

## 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

The screenshot displays the 'Bioengineering' organization details page. At the top, there is a search bar with 'Go to Search' and a 'Recently Viewed' dropdown. The organization name 'Bioengineering' and its description 'Bioengineering, Department of' are shown. Below this, there are three tabs: 'Details' (selected), 'List', and 'Calendar'. The main content area is divided into three columns of expandable sections:

- General:** Type: Administrative Groups
- Comments:** none
- Administrative Address:** (empty field)
- Billing Address:** (empty field)
- Categories:** Engineering and Science, College of (CoES)
- Attributes:** X25 College, College of Engineering and Science
- Associated Contacts:** Hogan, Jennifer (Department Scheduler), Humphries, Leigh, Laberge, Martine (Department Head), Torres, Maria

## 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

Select Object: **Organizations** Saved Searches (optional)

de

Reset Search

Types + Categories +

List Calendar

Choose Columns

28 Matching Organizations

Name	Title	Type	Categories	Accounting Code
<b>Bioengineering</b>	Bioengineering, Department of	Administrative Groups	Engineering and Science, College of (CoES)	
Civil Engineering	Civil Engineering, Department of	Administrative Groups		

## Organization Details Sub-sections

### Viewing the Organization List view

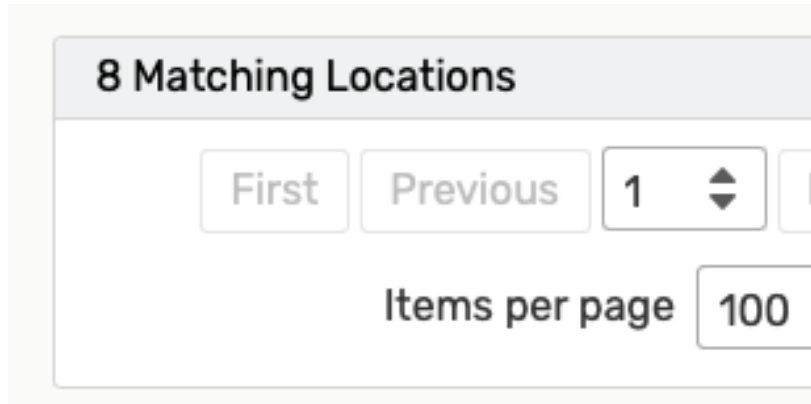
The List view shows you a list of events associated with this organization within a table.

Bioengineering Bioengineering, Department of											
Details <b>List</b> Calendar											
← Wed Mar 16 2022 → Days: 1 Choose Columns											
7 Matching Reservations											
Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Event Start	Event Times	Post-Event End	Takedown End	
4481 lab		2022-ABKDZJ		Bioengineering	Wed Mar 16 2022			2:30 pm - 3:00 pm			
Bloe 4510 sec 025		2022-ABKFJZ		Bioengineering	Wed Mar 16 2022			2:00 pm - 3:00 pm			
J. Mercuri - wed		2022-ABKGGG		Bioengineering	Wed Mar 16 2022			1:00 pm - 2:00 pm			
lab (under Dr Mercuri)		2022-ABKFGX		Bioengineering	Wed Mar 16 2022			3:00 pm - 4:00 pm			

## 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



## To Sort Items in List View

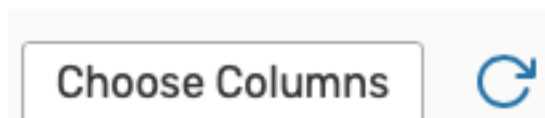
The column that is sortable is the Event column. If you click the down arrow, the data sorts in ascending order. Click again to sort in descending order.



Event	Title	Reference	Expected Head Count	Organization	Occurrence Date	Setup Start	Pre-Start
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## 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.



## To View Additional Details of Items in List View

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

Name	Categories	Features	Max Capacity	Default Ca
<a href="#">ASC 118</a>	Department Controlled Classroom, Reclaimed, University Classrooms	AV - Audio, AV - Conference Phone, AV - Dataprojector, AV - Document Camera, AV - DVD, AV - HDTV, AV - Internet - Ethernet, AV - Internet - Wireless, AV - Multiple Projectors, AV - Screen, Board - Moveable, Board - White, Computer - PC, Seating -	72	72

## 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.

Bioengineering  
Bioengineering, Department of

Details List **Calendar**

Display Additional Time ← Mon Mar 14 2022 - Sun Mar 20 2022 → Weeks: 1 ↕ ↻

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>March 14</b> 12:20 pm - 1:10 pm <b>Cassie for 4481 classes</b> Bioengineering 1:00 pm - 2:30 pm <b>Simar Pie Contest</b> Bioengineering 2:00 pm - 5:00 pm <b>AB Lab meeting</b> Bioengineering 3:30 pm - 4:00 pm <b>AB - CI Megan Pitz</b>	<b>15</b> 11:30 am - 1:00 pm <b>Delphine CI</b> Bioengineering 12:30 pm - 1:30 pm <b>J. Mercuri</b> Bioengineering 3:30 pm - 4:00 pm <b>Lucas for 3701</b> Bioengineering	<b>16</b> 10:00 am - 11:00 am <b>Melinda H. CI</b> Bioengineering 12:20 pm - 1:20 pm <b>RTC</b> Bioengineering 1:00 pm - 2:00 pm <b>J. Mercuri - wed</b> Bioengineering 2:00 pm - 3:00 pm <b>Bloe 4510 sec 025</b> Bioengineering	<b>17</b> 3:30 pm - 4:30 pm <b>4481 lab thursday</b> Bioengineering	<b>18</b> 10:00 am - 12:00 pm <b>Delphine CI Reddi Lab</b> Bioengineering 11:00 am - 12:00 pm <b>simonescu</b> Bioengineering 12:00 pm - 5:00 pm <b>tours</b> Bioengineering 1:00 pm - 3:00 pm <b>Nanobiotechnology Lab (AAB Lab)</b> Bioengineering	<b>19</b>	<b>20</b>

## 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.

