

## Working With List Views in 25Live

### In This Article:

- [List Types](#)
  - [Default List](#)
  - [Object List](#)
  - [Search List](#)
- [Using the List Controls](#)
  - [Sorting Lists by Column](#)
  - [Updating the Days Displayed](#)
  - [Adding and Removing Columns From View](#)
  - [Refreshing the Results](#)
  - [Displaying Related Locations](#)
  - [Viewing Additional Details](#)

List views in 25Live are laid out in a table of events, resources, locations, or other objects and can be accessed from three main areas: a specific object details page, search results, or the 25Live More menu. These views are great for sorting data and getting an overview of the similarities and differences between events or objects.

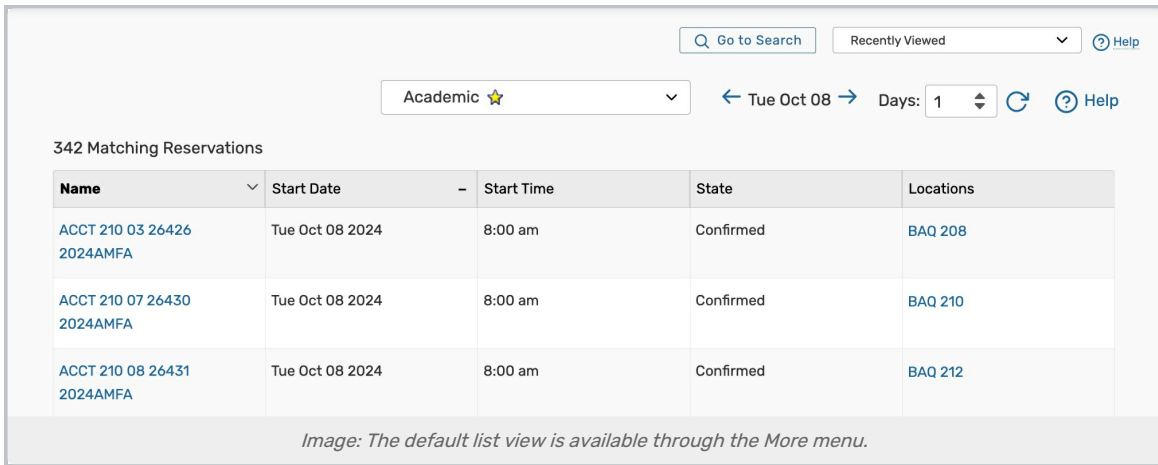
Each list functions in nearly the same way, with a few differences.

## List Types

### Default List

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

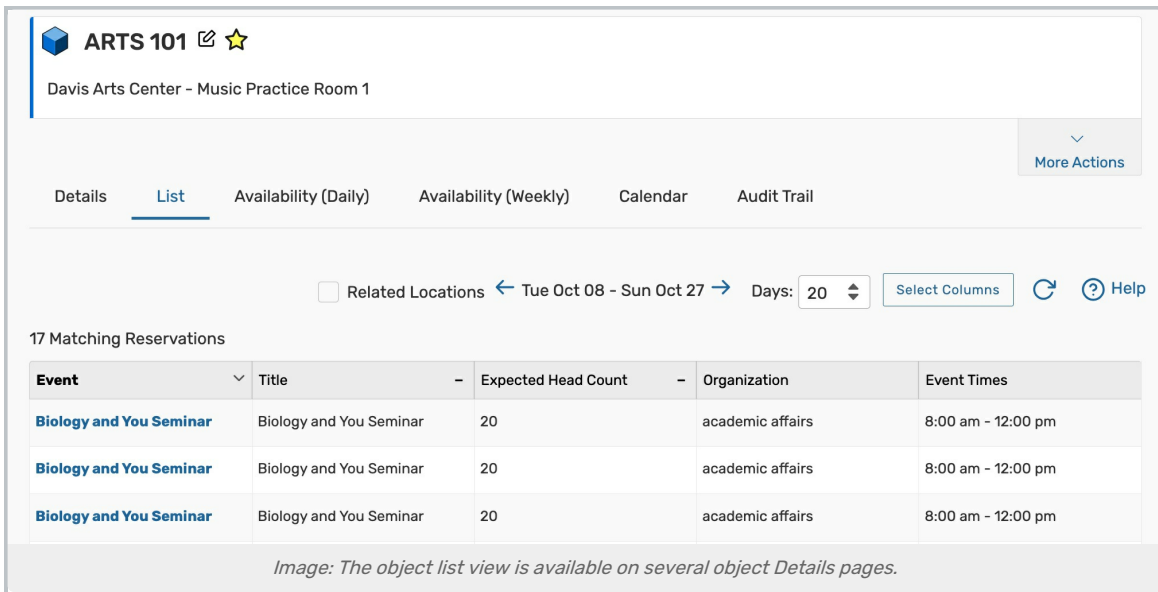
This view is populated with saved searches. If no search is selected, the view will use a starred object search. Once a search is selected, the list will show all of the events from that search that take place within the selected date range.



## Object List

Object List views are available through an object's (location, resource, event, etc.) details page. This view populates a list of events that fall within a specific date range and have a specific object attached.

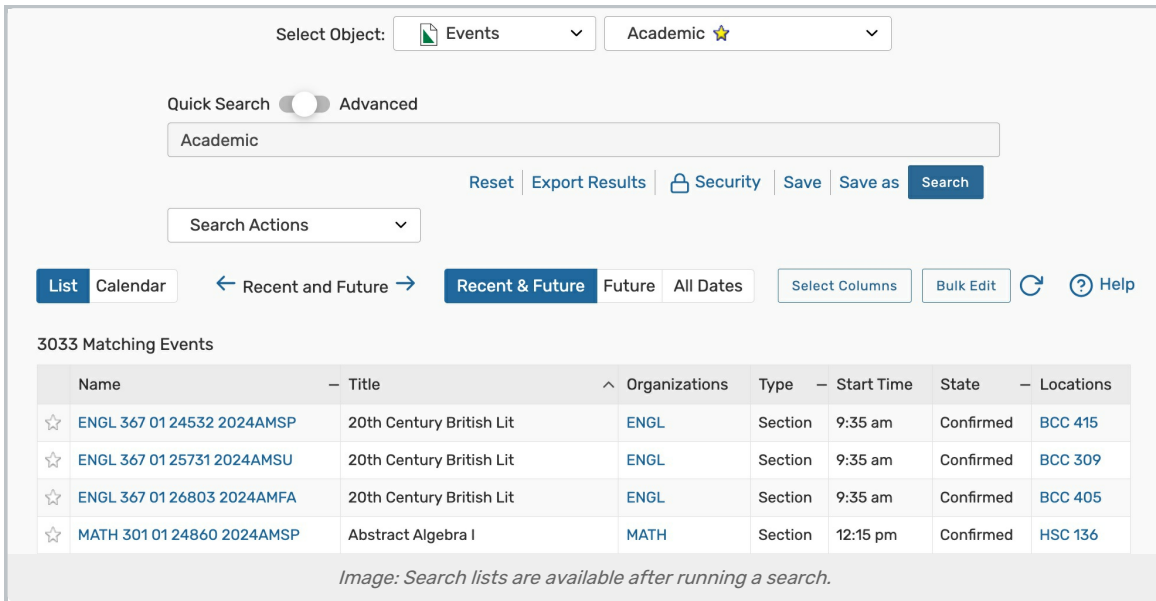
Unlike the default List view, the search does not need to be saved to use this view. This view is populated by the objects returned in a search.



## Search List

Get to this view by running a search from the **Search** page and scrolling down to the results. The **List** view is the default view for the results.

Unlike the default List view, the search does not need to be saved to use this view.



Some search List controls are described in the section below, but for more detailed descriptions on using search pages, please see our articles on [Quick Searching](#) and [Advanced Searching](#).

## Using the List Controls

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

## Sorting Lists by Column

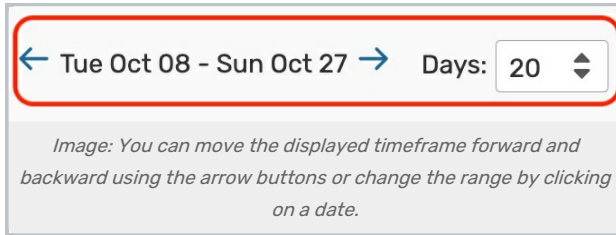
Many columns in the list table can be used to sort results. Sortable columns will have a dash symbol to the right of the header. Columns that are currently determining the sort order will have an arrow. Click the arrow to toggle the sort order from ascending to descending.

Event	Title	Expected Head Count	Organization
<b>Biology and You Seminar</b>	Biology and You Seminar	20	academic affairs
<b>Biology and You Seminar</b>	Biology and You Seminar	20	academic affairs
<b>Biology and You Seminar</b>	Biology and You Seminar	20	academic affairs

*Image: Columns that can be sorted will have a dash symbol. When the table is being sorted by a specific column, the symbol will switch to a caret.*

## Updating the Days Displayed

Increase the number of days displayed by choosing a value from the **Days** dropdown. To move the dates forward or backward, use the arrow buttons, or click on the date text to open the calendar picker.



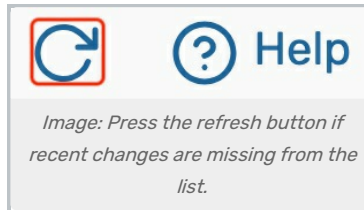
## Adding and Removing Columns From View

Click or tap the **Select Columns** button to adjust which columns are displayed on the table.



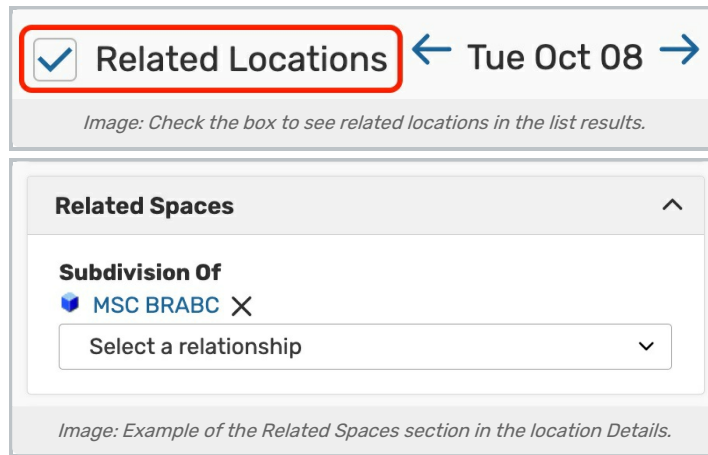
## Refreshing the Results

If any changes have been made that now meet or no longer meet the list criteria, press the refresh button to update the results.







## Displaying Related Locations

Select the **Related Locations** checkbox on location lists to display events that take place in a related location. Related locations are configured in the Related Spaces section of the location [Details](#).



## Viewing Additional Details

Click on the names of [events](#), [locations](#), [resources](#), and other objects to go to each item's Details view.

	Name 	Title 	Reference 	Organizations
	<a href="#">A Cappella Performance</a>	A Cappella Performance	2023-AAHLAV	<a href="#">MUSIC, DEPT OF</a>

*Image: Blue text indicates a link to another page in 25Live.*