Browsing Personal Views

25Live provides you with three default personal views where you can see a list, calendar, or availability grid of your starred events and locations and saved searches.

Getting to Your Personal Views

Use the **More** menu in the top navigation bar to get to your personal views.
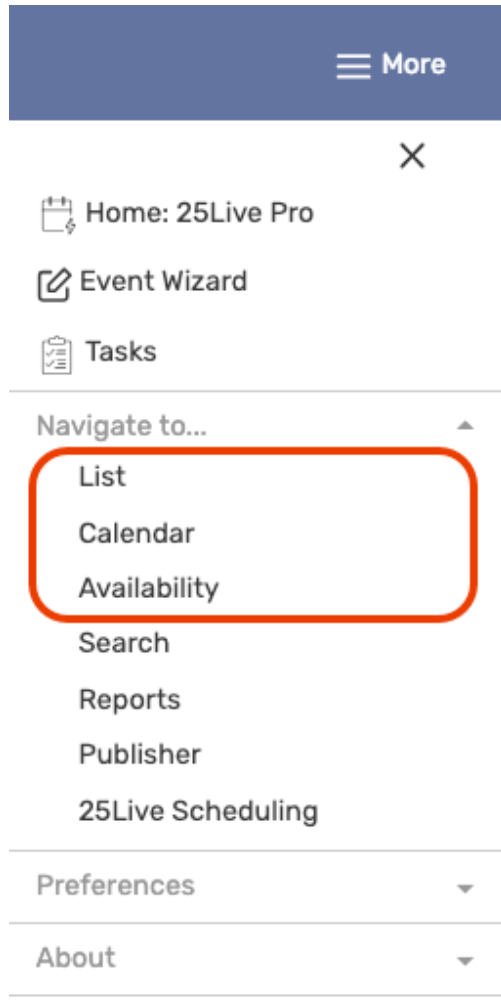

Image: The More menu provides access to your personal views.

Choose from:

- List
- Calendar
- Availability

Viewing Your Main Event List

The List view shows your starred events by default, but you can also use the top drop-down list to view saved search lists. List items are presented in a list within a table. There are several controls and options available to change the results, order, and view of search results.

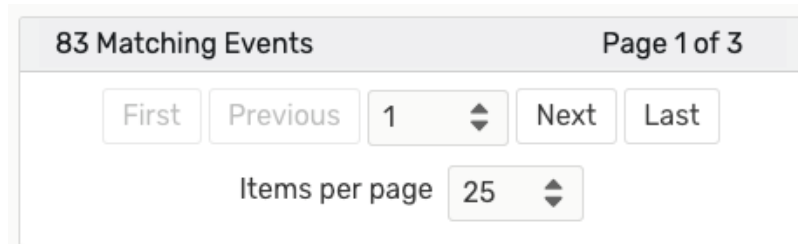### To View Additional Pages of Search Results in List View

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 results. You can also choose how many results display on each page.
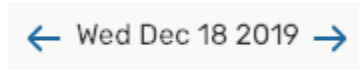
To Change the Date of the List View

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

Click on the date to reveal a date picker, then choose the desired date.

To Sort Items in List View

Many columns in the list table can be used to sort results. Click on a column title to see if the column is sortable. If so, the data will sort in ascending order. Click again to sort in descending order.

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

To View Additional Details of Items in List View

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

Click on the names of events, locations, and more to go to each item's Details view. Any piece of information in the list table that is a link to more details is underlined.

Viewing Your Main Event Calendar

The Calendar view shows your starred events by default, but you can also use the top drop-down list to view saved search lists. This view displays an easy to read grid of days on which events take place. 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

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 of Search Results

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

Click on the date to reveal a date picker, then choose the start date of the 3-Day, Week, or Month span of dates displayed.

You can also use the arrow buttons at the bottom of the calendar grid to shift the dated display backward or forward in time.

Viewing Your Main Location Availability

The Availability view shows your starred locations by default, but you can also use the top drop-down list to view saved search lists. The view consists of three main parts:

- Availability toolbar at the top
- List of locations along the left with the option to star or unstar each

- The availability grid with the display of hours along the top of the grid
  - This view allows you to not only view availability for specified hours on a single date, but also see utilization and create events for the displayed locations or resources during the hours in the grid by using the create event ✎ icon in the grid squares.

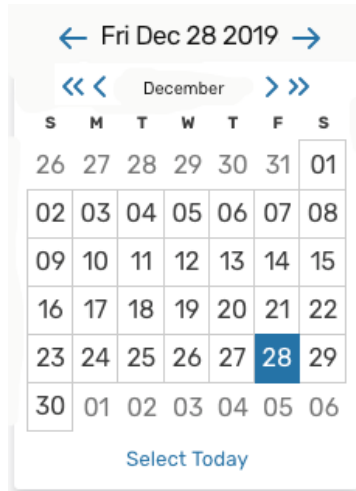## To Change the Date Displayed in Availability View

Image: Clicking on the date will reveal the date picker.

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

To Change the Hours Shown in the Grid

At the top-left corner of the availability grid are controls for changing which hours are shown. Click on the control icon ⚏ to open the Hours display. Move the sliders along the line to adjust the hours displayed in the grid for this list of locations.

Understanding the Availability View

In the Standard view mode, the squares representing blocks of time in the availability grid are color-coded to signal different statuses of events.

- ***Blank/White:*** Available
- ***Gray:*** Closed hours, based on the location's open/closed hours
- ***Black:*** A blackout, signifying the location is not available
- ***Green:*** A normal event with occurrence start and end times
- ***Light green:*** Setup/pre-event or post-event/takedown time around an event time

- ***Orange/Beige:*** Location unavailable due to a relationship with another location

- ***Purple/Gray Slashes:*** Pending location reservation

12			1	2	3	4	5	6
					Northwest Art Awards			
Wednesday Brow...								
Wednesday Brow...								

Image: Colors indicate the status of locations during displayed hours in the availability grid Standard view.

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.