

Viewing, Adding, and Editing 25Live Standard Schedules



Security Note

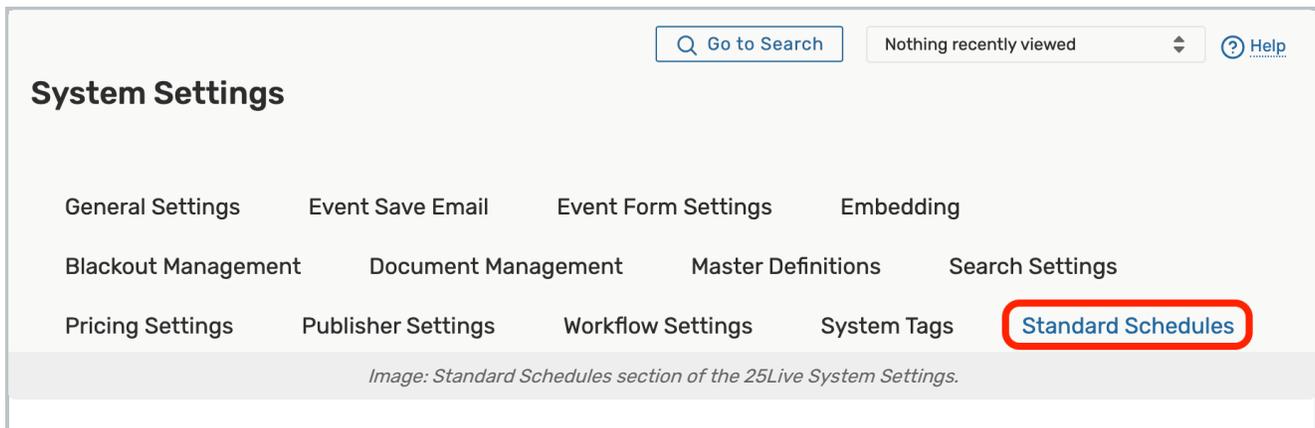
To access the **Standard Schedules** section of the **System Settings**, your user must either be in the System Administrator (-1) security group OR have the following permission set in [Series25 Group Administration](#): Tool Access: 3.0 *Access to X25 Analytics Tool* = Yes.

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

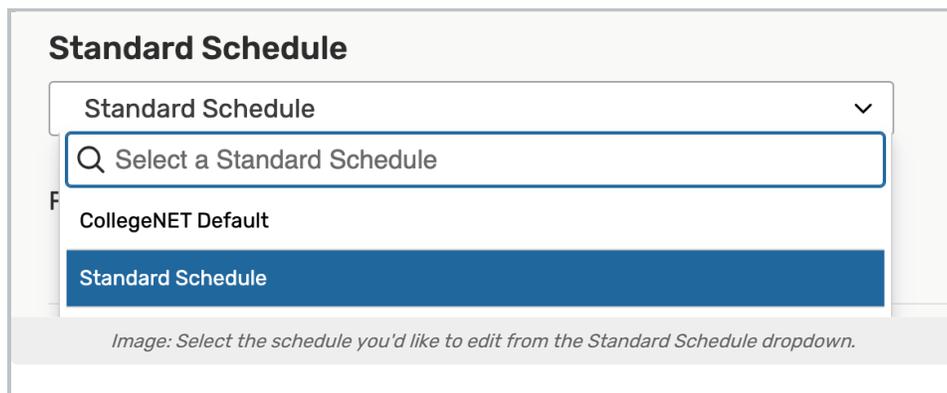
1. Navigate to Standard Schedules

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



2. Select a Schedule to View

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



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 Schedule

Standard Schedule Create and Edit Standard Schedule

Filter:

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:

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

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:

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: Use the **Create and Edit Standard Schedule** button to take you to X25 Analytics where you can create and edit schedules.*