

Managing How your Events Display on Avails Reports

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How your events display on your avails reports will be based on your account avails settings.

Avails Settings

Each account has a default setting for how each status type will display on the avails. The options for each status type are:

- Show the event type (along with color)
- Show the event name (along with color)
- Show only the color (no text)
- Show nothing (no color, no text)

To see what your account's default avails settings are, go to any event's details page and click the paper/pencil icon by *Avails Display*.

The screenshot shows a web interface for an event. On the left is a sidebar with a list of items including 'Main Event', 'Sub-Event(s)', 'Event', 'Overview', 'Template - Burroughes', 'Contract', 'Confirmation - Event', 'Work Order', 'Event', 'Available Things', 'Guv'nahs Show', and 'Disney on Ice'. The main content area is titled 'EB Test Event : Event (id=1055630)'. It displays the event's timing: 'When [Move](#) [View Calendar](#)
2/12/2014 8:00 AM (Wed) - 2/21/2014 11:59 PM (Fri)'. Below this are several settings, each with a pencil icon for editing: 'Status' is set to 'Confirmed' (red circle); 'Event Type' is set to 'Other' (purple circle); 'Fac Name' is 'Not Set'; 'Decision Date' is 'Not Set'; and 'Avails Display' is highlighted with an orange box and set to 'Show only the color (no text)'.

Click the blue *Avails Display Legend* link.

The screenshot shows a web interface for configuring avails display. On the left is a sidebar with a search bar and a list of items including "te - Burroughes", "tract", "ation - Event", "der", "nt", and "ier Convention". The main content area is titled "Not Set" and contains a section for "Avails Display". In this section, there is a text input field containing "Show only the color (no text)" and a blue link labeled "[Avails Display Legend]" which is highlighted with an orange border. Below the input field are "Save" and "Cancel" buttons. A "Creator" section below shows "John Doe (on 2/12/2014 12:45 PM)".

You will be able to view a chart showing the default avails display for each status type.

Note: Some accounts may have specialized statuses that are configured differently than how they display. If you have events that are not displaying as you would expect on your avails, please give us a call.

The screenshot shows a window titled "Avails Display Legend" containing a table with the following structure:

	Tentative	Confirmed	Blackout	Pending
Arena	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)
Arena Floor	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)
Restaurant	Show only the color (no text)	Show the event name (along with color)	Show only the color (no text)	Show only the color (no text)

If you would like to change the default behavior for your avails, please have your account admin contact us at support@eventbooking.com or 865-966-4900.

In certain cases, you may wish to have an individual event show in a different way than how your account default is set. To update an event's avails display, please see [this article](#).