

## Viewing Location Details

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### Security Note

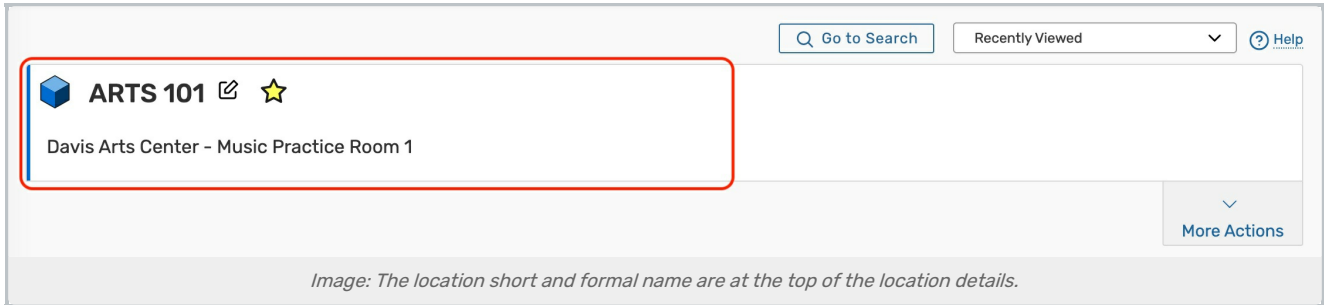
What you can see and do in this application depends on the [security permissions](#) associated with your 25Live user account.

- [Object Security](#) permissions to the location you want to view
- Advanced Options: 10.0 *Edit Locations*
- Advanced Options: 10.1 *Delete Locations*
- Advanced Options: 11.0 *Create and Copy Locations*

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

Each location in 25Live has a details page with its layouts, images, headcount capacities, calendars, associated reports, audit trail, and more.

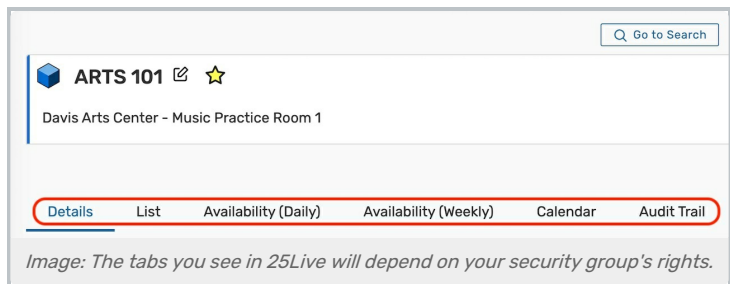
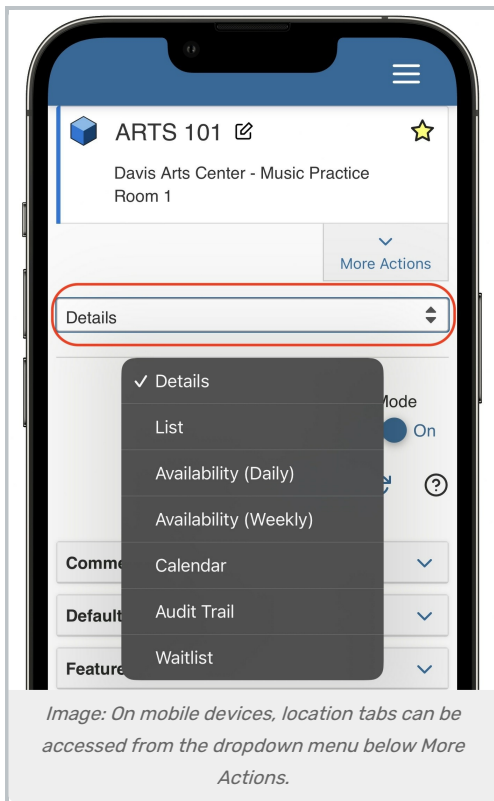
The top section shows the location short name and formal name.



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

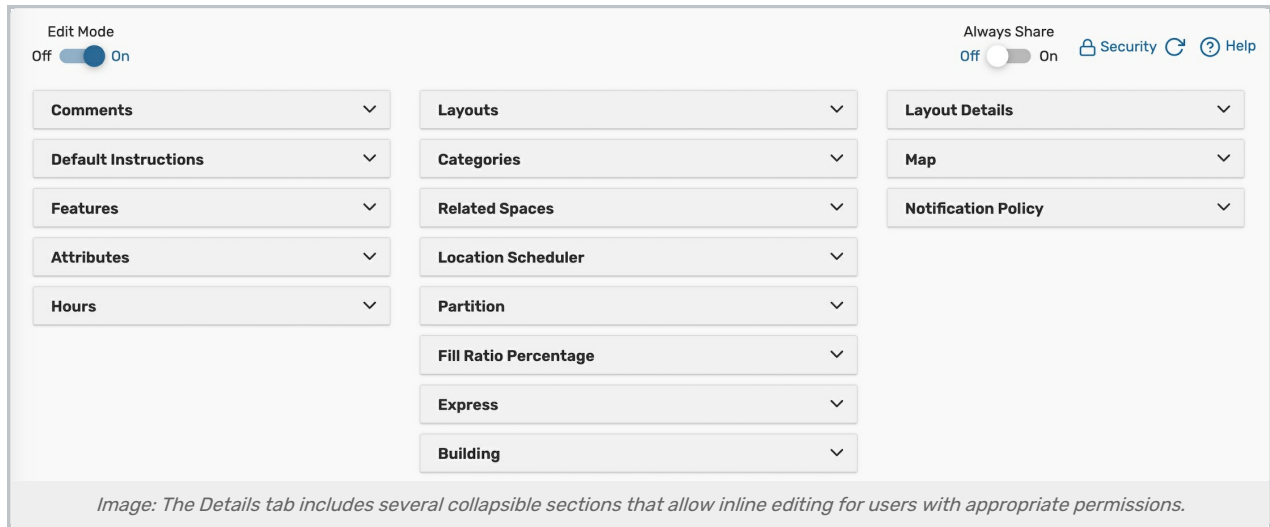
## Location Tabs


Below are descriptions of each of the location details tabs and their uses. Please note that what you are able to view on this page will depend on your security settings and configurations. If there are settings you think you should be able to see or edit, please contact your 25Live Administrator.



## Details

The Details page shows all of a location's data including its layout options, features, notification policy, open hours, relationships with other location(s), and more.



- **Edit Mode** - Set the toggle to **On** to enable [inline editing](#).
- **Always Share** - Allow unlimited reservations for this location during the same date/time
- **Security** - This link sends you to the [Object Security](#) configuration page for this location in Group Administration.
- **Refresh** - You can refresh the summary using the refresh icon  in the upper-right of the summary area.
- **Help** - Press to be moved to the KnowledgeBase.

The location information is available in collapsible sections:

- **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, 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.
- **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
- **Building** - 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

For information on individual fields, see [Location Data Overview](#).

## List

This view populates a list of events that fall within a specific date range in the location you are viewing.

For more information, see [Working With List Views in 25Live](#).

☐ Related Locations ← Tue Oct 08 - Sun Oct 27 → Days: 20 Select Columns ↻ ? Help

17 Matching Reservations

Event	Title	Expected Head Count	Organization	Event Times
Biology and You Seminar	Biology and You Seminar	20	academic affairs	8:00 am - 12:00 pm
Biology and You Seminar	Biology and You Seminar	20	academic affairs	8:00 am - 12:00 pm
Biology and You Seminar	Biology and You Seminar	20	academic affairs	8:00 am - 12:00 pm

*Image: The List tab shows all of the events that take place in this location, laid out in a table with their event details.*

## Availability (Daily)

With a list of dates in the left-hand column and hours in the top bar, this view shows all events that fall within a specific date range and have the location that you are viewing attached.

For more information, see [Working With Availability Views in 25Live](#).

☑ Include Requested Manage Conflicts ← Thu Oct 24 → Select Days View: Standard (default) Separated Legend ↻ ? Help

9AM - 4PM

	9	10	11	12	1	2	3
Thu Oct 24	FINC 321 08 2688...	FINC 321 11 26902 2024AMFA			BIOL 105 P1 26523 2024AMFA		PHIL 214 12 271...
Fri Oct 25	PHIL 11...	FINC 321 02 26880 2024AMFA	CHEM 331 01 26623 2024AMFA	PHIL 214 06 27133 2024AMFA			
Sat Oct 26							
Sun Oct 27							
Mon Oct 28	PHIL 11...	FINC 321 02 26880 2024AMFA	CHEM 331 01 26623 2024AMFA	PHIL 214 06 27133 2024AMFA	CHEM 331 51 26624 2024AMFA		
Tue Oct 29	FINC 321 08 2688...	FINC 321 11 26902 2024AMFA			BIOL 105 P1 26523 2024AMFA		PHIL 214 12 271...
Wed Oct 30	PHIL 11...	FINC 321 02 26880 2024AMFA	CHEM 331 01 26623 2024AMFA	PHIL 214 06 27133 2024AMFA	CHEM 331 51 26624 2024AMFA		
Thu Oct 31	FINC 321 08 2688...	FINC 321 11 26902 2024AMFA			BIOL 105 P1 26523 2024AMFA		PHIL 214 12 271...
Fri Nov 01	PHIL 11...	FINC 321 02 26880 2024AMFA	CHEM 331 01 26623 2024AMFA	PHIL 214 06 27133 2024AMFA			
Sat Nov 02							
Sun Nov 03							
Mon Nov 04	PHIL 11...	FINC 321 02 26880 2024AMFA	CHEM 331 01 26623 2024AMFA	PHIL 214 06 27133 2024AMFA	CHEM 331 51 26624 2024AMFA		

*Image: The Availability (Daily) view shows a data and time grid of events that take place in this location.*

## Availability (Weekly)

This view shows a Sunday through Saturday (or customized) grid of events that take place in the location you're viewing. The top bar has days of the week and specific dates in the top bar and hours in the left-hand column. This view is interactive, allowing you to create events right from the grid.

For more information, see [Working With Availability Views in 25Live](#).

Include Requested    Manage Conflicts    ← Mon 20 Oct - Sun 09 Nov →    Weeks: 3    Select Days    No Utilization    Separated    Legend    Help

9AM - 4PM	Monday			Tuesday			Wednesday			Thursday			Friday		
	10/21	10/28	11/4	10/22	10/29	11/5	10/23	10/30	11/6	10/24	10/31	11/7	10/25	11/1	11/8
09:00 AM	FINC 321 02	FINC 321 02	FINC 321 02	FINC 321	FINC 321	FINC 321	FINC 321 02	FINC 321 02	FINC 321 02	FINC 321	FINC 321	FINC 321	FINC 321 02	FINC 321 02	FINC 321 02
10:00 AM				26902	26902	26902				26902	26902	26902			
11:00 AM	CHEM 331	CHEM 331	CHEM 331				CHEM 331	CHEM 331	CHEM 331				CHEM 331	CHEM 331	CHEM 331
12:00 PM	PHIL 214 06	PHIL 214 06	PHIL 214 06				PHIL 214 06	PHIL 214 06	PHIL 214 06				PHIL 214 06	PHIL 214 06	PHIL 214 06
01:00 PM				BIOL 105 P1	BIOL 105 P1	BIOL 105 P1	CHEM 331	CHEM 331	CHEM 331	BIOL 105 P1	BIOL 105 P1	BIOL 105 P1			
02:00 PM	51 26624	51 26624	51 26624	26523	26523	26523	51 26624	51 26624	51 26624	26523	26523	26523			
03:00 PM	2024AMFA	2024AMFA	2024AMFA	PHIL 214 12	PHIL 214 12	PHIL 214 12	2024AMFA	2024AMFA	2024AMFA	PHIL 214 12	PHIL 214 12	PHIL 214 12			
04:00 PM				27149	27149	27149				27149	27149	27149			

*Image: The Availability (Weekly) tab shows a date and time grid of events that take place in this location over one or more weeks.*

## Calendar

The Calendar tab displays a calendar of events that have reserved or requested the location you are viewing.

For more information, see [Working With Calendar Views in 25Live](#).

Show Blackouts     Display Additional Time     Related Locations    ← Sun Oct 06 - Sat Oct 12 →    Weeks: 1    Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 6	7	8	9	10	11	12
	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	9:55 am - 11:35 am <b>MUSN 142 01</b> <b>MMP 27055</b> <b>2024AMFA</b> TR 0955-1135, TR 0955-1135 09/01 ARTS 202	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	9:55 am - 11:35 am <b>MUSN 142 01</b> <b>MMP 27055</b> <b>2024AMFA</b> TR 0955-1135, TR 0955-1135 09/01 ARTS 202	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	
	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b>	1:30 pm - 3:10 pm <b>MUSN 143 01</b> <b>27056</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b>	1:30 pm - 3:10 pm <b>MUSN 143 01</b> <b>27056</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b>	

*Image: The Calendar tab shows each of the event that take place in this location by week.*

## Audit Trail

The Audit Trail tab displays a sortable table of changes to this location. Tap or click the **Date**, **User**, or **Action** column headings to sort by those columns.

↻ ? Help

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Date	User	Action	Additional Information
Mon Feb 05 2024 11:43 am	service25	Create	Created SH Lab 212
Mon Feb 05 2024 12:27 pm	service25	Name Changed	Changed room short name from SH Lab 212
Mon Feb 05 2024 12:28 pm	service25	Name Changed	Changed room formal name from Stemmler Hall - Lab 212
Mon Feb 05 2024 12:38 pm	service25	Modify	Updated Text Comment
Mon Feb 05 2024 12:39 pm	service25	Name Changed	Changed room short name from SH 0252 Seminar RM
Mon Feb 05 2024 12:48 pm	service25	Modify	Updated Instructions
Mon Feb 05 2024 12:49 pm	service25	Modify	Updated Instructions
Mon Feb 05 2024 12:53 pm	service25	Modify	Updated Location Custom Attributes
Mon Feb 05 2024 12:53 pm	service25	Modify	Updated Location Custom Attributes

*Image: Use the audit trail to see a record of changes made to this location.*

## More Actions Menu Options

Expand the **More Actions** menu to see additional actions available for the location you're viewing.

**ARTS 101** ✎ ★

Davis Arts Center - Music Practice Room 1

▼  
**More Actions**

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

*Image: Tap More Actions to open additional location options.*

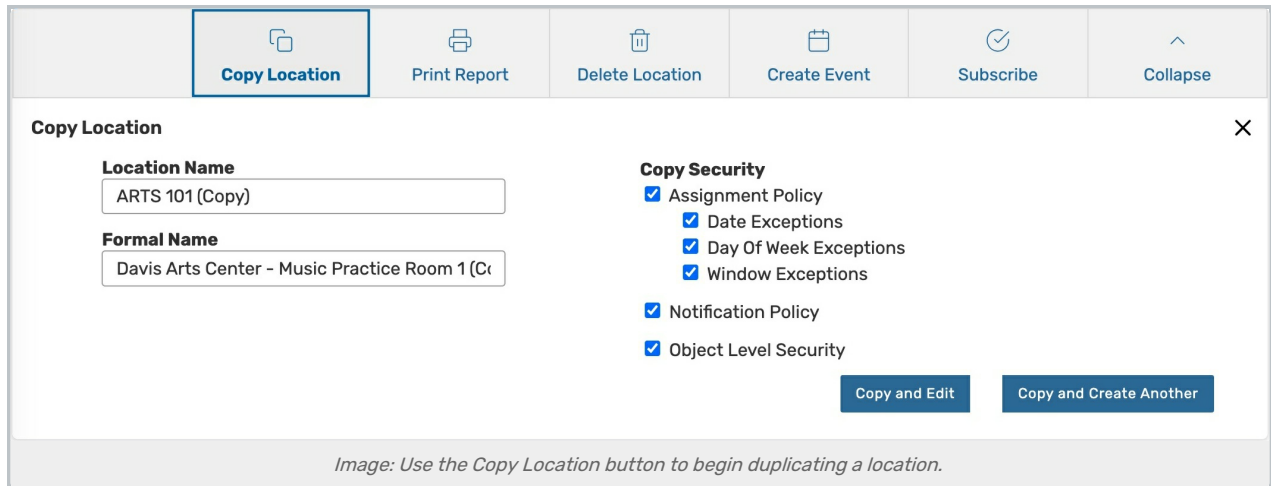
You can close the display using the **Collapse** link.

📱 *Note that in mobile views, the action labels (Copy Location, Print Report, etc.) are not visible, only the action icons.*

## Copy Location

Duplicate this location.

For more information, see [Copying a 25Live Location](#).



**Copy Location** [X]

**Location Name**  
ARTS 101 (Copy)

**Formal Name**  
Davis Arts Center - Music Practice Room 1 (C

**Copy Security**

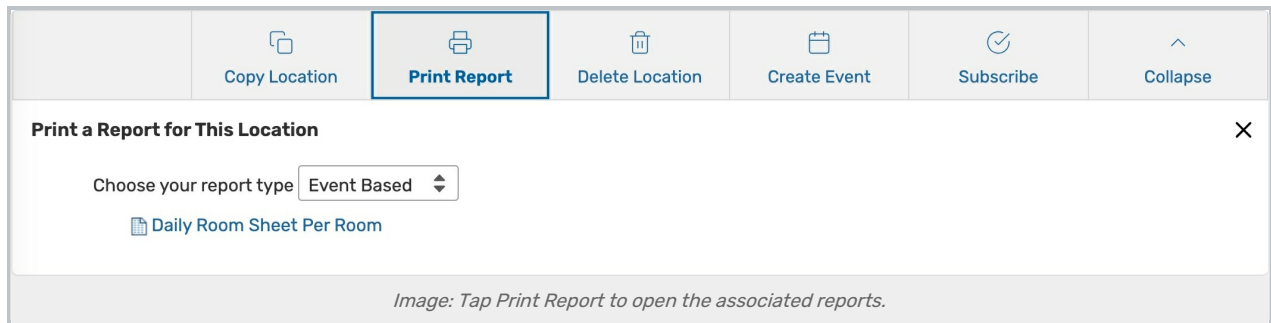
- Assignment Policy
  - Date Exceptions
  - Day Of Week Exceptions
  - Window Exceptions
- Notification Policy
- Object Level Security

Copy and Edit    Copy and Create Another

*Image: Use the Copy Location button to begin duplicating a location.*

## Print Report

Generate a report or for this location.



**Print a Report for This Location** [X]

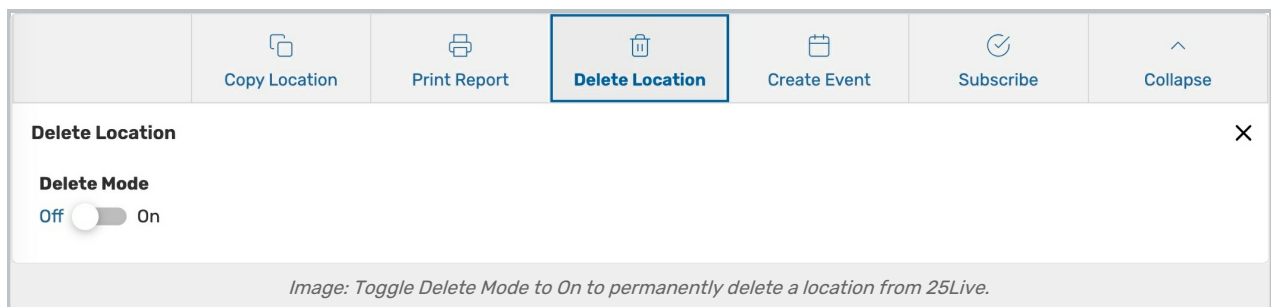
Choose your report type: Event Based

[Daily Room Sheet Per Room](#)

*Image: Tap Print Report to open the associated reports.*

## Delete Location

Permanently delete a location by toggling **Delete Mode** to **On** and confirming. Warning: This action cannot be undone.



**Delete Location** [X]

**Delete Mode**  
Off  On

*Image: Toggle Delete Mode to On to permanently delete a location from 25Live.*

## Create Event







Opens a new event form with the location you are viewing already selected. If this location is an Express Scheduling location, the Express Scheduling for will be opened instead of a standard event form.

For more information, see, [Creating Events With the Event Form.](#)


## Subscribe


Subscribe to an event calendar feed for this location.

For more information, see [Subscribing to an Event Feed](#).

	 Copy Location	 Print Report	 Delete Location	 Create Event	 <b>Subscribe</b>	 Collapse
--	---	--	---	---	--	--

**Subscribe to Events in this Location** ×

 **View Atom feed**

 **View iCal feed**

To import the iCal into Microsoft Outlook, click to download, then "Upload from file". To stay subscribed to changes on the events, right-click to copy the feed URL and add a new calendar via "Subscribe from web". See this Microsoft Outlook [support](#) page for more details (and note that "Turn on shared calendar improvements" in advanced Microsoft Account settings must first be disabled).

*Image: Subscribe to an event feed.*