Viewing Organization Details

The name of each Organization in 25Live is a link you can use to view its details.

Each organization has options:

- Details
- List view
- Calendar view

To View Location Details

After clicking on an organization's name from any screen, the summary details view shows by default. In this view, you may be able to see information under headings for:

These headings may include:

- General
- Categories
- Comments
- Attributes
- Associated Contacts
- Administrative Address
- Billing Address

Organization Details Sub-sections

Viewing the Organization List view

The List view shows you a list of events associated with this organization within a table.

To View Additional Pages of Items in List View

Navigate to the bottom of the list view to navigate next to last or by using the dropdown arrows.

Example: 8 matches

8 Matching Locations

First | Previous | 1 | ⬍ | N

Items per page | 100
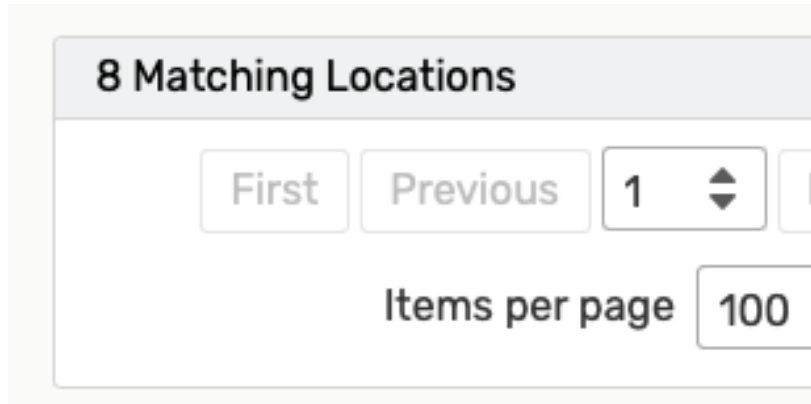
To Sort Items in List View

The column that is sortable is the Event column. If you click the down arrow, the data sorts in ascending order. Click again to sort in descending order.

Event	⌄	Title	Reference	Expected Head Count	Organizatio n	Occurrence Date	Setup Start	Pre- Start

To Choose Which Columns Display in List View

Use the **Choose Columns** button to reveal of a list of available table column. Check the boxes next to any you wish to display.

Choose Columns ↻
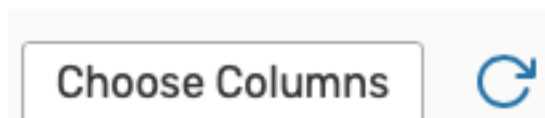
To View Additional Details of Items in List View

Click on the information in blue, typically the event name to view event details

Viewing the Organization Details in Calendar View

The Calendar view shows you an easy to read grid of days on which events take place associated with the organization.

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.

← Sun Dec 15 2019 – Sat Dec 21 2019 →

Click on the date to reveal a date picker, then choose the start date using the calendar icon.

You can also use the arrow buttons at the bottom of the calendar grid to shift the dated display backward or forward in time.

← →