

Viewing Resource Details



Reminder: Security Permissions

What you can see and do in this application depends on the security permissions associated with your 25Live user account. In addition, if your user does not have permission to view Contacts (Basic 7.0 in [Series25 Group Administration](#)) the default scheduler for a location may not be visible. If you can't access something you think you should be able to, contact your 25Live Administrator.



25Live Pro Help

Related Topics

- [Searching for Events, Locations, Organizations, Resources, and Contacts](#)
- [Viewing Event Details](#)
- [Viewing Location Details](#)
- [Viewing Organization Details](#)
- [Viewing Tasks](#)
- [Viewing Contact Details](#)

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

- List
- Availability (Daily)
- Calendar
- Audit Trail

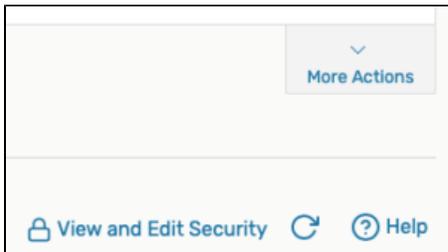


Image: These standard controls are available in all details view sub-sections.

Each sub-section has controls for:

- **More Actions:** An expandable section with resource actions
- A **View and Edit Security** link can take users with proper permissions to the [Series25 Group Administration tool](#) to adjust security for objects
- **Refresh:** To pull a fresh view of the data
- **Help:** To access more information about this view

You can also edit the name of a resource from the top summary section of its details views.

Use the star icon (☆) next to the resource name to add it to your [favorites](#).

To View Resource Details

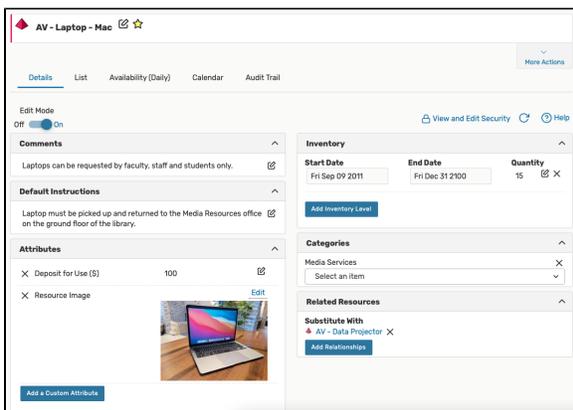


Image: The Details sub-section displays a variety of resource information.

After clicking on a resource's name from any screen, the summary details view shows by default. In this view (depending on your institution's options and your user's security permissions), you may be able to see information under headings for:

- Comments
- Categories
- Inventory (with dated stock totals)

- Default Instructions
- Related Resources
- Attributes (which can include images)
- Notification Policy

How to Edit Resource Name From the Details View

For users with appropriate security permissions, inline editing is available to edit the Resource name from the top, summary area of the details view.

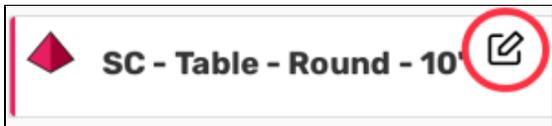


Image: The Edit button is next to the short resource name in the details view.

Use the edit icon (✎) to open the editing text field. Type your changes, then use the **Save** button.



Image: When in editing mode, you can Save or Cancel.

The **Cancel** button will close the editing text field.

Using the More Actions Display



Image: Open the More Actions display by tapping or clicking on the expansion menu. Collapse it again using the "Collapse" link.

Use the **More Actions** menu link to expand all of the options available for Resources.

You can close the display using the **Collapse** link.

This display provides the ability to **Create Event**, which will begin an event in the [Event Form](#) using this resource.

How to Edit Resource Details

Resource Detail Sub-sections

Viewing the Resource List View

The List view shows you a list of events associated with this resource 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.

To View Additional Pages of Items in List View

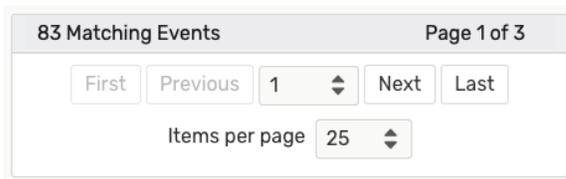


Image: Use controls at the bottom of the list to navigate and change how many items are displayed per page.

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.

Event	Title	Reference	Expected Head Count
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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

Name	Reference	Organizations
<u>A Cappella Performance</u>	2022-AABFMN	<u>MUSIC, DEPT OF</u>

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

Click on the names of events, locations, resources, and organizations to go to each item's details view. Any piece of information in the table that links to more details is underlined.

Viewing the Resource Availability (Daily) View

The Availability (Daily) view consists of three main parts:

- **Availability toolbar** at the top
- **Left sidebar** where dates are displayed, spanning 30 days from the selected date
- The availability grid with top column headers that show hours for the selected date, and a vertical bar advances across the grid (updating every 2 minutes) indicating the current time to help differentiate past and future events



Image: Use the checkbox to Include Requested (or Draft or Preference) reservations in the grid.

Availability grids have the ability to display Drafts/Requested Reservations/Preferences on the grid. To view, use the **Include Requested** checkbox in the toolbar at the top of the grid.

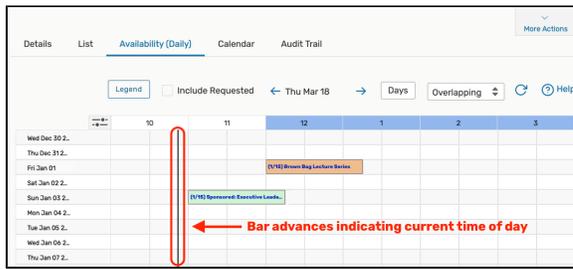


Image: In the above example the "Sponsored" event is shown in green. Another event that day is shown in orange, indicating the resource is unavailable due to a relationship.

The assigned and/or total numbers for the resource are displayed with the name in the grid. The grid uses color codes to indicate availability and the status of events using this resource. Use can also the **Legend** button to view a guide to the colors. The default colors include:

- **Blank/White:** Available
- **Gray:** Closed hours, based on the resource'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:** Resource unavailable due to a relationship unless additional unused quantity exists
- **Purple/Gray Slashes:** Pending resource reservation

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

Administrators can add [custom colors for availability grids](#) in the Systems Settings section.

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.

To Filter By Days in Availability (Daily) Views for Individual Resources

The availability toolbar at the top features a **Days** button that allows you to adjust the view to only include certain days of the week in the grid.

To Change the Hours Shown in the Grid

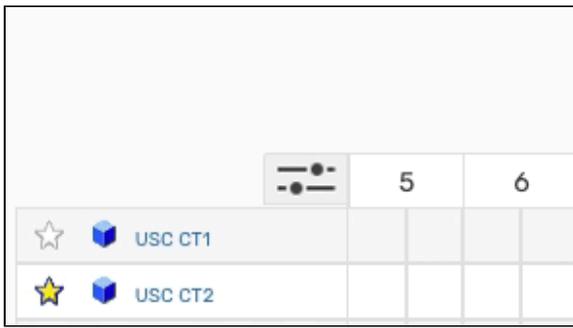


Image: Use the slider controls to change the hours displayed in the availability grid.

At the top-left corner of the availability grid are controls for changing which hours are shown along the top of the grid. 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/Edit Mode dropdown menu to select how you view events that might overlap in the display, such as shared space events or bound events. Choosing Separated shows every event within each square of the grid distinctly. In Edit Mode you can make changes, such as Delete and Copy. If you select the Overlapping View Mode then Edit Mode, you can drag and drop events within the grid.

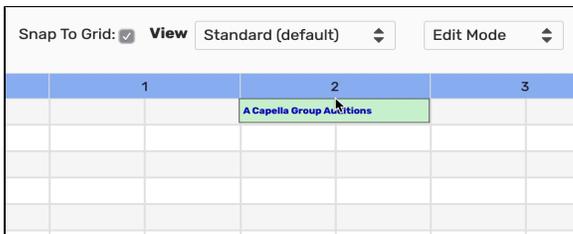


Image: You can drag the event block to a new date and time in the Schedule availability grid.

In the Daily view Edit mode, the availability grid allows you to change the event date and time by dragging the event's colored block within any available grid squares. Check the "Snap To Grid" checkbox above the grid to restrict times to half-hour blocks, or uncheck the checkbox to freely move the event to any time.

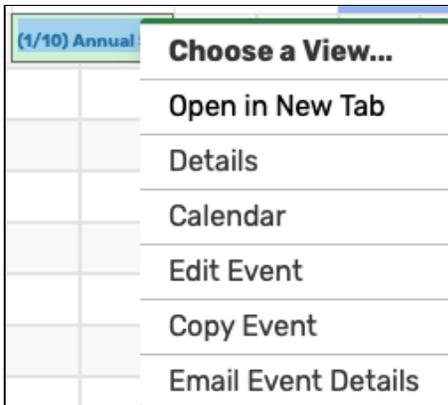


Image: Right-click an event title to display editing and viewing options.

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

Tip: Quickly Scroll To Top

When navigating availability grids, you can use the **Scroll to Top** () icon in the bottom-right corner to quickly go to the top of the grid

Viewing the Resource Calendar View

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

the create event  icon in the calendar grid.

To Change the Time Span Displayed in the Calendar View



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



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

You can click on the date to reveal 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.

Viewing the Resource Audit Trail

The **Audit Trail** view shows a list of actions performed with this object available to users with sufficient permissions.