

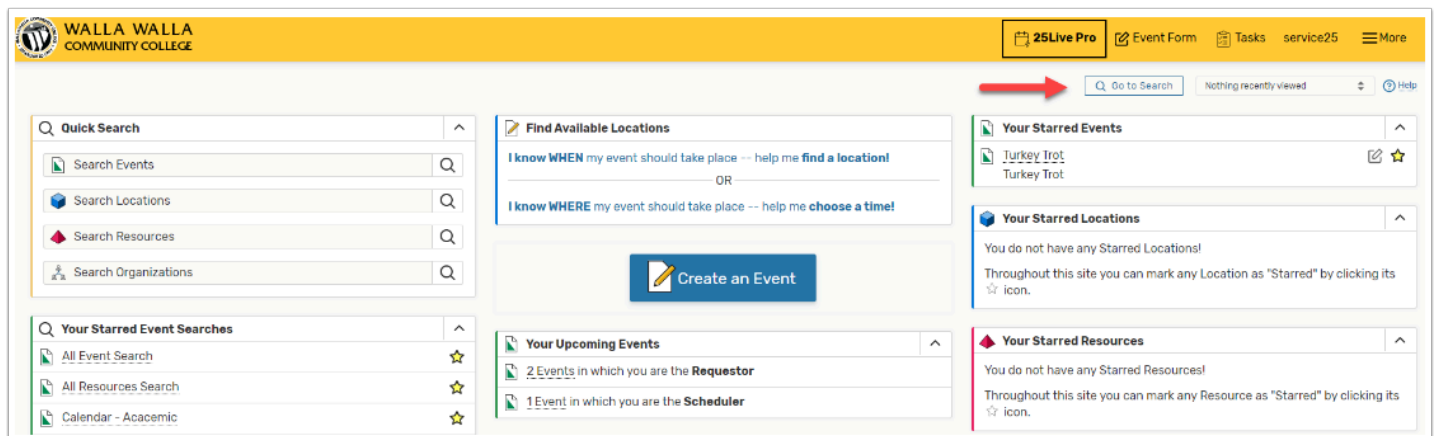
# Create a Missing Assignment Search in 25Live Pro

**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.

- i** 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.



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

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.