

Viewing Resource Details



Security Note

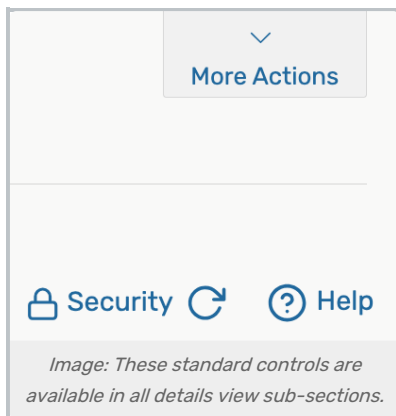
What you can see and do in this application depends on the security permissions associated with your 25Live user account. In addition, if your user does not have permission Basic: 9.0 *View Contacts* in [Series25 Group Administration](#) enabled, the default scheduler for a location may not be visible.

You may also want to ensure your user has the *18.0 Basic Resource Searching* and *18.1 Advanced Resource Search and Manage Personal Searches* permissions set to “Yes” to find resources you want to view the details for.

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

The name of each resource in 25Live is a link you can use to view its details. Each resource view also has sub-sections for:

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



Each sub-section has controls for:

- **More Actions:** An expandable section with resource actions
- A **Security** link can take 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

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

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

To View Resource Details

The screenshot displays the 'AV - Laptop - Mac' resource details page. At the top, there is a title bar with a red diamond icon, the resource name 'AV - Laptop - Mac', and icons for edit and star. Below the title bar are navigation tabs: 'Details' (selected), 'List', 'Availability (Daily)', 'Calendar', and 'Audit Trail'. A 'More Actions' button is located in the top right corner. The main content area is divided into several sections:

- Edit Mode:** A toggle switch is currently set to 'On'.
- View and Edit Security:** A link with a lock icon and a refresh icon.
- Help:** A question mark icon.
- Comments:** A section with a heading and a comment: 'Laptops can be requested by faculty, staff and students only.' with an edit icon.
- Default Instructions:** A section with a heading and instructions: 'Laptop must be picked up and returned to the Media Resources office on the ground floor of the library.' with an edit icon.
- Attributes:** A section with a heading and two attributes:
 - 'Deposit for Use (\$)' with a value of '100' and an edit icon.
 - 'Resource Image' with a thumbnail image of a laptop and an 'Edit' link.
- Inventory:** A section with a heading and a table:

Start Date	End Date	Quantity
Fri Sep 09 2011	Fri Dec 31 2100	15

 Below the table is an 'Add Inventory Level' button.
- Categories:** A section with a heading and a dropdown menu showing 'Media Services' and 'Select an item'.
- Related Resources:** A section with a heading and a 'Substitute With' section showing 'AV - Data Projector' with an 'Add Relationships' button.

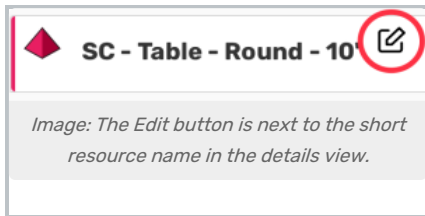
At the bottom of the screenshot, there is a caption: *Image: The Details sub-section displays a variety of resource information.*

After clicking on a resource'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 information under headings for:

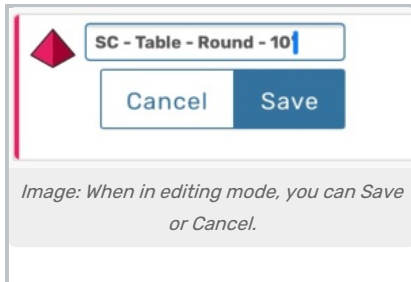
- Comments
- Categories
- Inventory (with dated stock totals)
- Default Instructions
- Related Resources
- Attributes (which can include images)
- Notification Policy

How to Edit Resource Name From the Details View

For users with appropriate security permissions, inline editing is available to edit the Resource name from the top, summary area of the details view.

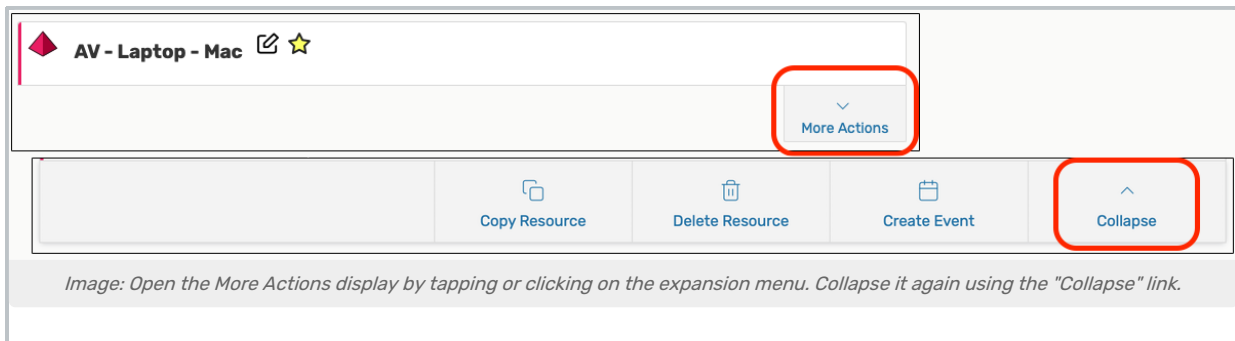


Use the edit icon () to open the editing text field. Type your changes, then use the **Save** button.



The **Cancel** button will close the editing text field.

Using the More Actions Display



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

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

This display provides the ability to:

- [Copy Resource](#) - uses the resource you're viewing as a base to create a new resource
- Create Event - which will begin an event in the [Event Form](#) using this resource
- Delete Resource - *See section below.*

How to Delete a Resource

1. Open the More Actions Display

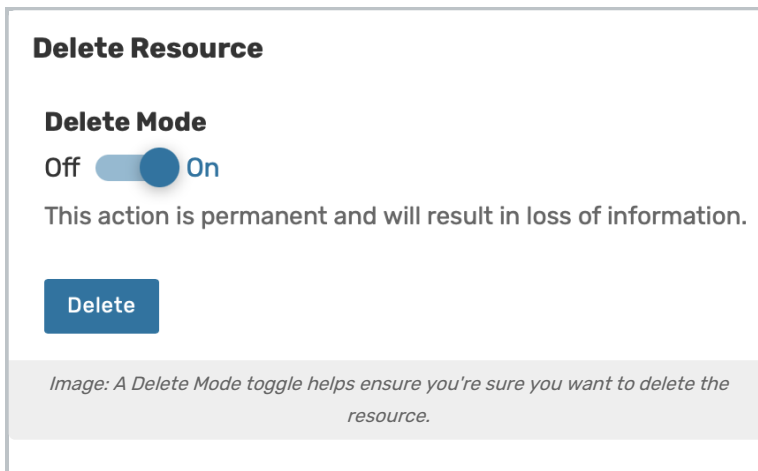
As described above, use the **More Actions** menu link to expand all of the options available.

2. Use the Delete Resource Link



With the More Actions menu expanded, use the **Delete Resource** 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 resource.

4. Use the Delete Button and Confirm

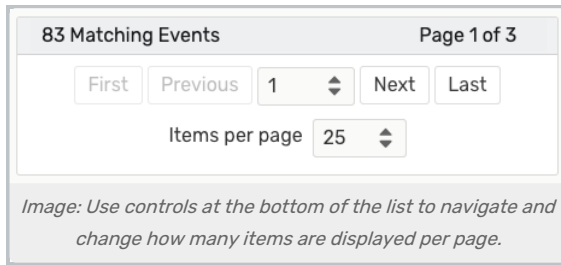
With the Delete Mode on, the **Delete** button and its warning message will display. If you're sure, click or tap the button and confirm in the next dialog. The resource will be permanently deleted from your Series25 database.

How to Edit Resource Details: Resource Detail Sub-sections

Viewing the Resource List View

The List view shows you a list of events associated with this resource 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.

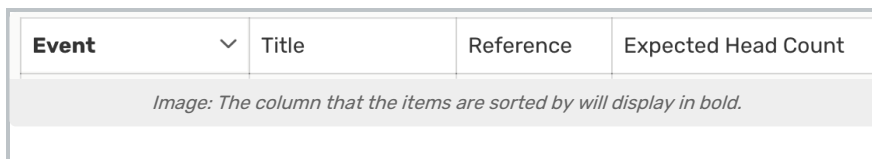
- To View Additional Pages of Items in List View



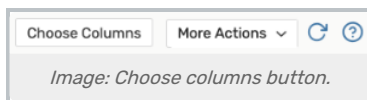
There are navigation controls at the bottom of the list where you can go to the next page, the last page, or jump to other pages of items. You can also choose how many items display on each page.

- **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 sorts in ascending order. Click again to sort in descending order.

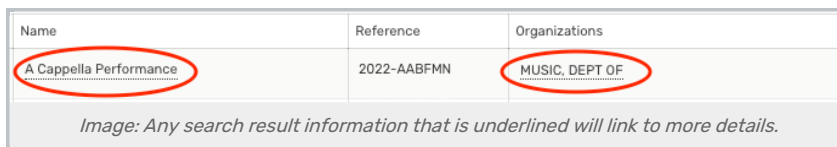


- **To Choose Which Columns Display in List View**



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**



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 Resource Availability (Daily) View

The Availability (Daily) view consists of three main parts:

- **Availability toolbar** at the top
- **Left sidebar** where dates are displayed, spanning 30 days from the selected date
- The availability grid with top column headers that 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

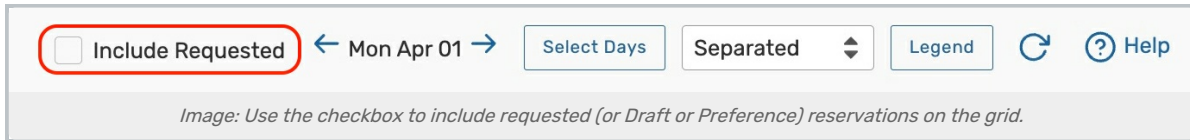


Image: Use the checkbox to include requested (or Draft or Preference) reservations on the grid.

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.

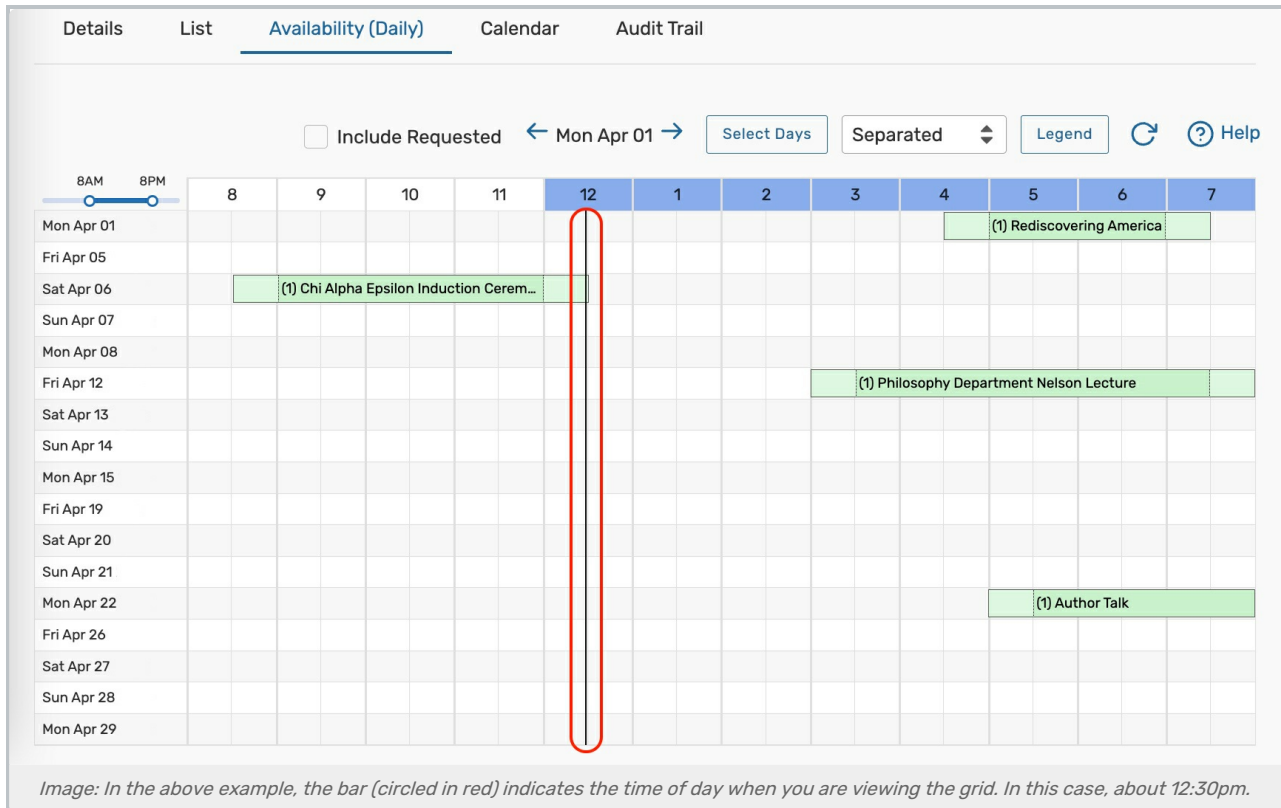



Image: In the above example, the bar (circled in red) indicates the time of day when you are viewing the grid. In this case, about 12:30pm.

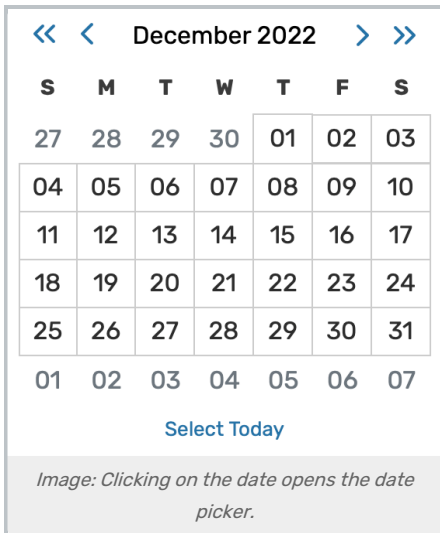
The assigned and/or total numbers for the resource are displayed with the name in the grid. The grid uses color codes to indicate availability and the status of events using this resource. Use can also the **Legend** button to view a guide to the colors. The default colors include:

- **Blank/White:** Available
- **Gray:** Closed hours, based on the resource’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:** Resource unavailable due to a relationship unless additional unused quantity exists
- **Purple/Gray Slashes:** Pending resource reservation

The availability grid also allows you to create events using the displayed resource for specific hours/days by using the create event  icon in available grid squares.

Administrators can add [custom colors for availability grids](#) in the Systems Settings section.

- To Change the Date Displayed in Availability View Search Results

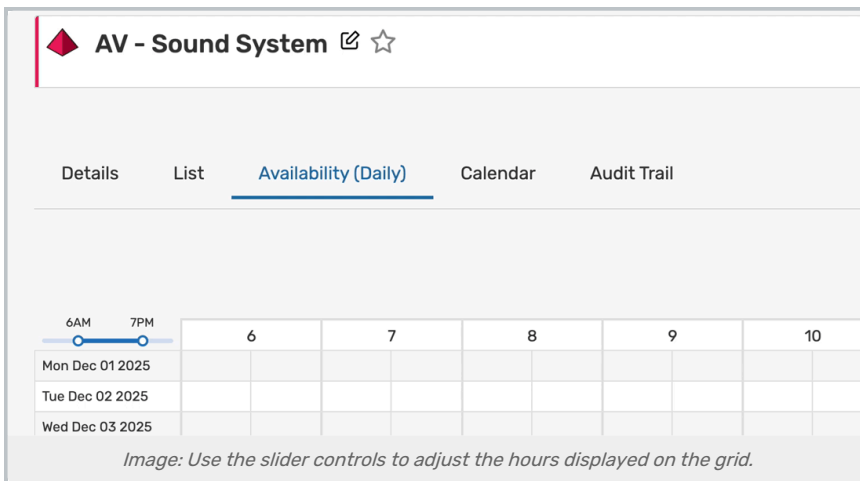



To choose a new date (other than the previous or next), click on the date text to open the date picker. Use the arrows on either side of the date to go to the previous or next date.

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

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.

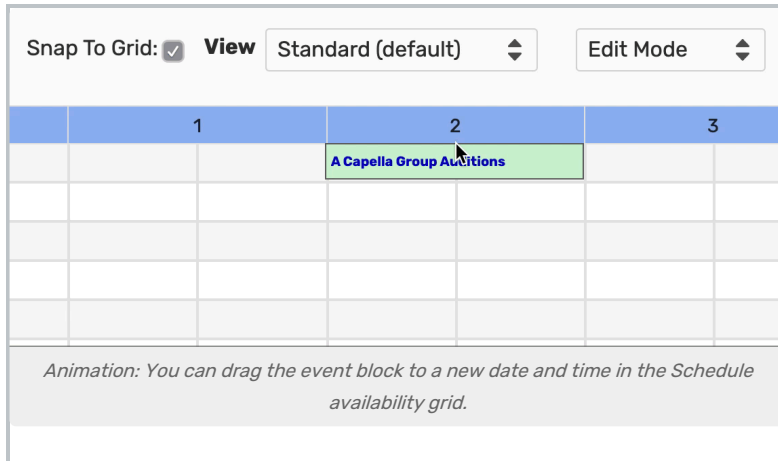
- To Change the Hours Shown in the Grid



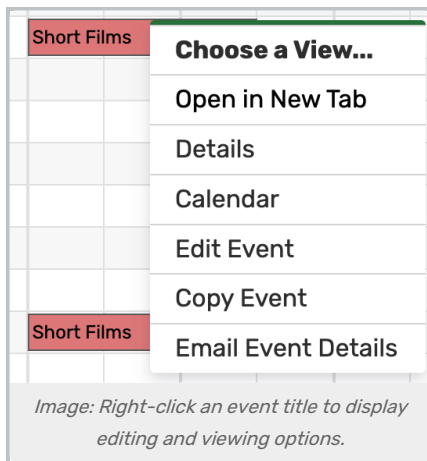
At the top-left corner of the availability grid are controls for changing which hours are shown along the top of the grid. Click on the control icon  to open the Hours display. Move the sliders along the line to adjust the hours shown in the grid.

- 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.




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

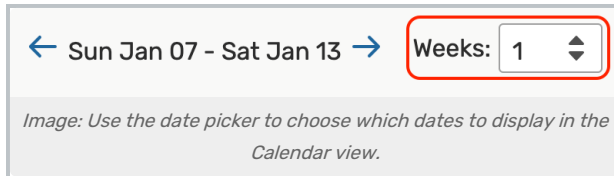
When navigating availability grids, you can use the **Scroll to Top** () icon in the bottom-right corner to quickly go to the top of the grid

Viewing the Resource Calendar View

The Calendar view shows you an easy-to-read grid of days on which events take place associated with this resource. This view also allows you to create events in the displayed locations by using the create event  icon in the calendar grid.

- **To Change the Start Date of the Calendar View**

Use the arrow buttons on the calendar grid to shift the dated display backward or forward in time. 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 Resource Audit Trail

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