

## 25Live Missing Location Assignments

There are many reasons that a class would be listed on a Missing Location Assignments Search, including

- No facility assignment in SIS
- The SIS space has not been created in 25Live
- The skip meeting pattern box is checked on the SIS combined section page
- Another event was/is using the space

To find a listing of the classes that need a space, the scheduler searches for the classes with a missing location assignment using an event directory search. By reviewing each record in 25Live, the scheduler would determine why the class has not been assigned to a space.

### Missing Location Assignments Search:

A Missing Location Assignment search is built as follows:

From the: **25Live Pro dashboard > Go To Search > Select Object: Events**

Click **Advanced**:

- **Add Criteria > Cabinets. Click Edit.** Choose SCC Academics and Scottsdale-Special Events 2019-2030
- **Add Criteria > Organizations > Specific Organizations> Include Any > Edit.** Type 05 to pull up the list of SCC Academic Organizations. Select the Department for the classes you want to monitor, click Done (OR skip this step if you want to view All missing space assignments at once.)
- **Add Criteria > Missing Location Assignments: From:** Enter earliest start date of the semester, **To:** Enter latest end date of the semester.
- Click **OK**.

Click the **Search** Button

A list of classes with missing space assignments will populate the Events Found field. Review each class for space assignment issues.

**Save** the Search: Missing Spaces 4212 (Use the semester code determined by date parameters of search)

### PENDING Location Assignment Search:

SCC Academic Schedulers are assigning the location of "PENDING" to classes that are waiting for a space to be located and assigned. This removes the class from the missing spaces report, allowing the scheduler to distinguish classes that are truly waiting for a space to be assigned, from classes that may have a conflict with an event or another technical problem preventing a space assignment in R25.

To run a list or "Search" of the classes assigned to the PENDING space, use the following instructions:

From the: **25Live Pro dashboard > Go To Search > Select Object: Events**

Click **Advanced**:

- **Add Criteria > Cabinets. Click Edit.** Choose SCC Academics and Scottsdale-Special Events 2019-2030
- **Add Criteria > Assigned Locations>Specific Locations:** Click Edit. In the blank field below the Location type in pending.
- Click on the box left of PENDING- to select the location. Click **Done**
- Click the **Search** Button
  - A list of classes with location assignment of PENDING will populate the List tab below. Review each class for space assignment details.
  - Note: Choose Future Only to see assignments from this day forward; choose All Dates to see all assignments including previous dates.
  - **Save** the Search: PENDING location 4212 (Use the semester code determined by date parameters of search)

**Once you have run the Missing Locations or Pending Locations search, a list of the classes will show in the window below the search criteria**

By reviewing each record, the scheduler may determine why the class has not been assigned to a location. At this point, the scheduler would determine how to best resolve the issue. To correct the missing location assignment, contact the SCC Academic Scheduling office.

### To Review the details of the classes in question:

- Roll your cursor over the Name of the class showing in blue, when cursor turns to a finger, click to open the Details of the class reservation. This will open the class in a new view.
  - Click on the Details tab to view information regarding the class reservation.
  - Click on the Occurrences tab to see details of dates. The solid blue cube under the Additional Details column indicates a space is assigned on those dates. Look for a date without a blue cube to identify the missing location assignment.
  - Click on the Edit Event link above the Event Preferences and Details to open the class in the Edit Event form. If you are not able to Edit the event, contact the Academic Scheduling office for assistance modifying the location assignments of the class.
  - Note: If has class has multiple meeting patterns you will need to determine which meeting pattern you want to view. Once you see which dates have a missing location assignment, view the details of the occurrence days and times to identify the meeting pattern.
    - If the class has multiple meeting patterns a drop down menu will allow you to Choose a Segment to Edit.
    - Click on the down arrow to select a segment to edit
    - Only one reservation meeting pattern may be reviewed at a time.
  - In the Edit Event Form, scroll down below the Date and Time field, click on the calendar to add dates or click on the Repeating Pattern button to select a date pattern
  - Click the View All Occurrences Button to scroll through all dates and view assignments of location. Individual occurrence dates may be changed between Active or Cancelled here. Locations may be changed for individual occurrence dates here.
  - Use the Locations Search fields to view availability of Locations and potential conflicts.
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- To close the reservation click the Cancel or Save button at the bottom of the form
  - Click **Cancel** to **CLOSE without saving** button to return to the Event Details window