Smartform Helpful Tips: Finding a Location

1. Click **Add**

2. A pop-up window will appear

3. Select Filter
   You may either search by Building or by Room#

4. Enter Location and click **Go**
   If you are unable to find a location, try entering a wildcard (%) before the location (e.g., %3V)

5. Select Location(s)

6. Click **OK**

7. If you are still unable to find a location, please send an email to **ibc@research.ucla.edu**.