

25Live Missing Locations and Pending Locations searches

There are many reasons 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
- Conflict - Another event was/is scheduled in the location

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

How To Create a Missing Location Assignments Search:

- Go to the Events Tab
- Click on Advanced Event Search
- Click on Create New Search
- Click the Add Criterion Button, click Cabinets, click Select Cabinets (You may remove the Special Events cabinet option if you just want to view academic courses.)
- Add a check mark in the boxes next to the following folders: SCC ACADEMICS and SCOTTSDALE-SPECIAL EVENTS 2019-2030 (click done)
- Click the Add Criterion Button again
- Choose Categories, click Select Categories, choose the semester code (click done)
- Click Add Criterion
- Choose Missing Location Assignments
- Choose the From and Until dates using the radio buttons next to Specific Date, using the calendar icons next to the date field to select dates From: The earliest semester start date to the last semester end date
- Click Save As
- Name the Search with the Semester Code (ex: 4246 Missing Location Assignments)
- Keep the check mark to add to your starred searches
- Click Save

Below is a screen shot of the search criterion as it would appear

Click the Search button to run the list.

The screenshot displays the 25Live Advanced Event Search interface. At the top, the browser address bar shows the URL: 25live.collegenet.com/pro/maricopa#/home/search/event/list/4800803. The interface includes a 'Select Object' dropdown set to 'Events' and a search title '4246 Missing Location Assignments'. Below this, there are tabs for 'Quick Search' and 'Advanced', with 'Advanced' selected. The search criteria are organized into four sections: 'Query' (set to 'and'), 'Cabinets' (with 'SCC ACADEMICS' and 'SCOTTSDALE - SPECIAL EVENTS 2019 - 2030' selected), 'Categories' (with '4246' selected), and 'Missing Location Assignments' (with 'From' set to 'Specific Date' on 'Thu Aug 01 2024' and 'Until' set to 'Specific Date' on 'Tue Dec 31 2024'). An 'Add Criterion' button is at the bottom. A warning message at the bottom right states 'Search has not been saved'.

PENDING Location Assignment Search:

SCC Academic Schedulers will assign the location of “PENDING” to classes that are waiting for a location to be located and assigned. This removes the class from the missing locations search, allowing the scheduler to distinguish classes that are truly waiting for a location to be assigned, from classes that may have a conflict with an event or another technical problem preventing a location assignment in 25Live.

To run a list or “Search” of the classes assigned to the PENDING location, use the following instructions:

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

Click Advanced:

- **Add Criterion > Cabinets> Select Cabinets, click done.** Choose SCC Academics and Scottsdale-Special Events 2019-2030
- **Add Criterion> Assigned Locations>Specific Locations,** Include Any, Select Locations: type in pending in the search field
- Click on the box left of PENDING- to select the location. Click **Done**
- **Add Criterion>Categories, include any, Select Categories,** choose the semester code you would like to review, click **Done**
- Click the **Search** Button to run the search
 - 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 4246 (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.

All updates to classes, including location assignments, should be completed in SIS. Updates from SIS will automatically roll into 25Live.

Below is a screen shot of the search criterion as it would appear:

The screenshot shows the 25Live Pro dashboard search interface. At the top, there's a search bar with "Search" and a dropdown menu. Below it, the "Select Object:" dropdown is set to "Events". The "Quick Search" toggle is set to "Advanced". The search criteria are defined in three sections: "Cabinets", "Specific Locations", and "Categories".

- Cabinets:** Includes "SCC ACADEMICS" and "SCOTTSDALE - SPECIAL EVENTS 2019 - 2030".
- Specific Locations:** Includes "PENDING-".
- Categories:** Includes "4246".

At the bottom, there are buttons for "Reset", "Export Results", "Save as", and "Search". A message at the bottom right states "Search has not been saved".