Viewing, Adding, and Editing 25Live Standard Schedules

Security Note

To access the **Standard Schedules** section of the **System Settings**, your user must either be in the System Administrator (-1) security group OR have the following permission set in <u>Series25 Group Administration</u>: Tool Access: 3.0 *Access to X25 Analytics Tool* = **Yes**.

Defining your standard schedules in 25Live allows you to use meeting pattern information in reports—such as the Location Availability by Meeting Pattern report.

View Existing Standard Schedules

1. Navigate to Standard Schedules

To view your existing standard schedules, navigate to the System settings through the 25Live More menu. Then, tap or click **Standard Schedules**.

System Settings		Q Go to Sea	Nothing recer	ntly viewed 🗘 🕐 Help
General Settings	Event Save Email	Event Form Settings	Embedding	
Blackout Managemer	nt Document Mana	gement Master De	finitions Sea	ch Settings
Pricing Settings	Publisher Settings	Workflow Settings	System Tags	Standard Schedules
	Image: Standard Sc	chedules section of the 25Live	e System Settings.	

2. Select a Schedule to View

Use the dropdown menu to select the schedule you'd like to view.

Standard Schedule	~	
${f \lambda}$ Select a Standard Schedule		
CollegeNET Default		
Standard Schedule		

3. Sort and Filter the Schedule Data

Tap or click any of the column names to sort schedule data by Start Time, End Time, Minutes Duration, or Days.

Standard Sched	lule			
Standard Schedu	le	v	Create and Edit Star	idard Schedule
Filter:				G
Start Time	End Time	Minutes Duration	✓ Days	
09:55	11:35	100	TR	
13:30	15:10	100	TR	
14:55	16:35	100	MW	
08:00	09:40	100	TR	
17:30	19:15	105	TR	
Image: Select any column header to reorganize the list of meeting patterns in a standard schedule.				

Use the **Filter** field to limit the rows displayed to only ones those that include your search term. For example, searching for "M" will display all of the meeting patterns in your schedule that include "M" (Monday) in the **Days** column.

Filter: M			
Start Time	✓ End Time	Minutes Duration	Days
12:15	13:20	65	MWF
09:35	10:40	65	MWF
08:15	09:20	65	MWF
13:35	14:40	65	MWF
14:55	16:35	100	MW
10:55	12:00	65	MWF
Imaga: The Filter field al	lowe you to limit the rows chown in the st	andard appadula table to these that includ	a wave accords tarm

Image: The Filter field allows you to limit the rows shown in the standard schedule table to those that include your search term.

Add or Edit Standard Schedules

To add a new standard schedule, tap or click the **Create and Edit Standard Schedule** button. This will take you to X25 Analytics where you can make your changes. There you can use the following article to make changes to your schedules: Defining Standard Schedules.

Standard Schedule				
Standard Schedule	~			Create and Edit Standard Schedule
Filter:				C
Start Time	End Time	Minutes Duration	∨ Day	s
09:55	11:35	100	TR	
13:30	15:10	100	TR	
14:55	16:35	100	MW	
08:00	09:40	100	TR	
17:30	19:15	105	TR	
Image: Use the Create and Edit Standard Schedule button to take you to X25 Analytics where you can create and edit schedules.				