Create a Missing Assignment Search in 25Live Pro

Purpose: Use this document as a reference for how to create a missing location assignment search in 25Live Pro.

Audience: Campus Solutions staff using 25Live Pro.

- 1 The missing assignment search is an important search used to see which courses still need to have a room assigned for the current upcoming academic quarter. Once this search is created, it can be used for the Academic Term Summary report to give you a clear and concise list of courses still needing a room assignment.
- 1. Log into your **25Live Pro** user URL.
- 2. **Go to the Search** icon from the dashboard page.

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			Q. Oo to Search Nothing recently viewed
Q Quick Search	^	Find Available Locations	Your Starred Events
Search Events	Q	I know WHEN my event should take place help me find a location! OR	Turkey Trot
Search Locations	Q	I know WHERE my event should take place help me choose a time!	A Your Starred Leasting
Search Resources	Q	1	You do not have any Starred Locations
$\frac{\hat{\theta}}{g^{2}a}$. Search Organizations	Q	Create an Event	Throughout this site you can mark any Location as "Starred" by clicking its $\hat{\gamma}^{*}$ icon.
Q Your Starred Event Searches	^		A Your Shared Decourses
All Event Search	\$	Your Upcoming Events	Vau de pat have apu Starred Resources
All Resources Search	\$	Z Events in which you are the Requestor	Throughout this site you can mark any Resource as "Starred" by clicking its
Calendar - Acacemic	\$	Levent in which you are the Scheduler	$\widehat{\mathbf{x}}$ icon.

3. Once you are on the Search page, make sure you are looking at **Events** in the "<u>Select Object</u>" drop down box. Then move the slider on the "<u>Quick Search</u>" bar over to **Advanced** and then select the **Add Criteria** tab.

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		Nothing recently viewed	
Quick Search Advanced	Select Object: Events Saved Searches (optional) Solutions Constraints Resources Tasks		
		Search has not been saved Reset Save As Search	

- 4. The criteria needed is the **Missing Location Assignments**. You can enter the first day and the last day of the term. Then select **Add Criteria** again and add your **Academic Cabinet**. If you don't choose this cabinet, then the search will still work but will also look for non-academic events that still need a location. You can also select your academic event type (usually section) but if you have multiple types being routed to the Academic Cabinet, then it's easier to just select cabinet.
- 5. Once done with adding your criteria, click the **search** button.

	Missing Location Assignment	nents X		
From:				
Today +/-				
Specific Date M	on Jan 06 2020			
Until:				
Today +/-				
Specific Date Si	at Mar 14 2020			
	AND \$			
	Cabinets	×		
EDIT				
Imported Sections				
X Cabinet: 2012-				
2000				