Viewing Contact Details

Contact names of users that are schedulers, requestors, and other roles appear in 25Live if you have permissions to view them.

To View Contact Details

General		^
Event Name:	Dr. Jorgensen-testing	区
Event Title:		ď
Event Type:	Exam	☆ ∨
Organization:	Psychology	\sim
Requestor:	Galinsky, Debra 🟠	~
Scheduler:	Galinsky, Debra ☆	~

1. View the details of an object.

When you view the details, such as an event, contact names are often included. Hover over the contact name to see if the contact's phone number or email may be available.

🔹 Safari File Edit View History Bookmarks Window Help	🎯 👬 b 이 도 8 이 후 1899 주 0 억 문 🖲 Wed Mar 9 1:5'
	a 25live.collegenet.com
🖲 Amazon.com Shopping Cart 👙 iRoar Portal 🔯 25Live Quick Guid	k Guides & Video B https://www.bu.edu/reg/files/ Dr. Jorgensen-testing G how to take a screenshot on
	🛱 25Live Pro 🕜 Event Form 🐵 Tasks 👔 🛛 Series25 System Administrat 🗮 More 🛯
1-	Q Go to Search Recently Viewed V (?) Help
Dr. Jorgensen-testing 🏠 Confirmed 202	2022-ABKJRH Wed May 04 2022 3:00 pm - 4:30 pm 💗 BRACK 214 C
	×
Details Occurrences Calendar Schedule Task List	List Pricing Audit Trail
Edit Mode	☑ Edit Event Confirmed 🗘 📿 ③ Help
Off On	
General	Event Categories
Event Name: Dr. Jorgensen-testing	2 Add
Event Title:	
Event Type: Exam	☆ ✓ Custom Attributes
Organization: Psychology	☆ ✓
Requestor: Galinsky, Debra 🔗	Add a Custom Attribute
Scheduler: Q Search c Debra Galinsky	
Head Count: Title: Room Coordinator Phone: 656-3210 (Work)	Event Info ^
Elliott, Brandi Email: dquant@clemson.edu	du - Requirements: Add a Requirement
(Work)	
Description:	Event Owner: Galinsky, Debra
Comments:	Creation Date: Fri Mar 04 2022 Reference: 2022-ABKJRH
Internal Notes:	Cabinet: Events
Confirmation Text:	C All Events