

Browsing List, Calendar, and Availability 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](#).

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Getting to Your Default Views

Use the **More** menu in the [top navigation bar](#) to get to your personal views.



Home: 25Live

Navigate to...

- List
- Calendar
- Availability

- Search
- Meeting Pattern Grid
- Optimizer Effective Dating
- Reports
- Publisher
- System Settings
- User Settings

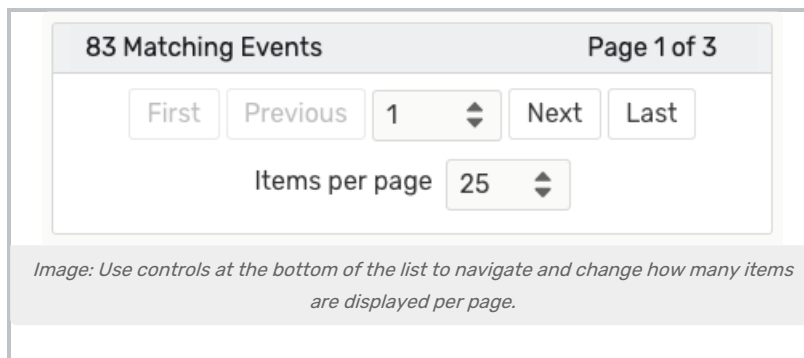
Choose from:

- List
- Calendar
- Availability

Viewing Your Event List

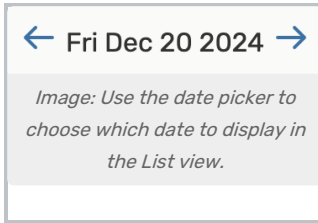
The List view shows your starred events by default, but you can also use the top dropdown list to view saved search lists. List items are presented in a list within a table. There are several controls and options available to change the results, order, and view of search results.

To View Additional Pages of Search Results in List View



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.

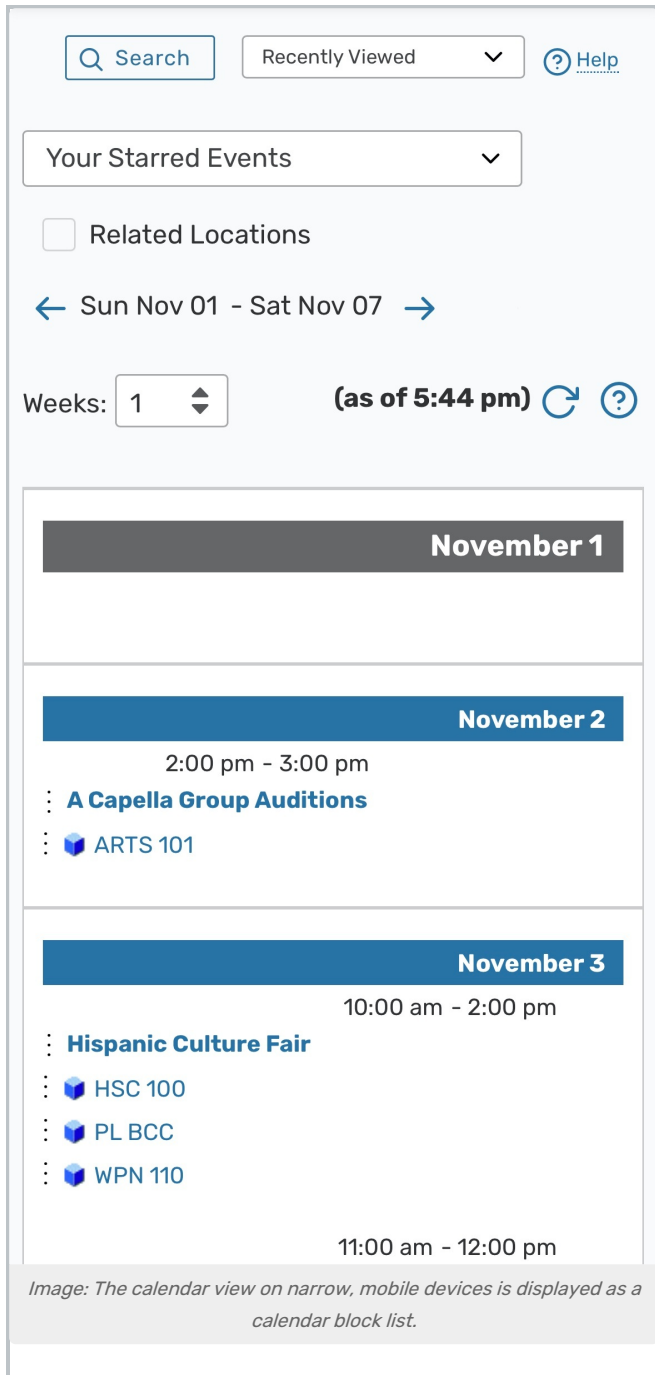
Name	Formal Name ▼	Categories	Features	Layouts	Max Capacity
<i>Image: The column that the items are sorted by will display in bold.</i>					

To View Additional Details of Items in List View



	Name ▼	Title -	Reference -	Organizations
☆	<u>A Cappella Performance</u>	A Cappella Performance	2023-AAHLAV	<u>MUSIC, DEPT OF</u>
<i>Image: Any information that is underlined will link to more details.</i>				

Click on the names of [events](#), [locations](#), [resources](#), 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.

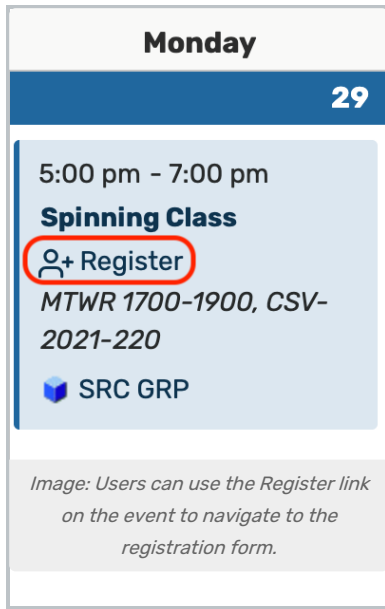
Viewing Your Event Calendar



The Calendar view shows your starred events by default, but you can also use the top dropdown list to view starred and public search lists. This view displays an easy-to-read grid of days on which events take place.

This view allows you to create events in the displayed locations by using the create event  icon in the calendar grid. If your institution instance has [Express Scheduling](#) set up, using the create event  icon for any configured location will bring up the Express Scheduling form for quick event creation. Use the **Open in Form** button to use the [Event Form](#) to create your event instead.

Additionally, if your event has [registration available](#), users can [register](#) directly from the calendar event.



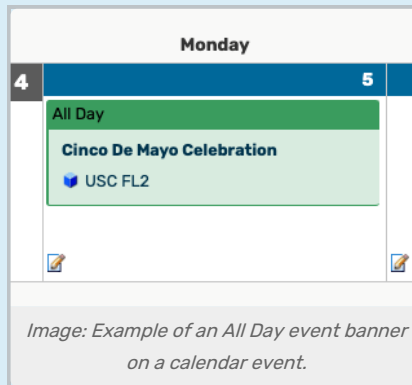
Reminder: Expand Your View to Related Locations

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



Note: All Day Events



Events that run from midnight to midnight (excluding additional time) in your user preference timezone will display on calendars **All Day** events.



An event is considered an all day event in the region where the event takes place. If your timezone is different from the system timezone or another user's timezone, the banner will not apply when using the "All Day" flag in the event form.

The Availability view is a specific to location availability and consists of three main parts:

- Availability toolbar at the top, including a dropdown with favorited and public location searches
- List of all search locations along the left with the option to star or unstar each.
- The availability grid with the display of hours or dates along the top of the grid

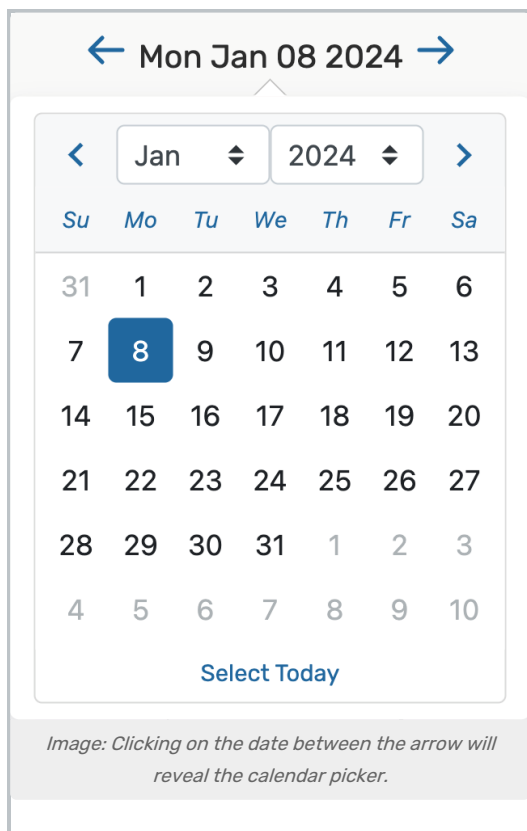
- A vertical bar advances across the grid (updating every 2 minutes) indicating the current time to help differentiate past and future events
- This view allows you to not only view availability for specified dates/hours, but also see utilization and create events for the displayed locations during the hours in the grid by using the create event  icon in the grid squares.
- If your institution instance has [Express Scheduling](#) set up, using the create event  icon for any configured location will bring up the Express Scheduling form for quick event creation. Use the **Open in Form** button to use the [Event Form](#) to create your event instead.

Clicking on a location from the left-hand list will take you to a [location availability grid](#), which has similar controls, but is specific to one location.

Adjust the Date/Time Displayed on the Grid

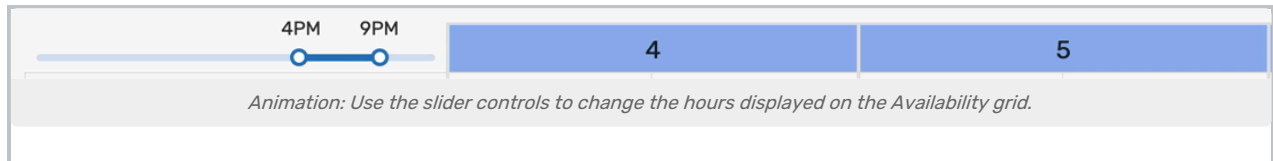
Changing the Start Date of the Availability View

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.



Change the Hours Shown in the Grid

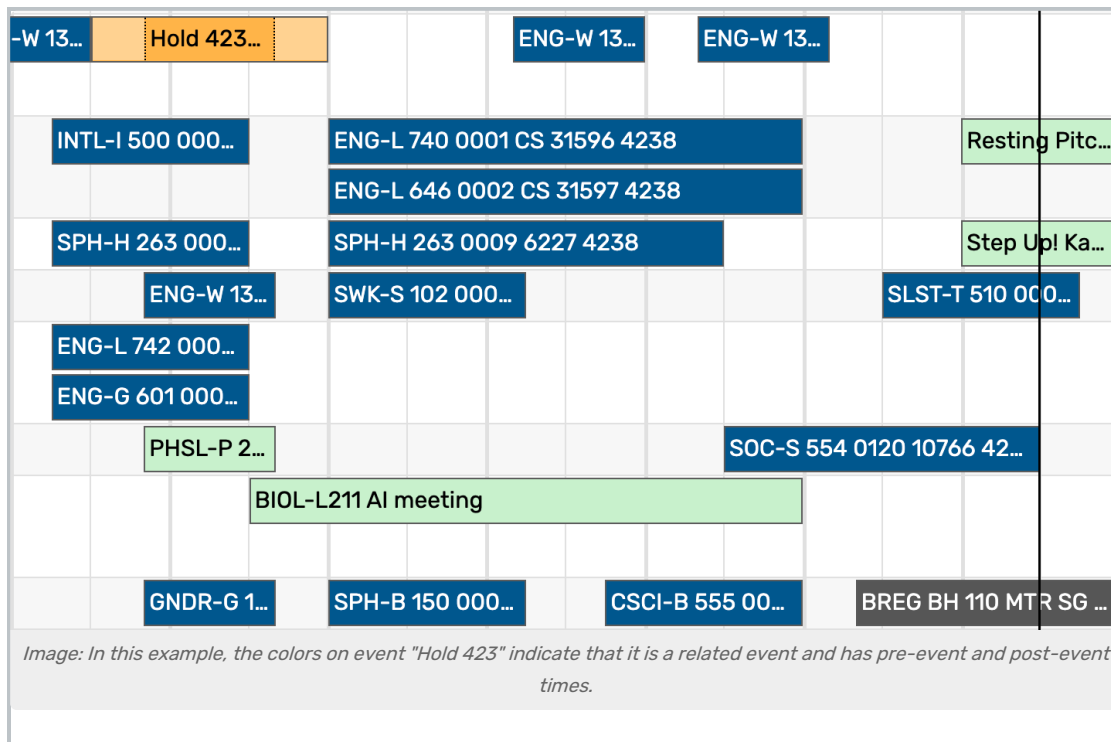
At the top-left corner of the availability grid are controls for changing which hours are shown. Click and drag a point on the hours bar to adjust the hours shown in the grid.



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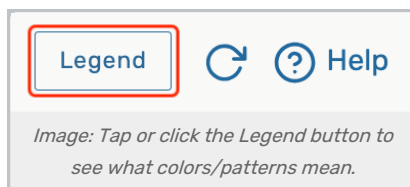
Event Block Colors

The rectangular event blocks in the availability grid are color-coded to signal different statuses of events.

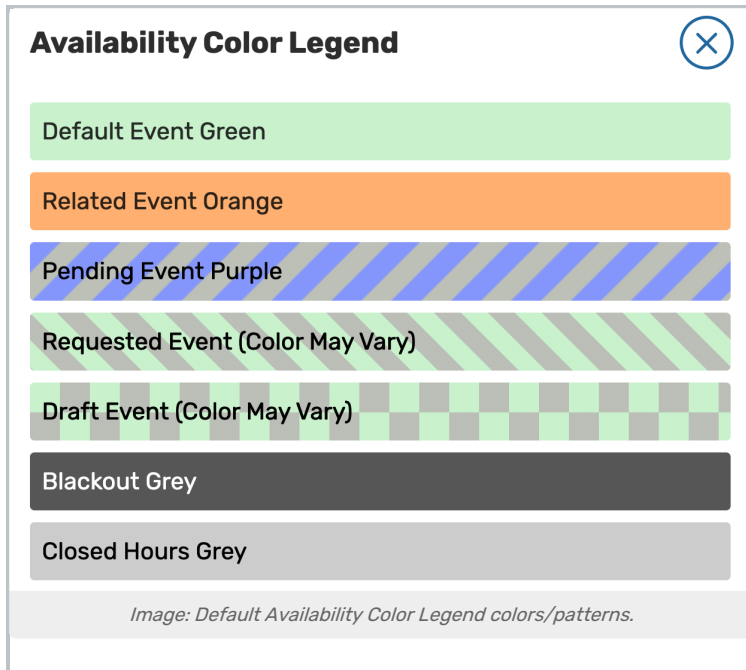


Color Legend

Click or tap the **Legend** button to reveal the Availability Color Legend and see which colors/patterns are associated with your grid's event blocks.



The first seven colors/patterns in the legend are standard. To add additional colors/patterns, please see [Adding Grid Coloring to Availability Views](#).



- **Blank/White:** Available
- **Default Event Green** (light green): A normal event with occurrence start and end times
 - Setup/pre-event and post-event/takedown time will display as a lighter
- **Related Event Orange:** Location unavailable due to a relationship with another location
- **Pending Event Purple** (purple with grey slashes): Pending location reservation
- **Blackout Grey** (dark grey): A blackout hour
- **Closed Hours Grey** (light grey): Closed hours, based on the location's open/closed hours

Change the Utilization View

The Availability view features different view modes to switch between.

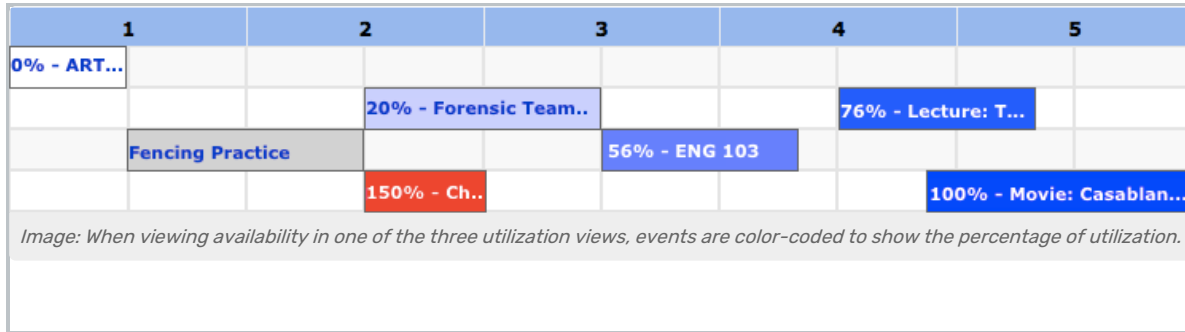
- **Standard (default):** Displays simple availability with color codes indicating the status of events
- **Utilization Views:** Shows utilization statistics for locations/times in the availability grid based on various comparison choices

Standard (default) 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 (as shown above in the color legend).

Utilization Views

In the three utilization views (Utilization (RHC/CAP), Utilization (EHC/CAP), Utilization (RHC/EHC)) the squares representing blocks of time in the availability grid are color-coded to represent the percentage of the location's utilization for that block of time.



- **Gradient Spectrum (white to blue):** White indicates the location is 0% utilized for that hour, with colors darkening along a spectrum to blue indicating 100% utilization
- **Grey:** Location utilization is complicated by one of the following:
 - The location max capacity is equal to zero
 - The location is a subdivision of, divides into, or blocked by a relationship with another location
 - The location assignment is shared for that hour
- **Red:** Location utilization is greater than 100% for that hour

You may choose between three different utilization view modes:

- **Utilization (RHC/EHC): Registered Head Count/Expected Head Count:** Shows enrollment utilization.
 - For example, this view shows which sections can still register more students or are potentially over the enrolled (e.g. 38 students registered, with a max enrollment of 40)
- **Utilization (EHC/CAP): Expected Head Count/Maximum Capacity:** Shows sections that might have room to grow in their current location.
 - For example, a section in which 40 students could register but the room holds 45. Or, conversely, a section that potentially could reach full enrollment but does not have enough seats in the current location.
- **Utilization (RHC/CAP): Registered Head Count/Maximum Capacity:** Shows true seat utilization.
- For example, this view shows the number of registered students vs. the number of available seats in the location.



Note: Expected Head Count in Campus Solutions

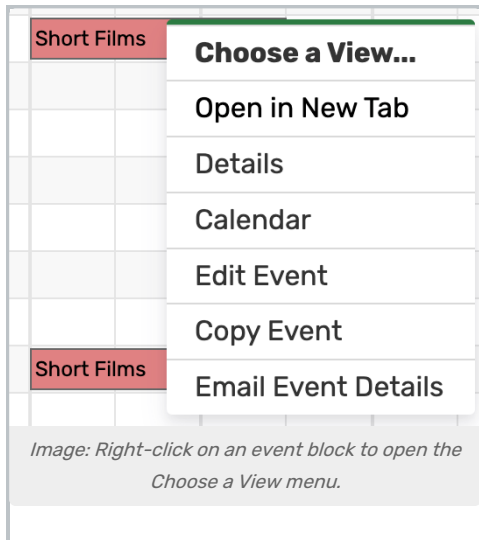
Expected headcount is typically defined as the maximum number of students that can enroll in a section. However, if your institution uses the Campus Solutions SIS, your installation may be configured via your interface to import the section's "Requested Room Capacity" rather than maximum enrollment.

These utilization view modes are most useful when viewed in conjunction with the use of the Series25 LYNX Interface because LYNX exchanges up-to-the-minute registered headcount information between the Series25 database and your SIS (Student Information System). In addition, registered headcount and expected headcount values for combined/cross-listed sections are standardized in LYNX. If you are not already using LYNX, please contact your Series25 Account Manager to learn more.

Take Actions From an Event Block

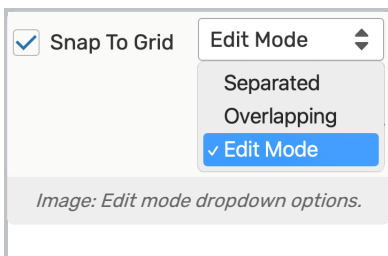
Right-click on an event block to reveal the event options where you can...

- Open the event in a new tab
- View the Event Details
- View the event's Calendar
- Open the event in the Event Form
- Copy the event
- Email the Event Details



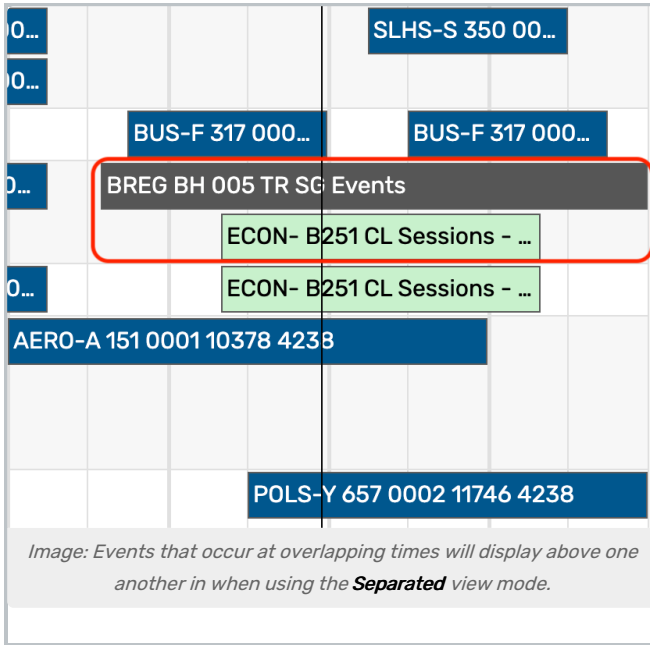
Change the Viewing Options

Grids have three available viewing modes: Separated, Overlapping, & Edit Mode.



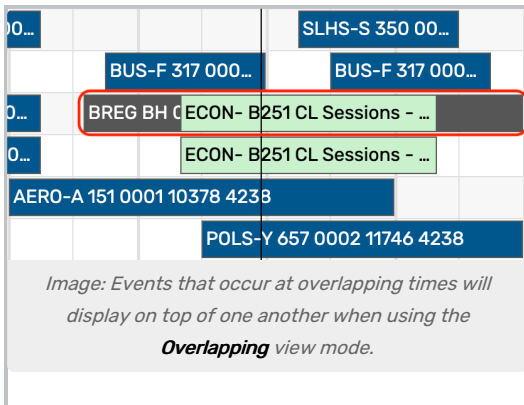
Separated

All events with overlapping times will be displayed above one another for easier viewing.



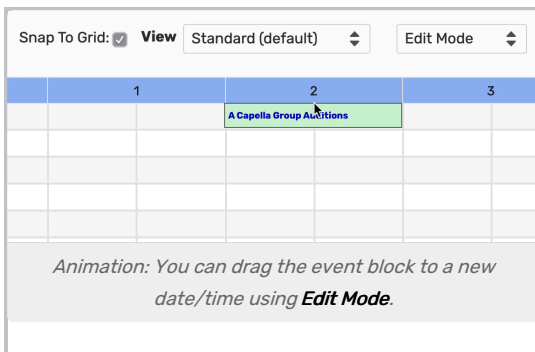
Overlapping

All events with overlapping times will be displayed in overlapping time-blocks to show highlight the overlap.



Edit Mode

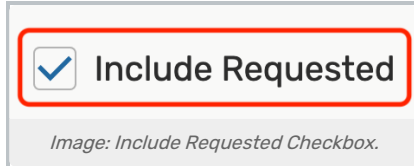
Allows you to change the event date and time by dragging the event's colored block within any available grid squares.




Select the **Snap To Grid** checkbox above the grid to restrict times to half-hour blocks, or uncheck the checkbox to freely move the event to any time.

Including Requested Events

Select the Include Requested checkbox to display requested events on the grid.



Tip: Quickly Scroll to Top

When navigating availability grids, you can use the **Scroll to Top** () icon in the bottom-right corner to quickly go to the top of the grid