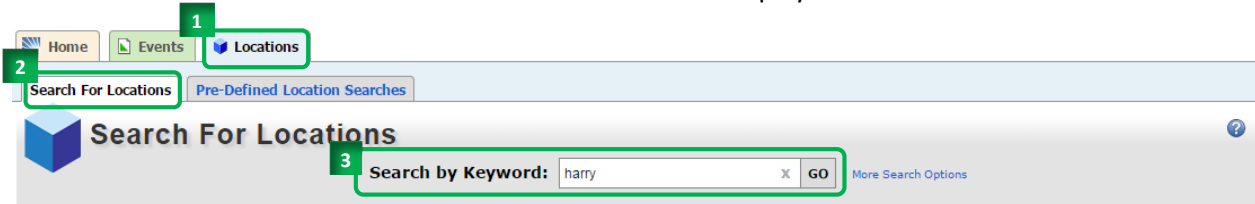
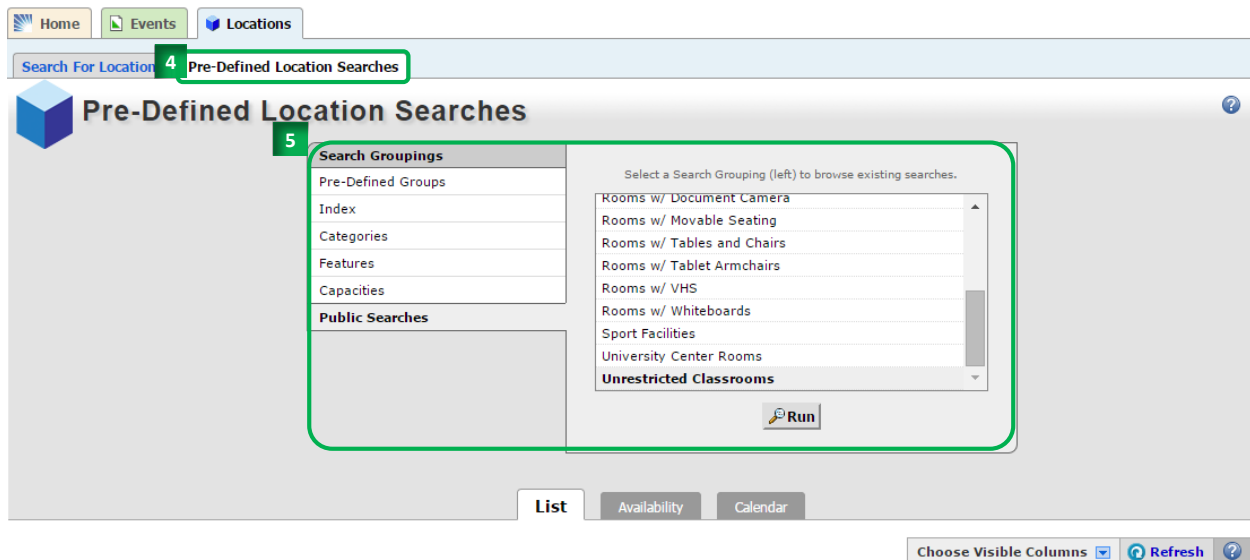


View Events by Location – Locations Tab

1. Navigate to the **Locations** tab.
2. Navigate to the **Search For Locations** sub-tab.
3. Enter part of the location name in the **Search by Keyword** field (for example “Harry” or “BSS 166”) and click on the **GO** button. The search results will be displayed in a table below.



4. You may also select the **Pre-Defined Location Searches** tab.
5. From there, select the desired Search Grouping (for example: “**Public Searches**”), the the specific search of interest to you (for example: “**Unrestricted Classrooms**”) and click on the **Run** button.



6. The search results will display in a table below and the same viewing options will be available as for keyword Search results.
7. Select the **List**, **Availability**, or **Calendar** tab to view the location(s) as desired.
8. You can also adjust which location information you are seeing by selecting the **Choose Visible Columns** drop-down menu and checking the appropriate boxes.
9. To see the most up-to-date search results, click on the **Refresh** link at any time.
10. The **List** view offers location’s formal name, category, list of features, layout and maximum capacity.

7 **List** 10 Availability Calendar

8 Choose Visible Columns 9 Refresh

6

Name	Formal Name	Categories	Features	Layouts	Max Capacity
HGH_105	Harry Griffith Hall 105	Other Lab, Restricted	Smart Classroom, Tables and Chairs, Whiteboard	Rows	37
HGH_106	Harry Griffith Hall 106	Lecture, Schedule25	Blu-ray Player, Clicker Receiver, Document Camera, Ethernet Network Connection, Movable Seating, Smart Classroom, Tablet Armchairs, Whiteboard	Rows	34
HGH_113	Harry Griffith Hall 113 - CNRS Conference Room	Conference Room, Restricted	Tables and Chairs		14
HGH_115	Harry Griffith Hall 115	Interdisciplinary Computer Lab	Built-in Media Screen, Built-in Workstations, Computer Lab Interdisciplinary, IBM Compatible Computers	Rows	24
HGH_117	Harry Griffith Hall 117	Other Lab, Restricted	Movable Seating, Smart Classroom, Tables and Chairs, Whiteboard	Tables - Rectangle	29
HGH_204	Harry Griffith Hall 204	Lecture, Schedule25	Blu-ray Player, Clicker Receiver, Document Camera, Ethernet Network Connection, Movable Seating, Smart Classroom, Tablet Armchairs, Whiteboard	Rows	23
HGH_217	Harry Griffith Hall 217 - PS Conference Room	Conference Room, Restricted	Tables and Chairs		16
HGH_225	Harry Griffith Hall 225	Lecture, Schedule25	Blu-ray Player, Clicker Receiver, Document Camera, Ethernet Network Connection, Movable Seating, Smart Classroom, Tables and Chairs, Whiteboard	Rows	32
HGH_226	Harry Griffith Hall 226	Lecture, Schedule25	Blu-ray Player, Clicker Receiver, Ethernet Network Connection, Movable Seating, Smart Classroom, Tablet Armchairs, Whiteboard	Rows	39
HGH_227	Harry Griffith Hall 227	Other Lab, Restricted	Smart Classroom, Tables and Chairs, Whiteboard	Tables - Rectangle	33

Information is current as of Jul 20 2015 12:42pm

10 Matching Locations

- The **Availability** view allows to view a daily list of events in each of the locations matching the search criteria in an hourly grid format.
- The **Date** of events returned by the search will usually default to events taking place today. This date can be adjusted by selecting the date link and changing the date on the pop-up calendar.
- The **Same-Day Event View** allows you to change how the events taking place in the same location are displayed. They can be displayed in a space-conserving **Overlapping** view or a staggered **Separated** view (useful for catching time conflicts).

11 **Availability** List Calendar

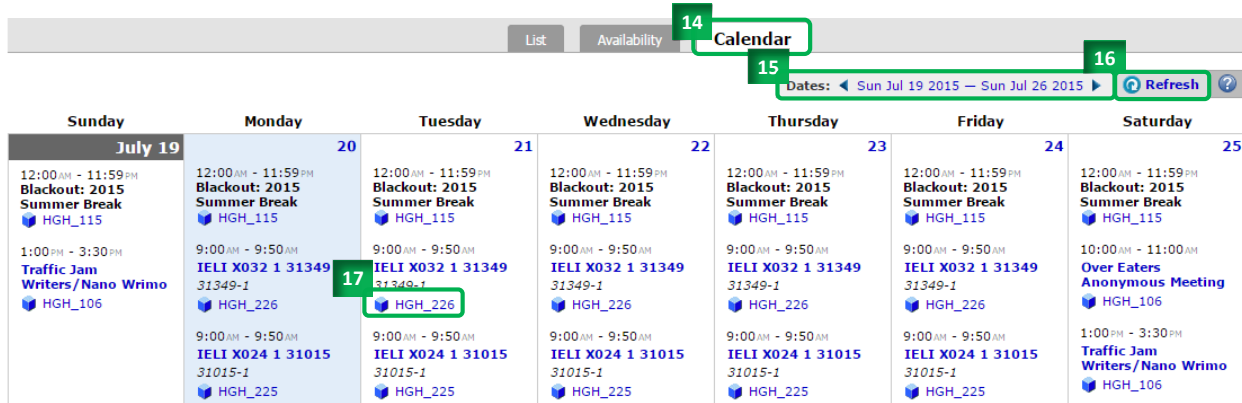
12 Date: < Mon Jul 20 2015 > 13 Same-Day Event View: Overlapping Refresh What is this view?

Name	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
HGH_105																
HGH_106																Closed
HGH_113																
HGH_115	Blackout															
HGH_117																
HGH_204			IELI X	IELI X031 5 31												Closed
HGH_217																
HGH_225			IELI X	IELI X025 1 31												Closed
HGH_226			IELI X	IELI X031 1 31			IELI X028 4 MM									Closed
HGH_227							SPED 742 1 31146									

- The **Calendar** view displays all events scheduled within the selected timeframe in a weekly or monthly grid.
- Select the **Dates** link or the arrows to adjust the dates events for which you would like to see.
- Use the **Refresh** button for the most current list of events

Mouse over a location name and a floating window containing location details, such as a picture, capacity, and features will appear. Select the location name link to view the details of the location and its schedule.

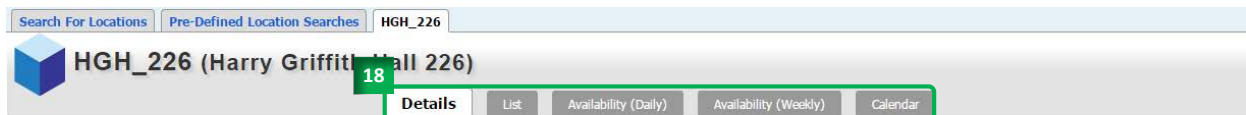
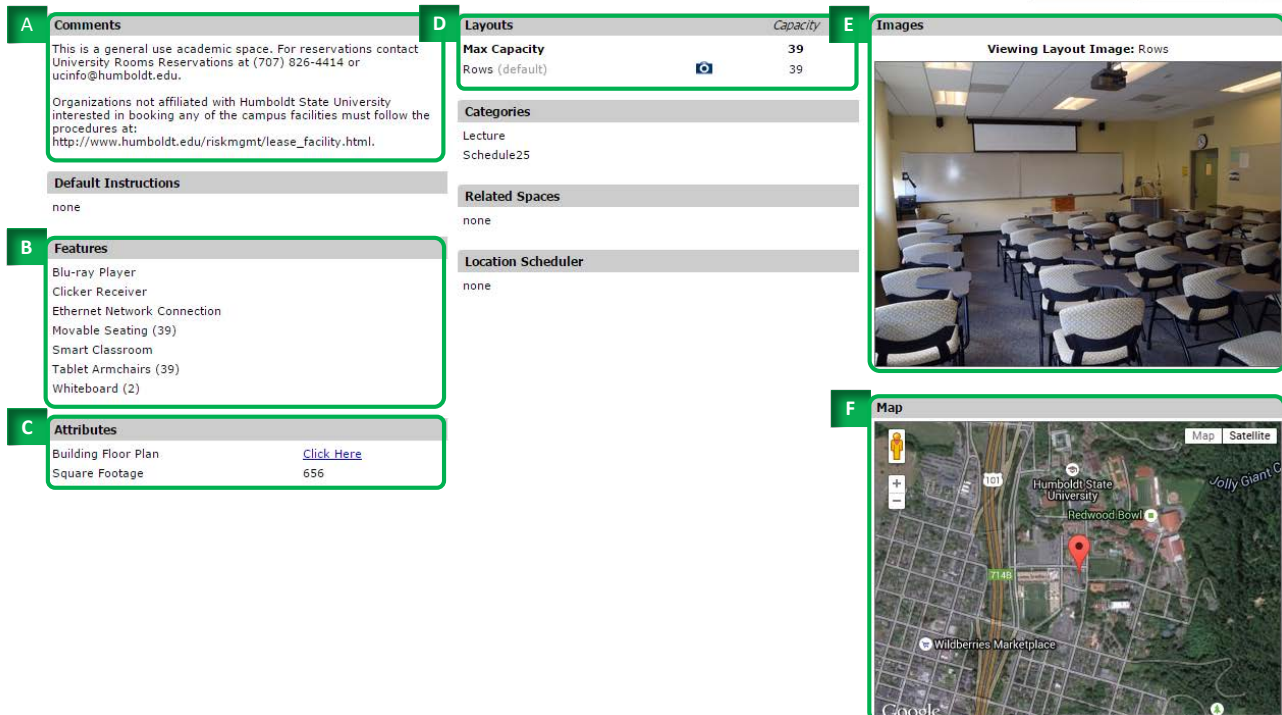
Mouse over an event name and a floating window containing event details, such as name, title, reference number, time, description, organizations, and locations will appear. Select the event name link to view all details of the event.



17. Clicking on the location name, will cause a new tab with location details to open.

18. Several tabs of information for a location are available:

- **Details** tab contains: (A) brief comments about the room, for example: who to call regarding booking the room or restrictions on using the room, (B) a list of room features, (C) a link to the building's floorplan (available on the Facilities Planning website) and room's square footage, (D) room's capacity and type of layout, (E) a photograph (if available), and (F) an interactive Google map showing the building's location.

Layouts	Capacity
Max Capacity	39
Rows (default)	39

- **List** tab displays all events as an itemized list, with columns showing events’ names, titles, headcounts, organizations attached to the event, and event times (including setup and takedown).
- **Availability (Daily)** tab displays a daily calendar grid, which lends itself to an easy search for open times. This view can be manipulated by changing (A) the date range of events, (B) days of the week visible, (C) overlapping or separating each day’s events.

HGH_226 (Harry Griffith Hall 226)

A
B
C
 Availability (Daily)

Dates: Sun Aug 16 2015 – Sat Aug 22 2015 | Weekdays: All Days | Same-Day Event View: Overlapping

Date	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	
Sun Aug 16 2015												Closed					
Mon Aug 17 2015			SED Foundations					SED Foundations/Orien									Closed
Tue Aug 18 2015		SED Foundations/Orientation						SED Foundations/Orien									Closed
Wed Aug 19 2015	HOP Orientation 2015																
Thu Aug 20 2015	HOP Orientation 2015																
Fri Aug 21 2015	HOP Orientation 2015																
Sat Aug 22 2015																	

- **Availability (Weekly)** tab displays a weekly calendar grid, which lends itself to searching for open times for a one-time event as well as a multi-week recurring event. This view can be manipulated by changing (A) the date range of events, (B) days of the week visible, (C) selecting the number of weeks viewed at the same time. When searching for rooms for events spanning the entire semester, it is best to set the number of weeks to 17 (15 weeks of instruction + spring/Thanksgiving break + finals week).

HGH_226 (Harry Griffith Hall 226)

A
B
C
 Availability (Weekly)

Starting Week: Sun Aug 16 2015 - Sat Aug 22 2015 | Weekdays: All Days | Number of Weeks: 1

	Sunday 8/16	Monday 8/17	Tuesday 8/18	Wednesday 8/19	Thursday 8/20	Friday 8/21	Saturday 8/22
7:00 AM				HOP Orientation 2015	HOP Orientation 2015	HOP Orientation 2015	
8:00 AM			SED Foundations/Orientat				
9:00 AM		SED Foundations/Orientat					
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM		SED Foundations/Orientat	SED Foundations/Orientat				
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM	Closed						
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM		Closed	Closed	Closed	Closed		
						Closed	Closed

Information is current as of Jul 24 2015 4:06pm

- **Calendar** tab displays weekly events as list on the corresponding days. It is easy to read when looking for events, however it does not display the room’s availability. This view can be adjusted by changing (A) the date range of events.

HGH_226 (Harry Griffith Hall 226)

Details List Availability (Daily) **A** Availability (Weekly) Calendar

Dates: Sun Aug 16 2015 – Sat Aug 22 2015 Actions... Refresh ? X

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 16 9:00 AM - 10:30 AM SED Foundations/Orientations August 2015 2:30 PM - 4:30 PM SED Foundations/Orientations August 2015	17 9:00 AM - 10:30 AM SED Foundations/Orientations August 2015 2:30 PM - 4:30 PM SED Foundations/Orientations August 2015	18 8:00 AM - 10:30 AM SED Foundations/Orientations August 2015 2:30 PM - 4:30 PM SED Foundations/Orientations August 2015	19 7:00 AM - 10:00 PM HOP Orientation 2015	20 7:00 AM - 10:00 PM HOP Orientation 2015	21 7:00 AM - 10:00 PM HOP Orientation 2015	22

For questions regarding **general room scheduling** contact University Center Room Reservations office at 707.826-4414.

For questions regarding **room reservations for classes** contact Office of the Registrar at r25class@humboldt.edu.