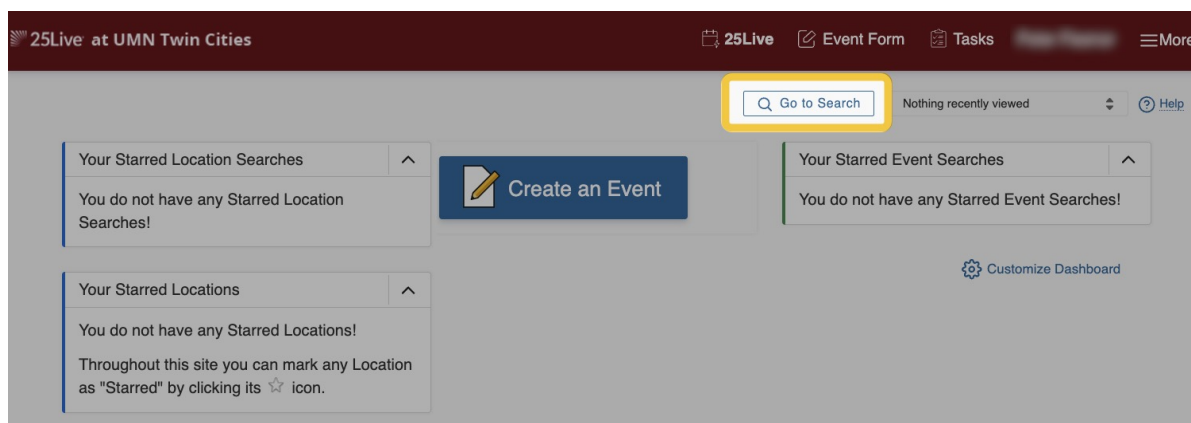


Favorite your departmental rooms | 25Live User guide

Departmental schedulers can mark their departmental rooms as favorites, called **Starred Locations** in 25Live, to use when assigning classes and events to departmental rooms. This list can be accessed from the dashboard and in the Create an Event forms.

Instructions

1. From the dashboard, click on **Go to Search**.



2. Choose **Locations** in the **Select Object** drop down.
3. Enter the building your rooms are located in. Then click the **Search** button.

- The results of your search are displayed. Click on the **Star** icon to the left of each of your departmental rooms.

	McNH 375	McNeal Hall 375	Available for Event Requests, Departmental Classroom, St. Paul, Twin Cities	St. Paul		Classroom
	McNH 377	McNeal Hall 377	Available for Event Requests, Laboratory, St. Paul, Twin Cities	St. Paul		As Is
	McNH 395	McNeal Hall 395	Available for Event Requests, General Purpose Classroom, St. Paul, Twin Cities	ADA Accessible, Air Cond (Central), Audio/Video Bar, Connection - HDMI, Connection - USB-C, Device Projection, Document Camera, Instructor Pedestal – Height Adjustable, St. Paul, Student Table – Height Adjustable (ADA), Tablet Arm Chairs, Wired Network Jack, Writing Surface - Markerboard		Classroom

- Repeat this process for any other buildings where you have rooms located.