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.

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](image)

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

![Date Picker: Tue Mar 08 2022](image)

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.
To View Additional Details of Items in List View

<table>
<thead>
<tr>
<th>Name</th>
<th>Start Date</th>
<th>Start Time</th>
<th>State</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3031 104 MNP B3371 201908</td>
<td>Wed Sep 04 2019</td>
<td>6:00 am</td>
<td>Confirmed</td>
<td>TBA TBA</td>
</tr>
</tbody>
</table>

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 on the grid squares.

To Change the Date Displayed in Availability View

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.
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 hour
- **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
In the above example, the “PAL Sessions” event is scheduled from 5:00pm-5900pm, shown in green. Another event that day is shown in grey, indicating the event’s location is closed.