

Viewing Location Details



Security Note

What you can see and do in this application depends on the security permissions associated with your 25Live user account. In addition, if your user does not have permission Basic: 8.0 *View Contacts* in [Series25 Group Administration](#), the default scheduler for a location may not be visible.

You may also want to ensure your user has the Basic: *15.0 Basic Location Searching* and *15.1 Advanced Location Search and Manage Personal Searches* permissions set to “Yes” to search for the locations you wish to view details for.

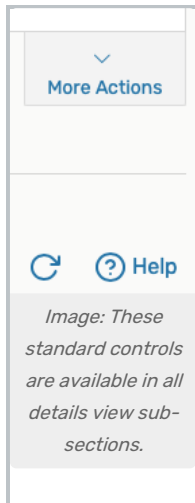
If you can't access something you think you should be able to, contact your 25Live Administrator.

In This Article:

- [How To View Location Details](#)
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- [Using the More Actions Display](#)
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Throughout 25Live, the name of each Location is a link you can use to view its details views. Each location view also has sub-sections for:

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



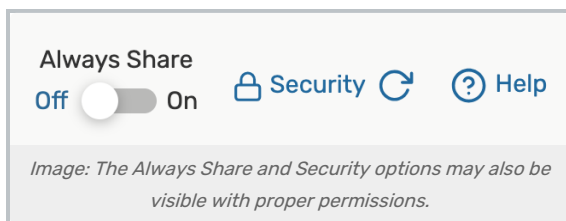
Each sub-section has controls for:

- **More Actions:** An expandable section with location actions
- **Refresh:** To pull a fresh view of the data
- **Help:** To access more information about this view

You can also edit the name of a location from the top summary section of its details views.

Use the star icon (☆) next to the location name to add it to your [favorites](#).

How To View Location Details



After following the link on a location's name from any screen, the summary details view shows by default. In this view (depending on your institution's options and your user's security permissions), you may be able to see controls in the top-right:

- **Always Share** toggle: To share the location
- **Security** link: Takes users with proper permissions to the [Series25 Group Administration tool](#) to adjust security for objects
- **Refresh:** To pull a fresh view of the data
- **Help:** To access more information about this view

Additional information is arranged under headings for:

- **Name** *(required)*
- **Formal name**

- **Comments**
 - Administrative comments about the room
 - **Default Instructions**
 - Generally includes room policies or other room instructions
 - **Features**
 - Attributes representing room features, such as air conditioning, ADA accessibility, or built in AV equipment
 - **Attributes**
 - Custom location data fields, such as the HVAC zone, the building latitude and longitude, or a room contact
 - **Hours**
 - The hours and days of the week that the room is open/closed
 - **Layouts**
 - Shows all layouts defined for this location, each layout's maximum capacity, and the default layout
 - **Categories**
 - Custom descriptors assigned to a space for purposes of grouping, retrieving, and reporting
 - **Related Spaces**
 - Location inter-dependencies that exist among locations, such as which locations should always be assigned together, which locations are subdivisions of other locations, which locations are close to other locations, and so on
 - **Also Assign** – Other locations that are also automatically assigned to an event when this location is assigned
 - **Blocked By** – Other locations, that if already assigned for the same date and time, “block” (prevent) this location from being assigned
 - **Close To** – Other locations that are close to this location. You determine what “close to” means.
 - **Divides Into** – Other locations that are subdivisions of this location and, therefore, can't be assigned for the same date and time
 - **Subdivision Of** – Locations that are part of a larger location and, therefore, when assigned to an event, prevent the larger location from being assigned for the same date and time. It would not prevent other subdivisions of the larger location from being assigned for the same date and time
 - **Location Scheduler**
 - Lists the default Location Scheduler for automatically routing newly requested events
 - With permissions, you can hover to view contact details
 - **Partition**
 - A location grouping, usually established by area of campus, buildings, floors of buildings, or space type (for example, large lecture halls)
 - **Fill Ratio Percentage**
 - The percentage of seats that should be filled by any event occupying a location
 - **Express**
 - The Event Type and Event Duration configurations required for setting up an Express Scheduling location
-

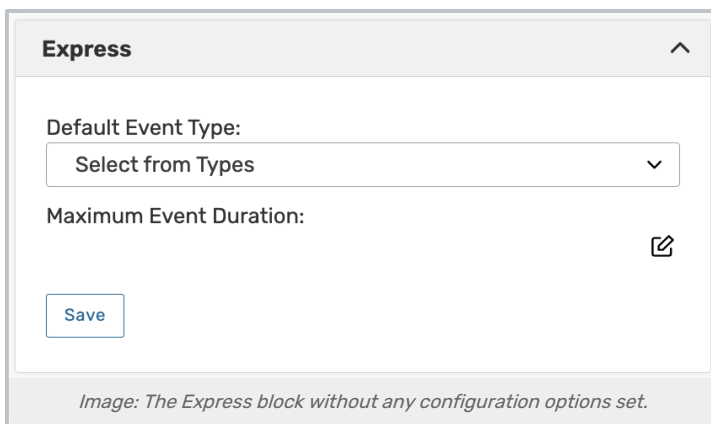
- **Buildings**
 - The building where the location is housed
- **Location Satisfaction**
 - Ratings pulled from [Eval25](#) that indicate how students feel about the building on a scale of 1-5
- **Layout Details**
 - Displays layout images, layout diagrams, and the default instructions for the selected layout
- **Map**
 - Links to Google Maps using the longitude and latitude of the location, as defined in the Attributes
- **Notification Policy**
 - Lists the policies that determine the approval type, the length of time that approval is required within, who should be notified when a space is requested or booked

How to Edit Location Details

See [Inline Editing Location Details](#).


How To Configure a Location For Express Scheduling

The location details view provides an inline editable capability to configure a location to be used with [Express Scheduling](#).




Express ^

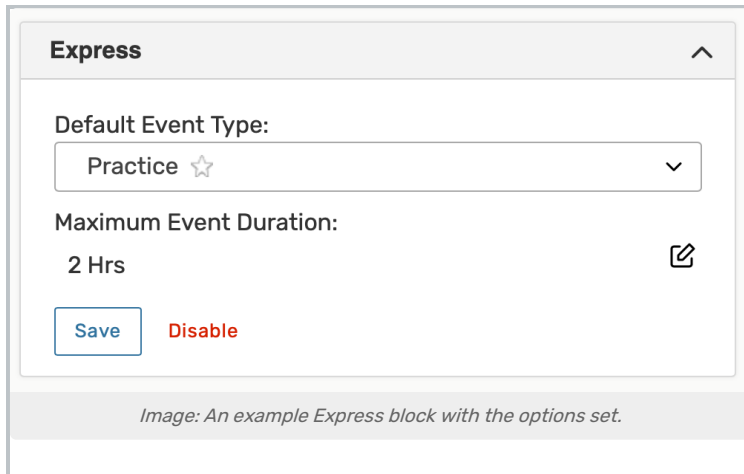
Default Event Type:
Select from Types ▾

Maximum Event Duration: 

Save

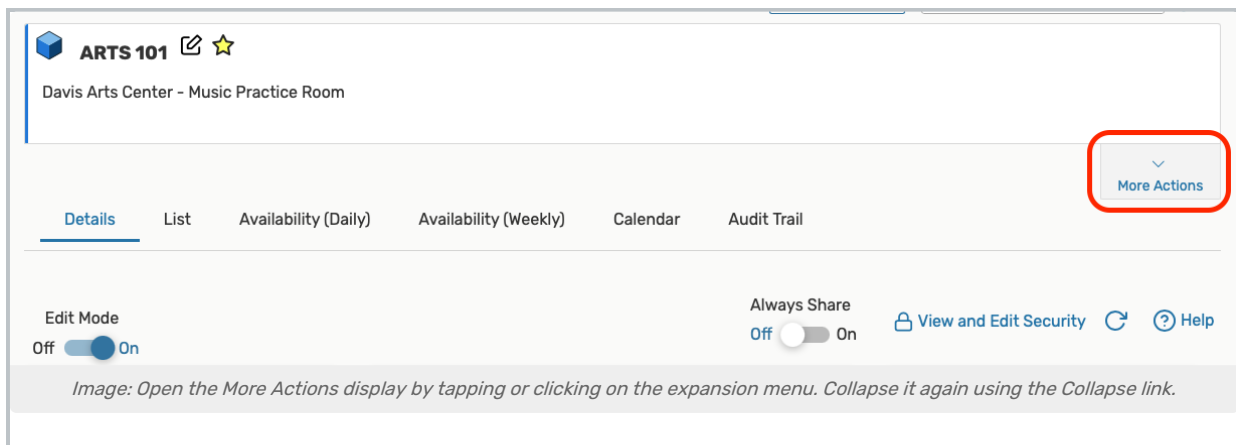
Image: The Express block without any configuration options set.

- Scroll down to find the **Express** block in the location details view.
- Select a **Default Event Type** to be applied to this location for new express events.
- Use the  edit icon to set the **Maximum Event Duration** allowed for express events in this location.

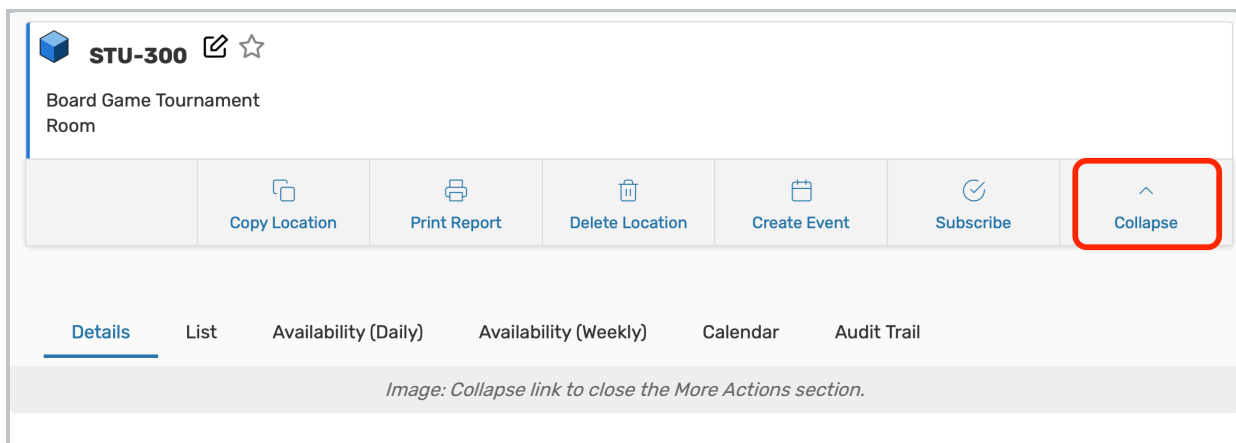


Express Scheduling does not bypass [Object Security](#) or [Assignment Policy](#). Users reserving a location using Express Scheduling must have object security permission to see and assign the location, and the Assignment Policy for the location must be set to Assign/Unassign or higher. You may want to adjust location security settings.

Using the More Actions Display



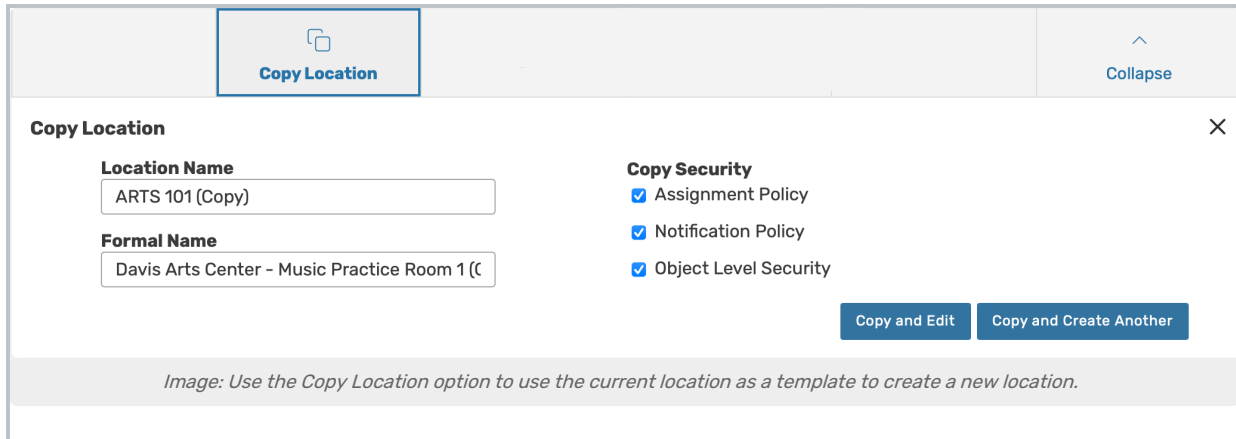
Use the **More Actions** menu link to expand all of the options available for Locations.



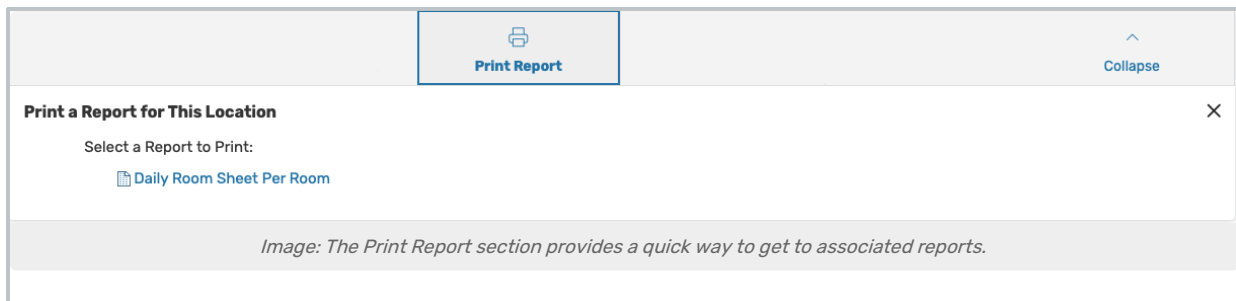
You can close the display using the **Collapse** link.

Options in More Actions

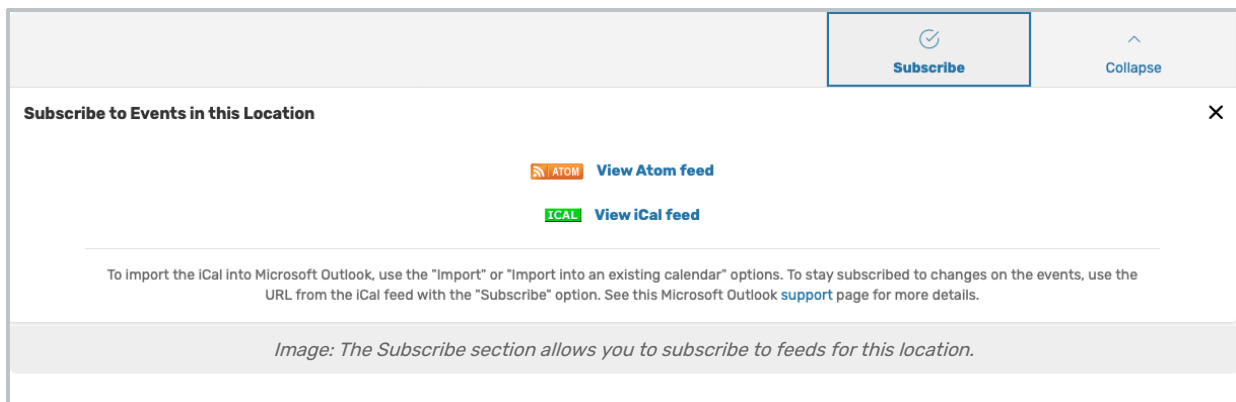
This display provides a number of extra actions to perform for this location, including:



- [Copy Location](#) - allows you to copy the current location as a base for creating a new location



- [Print Report](#) - links to reports available for this location
- Delete Location - *See section below.*
- Create Event - begins an event using this location in the [Event Form](#) or an [Express Scheduling](#) form (if configured for this location)



- Subscribe - opportunities to subscribe to feeds for this location using Atom or iCal

How to Delete a Location

1. Open the More Actions Display

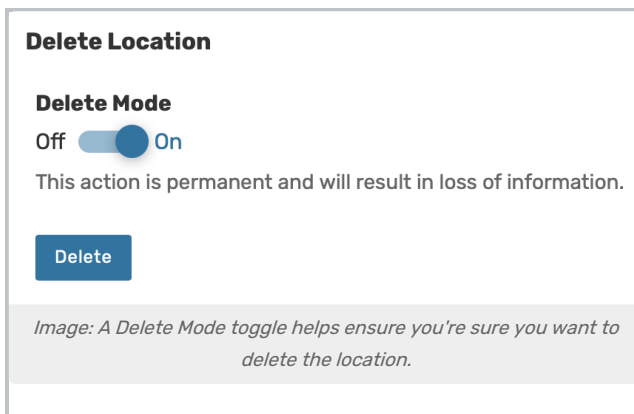
As described above, use the **More Actions** menu link to expand all of the options available.

2. Use the Delete Location Link



With the More Actions menu expanded, use the **Delete Location** link to open the delete display.

3. Toggle Delete Mode On



Toggle the **Delete Mode** control to **On** to enable. This extra step helps give you a moment to consider if you want to take the *permanent action* of deleting the location.

4. Use the Delete Button and Confirm

With the Delete Mode on, the **Delete** button and its warning message will display. If you're sure, click or tap the button and confirm in the next dialog. The location will be permanently deleted from your Series25 database.

Location Detail Sub-sections

Viewing the Location List View

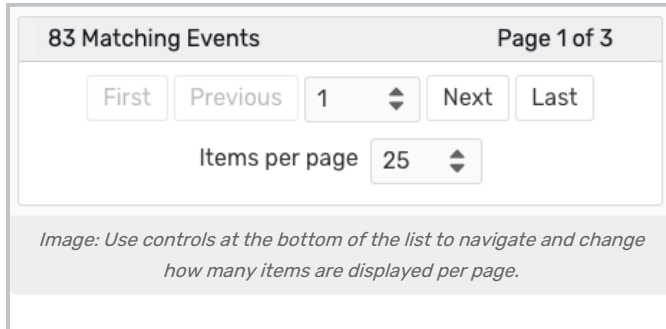
The List view shows you a list of events associated with this location within a table, starting on the selected date (which defaults to the current date). There are several controls and options available to change the list date, columns, and order.



Reminder: Expand Your View to Related Locations

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

To View Additional Pages of Items 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 items. You can also choose how many items display on each page.

To Sort Items in List View

Most columns in the list table can be used to sort items. Simply click on the column title to see if the column is sortable. If so, the data is sorted in ascending order. Click again to sort in descending order.

Event	Title	Reference	Expected Head Count
Short Films	Short Films	2024-AAGXNM	25

Image: The column that the items are sorted by will display in bold.

To Choose Which Columns Display in List View



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

To View Additional Details of Items in List View

Hula Club Practice	Meeting	SRC 103
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Image: Any search result information that is underlined links to more details.

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

Viewing the Location Availability Views (Daily and Weekly)



Reminder: Expand Your View to Related Locations

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

MSC 108

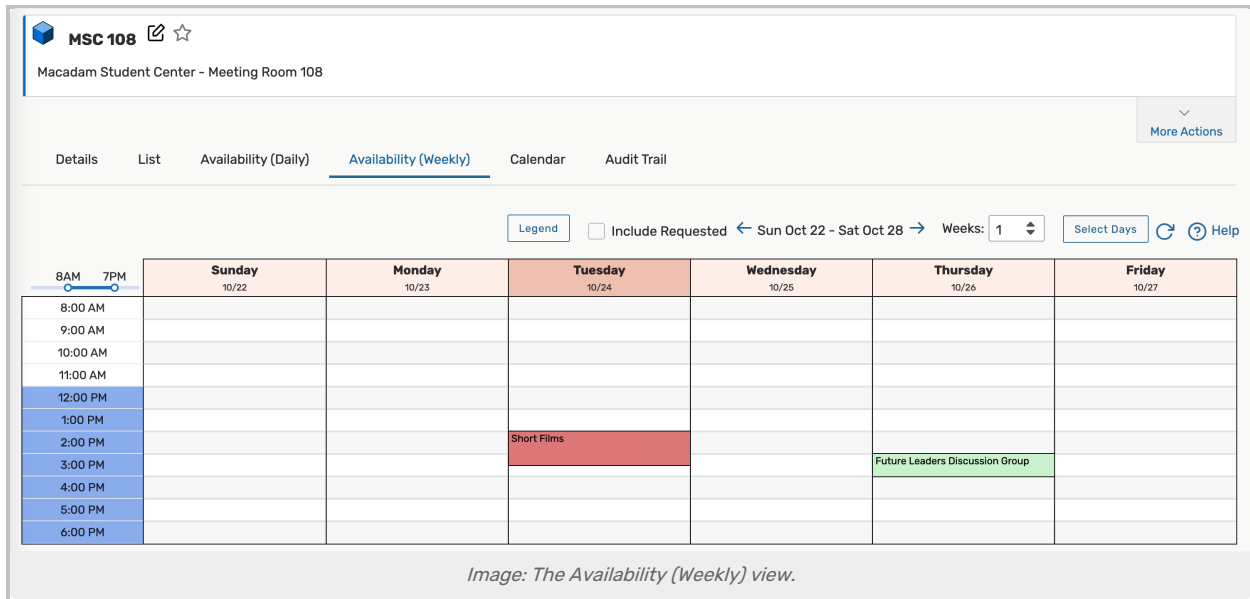
Macadam Student Center - Meeting Room 108

Details List Availability (Daily) Availability (Weekly) Calendar Audit Trail More Actions

Legend Include Requested ← Mon Jan 08 → Select Days View: Standard (default) Separated Refresh Help

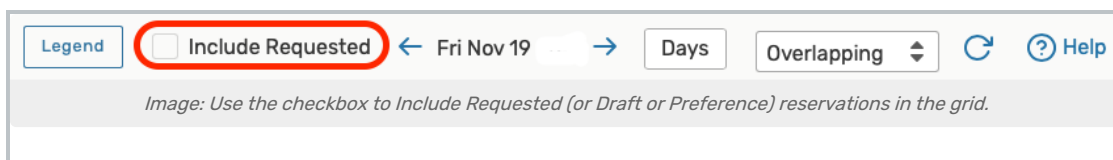
	8	9	10	11	12	1	2	3	4	5	6
Mon Jan 08 2024											
Tue Jan 09 2024							Short Films			Spades Tournament	
Wed Jan 10 2024											
Thu Jan 11 2024	Biology and You Seminar						Future Leader...				

Image: A solid, vertical line displays in the Availability Views to indicate the current time.



The Availability views consist of three main parts:

- **Availability toolbar** at the top
- **Left sidebar:**
 - *Daily View:* Dates are displayed, spanning 30 days from the selected date
 - *Weekly View:* Hours are displayed for each day of the week of the selected date
- The **availability grid** with top column headers:
 - *Daily View:* The columns along the top show hours for the selected date, and a vertical bar advances across the grid (updating every 2 minutes) indicating the current time to help differentiate past and future events
 - *Weekly View:* Each column shows a day of the week containing the selected date, beginning with the preceding Sunday
 - *Example:* If you choose Tuesday, the 3rd, the week displays beginning with Sunday, the 1st
 - The current date is highlighted

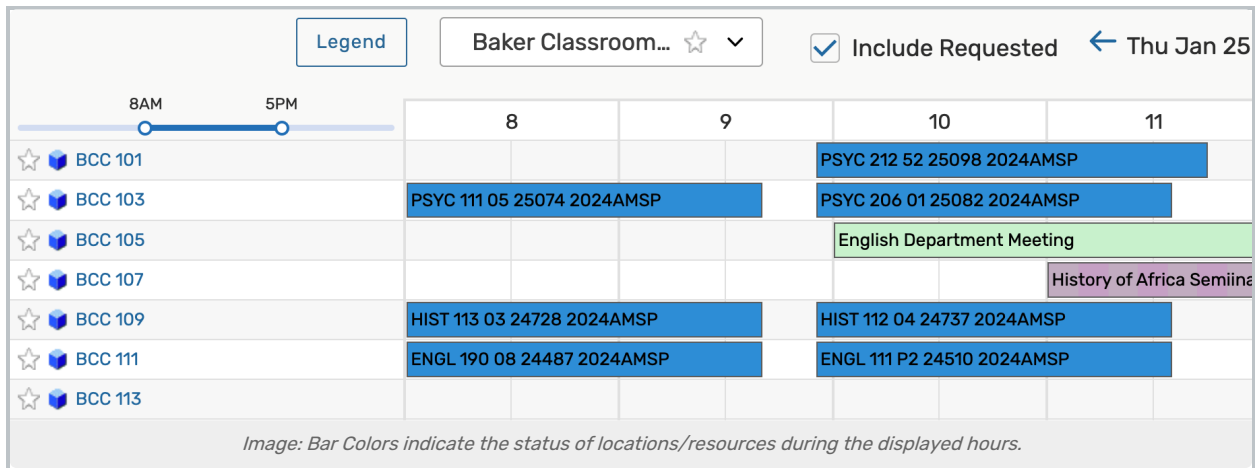


Availability grids have the ability to display Drafts/Requested Reservations/Preferences on the grid. To view, use the **Include Requested** checkbox in the toolbar at the top of the grid.

The grid uses color codes to indicate availability and the status of events. Use the **Legend** button to view a guide to either the default or custom colors. Default colors include:

- **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 before and/or after an event time
- **Orange/Beige:** Location unavailable due to a relationship with another location
- **Purple/Gray Slashes:** Pending location reservation



The availability grid also allows you to create events in the displayed location for specific hours/days by using the create event icon in available grid squares. Users will see a warning if they attempt to create an event in the past.

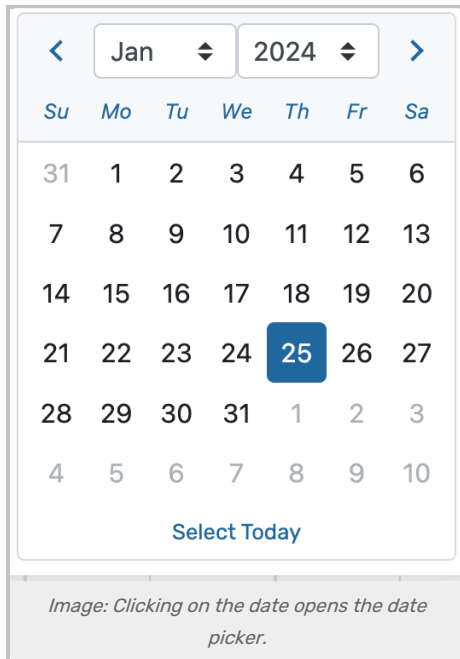
If your institution instance has [Express Scheduling](#) set up, using the create event icon for any configured location will bring up the Express Scheduling form for quick event creation. Use the **Open in Form** button to use the [Event Form](#) to create you event instead.



Tip: Administrators Can Set Custom Colors

Administrators in 25Live have the ability to [add custom grid coloring to availability views](#). If your 25Live instance has custom colors set up, look for the **Legend** link for a guide to each color's meaning.

To Change the Date Displayed in Availability View Search Results



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

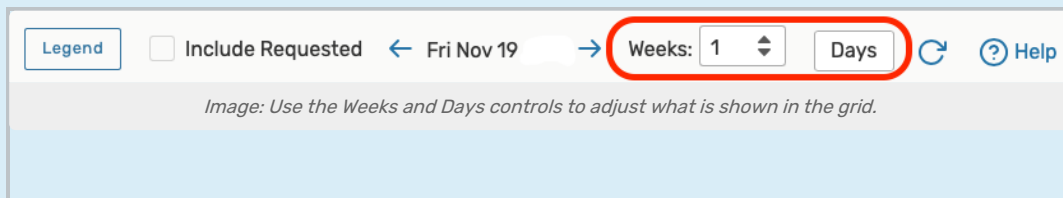
To Filter By Days in Availability (Daily) Views for Individual Locations

The availability toolbar at the top features a **Days** button that allows you to adjust the view to only include certain days of the week in the grid.

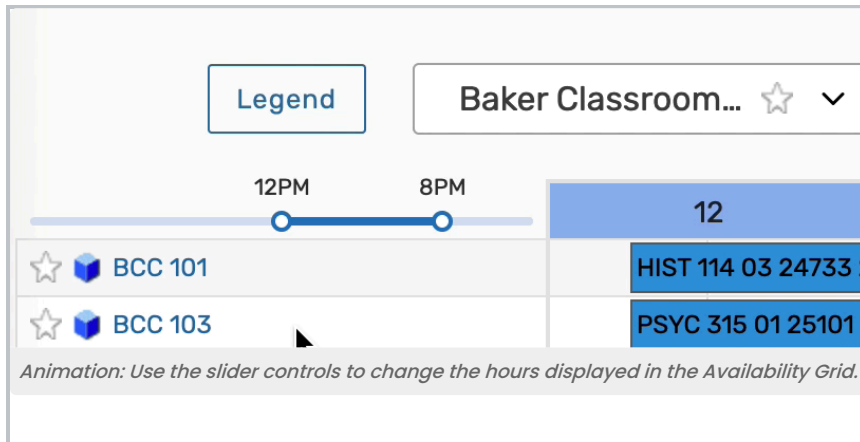


Note: The Availability (Weekly) View Includes Additional Date Controls

In the Availability (Weekly) View, you can also use the controls in the top availability toolbar to choose how many weeks are displayed and which days of the week are shown.



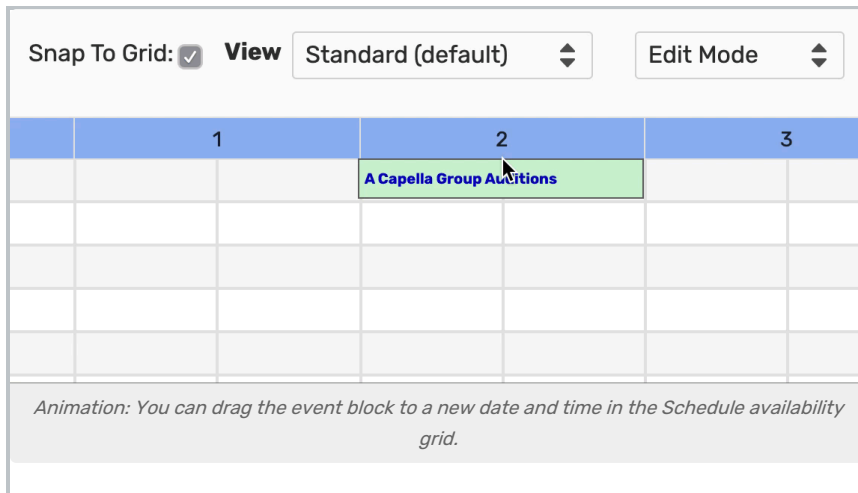
To Change the Hours Shown in the Grid



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

To Change the Availability (Daily) View Mode

Use the Separated/Overlapping/Edit Mode dropdown menu to select how you view events that might overlap in the display, such as shared space events or bound events. Choosing **Separated** shows every event within each square of the grid distinctly. In **Edit Mode** you can make changes, such as Delete and Copy. If you select the **Overlapping** View Mode then Edit Mode, you can drag and drop events within the grid.



In the Daily view Edit mode, the availability grid allows you to change the event date and time by dragging the event's colored block within any available grid squares. Check 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.

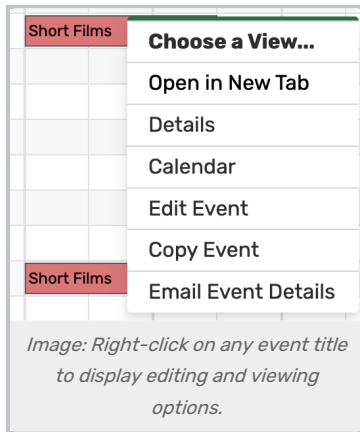



Image: Right-click on any event title to display editing and viewing options.

You may also right-click on a regular event title (in green) to display editing and viewing options for that event.





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

Viewing the Location Calendar View

The Calendar view shows you an easy-to-read grid of days on which events take place associated with this location.

This view also 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.



Reminder: Expand Your View to Related Locations

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

To Change the Start Date of the Calendar View

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

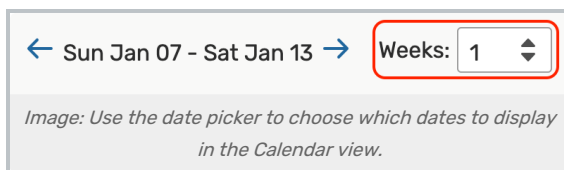


Image: Use the date picker to choose which dates to display in the Calendar view.

Click on the date to reveal a date picker and choose the start date. Then, use the **Weeks** dropdown to show up to 20 weeks at once.

Viewing the Location Audit Trail

The **Audit Trail** view shows a list of actions performed with this object available to users with sufficient permissions.

