

## STEP 1

### Location Search

Type location into the Search Locations bar and click the search button.

The screenshot shows the Austin College dashboard. At the top, there is a navigation bar with the Austin College logo and various menu items like '25Live Pro', 'Event Form', 'Tasks', 'Requestor Test', and 'Exit Masquerade'. Below the navigation bar, there is a search bar with 'Go to Search' and 'Nothing recently viewed'. The main content area is divided into several sections: 'Your Starred Location Searches' (empty), 'Your Starred Locations' (empty), 'Your Starred Event Searches' (empty), 'Your Starred Events' (empty), and 'Your Upcoming Events' (empty). In the center, there is a 'Create an Event' button. Below that, there is a 'Find Available Locations' section with two options: '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 time!'. The 'Quick Search' bar is highlighted with a red box, and the search button is also highlighted with a red box.

## STEP 2

### Search Results Screen - List View

The screenshot shows the search results screen in list view. The search bar contains 'Mabee Hall' and the search button is highlighted with a red box. The results table shows 3 matching locations:

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
Mabee Hall	Wright Campus Center Mabee Banquet Hall	Multi-Purpose, Off-Campus Group	AV - Blu-Ray, AV - Microphone, Podium (Wired), AV - Microphone, Wired, AV - Microphone, Wireless (Single), AV - Projector, AV - Sound System, Podium, Seating - Arrangeable, Stage	As Is, Banquet, Classroom, Custom, Empty, Hollow Square, Theater, U-Shape	350	350
Mabee Large Side	Wright Campus Center Mabee Banquet Hall Large Side	Multi-Purpose, Off-Campus Group	AV - Blu-Ray, AV - Microphone, Podium (Wired), AV - Microphone, Wired, AV - Microphone, Wireless (Single), AV - Projector, AV - Sound System, Podium, Seating - Arrangeable, Stage	As Is, Banquet, Custom, Empty, Hollow Square, Theater, U-Shape	160	160
Mabee Small Side	Wright Campus Center Mabee Banquet Hall Small	Multi-Purpose, Off-Campus Group	Podium, Seating - Arrangeable, Stage	As Is, Banquet, Custom, Empty, Theater	80	80

### STEP 3

## Calendar View

There is also a calendar view for the space you have searched for. The number of weeks visible can be adjusted with the drop down.

Quick Search  Advanced

Mabee Hall

Hint Type : to use SeriesQL

Search has not been saved

Reset | Save as | Search

Categories + Features + Layouts + Capacity between and

List **Calendar** Availability Availability Weekly

← Sun Aug 20 2023 - Sat Sep 23 2023 → Weeks: 5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 20	21	22	23	24	25	26
27	28	29	30	31	September 1	2
			4:30 pm - 6:30 pm Sabbatical Reception & Lecture Mabee Hall			8:00 am - 10:00 am Football Pre-Game Meal Mabee Hall
3	4	5	6	7	8	9
10	11	12	13	14	15	16
		7:00 pm - 9:00 pm Murder Mystery Dinner Mabee Hall				

### STEP 4

## Availability View

Select Object: Locations Saved Searches (optional)

Quick Search  Advanced

Mabee Hall

Hint Type : to use SeriesQL

Search has not been saved

Reset | Save as | Search

Categories + Features + Layouts + Capacity between and

List **Calendar** **Availability** Availability Weekly

Select Columns

3 Matching Locations

Name	Formal Name	Categories	Features	Layouts	Max Capacity	Default Capacity
Mabee Hall	Wright Campus Center Mabee Banquet Hall	Multi-Purpose, Off-Campus Group	AV - Blu-Ray, AV - Microphone, Podium (Wired), AV - Microphone, Wired, AV - Microphone, Wireless (Single), AV - Projector, AV - Sound System, Podium, Seating - Arrangeable, Stage	As Is, Banquet, Classroom, Custom, Empty, Hollow Square, Theater, U-Shape	350	350

## STEP 5

### Availability Screen View

This screen shows the availability of the room(s) requested by date.

The screenshot displays the 'Availability' screen for 'Mabee Hall'. The search criteria are 'Mabee Hall' and 'Closed'. The results show 'Mabee Hall', 'Mabee Large Side', and 'Mabee Small Side' all as 'Closed' for the selected date. A calendar pop-up is visible over the main calendar, showing the date 22 selected.

## STEP 6

### Date Adjustment

You can adjust the date with the blue arrows or by clicking on the date and choosing from the calendar view.

The screenshot displays the 'Availability' screen for 'Mabee Hall'. The search criteria are 'Mabee Hall' and 'Closed'. The results show 'Mabee Hall', 'Mabee Large Side', and 'Mabee Small Side' all as 'Closed' for the selected date. A red circle highlights the right arrow next to the date 'Tue Aug 22 2023'.

## STEP 7

### Availability Weekly

A weekly view is also available.

The screenshot shows the 'Availability Weekly' view for 'Mabee Hall'. The search bar contains 'Mabee Hall' and the status is 'Search has not been saved'. The view is set to 'Wed Aug 23 2023'. The calendar shows a weekly grid with columns for days 7 through 10. The time range is from 7AM to 11PM. The grid shows 'Closed' for all days. The 'Availability Weekly' tab is highlighted with a red box.

## STEP 8

### A Quick Way to Reserve from Availability Screen...

A quick way to reserve a space from the availability screen is to search for the date you are looking to reserve a space and click on the time in the availability view. Drag over to the end time and an event form will open with the location, date, and time that was selected in the availability view.

The screenshot shows the 'Availability Weekly' view for 'Mabee Hall' on 'Sat Sep 02 2023'. The calendar shows a weekly grid with columns for days 7 through 10. The time range is from 7AM to 11PM. The grid shows 'Closed' for all days. A red circle highlights a small icon in the grid, indicating a reservation attempt. The text 'No More Results' is displayed at the bottom.

## STEP 9

### Event Form Population

The date, time, and location are already populated into the event form. The remainder of the form can be filled out without having to start from a blank form.

The screenshot shows a web interface for an event form. At the top, it displays the event name "Mabee Hall" with a location "Wright Campus Center Mabee Banquet Hall" and a "Capacity: 350". Below this is a table with columns for "Date", "Time", "Conflicts", "Layout", "Instructions", and "Attendance". The "Date" column contains "Sat Sep 02 2023" and the "Time" column contains "1:00 pm - 1:30 pm". The "Layout" column has a dropdown menu set to "As Is (350)". The "Instructions" and "Attendance" columns are empty. At the bottom left, there are two buttons: "Remove" and "View Occurrences".

Date	Time	Conflicts	Layout	Instructions	Attendance
Sat Sep 02 2023	1:00 pm - 1:30 pm		As Is (350)		

[Remove](#) [View Occurrences](#)