

Viewing Event Details

In This Article:

- [To View Event Details](#)
- [Using the More Actions Display](#)
- [To Add or Edit an Image From Event Details](#)
- [Other Event Detail Sub-sections](#)

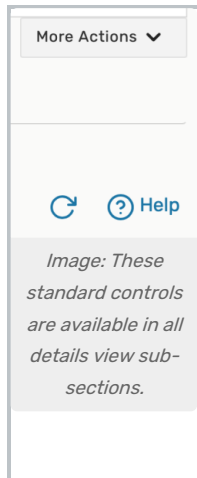


Security Note

What you can see and do in this application depends on the security permissions associated with your 25Live user account. In addition, if your user does not have the permission Basic: **9.0 View Contacts** in [Series25 Group Administration](#), the default scheduler for a location may not be visible. If you can't access something you think you should be able to, contact your 25Live Administrator.

The name of each event in 25Live is a link you can use to view its details. Each event view has the following sub-sections (depending on your security group rights):

- Details
- Occurrences
- Calendar
- Schedule
- Task List
- Pricing
- LYNX
- [Audit Trail](#)



Each sub-section has controls for:

- **More Actions:** An expandable section with event actions
- **Refresh:** to pull a fresh view of the data
- **Help:** to access more information about this view

A convenient dropdown menu is also available next to the Refresh icon to change the event state.

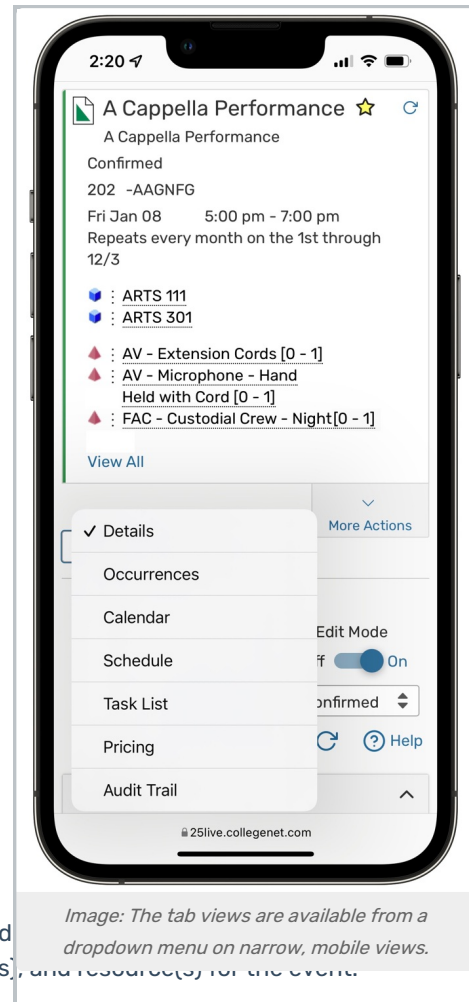


Image: The tab views are available from a dropdown menu on narrow, mobile views.

event

To View Event Details

After clicking on a linked event name, the main details view is displayed, showing event status, event reference, dates (including repeat occurrences), location(s), and resource(s) for the event.

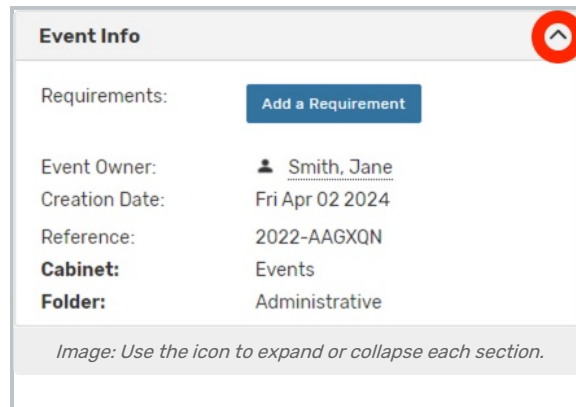
You can refresh the summary using the refresh icon  in the upper-right of the summary area.

Use the star icon () next to the organization name to add it to your favorites.

In the details view (depending on your institution's options and your user's security permissions), you may also be able to see information under headings for:

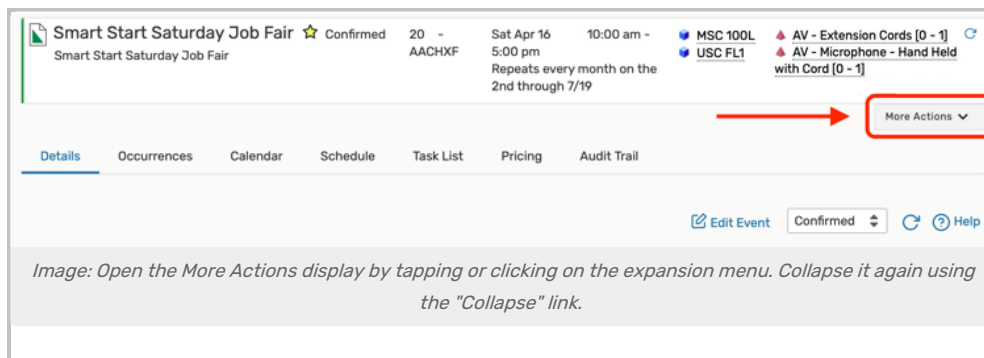
- **General**
 - This section has all of the basic event information, most of it editable inline (see more about inline editing below)
- **Tasks Completed**
 - List of task statistics with a link to "View this event's Task List"
- **Event Relationships**
 - If any, related events with links to view those events' details
- **Event Categories**
 - Categories associated with the event and an "Add" link for adding more categories
- **Custom Attributes**
 - Listing of custom attributes for this event with an "Add a Custom Attribute" option button
- **Event Info**

- o Outline of additional event information including the requirements, owner, creation date, reference, cabinet, and folder

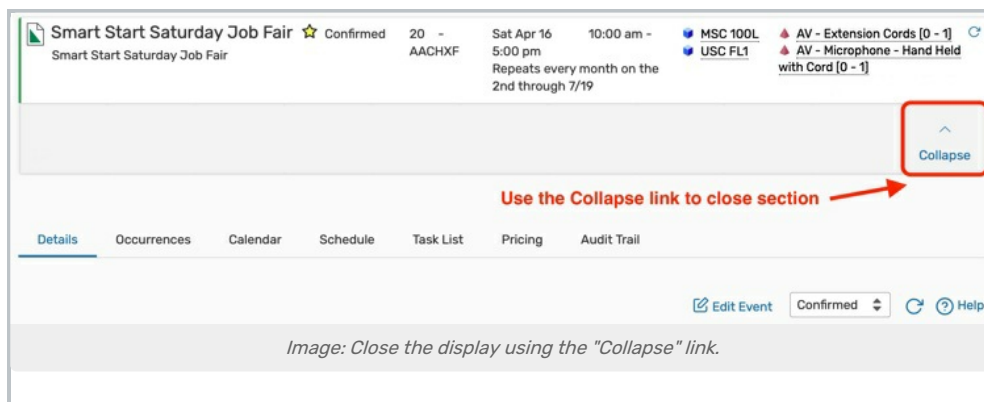


Each heading section can be expanded or collapsed using the expand/collapse (^) icon in the heading bar.

Using the More Actions Display



Use the **More Actions** menu link to expand all of the options available for Events.



You can close the display using the **Collapse** link.

Options in More Actions

This display provides a number of extra actions to perform for this location, including:

- [Edit Event](#) (see linked help topic)

Copy Event

Annual Spring Regional Conference (20 -AACJHT) is not in a related event set

Copy Only This Event
Create an independent copy of this event without relating it to any event sets

Copy and Relate
Create a copy of this event and relate it back to the original event or the original related event set

Image: Copying an event from More Actions also offers the option to relate the copied event.

- [Copy Event](#) (see linked help topic)

Related Events

Study Abroad Student Orientation (20 -AACJCN) is in a related event set

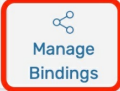
Add Events to Set

Remove Events from Set

| Name | Title | Reference | Type | Start Date | Start Time | State |
|----------------------------------|--|------------|-------------|------------|------------|-----------|
| Study Abroad Fair | Study Abroad Fair | 20 -AACHWN | Fair | Sun Mar 18 | 1:00 pm | Confirmed |
| Study Abroad Student Orientation | Fall Study Abroad Exchange Student Orientation | 20 -AACJCN | Orientation | Tue Oct 11 | 4:30 pm | Confirmed |

Image: Related events options within the More Actions display

- [Related Events](#) - create or edit events related to this one to manage them as a group (see linked help topic)

 **Manage Bindings**

Manage Bindings ✕

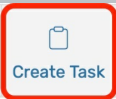
Regional Conference (20 -AACHST) is in a bound event set

Add Events to Set
Remove Events from Set

| Primary | Name | Title | Reference | Type | Profile Name | Start Date | Start Time | State |
|----------------------------------|-----------------------------------|--|------------|------------|-------------------------|------------|------------|-----------|
| <input type="radio"/> | Annual Spring Regional Conference | Regional English Professors Conference | 20 -AACJHT | Conference | Conference Registration | Thu May 07 | 9:00 am | Confirmed |
| <input checked="" type="radio"/> | Regional Conference | | 20 -AACHST | Conference | | Tue May 03 | 3:00 pm | Tentative |

Image: Bound events can be managed from the More Actions section.

- [Manage Bindings](#) - create or edit events bound to this one *(see linked help topic)*

 **Create Task**

Create Task ✕

Task Name:

Comment:

Assigned To:
EDIT

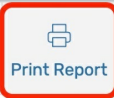
Due Date:

Assigned By:
Username, Your

Create

Image: Creating a simple to-do task is conveniently done from this section.

- [Create Task](#) - create and assign a to-do task *(see linked help topic)*

 **Print Report**

Print a Report for This Event ✕

Select a Report to Print:

- Invoice
- Confirmation Notice
- Event Confirm (Detailed) Estimate
- Event Confirm (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Related)
- Event Invoice

Image: The Print Report section provides a quick way to get to associated reports.

- [Print Report](#) - print a report (including invoices if one has been defined for the current event type) or [custom document](#) using information from this event (see [help topic](#)).



Note: Setting Default Reports

The reports you see listed for "Confirmation (Detailed)" and "Confirmation Notice" may be the same report in your instance. Administrators can use the [Event Type editing](#) in System Settings or [bulk event type editing](#) to set different default reports for the "Confirmation Notice" and "Invoice" reports per event type.

The event confirmation marked as the default for your instance is displayed as "Confirmation Notice" in this section.

Email Event

Email Template:

Link to: Pro Scheduling No Link

| Related Recipients: | TO | CC | BCC |
|--------------------------------|--------------------------|--------------------------|--------------------------|
| Self (Matteson, Susan) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Requestor (Martin, Andrea) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Scheduler (Martin, Andrea) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Anyone with Assignment Tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Anyone with Notification Tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Additional Recipients:

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach:

- Event Invoice (Related)
- Event Confirmation (Detailed)
- Event Confirm (Detailed) Estimate
- Event Confirm (Related) Estimate
- Event Confirmation (Academic)
- Event Confirmation (Related)
- Event Invoice
- iCal File

Subject:

Flag Football Scrimmage (2021-AAGWWC)

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

File Insert Table View Format Tools

← → **B** *I* U **A** System Font 12pt

Image: Event Details emails can use custom event email templates.

- [Email Event](#) - send event details via email, which can use a customized, [manual event email template](#) (see linked help topic)
- [Delete Event](#) (see linked help topic)
- [Create Event](#) (see linked help topic)
- [Edit Ownership](#) - change the event owner to your contact with editing rights

- [Subscribe](#) (see linked help topic)



Tip: Changing the Event State from Event Details

Many event sub-sections also have a dropdown near the top to allow you to change the Event State, with appropriate permissions. Please note, you may not be able to successfully cancel an event using this dropdown.



Changing the Event State using inline editing can also [trigger scenarios to send event emails](#). For more about Event States, see [Choosing an Event State](#).

To Add or Edit an Image From Event Details

1. Go to the Event Details View for Your Event

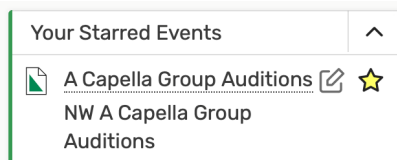


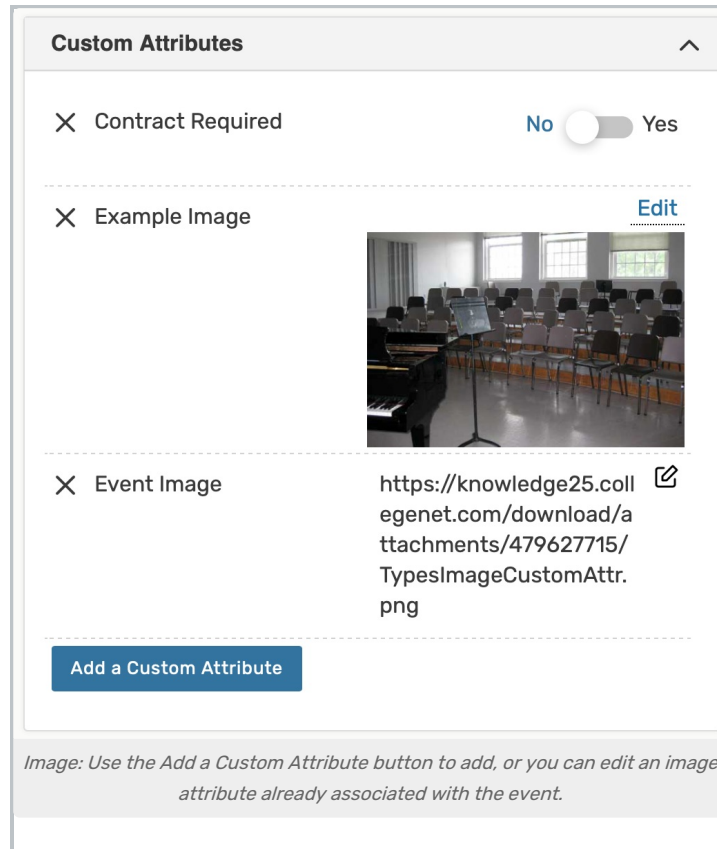
Image: Any link on an event name will take you to its Event Details view.

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

2. Find the Custom Attributes Section

You can expand or collapse each section in the **Details** view using the  icon in the heading bar.

3. Add or Edit the Desired Image Custom Attribute



If you need to add a new image, use the **Add a Custom Attribute** button.

If you're editing an image attribute already associated with the event, find it in the **Custom Attributes** section.

If adding or editing an image file reference, 25Live's inline editing will save your changes when you click away from the URL field.

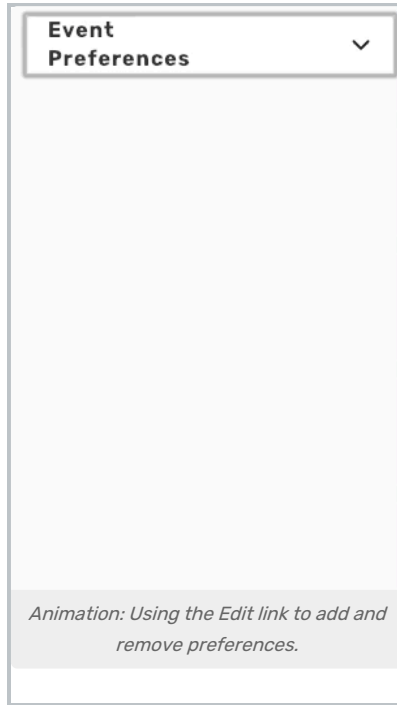
*If adding or editing an image file, use the **Upload** button after choosing or uploading an image.*

Other Event Detail Sub-sections

Viewing Event Occurrences

In the occurrences view you can see Event Preferences as well as more granular details of locations (and layout of each) and resources (and quantities) assigned to each occurrence.

To View and Edit Event Preferences



Use the expand/collapse ^ icon to reveal the event preferences, if any have been saved. The **Edit** link will display **Edit** buttons you can use to add or remove preferences.

To View and Edit Individual Occurrence Details

| Event Occurrences | | | |
|-------------------|------------|----------|--------------------------|
| Date | Start Time | End Time | Additional Details |
| Wed Mar 14 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |
| Wed Mar 28 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |
| Wed Apr 11 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |
| Wed Apr 25 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |

The Event Occurrences section provides arrows to expand/collapse occurrence details. As illustrated above, use the arrows on the title line of the event occurrences list to expand/collapse all occurrences, and use the arrows on each line to expand/collapse individual occurrences.

| Event Occurrences | | | |
|--------------------------|------------|----------|--------------------------|
| Date | Start Time | End Time | Additional Details |
| 20 preceding occurrences | | | |
| Wed Jan 06 2021 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |
| Wed Jan 20 2023 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |
| Wed Feb 03 2023 | 4:00 pm | 5:00 pm | WPN 110 (2 resources) |

Animation: The expanded details for an event occurrence also include a display start and end time.

When expanded, each occurrence displays extra details including start and end times, locations and layouts, resources and quantities, and special instructions. Location and Resource icons in black and white are saved as preferences.

You can also use the Settings icon (⚙) to switch to a **Separated** view of occurrences when viewing details for [events using multiple segments](#).

Viewing the Event Calendar

The Calendar view shows you an easy-to-read grid of days on which this event takes place. This view also allows you to create events by using the Create Event icon (📅) in the calendar grid.

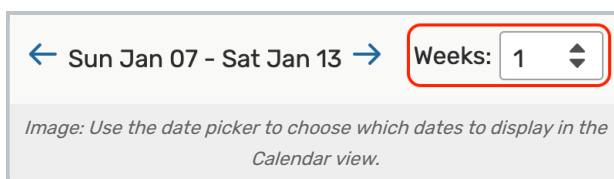


Reminder: Expand Your View to Related Events

You can use the Related Events checkbox to expand the displayed results.

To Change the Start Date of the Calendar View

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



Click on the date to reveal a date picker and choose the start date. Then, use the **Weeks** dropdown to show up to 20 weeks at once.

Viewing the Event Schedule

The Event Schedule views consist of four main parts:

- Event summary at the top of the view
- Availability toolbar across the top of the schedule availability grid
- Left sidebar: Dates are displayed, spanning 30 days from the selected date

- The availability grid with top column headers showing hours for the selected date

The grid uses color codes to indicate availability and the status of events:

| 12 | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------|---|----------------------|---|---|---|---|
| | | Northwest Art Awards | | | | |
| Wednesday Brow... | | | | | | |
| Wednesday Brow... | | | | | | |

Image: In the above example, the "Northwest Art Awards" event is scheduled from 3:00 pm - 5:00 pm, shown in green, but the event also has setup/pre-event time and post-event/takedown time, shown in light green.

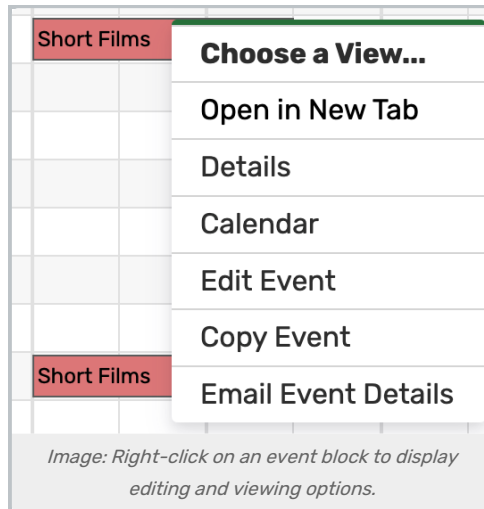
- Blank/White: Available
- Gray: Closed hours, based on the location's open/closed hours
- Black: A blackout hour
- Green: A normal event with occurrence start and end times
- Light green: Setup/pre-event or post-event/takedown time before and/or after an event time
- Orange/Beige: Location unavailable due to a relationship with another location
- Purple/Gray Slashes: Pending location reservation

Snap To Grid: **View** Standard (default) Edit Mode

| | 1 | 2 | 3 |
|--|---|---------------------------|---|
| | | A Capella Group Auditions | |
| | | | |
| | | | |
| | | | |

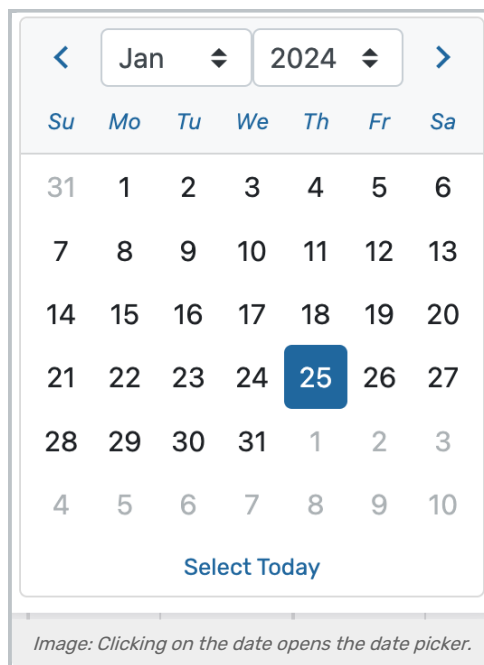
Animation: You can drag the event block to a new date and time in the Schedule availability grid.

The availability grid also allows you to change the event date and time by dragging the event's colored block within any available grid squares. Check the "Snap To Grid" checkbox above the grid to restrict times to half-hour blocks, or uncheck the checkbox to freely move the event to any time.



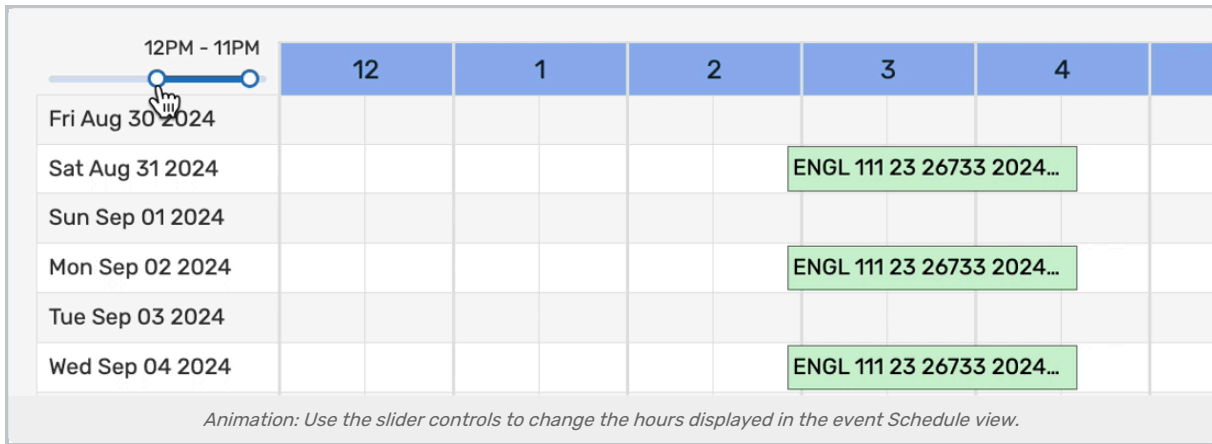
You may also right-click on a regular occurrence block (in green) to display editing and viewing options for that occurrence.

To Change the Date Displayed in Availability View



To choose a new date (other than the previous or next), click on the date text to open the date picker. Use the arrows on either side of the date to go to the previous or next date.

To Change the Hours Shown in the Schedule



At the top-left corner of the availability grid are controls for changing which hours are shown. Click and drag a point on the hours bar to adjust the hours shown in the grid.

Viewing the Event Task List



Security Note

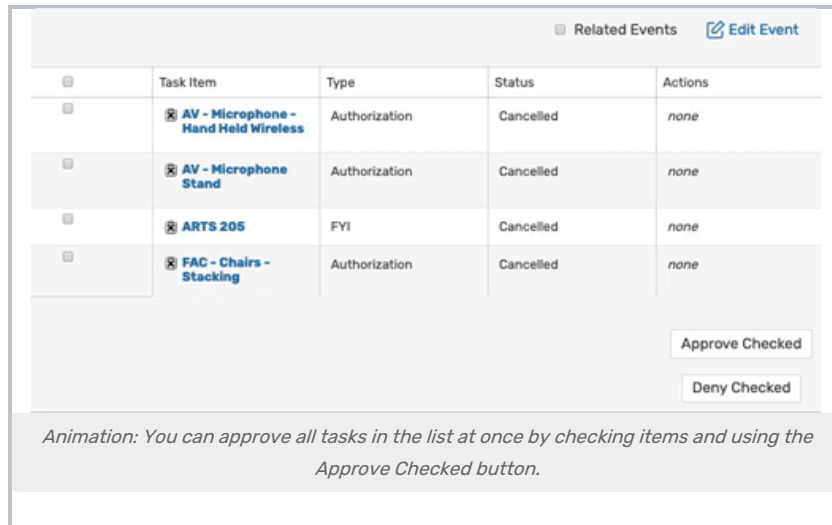
In order to use the Task List view, a user must have the permission: **Basic: 10.0 View Tasks List** enabled in [Series25 Group Administration](#).

A "task" is a To Do item, location/resource assignment request, or approval/FYI notification assigned to one or more 25Live users. Just as with other Event Details sub-sections, there is a convenient event summary at the top of the Task List sub-section.

In the Task List toolbar, you can:

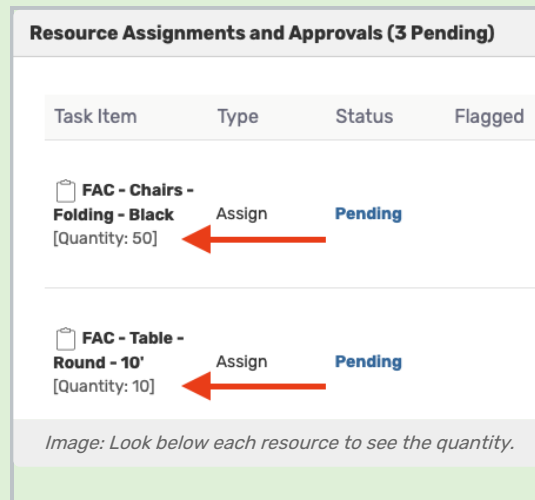
- Check the [Related Events](#) checkbox to view tasks for related events
- Use the event state drop-down menu to change the event's state
- Use the **View** dropdown menu to choose between:
 - Viewing All Assigned Tasks (tasks for all users for this event)
 - Only Tasks Assigned To You

In the task list, the details of tasks associated with this event (or related events) are displayed. Tap or click on most of the columns to sort by that column header, and tap or click the column heading again to reverse the sort order.



If the tasks are assigned to you, use the checkboxes in the first column to check individual tasks or the top checkbox to check all tasks. You can then use the **Approve Checked** or **Deny Checked** buttons to perform actions on more than one task.

Tip: Resource Quantities



Under Resource Assignments and Approvals, items will have a quantity notation near the name of the item.

Some fields, such as dates and comments for eligible tasks assigned to you are editable inline. Simply use the edit icons to enter the editing mode and tap or click outside of the field to save your changes.

You can also use the appropriate action buttons to complete the task:

- **Approve** or **Deny** to complete an approval notification
- **Assign** or **Deny** to complete a location or resource assignment request
- **Complete** or **Ignore** to complete a To Do task

See [Viewing Tasks](#) and [Completing Tasks](#) for more.

Viewing Event Pricing



Security Note

Viewing and editing event pricing requires special permissions set in [Series25 Group Administration](#).

- Basic Options: 4.0 *View Pricing on Events* = Yes
- Basic Options: 4.1 *Edit Pricing on Events* = Yes
- Basic Options: 5.0 *View Payments on Events* = Yes
- Basic Options: 5.1 *Manage Payments on Events* = Yes
- Event editing Object Security Permissions

Pricing Mode ⌵
 Standard Payment Hide No-Charge Items Select Columns ↻ ? Help

Summary

Pricing Date:

Print Invoice

Update All Items to Rate Group:

STUDENT CENTER

| Item | List Price | Adjustments | Price | Taxes | Total | Charge To | Rate Schedule | Rate Group | Debit Account | Credit Account |
|---------------------------------------|------------|--------------------------------------|---------|-------|---------|----------------|----------------------|------------|---------------|----------------|
| AV - Extension Cords | \$0.00 | <input type="button" value="+ Add"/> | \$0.00 | | \$0.00 | STUDENT CENTER | | Co-Sponsor | CS .: | . |
| AV - Laptop - Mac | \$15.00 | <input type="button" value="+ Add"/> | \$15.00 | | \$15.00 | STUDENT CENTER | Laptop Rental | Co-Sponsor | CS .:345678 | :123456 |
| AV - Microphone - Hand Held with Cord | \$20.00 | <input type="button" value="+ Add"/> | \$20.00 | | \$20.00 | STUDENT CENTER | Microphone Equipment | Co-Sponsor | CS .:345678 | :123456 |
| AV - Overhead Projector | \$20.00 | <input type="button" value="+ Add"/> | \$20.00 | | \$20.00 | STUDENT CENTER | Small AV Equipment | Co-Sponsor | CS .:345678 | :123456 |
| AV - Power Strip | \$0.00 | <input type="button" value="+ Add"/> | \$0.00 | | \$0.00 | STUDENT CENTER | | Co-Sponsor | CS .: | . |
| AV - Screen - 10' | \$20.00 | <input type="button" value="+ Add"/> | \$20.00 | | \$20.00 | STUDENT CENTER | Small AV Equipment | Co-Sponsor | CS .:345678 | :123456 |
| AV - Sound System | \$35.00 | <input type="button" value="+ Add"/> | \$35.00 | | \$35.00 | STUDENT CENTER | Large AV Equipment | Co-Sponsor | CS .:345678 | :123456 |

Image: Pricing tab.

In this view you can [edit event pricing](#), [generate invoices](#), [manage payments](#), and [more!](#)

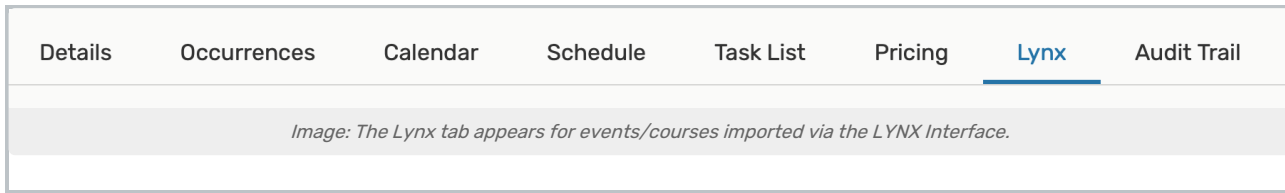
Using the LYNX Tab



Security Note

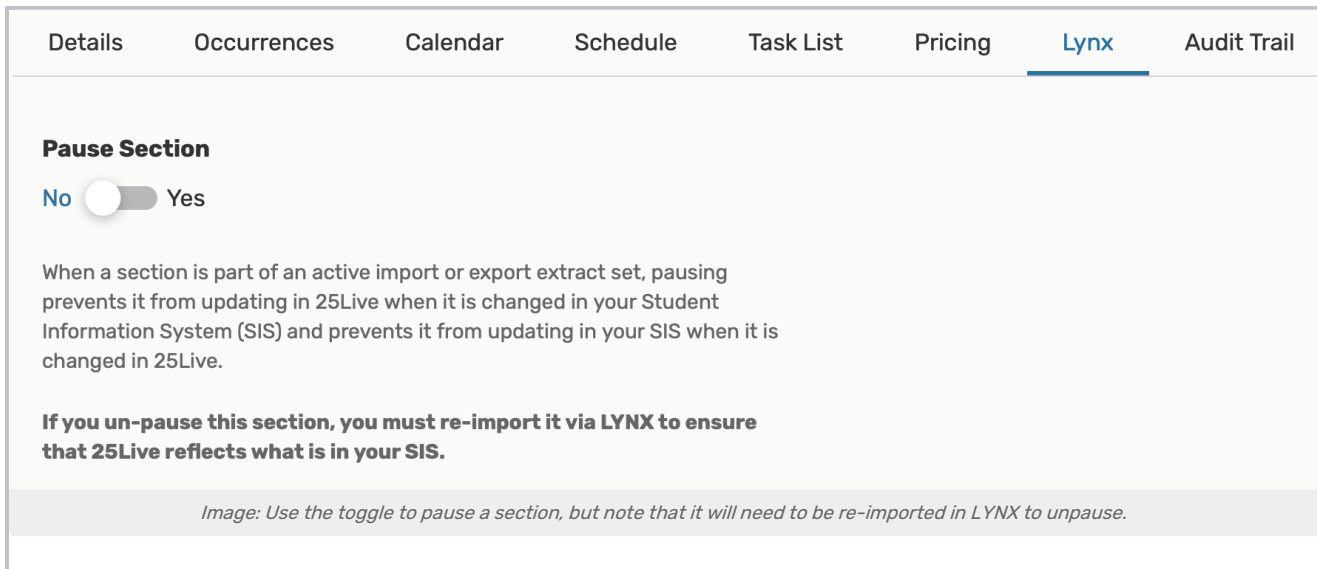
To see the LYNX tab, a user must have the Tools Access: **4.0 Access to LYNX Tool** permission enabled in [Series25 Group Administration](#).

If a 25Live event (often academic courses/sections) has been imported via the [Series25 LYNX Interface](#), its Event Details view will often have a **Lynx** tab available.



Pause Section

Toggleing to **Yes** suspend LYNX SIS imports and exports for the section you are viewing. See [Pausing a Section from the LYNX Tab in 25Live](#) for more.



Viewing the Event Audit Trail



Security Note

To view the Audit Trail, a user must have full Object Security permissions to edit the event as well as the [Series25 Group Administration permission](#) for **Basic > 8.0 View Audit Trail on Events**.

A user in the Scheduler role may also have access to this tab even without this permission.

After the familiar event summary at the top of the Audit Trail sub-section, a sortable list of changes to this event is displayed. Tap or click the **Date**, **User**, or **Action** column headings to sort by those columns. Tap or click the heading again to reverse the sort order.

The audit trail shows a number of status messages attached to the actions. For example, "Location not Available at Commit" would mean that when an assignment task was acted upon, the location was not available (if it was assigned to another event).