

## Viewing Event Details

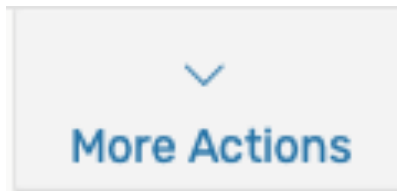
The name of each event in 25Live is a link you can use to view its details. Each event view has sub-sections for:

- Details
- Occurrences
- Calendar



The More Actions include:

- Edit Event
- Copy Event
- Related Events
- Manage Bindings
- Create Task
- 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
  - Basic event information
- Tasks Completed
  - List of task statistics with a link to “View this event’s Task List”
- Event Relationships
  - 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

**General** ^

Event Name: Dr. Jorgensen-testing

Event Title:

Event Type: Exam

Organization: Psychology

Requestor: Galinsky, Debra

Scheduler: Galinsky, Debra

Head Count: expected 0   
registered 0

Description:

Comments:

Internal Notes:

Confirmation Text:

Attached Files:

**Event Categories** ^

[Add](#)

**Custom Attributes** ^

**Event Info** ^

Requirements:

Event Owner:  Galinsky, Debra

Creation Date: Fri Mar 04 2022

Reference: 2022-ABKJRH

**Cabinet:** Events

**Folder:** All Events

**Tasks Completed** ^


Approvals: 0/0 [View this event's Task List](#)

Assignments: 0/0

To Do's: 0/0

**Event Relationships** ^

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

 icon in the heading bar.

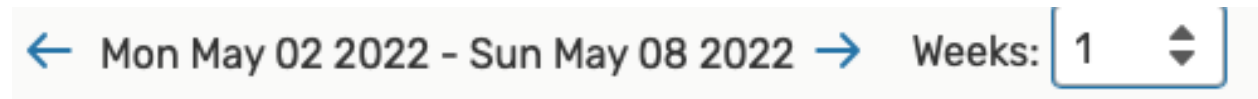
## Viewing Event Occurrences



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



### 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.



Use the arrow buttons   at the bottom of the calendar grid to move the dated display backward or forward.