

## Viewing Resource Details

### In This Article:

- [Details](#)
- [List](#)
- [Availability \(Daily\)](#)
- [Calendar](#)
- [Audit Trail](#)
- [More Actions Menu Options](#)
- [Copy Resource](#)
- [Delete Resource](#)
- [Create Event](#)



### Security Note

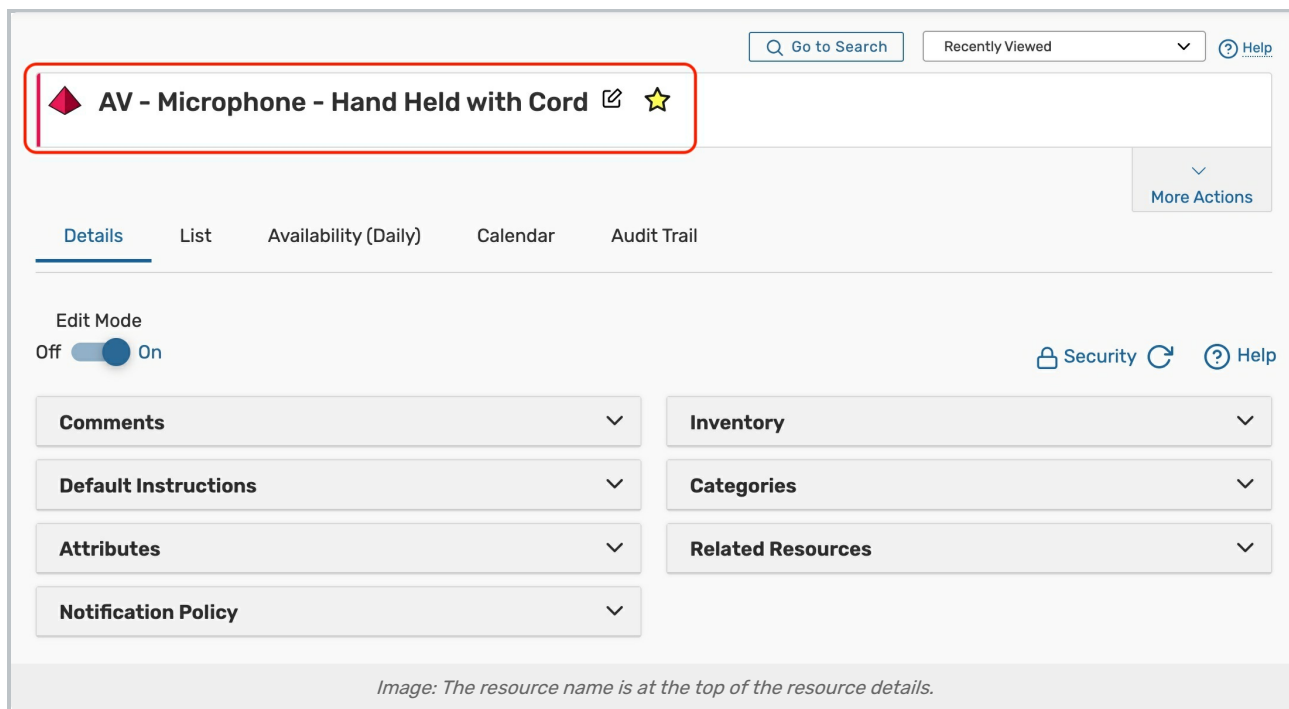
What you can see and do in this application depends on the [security permissions](#) associated with your 25Live user account.

- [Object Security](#) permissions to the resource you want to view
- Advanced Options: 12.0 *Edit Resources*
- Advanced Options: 12.1 *Delete Resources*
- Advanced Options: 13.0 *Create and Copy Resources*

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

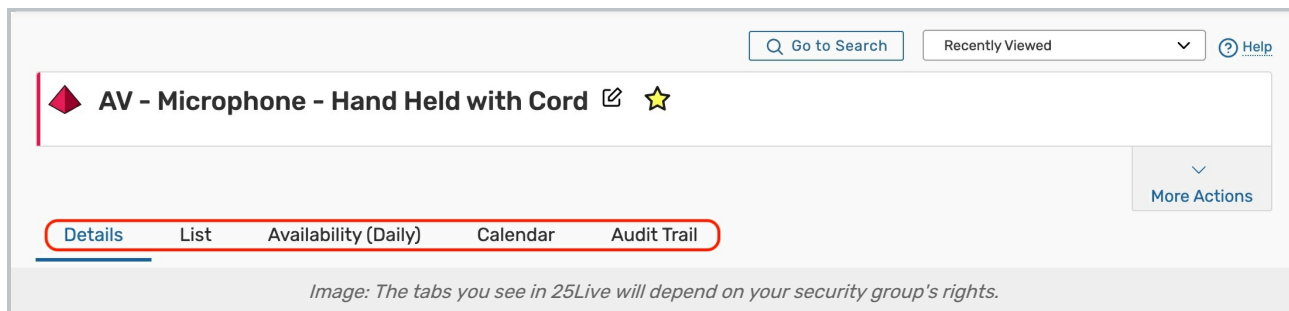
Each resource in 25Live has a details page with its instructions, notification policy, inventory, event calendar, audit trail, and more.

The top section shows the resource name. Use the star icon ( ☆ ) next to the resource name to add it to your favorites.



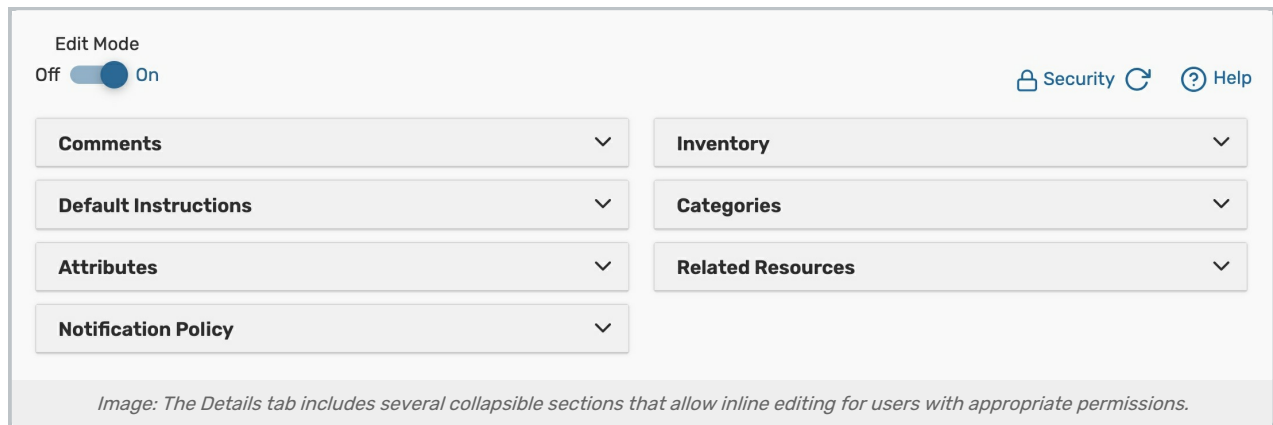
## Resource Tabs


Below are descriptions of each of the resource 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 resource's data including its instructions, attributes, notification policy, and more.



- **Edit Mode** - Set the toggle to **On** to enable [inline editing](#).
- **Security** - This link sends you to the [Object Security](#) configuration page for this resource 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 resource information is available in collapsible sections:

- **Comments** - Administrative comments about the resource.
- **Default Instructions** - Generally includes resource rental policies or other instructions.
- **Attributes** - Custom resource data fields, such as the last time the resource was serviced or an image of the resource.
- **Notification Policy** - Lists the policies that determine the approval type, the length of time that approval is required within, and who should be notified when the resource is requested or booked.
- **Inventory** - The stock total for the resource. The most recently updated stock totals will appear at the top of this list.
- **Categories** - Custom descriptors assigned to a resource for purposes of grouping, retrieving, and reporting.
- **Related Resources** - Resource inter-dependencies.
  - **Also Assign** - Other resources that are also automatically assigned to an event when this resource is assigned.
  - **Substitute For** - Resources that will get assigned to an event instead of this one. (Such as in cases where a resource temporarily unavailable).

For more information, see [Resource Data Overview](#).

## List

This view populates a list of events that fall within a specific date range that have reserved the resource you are viewing.

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

← Fri Feb 07 2025 →

Days: 1

Select Columns

↻

ⓘ Help

1 Matching Reservations

Event	Title	Reference	Quantity	Organization	Occurrence Date	Pre-Event Start	Event Times	Post-Event End
2nd Annual Student Film Festival	2nd Annual Student Film Festival	2024-AAHNWT	1	Alternative Film Club, STUDENT CENTER	Fri Feb 07 2025	8:00 pm	8:00 pm - 9:00 pm	10:00 pm

Image: The List tab shows all of the events that take place in this resource, 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 resource that you are viewing attached.

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

☐ Include Requested

← Thu Feb 06 2025 →

Select Days

Separated

Legend

↻

ⓘ Help

4PM - 11PM

45678910

Thu Feb 06 2025									
Fri Feb 07 2025						(1/5) 2nd Annual Stu...			
Sat Feb 08 2025						(1/5) 2nd Annual Stu...			
Sun Feb 09 2025									

Image: The Availability (Daily) view shows a date and time grid of events that have this resource reserved.

Calendar

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

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

☐ Display Additional Time

← Sun Feb 02 2025 - Sat Feb 08 2025 →

Weeks: 1

Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 2	3	4	5	6	7	8
					<div>8:00 pm - 9:00 pm</div> <div>2nd Annual Student Film Festival</div> <div> Register</div> <div> AV - Extension Cords</div> <div> AV - Laptop - Mac</div> <div> AV - Microphone - Hand Held with Cord</div> <div> AV - Overhead Projector</div> <div> AV - Power Strip</div> <div> AV - Screen - 10'</div> <div> AV - Sound System</div> <div> AV - Technician</div> <div> FS - Soda</div>	<div>8:00 pm - 9:00 pm</div> <div>2nd Annual Student Film Festival</div> <div> Register</div> <div> AV - Extension Cords</div> <div> AV - Laptop - Mac</div> <div> AV - Microphone - Hand Held with Cord</div> <div> AV - Overhead Projector</div> <div> AV - Power Strip</div> <div> AV - Screen - 10'</div> <div> AV - Sound System</div> <div> AV - Technician</div> <div> FS - Soda</div>

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

Audit Trail

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

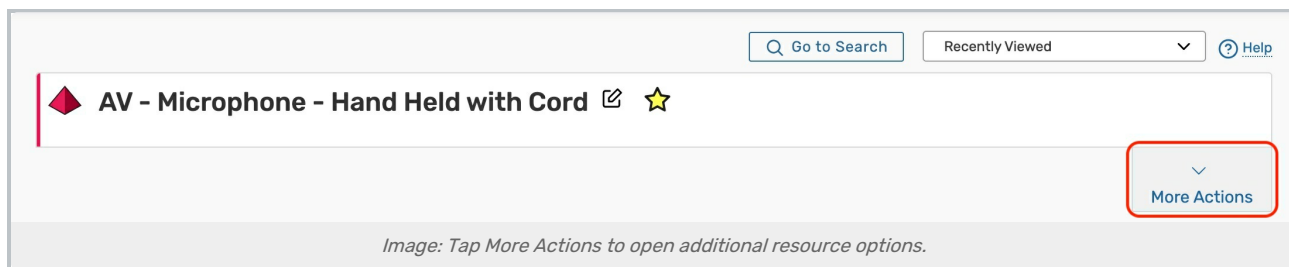
4 Matching Audit Records

Date	— User	— Action	— Additional Information
Mon Mar 18 2024 11:46 am	service25	Assignment Policy Modified	
Mon Mar 18 2024 11:43 am	service25	Assignment Policy Modified	

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

More Actions Menu Options

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

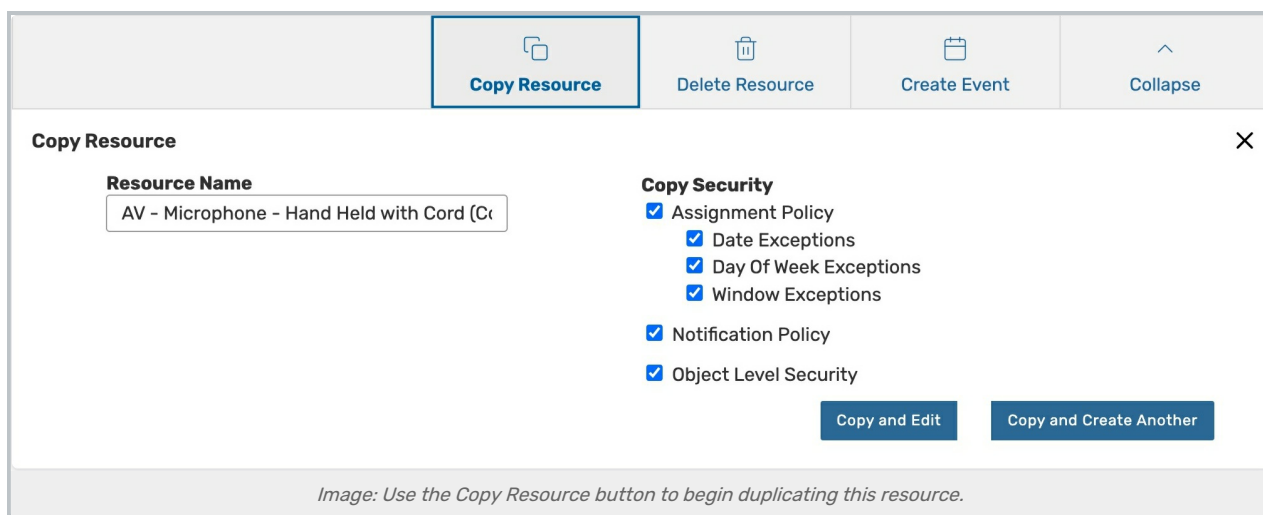


You can close the display using the **Collapse** link.

## Copy Resource

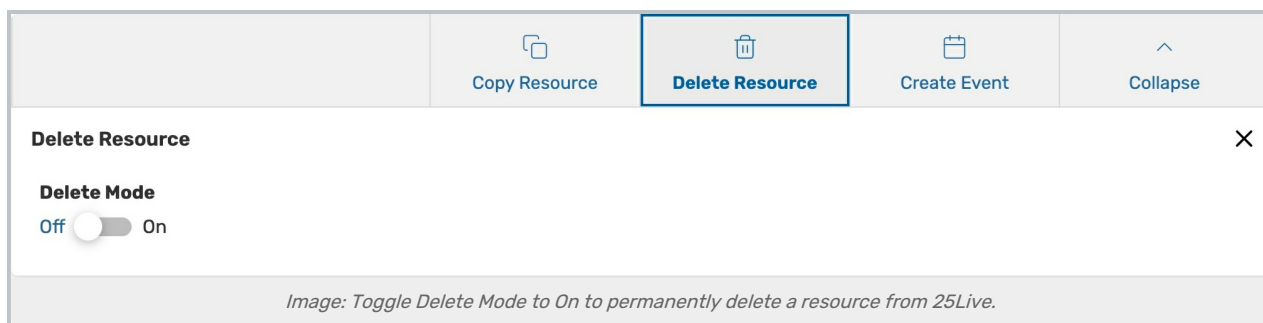
Duplicate this resource.

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



## Delete Resource

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



## Create Event

Opens a new event form with the resource that you are viewing already selected.

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

