

# Browsing Personal Views

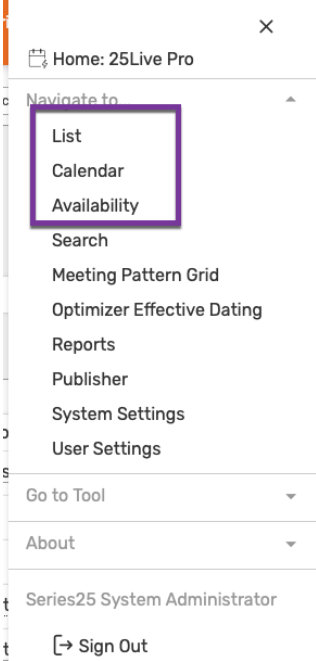
25Live provides you with three default personal views where you can see a list, calendar, or availability grid of your starred events and locations and saved searches.

## Getting to Your Personal Views

Use the **More** menu in the top navigation bar to get to your personal views.

Choose from:

- List
- Calendar
- Availability

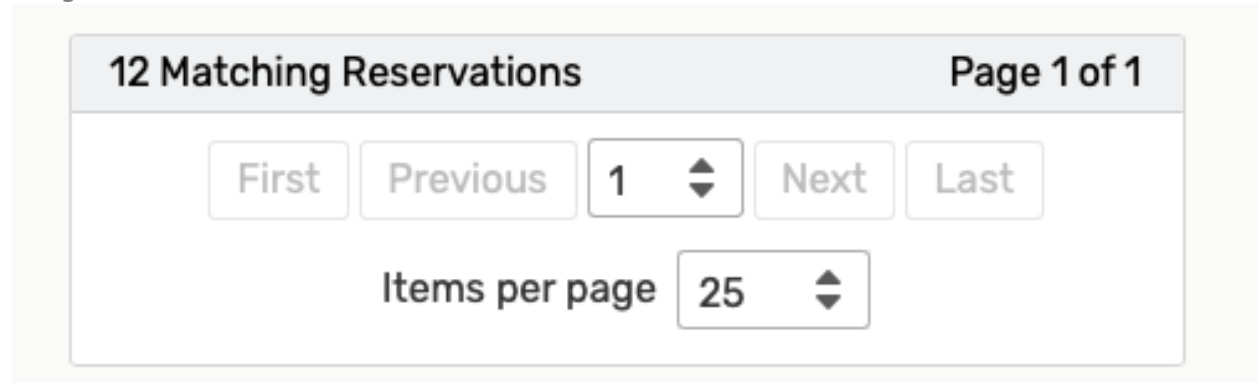


## Viewing Your Main Event List

The List view shows your starred events by default, but you can also use the top drop- down list to view saved search lists. List items are presented in a list within a table. There are several controls and options available to change the results, order, and view of search results.

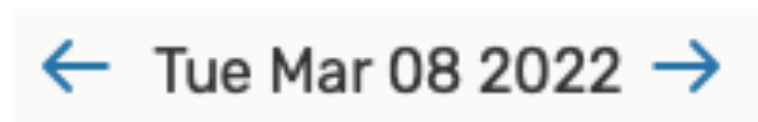
## To View Additional Pages of Search Results in List View

Image: Use controls at the bo



There are navigation controls at the bottom of the list where you can go to the next page, the last page, or jump to other pages of results. You can also choose how many results display on each page.

## To Change the Date of the List View



Click on the date to reveal a date picker, then choose the desired date.

## To Sort Items in List View

Many columns in the list table can be used to sort results. Click on a column title to see if the column is sortable. If so, the data will sort in ascending order. Click again to sort in descending order.

12 Matching Reservations				
Name	Start Date	Start Time	State	Locations
<a href="#">EES 4300 001 BG 80158 201908</a>	Wed Sep 04 2019	9:05 am	Confirmed	
<a href="#">EES 6300 001 XL 80009 201908</a>	Wed Sep 04 2019	9:05 am	Confirmed	
<a href="#">FOR 4170 001 BG 81318 201908</a>	Wed Sep 04 2019	10:10 am	Confirmed	
<a href="#">FOR 6170 001 XL 81344 201908</a>	Wed Sep 04 2019	10:10 am	Confirmed	
<a href="#">CE 4820 001 XL 85088 201908</a>	Wed Sep 04 2019	11:15 am	Confirmed	
<a href="#">CE 6820 001 XL 88866 201908</a>	Wed Sep 04 2019	11:15 am	Confirmed	
<a href="#">GEOL 4820 001 XL 84212 201908</a>	Wed Sep 04 2019	11:15 am	Confirmed	
<a href="#">GEOL 6820 001 XL 84213 201908</a>	Wed Sep 04 2019	11:15 am	Confirmed	

## To View Additional Details of Items in List View

Name	Start Date	Start Time	State	Locations
<a href="#">NURS 3031 104 MMP 83371 201908</a>	Wed Sep 04 2019	6:00 am	Confirmed	<a href="#">TBA TBA</a>

Click on the names of events, locations, and more to go to each item's details view. Any piece of information in the list table that is a link to more details is underlined.

## Viewing Your Main Event Calendar

The Calendar view shows your starred events by default, but you can also use the top drop-down list to view saved search lists. This view displays an easy to read grid of days on which events take place. This view also allows you to create events in the

displayed locations by using the create event icon in the calendar grid.

**Reminder: Expand Your View to Related Locations**



You can use the Related Locations checkbox to expand the displayed results.

## To Change the Time Span Displayed in the Calendar View



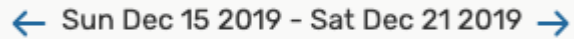
*Image: Use the time span controls to choose how many days display in the Calendar view.*

You can choose from three different time span settings in the Calendar view:

- 3-Day
- Week
- Month

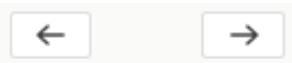
## To Change the Start Date of the Calendar View of Search Results

*Image: Use the date picker to choose which dates to display in the Calendar view.*



Click on the date to reveal a date picker, then choose the start date of the 3-Day, Week, or Month span of dates displayed.

You can also use the arrow buttons at the bottom of the calendar grid to shift the dated display backward or forward in time.




## Viewing Your Main Location Availability

The Availability view shows your starred locations by default, but you can also use the top drop-down list to view saved search lists. The view consists of three main parts:

- Availability toolbar at the top
- List of locations along the left with the option to star or unstar each
- The availability grid with the display of hours along the top of the grid
  - This view allows you to not only view availability for specified hours on a single date, but also see utilization and create events for the displayed locations or resources during the hours in the grid by using the create event icon on the grid squares.

## To Change the Date Displayed in Availability View

- This view allows you to not only view availability for specified hours on a single date, but also see utilization and create events for the displayed locations or resources during the hours in the grid by using the create event  icon in the grid squares.

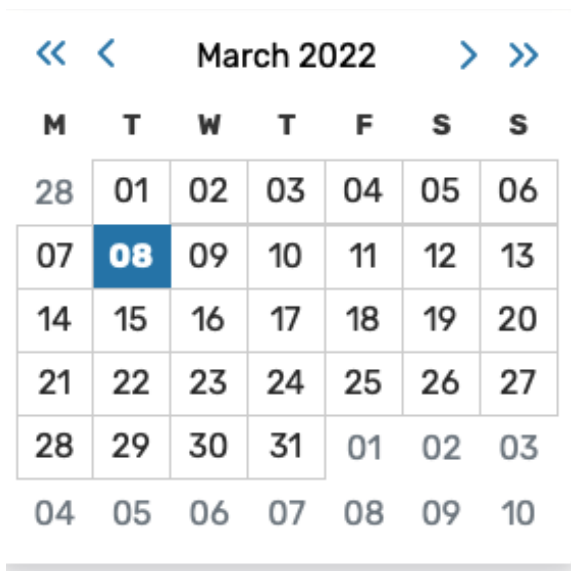



Image: Clicking on the date will reveal the date picker.

Use the arrows on either side of the date to go to the previous or next date. To view a new date (other than the previous or next), click on the date text to reveal a date picker.

### To Change the Hours Shown in the Grid

At the top-left corner of the availability grid are controls for changing which hours

are shown. Click on the control icon  to open the Hours display. Move the sliders along the line to adjust the hours displayed in the grid for this list of locations.

### Understanding the Availability View

In the Standard view mode, the squares representing blocks of time in the availability grid are color-coded to signal different statuses of events.

- **Blank/White:** Available
- **Gray:** Closed hours, based on the location's open/closed hours
- **Black:** A blackout hour
- **Green:** A normal event with occurrence start and end times
- **Light green:** Setup/pre-event or post-event/takedown time around an event time
- **Orange/Beige:** Location unavailable due to a relationship with another location
- **Purple/Gray Slashes:** Pending location reservation

	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
ASC 118			PSYC 3400 0...		MGT 3070 00...			CPSC 3400 0...			PAL SESSIONS						Closed
ASC 300			CU 1010 002 ...		CJ 1010 007 ...	CU 1010 001...		EDSA 3900 002 47598 202201			PAL SESSIONS						
ASC 301																	Closed
ASC 302											PAL SESSIONS						
ASC 306			ENGL 1030 01...		ENGL 6830 0...			ENGL 1030 01...			PAL SESSIONS						
ASC 313		ENGL 3140 00...	ENGL 3140 00...					Student Accessibility S...			PAL SESSIONS						
ASC 315					ENGL 8850 0...	MSE 8400 00...					PAL SESSIONS						
ASC 316					ADL 102...	ASL 1020 004...					PAL SESSIONS						
BARRE 2022								DPA 6030 001 00 16 000 202201									
BARRE B107																	
BARRE B108					CPSC 2151 001 12035...			CPSC 2151 002 14218...		CPSC 2151 003 12036...							
BARRE B109																	
BOWL ALLEY		LS 2270 004 206...	LS 2280 001 80...	LS 1850 004 ...													
BRACK 100		BIOL 2230 00...	BIOL 6410 00...	B IOL 4700 00...	BIOL 4610 00...	BIOL 2230 00...	PSYC 3330 0...										
BRACK 111		SOC 3110 001...	JUST 6940 0...	POSC 1040 0...	POSC 3020 0...	POSC 4030 0...	JUST 2890 0...	JUST 4990 0...									
BRACK 113			POSC 6050 0...	SOC 3920 00...	JUST 4280 0...	POSC 4440 0...	POSC 3610 0...										
BRACK 114		SOC 3800 00...	SOC 4810 001...	SOC 3040 00...	SOC 3600 00...	POSC 3410 0...	POSC 3810 0...	ED 8400 002 ...									
BRACK 120			POSC 1010 01...	SOC 2010 00...	ECE 2010 001...	PSYC 3890 0...	SOC 2010 00...										
BRACK 121			ED 4060 003 ...	BE3220 001 L...	OEOL 3130 00...	EES 6860 001...	POSC 4380 0...										

Image :Colors indicate the status of locations or resources during displayed hours in the availability grid Standard view.

In the above example, the “PAL Sessions” event is scheduled from 5:00pm-5900pm, shown in green. Another event that day is shown in grey, indicating the event’s location is closed.