## **Viewing Event Details**

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

Details Calendar Details Occurrences Occurrences Calendar The More Actions include: Edit Event Copy Event Related Events Manage Bindings Create Task More Actions Print Report Email Event Delete Event Take Ownership Subscribe Refresh: pulls a fresh view of the data.

### **To View Event Details**

After clicking on a linked event name, the main details view is displayed. In this view, you may also be able to see information under each of these:

- General
  - $\circ$  Basic event information
- Tasks Completed
  - $\circ$  List of task statistics with a link to "View this event's Task List"
- Event Relationships
  - $\circ$   $\;$  If any related events with links to view those events' details
- Event Categories
  - Categories associated with the event
- Custom Attributes
  - List of custom attributes for this event
- Event Info
  - Outline of additional information such as owner, creating date, reference number, etc.

Edit Mode Off On					🗹 Edit Event Confirmed 🗘 C' 🕐 Help
General			^	<b>Event Categories</b>	^
Event Name:	Dr. Jorgensen-testing		C		Add
Event Title:			C	× 202201	× Academic Related Event
Event Type:	Exam		☆ ∨	0	
Organization:	Psychology		☆ ∨	Custom Attributes	· ^
Requestor:	Galinsky, Debra 🏠		~	Add a Custom Attribut	te
Scheduler:	Galinsky, Debra ☆		~		
Head Count:	expected	0	Ċ	Event Info	^
	registered	0	C	Requirements:	Add a Requirement
Description:			C	Event Owner:	😩 Galinsky, Debra
Comments:			C	Creation Date:	Fri Mar 04 2022
Internal Notes:			ß	Reference: Cabinet:	2022-ABKJRH Events
Confirmation Text:			C	Folder:	All Events
Attached Files:			۲ ۲		
Attached Files:	Upload a file				
Tasks Completed			^		
Approvals: Assignments: To Do's:	0/0 0/0 0/0	View this event's	Task List		
Event Relationships	3		^		

Each heading section can be expanded or collapsed using the expand/collapse

∧ icon in the heading bar.

### Viewing Event Occurrences

In the Occurrences view you can see the event occurrences as well as details of locations assigned to each occurrence.

🖹 Dr. Jo	rgensen-testi	ng 🏠	Confirmed	2022	-ABKJRH	Wed May 04	2022 3:00 pm - 4:30 pm	IBRACK 214	C
Details	Occurrences	Calendar	Schedule	Task List	Pricing	Audit Trail			∽ More Actions
							🕑 Edit Event	Confirmed 🗘	C' 🥐 Help
Event Pre	ferences	$\sim$	Event Occurre	ences					
			Date		Start Time	End Time	Additional Details		• •
			Wed May 04 2	022	3:00 pm	4:30 pm	BRACK 214		7
								To expan collaspe	

Once you expand the column, you will see any occurrence details such as layout or instructions.

Event Occurrences				
Date	Start Time	End Time	Additional Details	▼ ▲
Wed May 04 2022				•
Start 3:00 pm				End 4:30 pm
BRACK 214 Layout: Classroom Rows	3			

# Viewing the Event Calendar

The Calendar view shows you an easy to read grid of days in which this event takes place. You

can also create events by using the create event icon  $\begin{subarray}{c} \end{subarray}$  in the calendar grid.

📡 Dr. Jorgenser	n-testing 🕁	Confirmed 20	22-ABKJRH W	/ed May 04 2022 3:00 pm	- 4:30 pm 🛛 🧃	BRACK 214	C
Details Occurre	ences Calendar	Schedule Task Lis	t Pricing Aud	it Trail			→ More Actions
Monday	Related Events		_	n May 02 2022 - Sun May	08 2022 → Weeks:	1 🗘	C <sup>4</sup> ⑦ Help
	Tuesday	Wednesday	Thursday	Friday	Saturday	s	unday
May 2	-	4	Thursday 5	-	-	7	Sunday 8
May 2	-		-	-	-		
May 2	-	4 3:00 pm - 4:30 pm Dr. Jorgensen-testing	-	-	-		

#### To Change the Time Span Displayed in the Calendar View

If you click on the data, a calendar icon will also populate. You can also modify the weeks using the Weeks drop-down on the right side of the screen.

