25Live Reference Guide to Create Searches and Run Reports

Use this guide to:

1. Search for School Academic and/or Non-Academic Events:
   • Search for individual event
   • Search for group of events
   • Create event searches
   • Save event searches

2. Search for School Locations:
   • Search for specific department/school locations
   • Search for all school owned locations
   • Save location search

3. Create Reports using saved location and event searches

Web Browsers

The Office of Classroom Management (OCM) highly recommends below browsers for running the 25Live Scheduling System:

25Live works best and fastest in Mozilla Firefox and Google Chrome.
25Live Site & Sign In


Click on the Sign In option

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Remember to include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.
2. Use your Cane ID credentials (same as your UM email login) to log into 25Live.

A welcome message will show on the top of the screen followed by your user name and the date.

Please note system’s tabs on the left side of home page.
Creating Search for Academic Events:

Click on the Event tab

The Search for Events tab will allow user to search for:

a. Specific event(s) or group of events by typing event’s name in the Search by Keyword field

Please follow below sample search given for accounting department: ACC. If record to be searched is a non-academic one, just type the event’s name in corresponding search field.

Type record name (i.e., ACC) in the Search by Keyword text box

Click the GO button - system will display every single event that contains “ACC” in its name.
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Screenshot above shows searched ACC group of events using the **List** view (List tab). Information can also be displayed in “Calendar” view by clicking on the **Calendar** tab.

Keep in mind that 25Live will display current and future events by default. Date link allows user to change date or date-range.

When searching for academic departments, use the three-letters abbreviated name given to academic departments; i.e., ACC, BSL, COM, MTH, ARH, BIL. All other non-academic events can be searched by typing the name given to the event.

Below screenshot, shows the different columns containing information for your event search:
Depending on the type of event, information displayed under each column above will indicate:

- **Name**: abbreviated course section information or non-academic event’s name
- **Title**: long title for the academic record/long name given to the non-academic event
- **Reference**: number given automatically to the record once entered in 25Live system
- **Organization**: department abbreviation/name of organization listed as reserving the space
- **Type**: class type/non-academic event type
- **Category**: academic term/no info will be displayed under this column for non-academic events
- **Your role**: no information will be displayed for academic records/requestor or scheduler will show for non-academic events
- **Start Date**: beginning date for reservation
- **Creation Date**: date when event was brought over via the interface for academic records/date when non-academic events was created in the system
- **State**: tentative or cancelled will show for academic records/in addition to the two states showing for academic records: draft (not holding location) will appear for non-academic events.
- **Location**: space assigned to the event

If in need to modify your search or view, please note indications below:

- **Click** on the **Date** link – to select a specific date or date range
- **Click** on the **Choose Visible Columns**, to hide/show columns needed
- **Click** on the **Refresh** link or **GO** button, if search was modified, to show updated data
- **Click** on the button left corner info box, to select a different **page number** showing searched information (Next and Last links will take user to **next** page or **last** page if needed).
- **Type** a new event name on the **Search for Event** field to look/search for a different event. Click on the **GO** button or **Refresh** key for system to display new searched information.
- **Save** search by clicking on the **Save Search** link

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User could also just look for a specific event using this search option.

**Type** event’s full name; i.e., ACC 212 A

After verifying that created search displays all data needed, proceed to save your search.

**Click on Save Search link** –

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Select one of the two saving option provided

Type a name for your event

Click Save Search

Searching events using “More Search Options” link

This option will allow user to define search using additional parameters.

1. Click on the EDIT option located by the Organizations field in the Search for Events tab.

2. Enter the three letter organization (abbreviated department’s name) i.e., ACC – accounting department, if looking for event

3. Click GO

4. Organization ACC will appear in the middle section of the message box under the column that reads Select From...

5. Click over the organization’s name (i.e., ACC)
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Organization will appear in the Selected Organizations column

If you need to add more than one organization to your search (i.e., MKT, BUS, MGT, etc...), just repeat the steps 1-5 to select each organization until you have all the desired school organizations showing in the Selected Organizations column.

Click Done
After selecting one or all of your school organizations needed for your search, select academic term contained in the Categories feature.

Click on the EDIT key next to Categories to indicate specific Academic term (CaneLink term)

Check Category box needed – CaneLink academic term (i.e., 2138, 2141, 2145, 2148, etc.) – Notice that all others (CSCD ones) are showing as Not Active. If by clicking on the check box, Category does not get selected successfully, please click on the Category name for selection

Click on Done

You can refine the search by editing the event’s States.

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Click on the **EDIT** link next to **States** and select **Tentative** – search will only show events listed as Tentative in the system for academic events. Non-academic events can show as draft, tentative and confirmed.

Click on **Done**

Click on the **GO** button

Click on the **List** tab to see results of the search

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Before saving a search, make sure to review displayed data by clicking on the Next, Last or number options showing at the button of the screen. You could also change search view from List to Calendar mode by clicking on tab located in the middle section of the screen.

Sample above shows all 2148 courses offered by the School of Business for the fall 2014 term. – Keep in mind that 25Live scheduling system will only show course sections entered in CaneLink with meeting patterns (days/times).

Click on Save to save your search or go back to the Categories, Organization and/or State EDIT keys to modify parameters for your search before saving it.

Click on Refresh

Click Save

You can add created search as a “favorite” search

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Click on Add this to Your Starred Searches

Click Save Search

Click Close
To reference any created/saved event search...

Click on the Pre-Defined Event Searches

Select All of Your Event Searches

Saved search will show on box to the right

Click over the search’s name

Click on Run button
Creating a Location Search

For a quick view of space availability:

Click on the Locations tab

Type on the Search by Keyword the name of your school owned building

Click GO

User could also go to the HOME tab in 25Live and type name of location in the Location field

To Create a Location Search with school/department owned spaces:

Click on the More Search Options link

Click on EDIT link located beside the Categories option
Select your Category/School

Click on Done

Click on GO

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School’s name will appear under the **Category** field and school’s owned/administered spaces will display.

**Move scroll bar** to see all of the spaces.

Notify OCM if not all spaces are displaying or if a space, not managed by your school appears in the list.

If you would like to be able to see all spaces owned by your school at any given time just save the search

**Click on Save Search**

You may use the **Date** option to check schedule information for any given day.

Click on the **List** tab if you just want to have all of your locations listed.

Click on the **Calendar** tab if you want to see events scheduled in your spaces through a calendar view.
If as a School Scheduler you have preferred locations to schedule course sections in, you can actually make such spaces your “favorites”

To mark your spaces as “favorites” and to have them show in a search, click on the blank star icon for every space in your list. Icon will change color and show a Star. 

Click on Save Search

A new window message will appear for you to select the kind of search you will be saving

Once you make a selection (search can be saved by Criteria or by Results), system, by default, will save your search as a “Starred Search”

Type a name for your search in the Search Name field

Click Save Search
To access created search:

Click on the Pre-Defined Location Searches

Click on All of your Searches

Location search(s) will appear on the right. - For training purposes created search was named “TEST”-

Click on search name

Click on Run

Keep in mind that search can be modified at this point as well, by changing date/date-range, if needed. View of data can also be changed by clicking on any of the List, Availability and Calendar tabs located in the middle section of the screen:

- List option, shows all spaces with brief information about the space
- Availability shows empty and blocked periods of time for each space allowing user to see time-slots when rooms are available
- Calendar view shows occupation of spaces in a calendar view.

After changing parameters for your search, click on the Refresh button to update data.
To look only for locations marked as “favorites”:

Click on the **Pre-Defined Groups** tab

Click on **Your Starred Locations**

Click on **Run**

Only locations marked as “favorite” will show in this run, as showing below: