

## Working With Calendar Views in 25Live

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Calendar views show all of the events that are returned from your search or object, displayed in an easy-to-read calendar. These views can be accessed from three main areas: a specific object details page, search results, or the 25Live More menu.

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

## Calendar Types

### Default Calendar

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

Default Calendar views are populated with saved searches. If no search is selected, they will use a starred object search. Once a search is selected, the calendar is populated with events that take place within the selected date range.

Academic  Display Additional Time  Related Locations

← Sun Oct 06 - Sat Oct 12 → Weeks: 1 (as of 9:25 am) Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>October 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
5:00 am - 6:00 am <b>GMUS 876 01</b> <b>26950</b> <b>2024AMFA</b> U 0500-0600, U 0500-0600 09/04	8:15 am - 9:20 am <b>ACCT 210 01</b> <b>26424</b> <b>2024AMFA</b> MWF 0815-0920, MWF 0815-0920 08/31 BAQ 214	4:45 am - 8:00 pm <b>EDUC 381 01</b> <b>26686</b> <b>2024AMFA</b> T 0445-2000, T 0445-2000 09/06 LAW 208	8:00 am - 11:00 am <b>BIOL 201 61</b> <b>26526</b> <b>2024AMFA</b> W 0800-1100, W 0800-1100 08/31 HSC 102	7:30 am - 11:30 am <b>BIOL 204 57</b> <b>26510</b> <b>2024AMFA</b> R 0730-1130, R 0730-1130 09/01 HSC 104	8:00 am - 11:00 am <b>BIOL 201 62</b> <b>26532</b> <b>2024AMFA</b> F 0800-1100, F 0800-1100 09/02 HSC 102	9:00 am - 11:25 am <b>GRSW 505 05</b> <b>26960</b> <b>2024AMFA</b> S 0900-1125, S 0900-1125 09/03 USC 318
5:00 am - 6:00 am <b>GMUS 876 03</b> <b>26951</b> <b>2024AMFA</b> U 0500-0600, U 0500-0600 09/04	8:15 am - 9:20 am <b>ARTH 110 01</b> <b>26469</b> <b>2024AMFA</b> MWF 0815-0920	7:30 am - 11:30 am <b>BIOL 204 53</b> <b>26506</b> <b>2024AMFA</b> T 0730-1130, T 0730-1130 09/06	8:15 am - 9:20 am <b>ACCT 210 01</b> <b>26424</b> <b>2024AMFA</b> MWF 0815-0920	7:30 am - 11:30 am <b>CHEM 111 57</b> <b>26604</b> <b>2024AMFA</b> R 0730-1130, R 0730-1130 09/01	8:15 am - 9:20 am <b>ACCT 210 01</b> <b>26424</b> <b>2024AMFA</b> MWF 0815-0920	9:00 am - 11:25 am <b>GRSW 607 07</b> <b>26965</b> <b>2024AMFA</b> S 0900-1125, S 0900-1125 09/03

*Image: In this example, the Calendar view shows reservations returned from a starred event search named "Academic", that take place between October 6th and October 12th.*

## Object Calendar

Click into any 25Live location, resource, organization, or contact to move to its **Details** page. Then click on the **Calendar** tab.

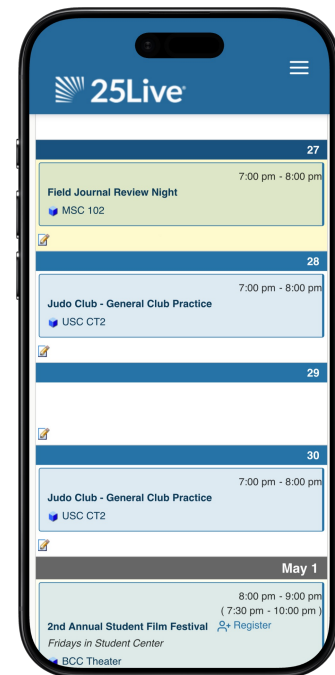
Object Calendar views are available through an object's (location, resource, event, etc.) details page and are populated with events that are attached to whichever object you are viewing within a selected date range.

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

Show Blackouts  Display Additional Time  Related Locations ← Sun Oct 06 - Sat Oct 12 → Weeks: 1 Help

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>October 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	9:55 am - 11:35 am <b>MUSN 142 01</b> <b>MMP 27055</b> <b>2024AMFA</b> TR 0955-1135, TR 0955-1135 09/01 ARTS 202	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	9:55 am - 11:35 am <b>MUSN 142 01</b> <b>MMP 27055</b> <b>2024AMFA</b> TR 0955-1135, TR 0955-1135 09/01 ARTS 202	9:35 am - 10:40 am <b>GERM 111 02</b> <b>26941</b> <b>2024AMFA</b> MWF 0935-1040, MWF 0935-1040 08/31 ARTS 202	
	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	1:30 pm - 3:10 pm <b>MUSN 143 01</b> <b>27056</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	1:30 pm - 3:10 pm <b>MUSN 143 01</b> <b>27056</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	10:55 am - 12:00 pm <b>GERM 300 01</b> <b>26944</b> <b>2024AMFA</b> TR 1330-1510, TR 1330-1510 09/01	

*Image: In this example, the Calendar view shows the events that take place in location ARTS 202, which take place between October 6th and October 12th.*



## Search Calendar

Get to this view by running a search from the **Search** page and scrolling down to the results. Then select the **Calendar** view.

These views are populated with events generated from running an event, location, resource, organization, or task search. Unlike the default Calendar view, the search does not need to be saved to use this view.

The screenshot shows the search interface for the Macadam Student Center. At the top, there is a 'Select Object' dropdown set to 'Locations' and a location selector for 'Macadam Student Center'. Below this is a search bar with 'Macadam Student Center' entered, and buttons for 'Create New Location', 'Reset', 'Export Results', 'Security', 'Save as', and 'Search'. A 'Search Actions' dropdown is also present. Navigation options include 'List', 'Calendar' (selected), 'Availability', and 'Availability Weekly'. There are checkboxes for 'Show Blackouts', 'Display Additional Time', and 'Related Locations'. The calendar view shows a week from Sunday, October 6th to Saturday, October 12th. Events are listed in a grid format for each day, including 'Quiet Study Hall', 'Weekly Security Briefing', 'Study Abroad Tabling', 'Homecoming Dance', 'Community Concert', 'Academic Advising Training', 'Hemingway Round Table Discussion', 'President's Evening Address', 'Monthly Facilities Meeting', 'Accounting Career Program', 'Candidate Debates', and 'Comedy Club'. A caption below the calendar reads: 'Image: In this example, the Calendar view shows all of the events returned after running a location search named "Macadam Student Center," that take place between October 6th and October 12th.'

## Using the Calendar Controls

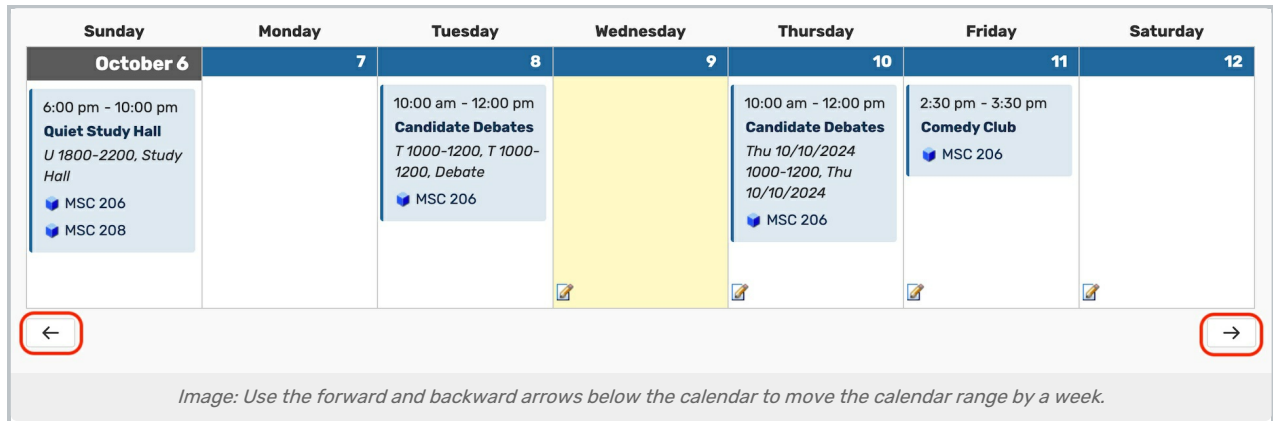
Please note that some of the buttons, dropdowns, and other controls described below are not available on every Calendar page. What you see will depend on where you are in the application.

### Updating the Days Displayed

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

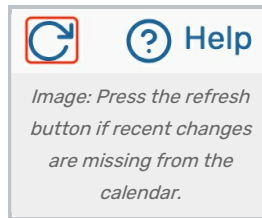
The image shows a close-up of the calendar navigation controls. It includes a left arrow, the date range 'Sun Oct 06 - Sat Oct 12', a right arrow, the label 'Weeks:', a dropdown menu showing the number '1', and a vertical double-headed arrow icon. A caption below reads: 'Image: You can move the displayed timeframe forward and backward using the arrow buttons or change the range by clicking on a date.'

Additionally, you can move forward and backward by a week using the arrow buttons below the calendar.

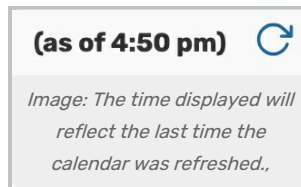


## Refreshing the Results

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

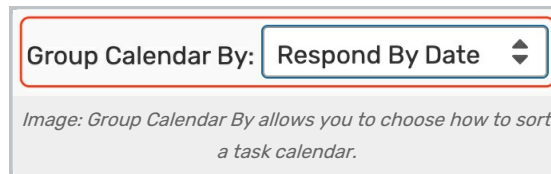


If the calendar view that you are using has the time listed in parentheses, the refresh time will be reflected there.



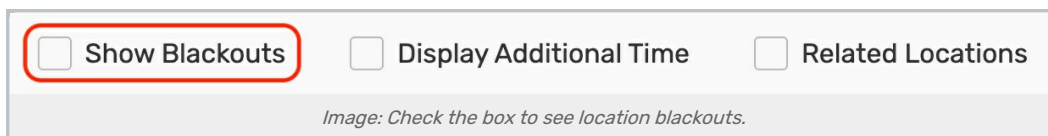
## Grouping Tasks

On task search calendars, use the **Group Calendar By** dropdown to sort calendar events by the task's [Respond By](#) date (also known as the Due Date) or the task's occurrence date.



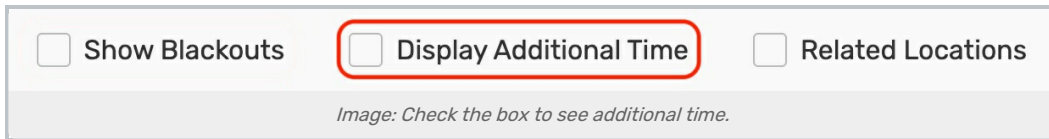
## Displaying Location Blackouts

Check the **Show Blackouts** box to include blocks of location [blackout](#) time on the calendar.



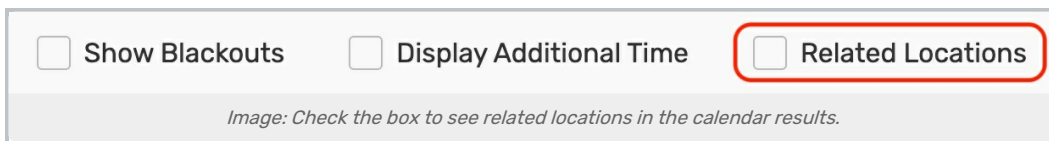
## Displaying Additional Time

Check the **Display Additional Time** box to see pre, post, setup, and takedown time displayed on your calendar events.



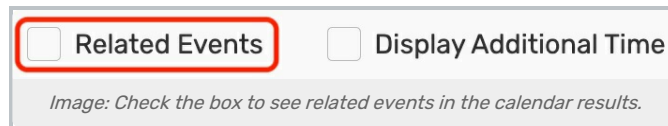
## Displaying Related Location Dates

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



## Displaying Related Event Dates

Select the **Related Events** checkbox on event calendars to display [related events](#) on the calendar.

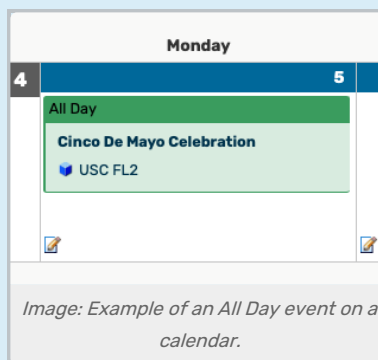


## Reading and Interacting With Calendar Events

Calendar events will always include the event name and time (which may be set to All Day). Depending on where you are viewing the calendar, your settings, and how much information is available for the event, you may also see the event's meeting pattern, additional time, a registration link, associated location(s), associated resource(s), and/or associated organization(s).

### Note: All Day Events

Events that run from midnight to midnight (excluding additional time) in your user preference timezone will display on calendars **All Day** events.



An event is considered an all day event in the region where the event takes place. If your timezone is

different from the system timezone or another user's timezone, the banner will not apply when using the "All Day" flag in the event form.

Event, location, resource, and other objects on calendars are interactive.

- Click 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.

	Wednesday	Thursday	Friday	Saturday
	24	25	26	27
10:00 am 26686 T 09/06	8:00 am - 11:00 am <b>BIOL 201 61 26526</b> <b>2024AMFA</b> W 0800-1100, W 0800-1100 08/31 HSC 102	7:30 am - 11:30 am <b>BIOL 204 57 26510</b> <b>2024AMFA</b> R 0730-1130, R 0730-1130 09/01 HSC 104	8:00 am - 11:00 am <b>BIOL 201 62 26532</b> <b>2024AMFA</b> F 0800-1100, F 0800-1100 09/02 HSC 102	9:00 am - 11:25 am <b>GRSW 505 C</b> <b>26960 2024</b> S 0900-1125 0900-1125 C USC 318
10:00 am 26506 T 0730-	8:15 am - 9:20 am <b>ACCT 210 01 26424</b> <b>2024AMFA</b> MWF 0815-0920, MWF 0815-0920 08/31 BAQ 214	7:30 am - 11:30 am <b>CHEM 111 57 26604</b> <b>2024AMFA</b> R 0730-1130, R 0730-1130 09/01 HSC 116	8:15 am - 9:20 am <b>ACCT 210 01 26424</b> <b>2024AMFA</b> MWF 0815-0920, MWF 0815-0920 08/31 BAQ 214	9:00 am - 11:25 am <b>GRSW 607 C</b> <b>26965 2024</b> S 0900-1125 0900-1125 C USC 204
10:00 am 26600 T 0730-	8:15 am - 9:20 am <b>ARTH 110 01 26469</b> <b>2024AMFA</b> MWF 0815-0920, MWF 0815-0920 08/31 ARTS 201	7:30 am - 11:30 am <b>CHEM 111 62 26647</b> <b>2024AMFA</b> R 0730-1130, R 0730-1130 09/01 HSC 112	8:15 am - 9:20 am <b>ARTH 110 01 26469</b> <b>2024AMFA</b> MWF 0815-0920, MWF 0815-0920 08/31 ARTS 201	9:00 am - 12:00 am <b>BETH 601 3</b> <b>2024AMFA</b> S 0900-1200 0900-1200 C BCC 103
10:00 am		7:30 am - 11:30 am		9:00 am - 12:00 am

*Animation: Calendars are interactive. Hover, left-click, and right-click on links to see more information.*


If your event has [registration available](#), users can [register](#) directly from the calendar event by clicking the link.

**Monday**


**29**

5:00 pm - 7:00 pm

**Spinning Class**


 + Register

MTWR 1700-1900, CSV-  
2021-220

 SRC GRP

*Image: A Register link will display on an event if the event is setup to allow registration and the logged in user has the appropriate rights to register.*

## Creating Events From the Calendar

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