Board

Attributes

none

Layouts

Max Capacity

Capacity

Seats in Rows (default)

60

Categories

Classroom

Related Spaces

none

Location Scheduler

Winkle Barrett, Jessica

Images

Viewing Layout Image: Seats in Rows

Map