

## Working With Availability Views in 25Live

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Availability grids in 25Live are a great way to find a time slot for your event. In many of these views, you can create new events and edit existing ones right from the grid.

In 25Live there are [three main ways to access an availability view](#) (or grid) in 25Live: through the More menu, an event, location, or resource search, or the page of a specific event, location, or resource.

These views function in nearly identical ways, with a few small differences.

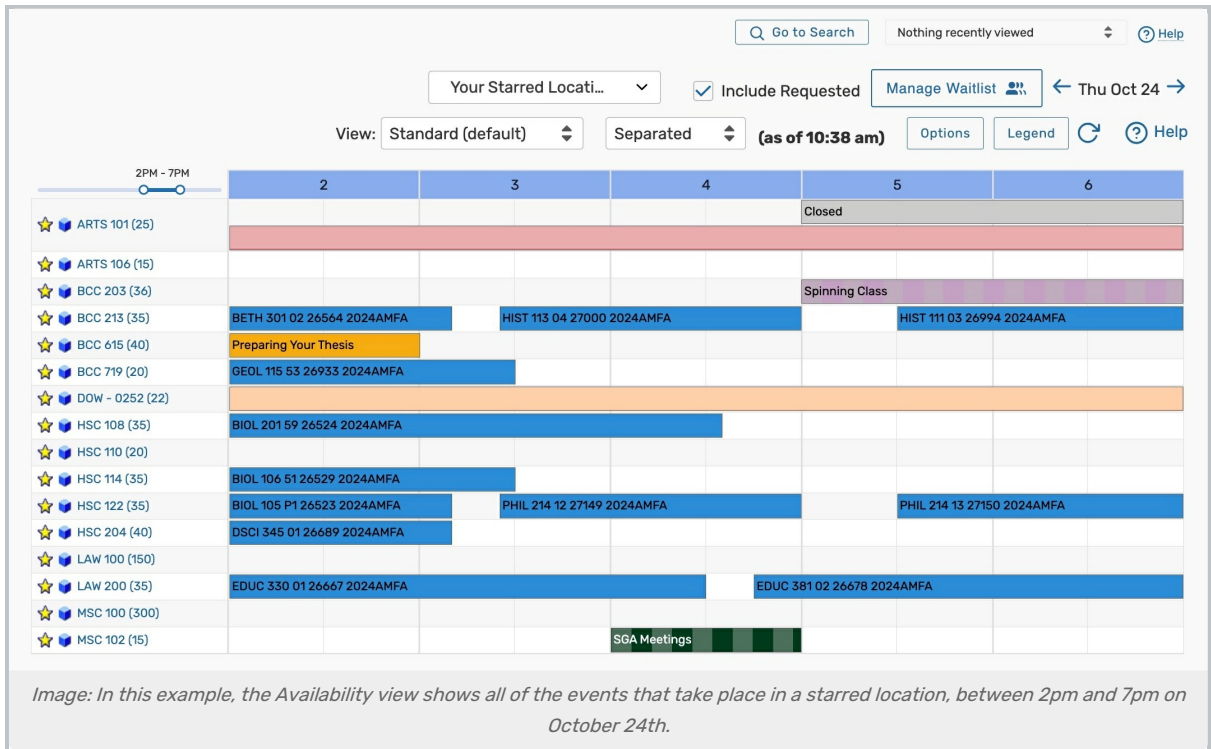
## Availability View Types

### Default Availability

You can get to the default Availability view by selecting **Availability** from the **More** menu in the [top navigation bar](#).

Default Availability views are populated based on saved searches. If no search is selected, this view will use your starred location search.

- **Availability:** Organized by locations and event hours, this view uses location searches to populate a daily availability view. This view is interactive, allowing you to create and reschedule events right from the grid.



## Object Availability

Click or tap any 25Live location, resource, organization, or contact to go to its **Details** page. Then select the **Schedule**, **Availability (Daily)**, or **Availability (Weekly)** tab.

- **Availability (Daily):** Organized by occurrence dates and hours, this view shows all events that fall within a specific date range and have a specific location or resource attached on a daily availability grid.

**HSC 122**

Highland Science Center - Room 122

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

Include Requested Manage Waitlist ← Thu Oct 24 → Select Days View: Standard (default) Separated Legend Help

	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: In this example, the Availability view shows all of the locations that take place in location HSC 122 on October 24th, between 9am and 4pm.*

- Schedule:** Organized by occurrence dates and hours, this variation of the Availability (Daily) view shows all of the occurrences and segments for the event you are viewing. This view is interactive, allowing you to reschedule right from the grid.

Details Occurrences Calendar **Schedule** Task List Pricing Audit Trail Scheduled Emails

Edit Event ← Fri May 03 → Separated Legend Help

	8	9	10	11
Fri May 03				
Sat May 04	SPAN 212 01 26206 2024AMSU			
Sun May 05				
Mon May 06	SPAN 212 01 26206 2024AMSU			
Tue May 07				
Wed May 08	SPAN 212 01 26206 2024AMSU			
Thu May 09				
Fri May 10	SPAN 212 01 26206 2024AMSU			

*Image: In this example, the Schedule view shows all of the occurrences of event "SPAN 212 01 26206 2024AMSU," that begin on or after May 3rd, and take place between 8am and 12pm.*

- Availability (Weekly):** This view is unique to locations and displays a Sunday through Saturday (or customized) grid of events for a specific location. This view shows several weeks at once, organized by days of the week and occurrence hours. This view is interactive, allowing you to create events right from the grid.

**HSC 122**   
 Highland Science Center - Room 122

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

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

	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	FINC 321	FINC 321				FINC 321	FINC 321	FINC 321			
10:00 AM	FINC 321 02	FINC 321 02	FINC 321 02	FINC 321 11	FINC 321 11	FINC 321 11	FINC 321 02	FINC 321 02	FINC 321 02	FINC 321 11	FINC 321 11	FINC 321 11	FINC 321 02	FINC 321 02	FINC 321 02
11:00 AM	CHEM 331	CHEM 331	CHEM 331	26902	26902	26902	CHEM 331	CHEM 331	CHEM 331	26902	26902	26902	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															
02:00 PM	CHEM 331	CHEM 331	CHEM 331	26523	26523	26523	CHEM 331	CHEM 331	CHEM 331	BIOL 105 P1	BIOL 105 P1	BIOL 105 P1			
03:00 PM	51 26624	51 26624	51 26624				51 26624	51 26624	51 26624	26523	26523	26523			
04:00 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			
				27149	27149	27149				27149	27149	27149			

*Image: In this example, the Availability view shows all of the events that take place on a weekday in room HSC 122, between October 20th and November 9th, between 9am and 4pm.*

## Search Availability

Search Availability views display events generated from searches run on the Search page, within a selected date range. Unlike the default views, the search does not need to be saved to use this view.

- **Availability:** Organized by objects and occurrence hours, this view uses event, location, and resource searches to populate a daily availability view. This view is interactive, allowing you to create and reschedule events right from the grid.

Select Object: Resources AV

Quick Search  Advanced

AV Create New Resource Reset Export Results Security Save Save as Search

Search Actions ▼

List Calendar **Availability**  Include Requested ← Sat Feb 08 → Separated Legend Help

	6	7	8	9	10
AV - Blu-ray Player					
AV - Data Projector					
AV - DVD Player					
AV - Extension Cords			(1/15) 2nd Annual Student Film Festi...		
AV - Laptop - Mac			(1/15) 2nd Annual Student Film Festi...		
AV - Laptop - PC					
AV - Microphone - Hand Held...			(1/5) 2nd Annual Student Film Festi...		
AV - Microphone - Hand Held...			(1/5) 2nd Annual Student Film Festi...		
AV - Microphone - Lapel					
AV - Microphone Stand					
AV - Overhead Projector			(1/5) 2nd Annual Student Film Festi...		
AV - Power Strip			(1/15) 2nd Annual Student Film Festi...		
AV - Screen - 10'			(1/2) 2nd Annual Student Film Festi...		

*Image: In this example, the Availability view shows all of the resource reservations that take place on February 8th between 6pm and 11pm, and that were returned after running a resource search named "AV".*

- **Availability (Weekly):** This view is unique to location searches and shows a Sunday through Saturday (or customized) grid of events that take place in a group of locations. This view is interactive, allowing you to create events right from the grid.

Select Object: Locations Baker Classroom Complex

Quick Search  Advanced

[Create New Location](#) | [Reset](#) | [Export Results](#) | [Security](#) | [Save as](#) | [Search](#)

Search Actions

List | Calendar | Availability | **Availability Weekly**

Include Requested [Manage Waitlist](#) ← Sun Oct 20 2024 - Sat Oct 26 2024 → Weeks: 1 [Select Days](#) No Utilization Separated

[Legend](#) [Help](#)

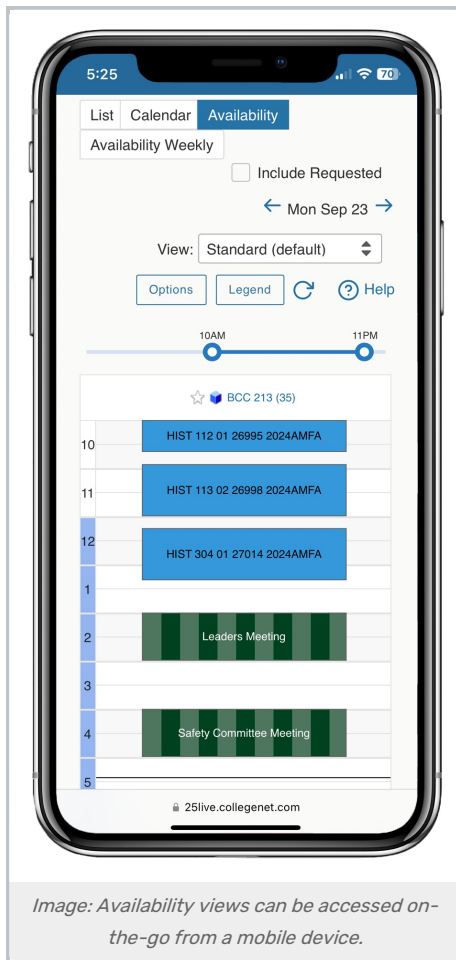
**BCC - Comp Lab**

**BCC 101**



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10/20 10/27 11/3 11/10	10/21 10/28 11/4 11/11	10/22 10/29 11/5 11/12	10/23 10/30 11/6 11/13	10/24 10/31 11/7 11/14	10/25 11/1 11/8 11/15	10/26 11/2 11/9 11/16
02:00 PM			ENGL ENGL ENGL ENGL		ENGL ENGL ENGL ENGL		
03:00 PM			HIST HIST HIST HIST		HIST HIST HIST HIST		
04:00 PM			311.01 311.01 311.01 311.01	MUSC MUSC MUSC MUSC	311.01 311.01 311.01 311.01	Hula Hula Hula Hula	
05:00 PM			MUSC MUSC MUSC MUSC		MUSC MUSC MUSC MUSC		
06:00 PM			120.01 120.01 120.01 120.01		120.01 120.01 120.01 120.01		
07:00 PM							

*Image: In this example, the Availability view shows all of the events that were returned after running a location search name "Baker Classroom Complex," that take place on a weekday between October 20th and November 16th, between the hours of 9am and 6pm,*

## Understanding the Availability Daily Grid



Each Availability view is specific to one or more events, locations, or resources and shows their event schedules. The views consist of...

- An availability toolbar at the top with several controls that allow you to adjust what you see in the grid. (More information on these in the "Using the Availability Controls" section.)
- A list of locations, resources, or dates (depending on where you are in the application) are listed down the left-hand side of the grid in desktop views OR above each group of event blocks in mobile views.
- A range of hours are listed 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 check availability during specified dates/hours, see utilization, and create events using the pencil and paper (  ) icon in the grid squares.
- Within the grid are each event blocks that take place in that time frame. These could be "real" events, closed hours, or blackout dates.
- Hover to view positive values from headcount fields and other event information on devices where available. (  )

The Schedule view is a type of Availability (Daily) grid that is specific to events. You cannot create additional occurrences from the grid, but you can reschedule them.

## Understanding the Availability Weekly Grid

The weekly availability grid is unique to locations. This view displays the days of the week and dates at the top, with times on the left-hand side. A toolbar at the top provides several controls to adjust the grid display. (More information on these in the "Using the Availability Controls" section.)

Here you can compare location reservations on specific days from week to week. If multiple locations are displayed, each will have its own grid with the days and weeks selected.

Events can be created from the weekly grid, but unlike the availability daily views, they cannot be rescheduled there.

List Calendar Availability **Availability Weekly**

Include Requested ← Sun Oct 20 - Sat Nov 16 → Weeks: 4 Select Days No Utilization Separated Legend ? Help

**BCC 101**

	Monday				Tuesday				Wednesday				Thursday				Friday			
9AM - 6PM	10/21	10/28	11/4	11/11	10/22	10/29	11/5	11/12	10/23	10/30	11/6	11/13	10/24	10/31	11/7	11/14	10/25	11/1	11/8	11/15
09:00 AM					ENGL 362	ENGL 362	ENGL 362	ENGL 362					ENGL 362	ENGL 362	ENGL 362	ENGL 362				
10:00 AM								Monthly												
12:00 PM																				
01:00 PM					ENGL 111	ENGL 111	ENGL 111	ENGL 111					ENGL 111	ENGL 111	ENGL 111	ENGL 111				
02:00 PM					32 26786	32 26786	32 26786	32 26786					32 26786	32 26786	32 26786	32 26786				
03:00 PM					HIST 311	HIST 311	HIST 311	HIST 311					HIST 311	HIST 311	HIST 311	HIST 311				
04:00 PM					01 27015	01 27015	01 27015	01 27015	MUSC	MUSC	MUSC	MUSC	01 27015	01 27015	01 27015	01 27015	Hula Club	Hula Club	Hula Club	Hula Club
05:00 PM					MUSC	MUSC	MUSC	MUSC	150 01	150 01	150 01	150 01	MUSC	MUSC	MUSC	MUSC				
06:00 PM					120 01	120 01	120 01	120 01					120 01	120 01	120 01	120 01				

**BCC 103**

	Monday				Tuesday				Wednesday				Thursday				Friday			
9AM - 6PM	10/21	10/28	11/4	11/11	10/22	10/29	11/5	11/12	10/23	10/30	11/6	11/13	10/24	10/31	11/7	11/14	10/25	11/1	11/8	11/15
09:00 AM	HIST 113	HIST 113	HIST 113	HIST 113					HIST 113	HIST 113	HIST 113	HIST 113	PSYC 212	PSYC 212	PSYC 212	PSYC 212	HIST 113	HIST 113	HIST 113	HIST 113
10:00 AM	PSYC 322	PSYC 322	PSYC 322	PSYC 322					PSYC 322	PSYC 322	PSYC 322	PSYC 322	52 27242	52 27242	52 27242	52 27242	PSYC 322	PSYC 322	PSYC 322	PSYC 322
11:00 AM																				
12:00 PM	HIST 114	HIST 114	HIST 114	HIST 114					HIST 114	HIST 114	HIST 114	HIST 114					HIST 114	HIST 114	HIST 114	HIST 114
01:00 PM																	Orchestr	Orchestr	Orchestr	Orchestra
02:00 PM																				
03:00 PM									PSYC	PSYC	PSYC	PSYC	AERO 421	AERO 421	AERO 421	AERO 421				
04:00 PM									288 01	288 01	288 01	288 01	01 26458	01 26458	01 26458	01 26458	Delta	Delta	Delta	Delta
05:00 PM									27230	27230	27230	27230	2024AMF	2024AMF	2024AMF	2024AMF				
06:00 PM									ENGL 112	ENGL 112	ENGL 112	ENGL 112	A	A	A	A				

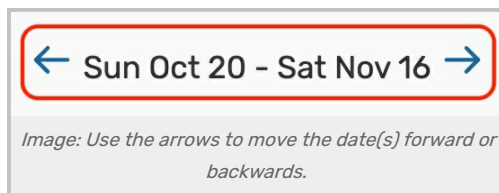
*Image: In this example, there are two locations displayed. Both locations show the Monday-Friday reservation schedule for a four week span, for events that take place between 9AM and 6PM.*

## Using the Availability Controls

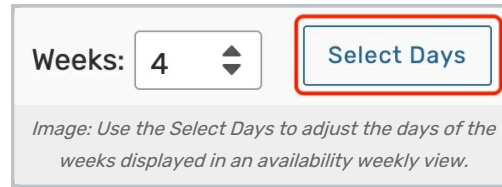
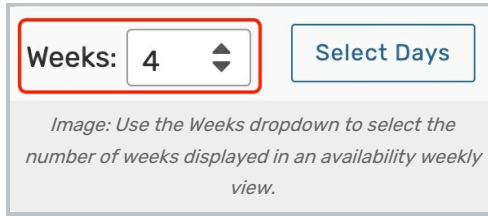
Please note that some of the buttons, dropdowns, and other controls described below are not available on every availability view. What you see will depend on where you are in the application and whether you are viewing a daily or weekly grid. For more comprehensive explanations of the controls on Search pages, please see our articles on [Quick Searching](#) and [Advanced Searching](#).

## Updating the Dates Displayed

To move the grid's date(s) forward or backward, use the arrow buttons or tap on the dates to open the calendar picker.

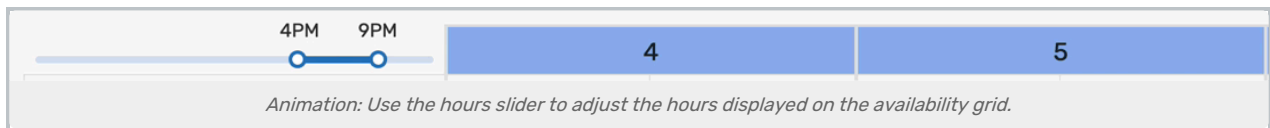


In the availability weekly views, use the **Weeks** dropdown to adjust the number of weeks displayed and the **Select Days** button to adjust the days of the weeks displayed.



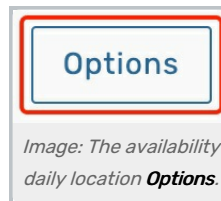
## Updating the Hours Displayed

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

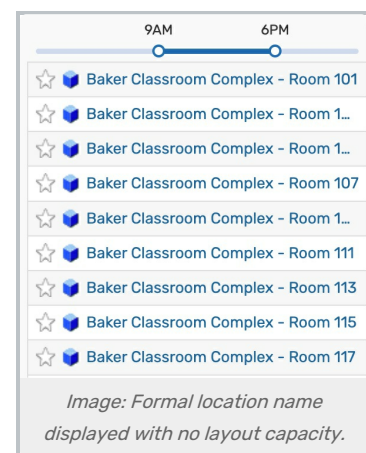
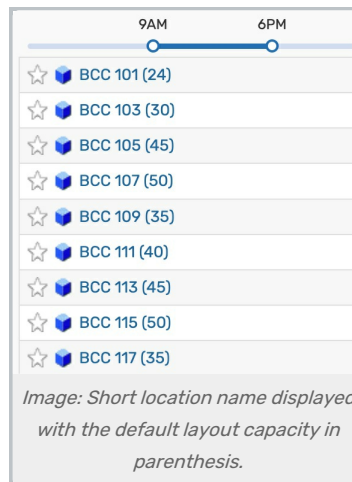
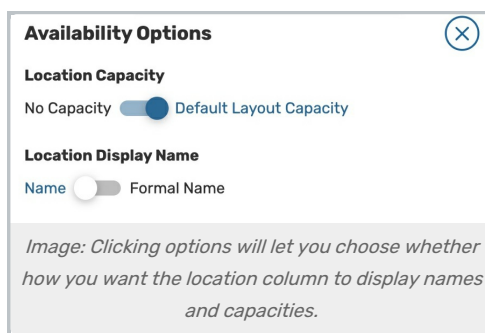


## Displaying the Location Name and Capacity View Options

An **Options** button is available on daily location availability views that rely on searches.



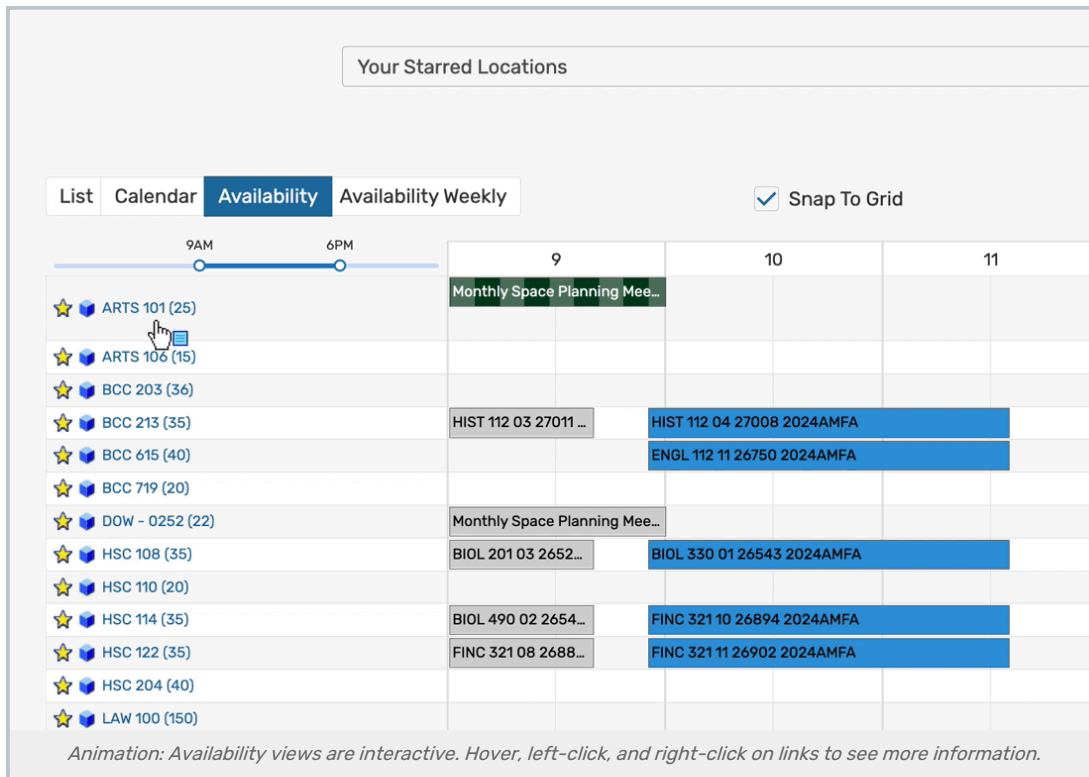
When clicked or tapped, a modal will open with an option to choose whether you want the default layout capacity appended to the end of the location names. This value will be displayed in parenthesis. Additionally, you can choose whether you want the short or formal location name displayed. Note that this column has limited space, so long names may be cut off.



## Interacting With Grid Objects

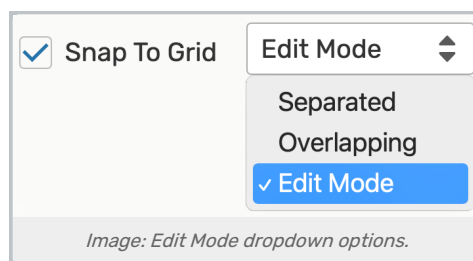
Each event, location, and resource on an availability view is interactive.

- Click or tap on an object link to move to its [Details page](#).
- Hover over an object link to see a summary of its details. (🖱️)
- Right-click on an object to see more actions. (🖱️)



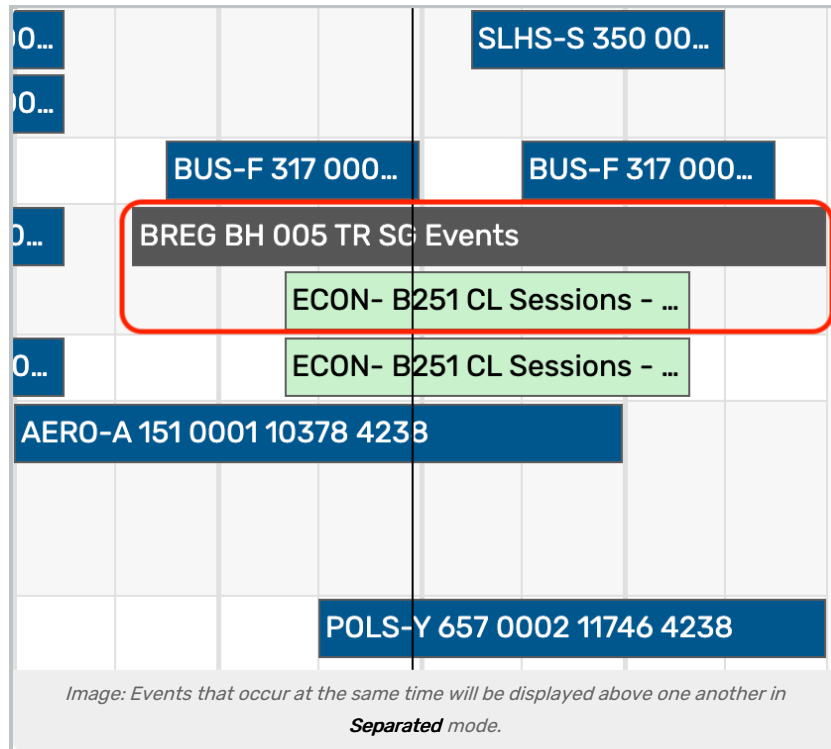
## Using the Separated, Overlapping, and Edit Modes

Grids have **Separated & Overlapping** view modes that adjust event block placement. Some views also include **Edit Mode**.



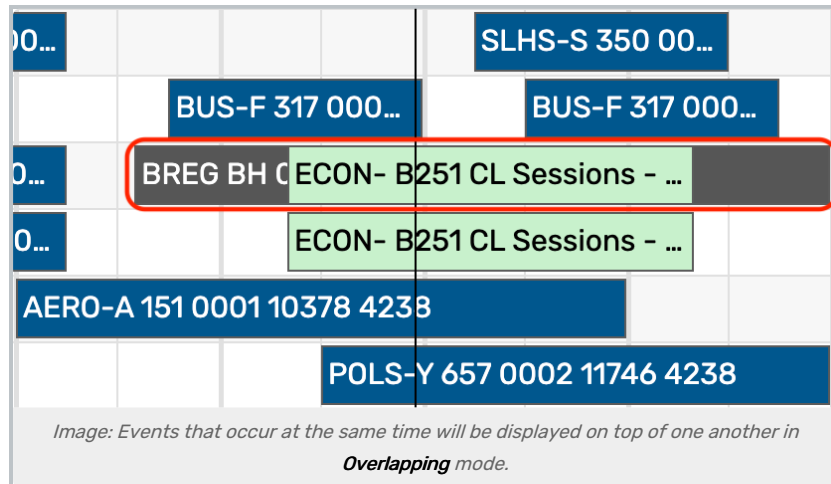
### Separated

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



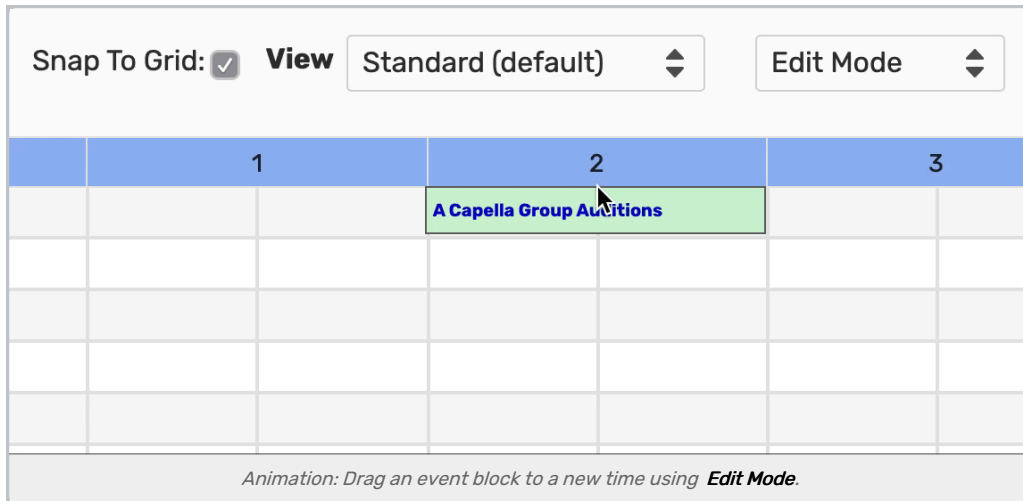
### Overlapping

All events with overlapping times will be displayed in overlapping time-blocks to 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.



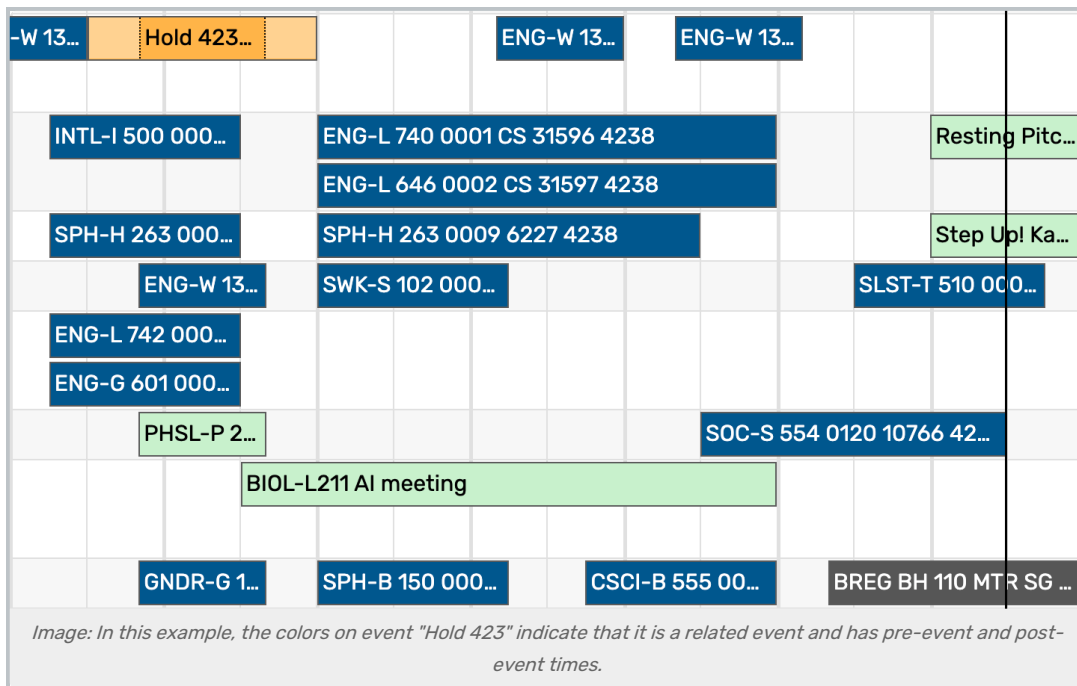
Select the **Snap To Grid** checkbox above the grid to restrict times to half-hour blocks, or uncheck the checkbox to freely move the event to any time.

### Creating Events From the Grid

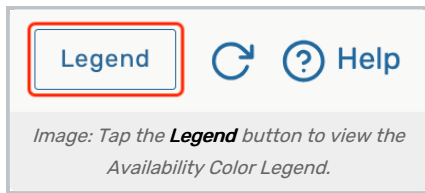
Availability views allow you to create events using the paper and pencil icon  directly from the grid. If a location is setup for [Express Scheduling](#), clicking the icon will open the Express Scheduling form for quick event creation. Use the **Open in Form** button to create an event in the standard [Event Form](#) instead.

### Understanding the Event Block Colors

The rectangular event blocks in the availability grid are color-coded to signal closed hours, blackout hours, and the different statuses and characteristics of events.



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.

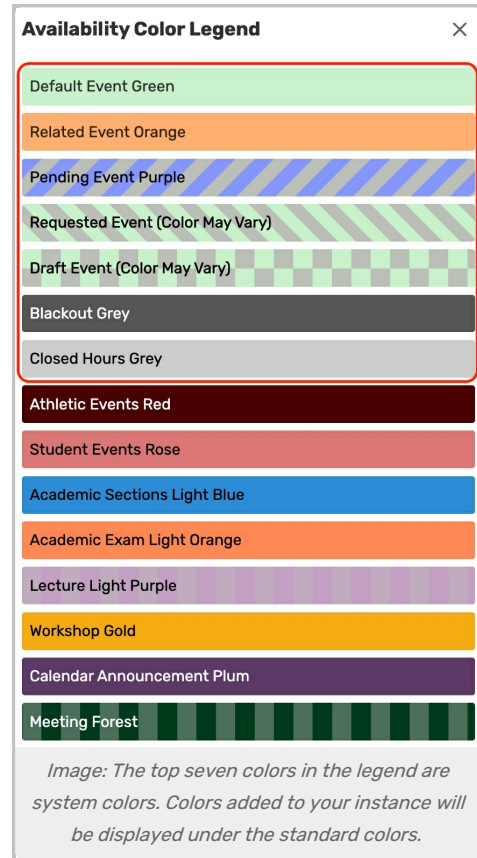


The first several colors/patterns in the legend are standard:

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

Setup, pre-event, post-event, and takedown times will display in a lighter shade of the block color. (See the "Hold 423" reservation in the image above.)

For more information on adding custom colors/patterns, please see [Adding Grid Coloring to Availability Views](#).



## Changing to Location Utilization View

The **View** dropdown on location availability daily and weekly views allows you to choose between four modes that change the colors of your event blocks.



### Security Note

To access the utilization views, your security group will need the following permission in Series25 Group Administration:

Academic Options: 2.0 *View Utilization Statistics on Availability Grids* = Yes

### Standard (default) View

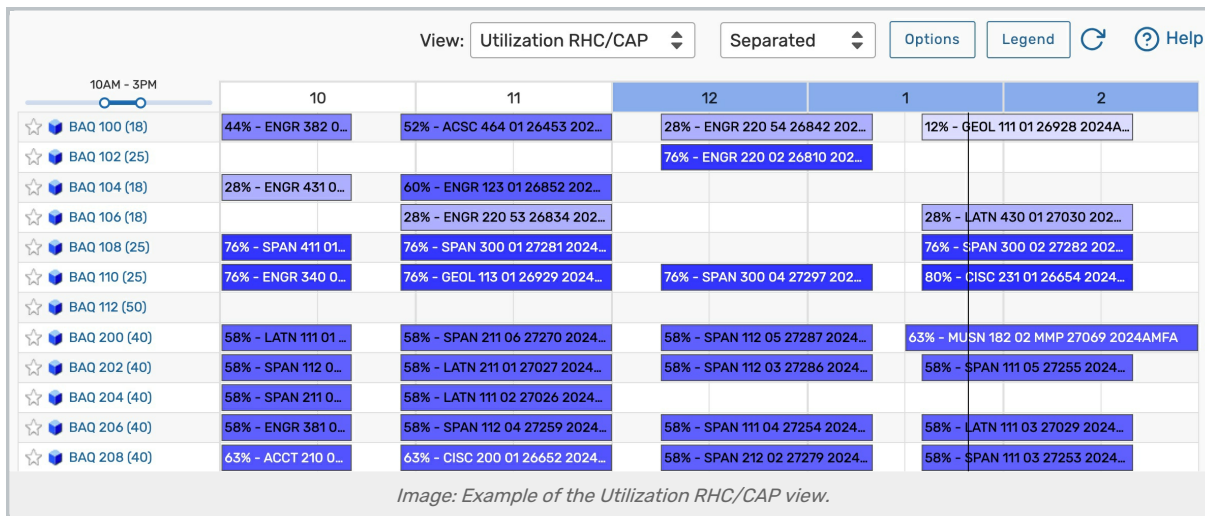
In the Standard view mode, the squares representing blocks of time in the availability grid are color-coded to signal different statuses of events (as shown above under "Understanding the Event Block Colors"). This view's custom colors are set in the [Grid Coloring](#) System Settings.

### 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.

#### 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.



#### Utilization color meanings:

- **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



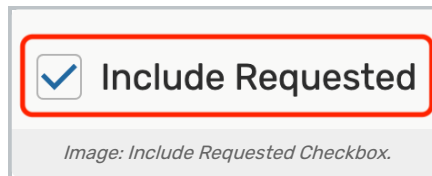
### Note: Expected Head Count in Campus Solutions

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 setup may be configured to import the section's **Requested Room Capacity** instead of the 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.

## Including Requested Events

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

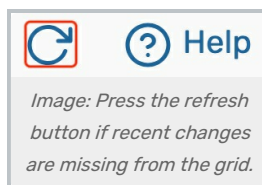


## Managing Waitlist Requests

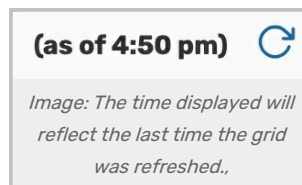
When searching for locations you may encounter the need to manage a waitlist of events requesting that location. For more information, see our Help Center article, [Managing Waitlist Requests](#).

## Refreshing the Grid


If any changes have been made that affect the availability grid criteria, press the refresh icon to update the results.



If the availability view that you are using has the time listed in parentheses, the refresh time will be reflected there.



## Scrolling to the Top

When navigating availability grids, use the arrow button (  ) in the bottom-right corner to quickly scroll to the top.

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