

## **Viewing Location Details**

The name of each Location in 25Live is a link you can use to view its details.

Each location has options:

- List
- Availability (Daily)
- Availability (Weekly)
- Calendar



Each location also has More Options, such as:

- Copy Location
- Print Report
- Delete Location
- Create Event
- Subscribe



Refresh: pulls a fresh view of the data.



## **To View Location Details**

After clicking on a location's name (Example: BRACK 214), the summary details view shows by default.

These headings may include:

- Comments
- Default Instructions
- Features
- Attributes
- Hours
- Layouts: shows all layouts defined for this location
- Categories
- Related Spaces
- Location Scheduler: with permissions, you can hover to view contact details
- Partition
- Fill Ratio Percentage
- Express
- Layout Details
- Map: links to Google Maps for the longitude and latitude of the location
- Notification Policy

**BRACK 214**

214 Brackett Hall

More Actions

Details | List | Availability (Daily) | Availability (Weekly) | Calendar | Audit Trail

Edit Mode  
Off  On

Always Share  
Off  On  [View and Edit Security](#)

- Comments
- Default Instructions
- Features
- Attributes
- Hours
- Layouts
- Categories
- Related Spaces
  - [Add Relationships](#)
- Location Scheduler
- Partition
- Fill Ratio Percentage
- Express
- Layout Details
- Map  
none
- Notification Policy
- Approval Type  
No Notification Policy

Information is current as of Wed Mar 09 2022 1:59 pm

## Location Details Sub-sections

### Viewing the Location List view

. The List view shows you a list of events associated with this location within a table.

List | Calendar | Availability | Availability Weekly

Choose Columns

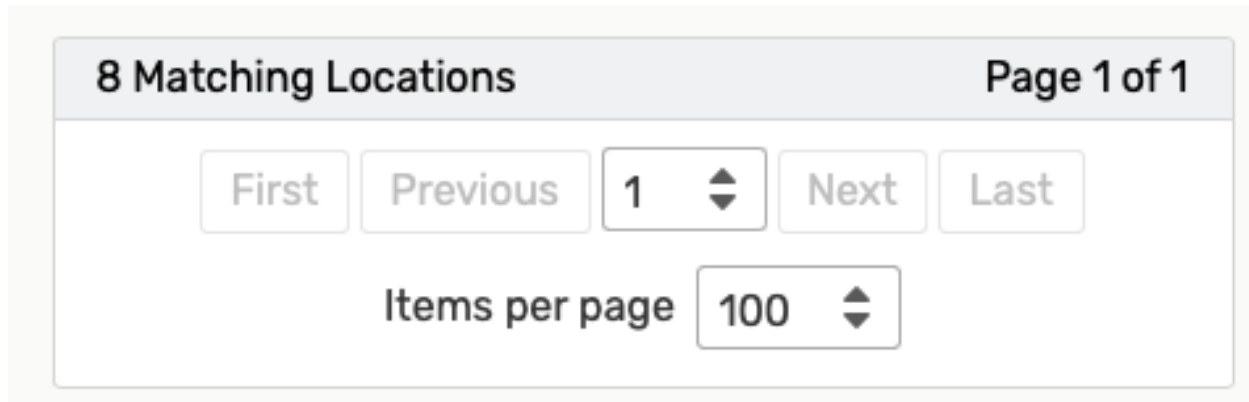
8 Matching Locations

Name	Categories	Features	Max Capacity	Default Capacity
<a href="#">ASC 118</a>	Department Controlled Classroom, Reclaimed, University Classrooms	AV - Audio, AV - Conference Phone, AV - Dataprojector, AV - Document Camera, AV - DVD, AV - HDTV, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Multiple Projectors, AV - Screen, Board - Moveable, Board - White, Computer - PC, Seating - Fixed, Seating - Moveable, Tables - Fixed, Tables - Long, Tables - Moveable, Tech Level 1 Laptop Smart, Tech Level 2 Computer Station	72	72
<a href="#">ASC 300</a>	Type - Classroom, University Classrooms	AV - Audio, AV - Conference Phone, AV - Dataprojector, AV - Document Camera, AV - DVD, AV - HDTV, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Multiple Projectors, AV - Screen, Board - Moveable, Board - White,	24	24

## To View Additional Pages of Items in List View

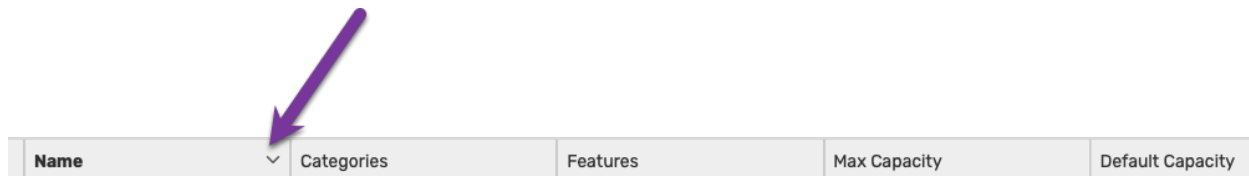
Navigate to the bottom of the list view to navigate next to last or by using the dropdown arrows.

Example: 8 matches



## To Sort Items in List View

The column that is sortable is the Event/Name column. If you click the down arrow, the data sorts in ascending order. Click again to sort in descending order.



The image shows a table header with five columns: "Name", "Categories", "Features", "Max Capacity", and "Default Capacity". A purple arrow points to a small downward-pointing chevron icon located at the end of the "Name" column header.

Name	Categories	Features	Max Capacity	Default Capacity
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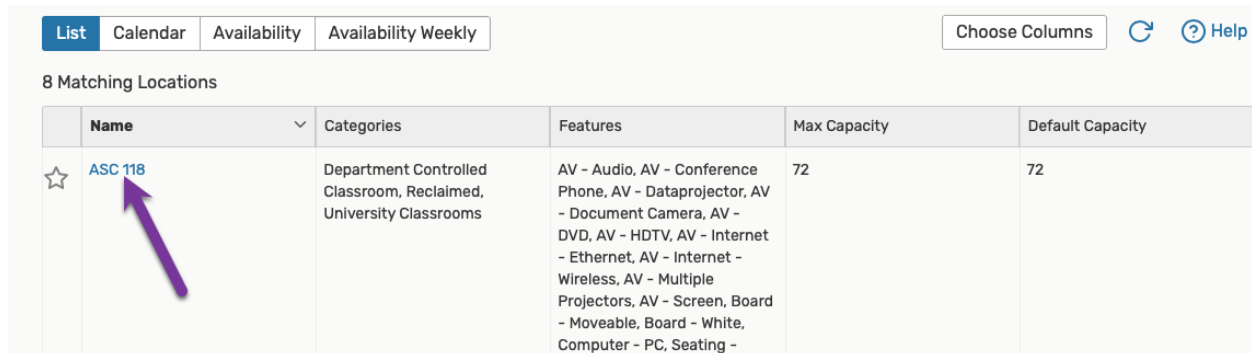
## To Choose Which Columns Display in List View

Use the **Choose Columns** button to reveal of a list of available table column. Check the boxes next to any you wish to display.



## To View Additional Details of Items in List View

Click on the information in blue, typically the event name to view event details



Name	Categories	Features	Max Capacity	Default Capacity
★ ASC 118	Department Controlled Classroom, Reclaimed, University Classrooms	AV - Audio, AV - Conference Phone, AV - Dataprojector, AV - Document Camera, AV - DVD, AV - HDTV, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Multiple Projectors, AV - Screen, Board - Moveable, Board - White, Computer - PC, Seating -	72	72

## Understanding the Location Availability Views (Daily and Weekly)

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

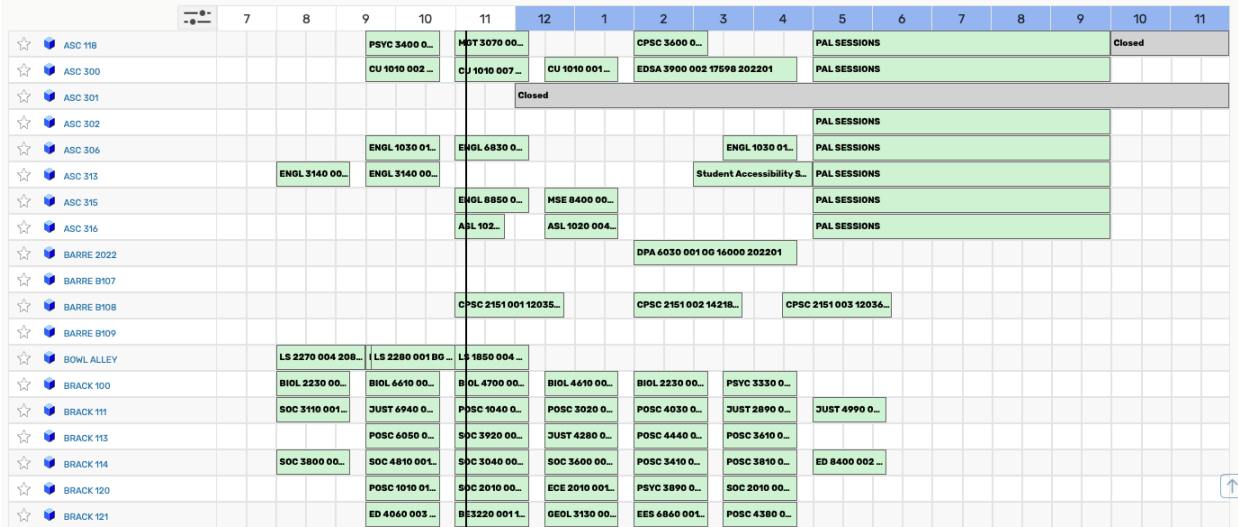


Image :Colors indicate the status of locations or resources during displayed hours in the availability grid Standard view.

Include Requested
 ← Wed Mar 09 2022 →
Weeks: 1

[Help](#)

**ASC 118**

	Sunday 3/6	Monday 3/7	Tuesday 3/8	Wednesday 3/9	Thursday 3/10	Friday 3/11	Saturday 3/12
7:00 AM							
8:00 AM							
9:00 AM		GE0G 1030 001 10561 202201		GE0G 1030 001 10561 202201		GE0G 1030 001 10561 202201	
10:00 AM		CHE 1300 002 BTB 12088 2022...	PSYC 3400 003 17245 202201	CHE 1300 002 BTB 12088 2022...	PSYC 3400 003 17245 202201	CHE 1300 002 BTB 12088 2022...	
11:00 AM		CHE 3070 001 BTB 15465 2022...	MGT 3070 004 12630 202201	CHE 3070 001 BTB 15465 2022...	MGT 3070 004 12630 202201	CHE 3070 001 BTB 15465 2022...	
12:00 PM		CHE 1300 001 BTB 12087 2022...		CHE 1300 001 BTB 12087 2022...	ASC Workshop	CHE 1300 001 BTB 12087 2022...	
1:00 PM							
2:00 PM		CPSC 2070 002 17892 202201	CPSC 3600 002 15717 202201	CPSC 2070 002 17892 202201	CPSC 3600 002 15717 202201		
3:00 PM	PAL SESSIONS						
4:00 PM							
5:00 PM		PAL SESSIONS	PAL SESSIONS	PAL SESSIONS	PAL SESSIONS		
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM	Closed	Closed	Closed	Closed	Closed	Closed	Closed
11:00 PM							

**ASC 300**

	Sunday 3/6	Monday 3/7	Tuesday 3/8	Wednesday 3/9	Thursday 3/10	Friday 3/11	Saturday 3/12
7:00 AM							
8:00 AM							
9:00 AM		ECAS 3990 302 20362 202201	CU 1010 002 BTB 12561 202201	ECAS 3990 302 20362 202201	CU 1010 002 BTB 12561 202201		

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

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

← Sun Dec 15 2019 - Sat Dec 21 2019 →

Click on the date to reveal a date picker, then choose the start date using the calendar icon.

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

