

## Location Data Overview

In 25Live, the term location refers to any room, facility, or outdoor area that could be assigned to an event. Location data is stored on Location Details pages and in the System Settings.

For an overview of all of the tabs on a location page, please see: [Viewing Location Details](#)

For information on how to inline edit this page, please see: [Inline Editing Location Details](#)

## Location Details Fields

**BCC - Comp Lab** 🔍 ★  
Baker Classroom Complex - Computer Lab

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

Edit Mode: ☐ Off ☒ On

Always Share: ☐ Off ☒ On | [Security](#) | [Help](#)

**Comments**

The BCC Computer Lab comfortably seats up to 30 people. Lights and window shades are also user adjustable from the wall controls so the projection screen can be clearly seen any time of day.

Computer stations can be reserved by students via Express Scheduling when the room is not in use for classes.

**Default Instructions**

No food is allowed in lab spaces. Beverages must be in sealed containers.

Please do not rearrange this room without first speaking with the scheduling department.

Internal events are not charged for space rental. To qualify, your event must meet the following criteria:

- It must be sponsored by an internal department.
- The sponsoring department must provide a complete budget code and will be responsible for any charges.
- The majority of attendees at the event must be university faculty, students, or staff.

**Features**

Feature	Quantity	Icon
Accessible Seats	4	🔍 ✕
ADA Accessible	1	🔍 ✕
Air Conditioning	1	🔍 ✕
Ceiling Mounted LCD Projector	1	🔍 ✕
Computers - Mac	22	🔍 ✕
Dry Erase Board	1	🔍 ✕
Podium	1	🔍 ✕
Projection Screen	1	🔍 ✕
Recording Capability	1	🔍 ✕

Select an item

**Layouts**

**Max Capacity**  
30

**Default Layout**  
Classroom

Click on a layout name to view its details in the Layout Details panel.

Name	Cap	Setup	Takedown	Remove
Classroom	22	🔍 25 Mins	🔍	✕
Hollow Square	29	🔍 25 Mins	🔍	✕
U-Shaped	29	🔍 25 Mins	🔍	✕

**Add Layout**  
Select an item

**Categories**

- ADA Compliant ✕
- Classroom - General Purpose ✕
- Do Not Display on Web Calendars ✕

Select an item

**Related Spaces**

**Close To**  
BCC 715 ✕

**Also Assign**  
[Add Relationships](#)

**Location Scheduler**

Mozart, Wolfgang 🌟

[Remove](#)

**Layout Details**

**Viewing Layout: Classroom**

**Layout Image** [Remove](#) [Edit](#)

**Layout Diagram** [Edit](#)

**Default Instructions**  
"Classroom" style is the default layout for this room. This setup seats 22 with seven people per row and one at the podium.

**Map**

[Map](#) [Satellite](#)

U-Pallet Company M J Trucking

Image: Example of a location details page.

You can store a variety of information about each location in addition to custom attributes you define:

- **Short name** (required) - This is the location's display name. This name is used throughout 25Live and will be shown on associated events, calendars, in search results, etc.
- **Formal name** - The official location name. This may be the same as the location short name.
- **Comments** - Administrative comments about the room.
- **Default Setup Instructions** - Custom instructions for the room.
- **Features** - Attributes representing room features—such as air conditioning, ADA accessibility, or built in AV equipment—and their quantities.
- **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. Schedulers can't assign the location to events outside these defined hours unless they have override permissions.

- **Maximum Capacity** (required) - The maximum number of people that layout can accommodate
- **Default Layout** - The layout assigned to the room if no other layout is chosen.
- **Categories** - Custom descriptors assigned to a space for purposes of grouping, retrieving, and reporting
- **Related Spaces** - Interdependencies 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 others, 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.
  - *See [Location Relationship Examples](#) section below*
- **Location Scheduler** - When this location is requested, this user is who the requests are routed to.
- **Partition** - The location grouping—usually established by area of campus, buildings, floors of buildings, or space type (for example, large lecture halls)—that this location belongs to. Partitions are used in Schedule25 Optimizer processing.
- **Fill Ratio Percentage** - The percentage of seats that should be filled by any event occupying the location. This is used in Schedule25 Optimizer processing.
- **Express Scheduling** - Event type and maximum event duration options required to use the [Express Scheduling](#) features of 25Live.
- **Building** - The building that the location belongs to.
- **Layout Image** - Usually a photo of the room layout.
- **Layout Diagram** - Usually a top-down illustration of the room layout, including tables, chairs, and other notable furniture and features.
- **Default Instructions** - Instructions for this location layout. These instructions can be overwritten when a user creates an event.
- **Map** - Populates a Google map when the Longitude and Latitude custom attributes have been added to the location.
- **Approval Type** ([Notification Policy](#)) - Defines whether one or all contacts should interact with tasks for the location.
  - **By at least one** - Notification tasks will be marked complete as soon as one user responds.
  - **By all** - All users must respond individually in order for the task to be completed.
- **Approval required within** ([Notification Policy](#)) - When 25Live generates a notification task, this is how many days, hours, and minutes before it is due.
- **Add Contact** ([Notification Policy](#)) - Who should be notified when the location is requested or booked and

whether they need to approve the location assignment.

- **Space Satisfaction Ratings** - Location satisfaction data, pulled from [Eval25](#).

## Buildings

The Building Name can be used in the Building column on the Location tab.

## Blackout Dates

Blackouts are specific dates/times that a location is unavailable for assignment (for example, when it is undergoing repairs). Schedulers can't assign the location to events during these defined dates/times unless they have override permissions to do so.

For information on setting up your location blackouts, please see [Managing Blackouts](#).

## Location Master Definitions

When adding and editing location details, many fields have you make a selection from a menu. To populate these various menus, you will need to update your [master definitions](#) in the 25Live System Settings.

### Custom Attributes

Custom attributes allow you to create data fields that are not available by default on location details pages.

In addition to the location custom attributes you create, 25Live includes a number of system-supplied location custom attributes. These items can't be edited or deleted, but can be deactivated:

- **Latitude** - Used to designate the latitude of an event location for use by maps in location detail displays
- **Longitude** - Used to designate the longitude of an event location for use by maps in location detail displays
- **Map** - Most often used to specify a URL to a campus map PDF with an event's location highlighted

These attributes are specific to X25 Analytics:

- **X25 Assignable Area** - Used to specify the net assignable square feet of a location.
- **X25 Floor Number** - The floor number of the room.
- **X25 Building** - Used to specify the building a location (space).
- **X25 Room Code** - Used to sort and analyze room usage according to the room's type.
  - *Not currently in use.*
- **X25 Owner Organization** - Used to designate the organization that has primary responsibility for a location.
- *For more information on these values, please see [X25 Room Use Codes](#).*

For more information on setting up location custom attributes, please see [Adding and Editing Custom Attributes In 25Live](#).

### Categories

Categories provide a readily available way to group your locations. For information on setting up your location category master definitions, please see [Adding and Editing Categories In 25Live](#).

## Features

Features include characteristics, equipment, and amenities that are tied to a room. For information on setting up your location feature master definitions, please see [Adding and Editing Features In 25Live](#).

## Layouts

Layouts represent each of the ways a room can be configured. For information on setting up your location layout master definitions, please see [Adding and Editing Layouts In 25Live](#).

## Partitions

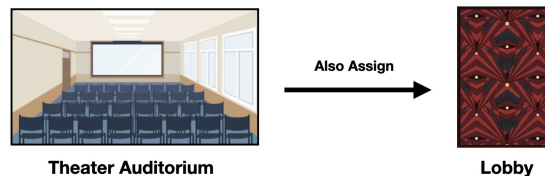
Partitions represent groups of locations—such as the floor of a building or an area of campus. For information on setting up your partition master definitions, please see [Adding and Editing Partitions In 25Live](#).

## Buildings

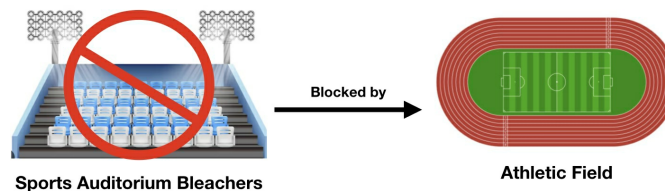
For information on setting up your building master definitions, please see [Adding and Editing Buildings in 25Live](#).

## Location Relationship Examples

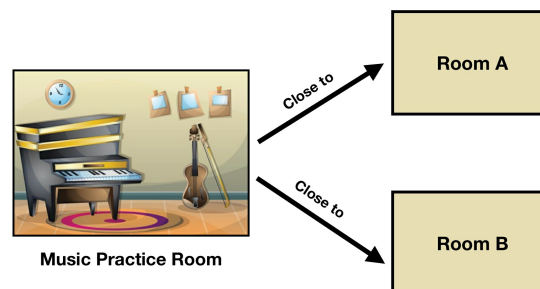
### Also Assign



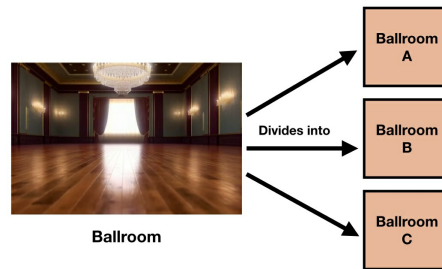
### Blocked By



### Close To



## Divides Into



## Subdivision Of

