Viewing Location Details

The name of each Location in 25Live is a link you can use to view its details. Each location view also has sub-sections for:

- List
- Availability (Daily)
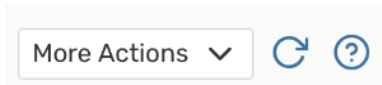- Availability (Weekly)
- Calendar

Image: These standard controls are available in all details view sub-sections.

Each sub-section has controls for:

- ***More Actions*** with the option to:
    - Add to favorites
    - Create an event in this location
    - Print a report for this location
- ***Refresh:*** To pull a fresh view of the data

To View Location Details

After clicking on a location's name from any screen, the summary details view shows by default. In this view, you may be able to see information under headings for:

- Comments
- Layouts
    - Shows all layouts defined for this location, each layout's instructions (if any), and each layout's maximum capacity
- Images
    - Shows photos and diagrams of the layouts, if available
- Default Instructions
- Map
    - Links to Google Maps for the longitude and latitude of the location
- Related Spaces
- Location Scheduler
    - With permissions, you can hover to view contact details
- Categories

- Features

- Attributes

Location Detail Sub-sections

Viewing the Location List View

The List view shows you a list of events associated with this location within a table, starting on the selected date (which defaults to the current date). There are several controls and options available to change the list date, columns, and order.

Reminder: Expand Your View to Related Locations
You can use the Related Locations checkbox to expand the displayed results.

To View Additional Pages of Items in List View

Image: Use controls at the bottom of the list to navigate and change how many items are displayed per page.

There are navigation controls at the bottom of the list where you can go to the next page, the last page, or jump to other pages of items. You can also choose how many items display on each page.

To Sort Items in List View

Most columns in the list table can be used to sort items. Simply click on the column title to see if the column is sortable. If so, the data sorts in ascending order. Click again to sort in descending order.

Image: The column that the items are sorted by will display in bold.

To Choose Which Columns Display in List View

Image: Choose Columns button.

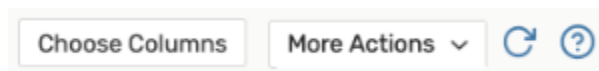Use the **Choose Columns** button to reveal a list of all available table columns. Check the boxes next to any you wish to display.

To View Additional Details of Items in List View

Image: Any search result information that is underlined links to more details.

Click on the names of an event to go to each item's details view. Any piece of information in the table that links to more details is underlined.

Viewing the Location Availability Views (Daily and Weekly)

The Availability views consist of three main parts:

- *Availability toolbar* at the top
- *Left sidebar:*
  - *Daily View:* Dates are displayed, spanning 30 days from the selected date
  - *Weekly View:* Hours are displayed for each day of the week of the selected date
- The *availability grid* with top column headers:
  - *Daily View:* The columns along the top show hours for the selected date
  - *Weekly View:* Each column shows a day of the week containing the selected date, beginning with the preceding Sunday

- o *Example:* If you choose Tuesday, the 3rd, the week displays beginning with Sunday, the 1st

Images: The Daily and Weekly views differ in how they display availability.

The grid uses color codes to indicate availability and the status of events.

- **Blank/White:** Available
- **Gray:** Closed hours, based on the location's open/closed hours
- **Black:** A blackout hour
- **Green:** A normal event with occurrence start and end times
- **Light green:** Setup/pre-event or post-event/takedown time before and/or after an event time
- **Orange/Beige:** Location unavailable due to a relationship with another location
- **Purple/Gray Slashes:** Pending location reservation

Image: In the above example, the "Northwest Art Awards" event is scheduled from 3:00pm - 5:00pm, shown in green, but the event also has setup/pre-event time and post-event/takedown time, shown in light green. Another event that day is shown in Orange, indicating the event's location is unavailable.

The availability grid also allows you to create events in the displayed location for specific hours/days by using the create event icon in available grid squares.

To Change the Date Displayed in Availability View Search Results
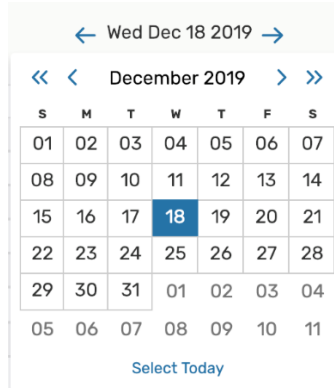

Image: Clicking on the date opens the date picker.

To choose a new date (other than the previous or next), click on the date text to open the date picker. Use the arrows on either side of the date to go to the previous or next date.

Note: The Availability (Weekly) View Includes Additional Date Controls
In the Availability (Weekly) View you can also use the controls in the top availability toolbar to choose how many weeks are displayed and which days of the week are shown.
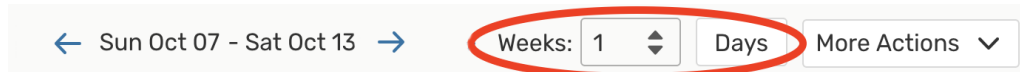

Image: Use the Weeks and Days controls to adjust what is shown in the grid.
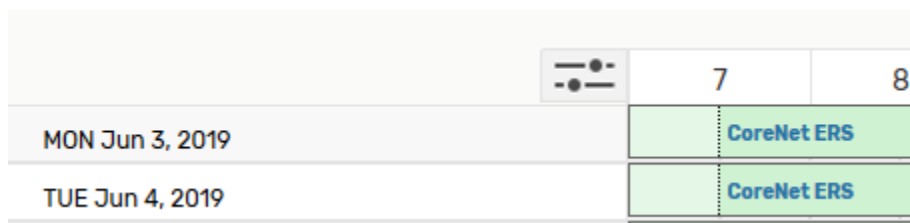
To Change the Hours Shown in the Grid

Image: Use the slider controls to change the hours displayed in the availability grid.

At the top-left corner of the availability grid are controls for changing which hours are shown, whether the hours are displayed along the top (in the daily view) or along the left side (in the weekly view). Click on the control icon to open the Hours display. Move the sliders along the line to adjust the hours shown in the grid.

To Change the Availability (Daily) View Mode

Use the Separated/Overlapping dropdown menu to select how you view events that might overlap in the display, such as open/close hours or bound events.
Choosing **Separated** shows every event within each square of the grid distinctly.

You may also right-click on a regular event title (in green) to display viewing options for that event.

Viewing the Location Calendar View

The Calendar view shows you an easy to read grid of days on which events take place associated with this location. This view also allows you to create events in the displayed locations by using the create event ✏ icon in the calendar grid.

Reminder: Expand Your View to Related Locations
You can use the Related Locations checkbox to expand the displayed results.

To Change the Time Span Displayed in the Calendar View

| 3-Day | Week | Month |

Image: Use the time span controls to choose how many days display in the Calendar view.

You can choose from three different time span settings in the Calendar view:

- 3-Day
- Week
- Month

To Change the Start Date of the Calendar View

← Sun Dec 16 2018 - Sat Dec 22 2018 →

Image: Use the date picker to choose which dates to display in the Calendar view.

You can click on the date to open a date picker. Choose the start date of your 3-Day, Week, or Month display of dates.

Use the arrow ← → buttons at the bottom of the calendar grid to move the dated display backward or forward.