

Viewing Contact Details

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Security Note:

What you can see and do in this application depends on the [security permissions](#) associated with your 25Live user account.

View contact details:

- Basic Options: 9.0 *View Contact*

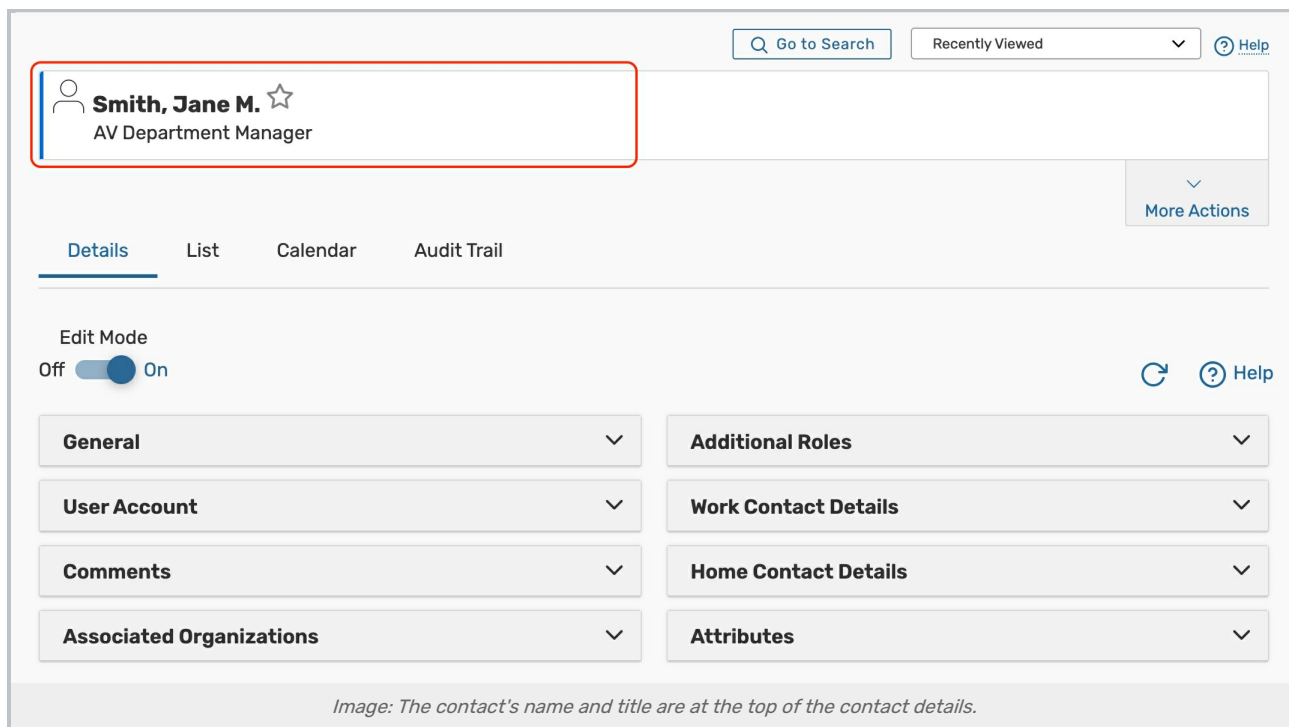
Edit a contact record:

- Basic Options: 9.1 *Edit Own Personal Contact Information*
- Administrative Options: 12.0 *Create, Edit, and Copy Contacts*

If you need security access to a feature in 25Live, contact your 25Live Administrator.

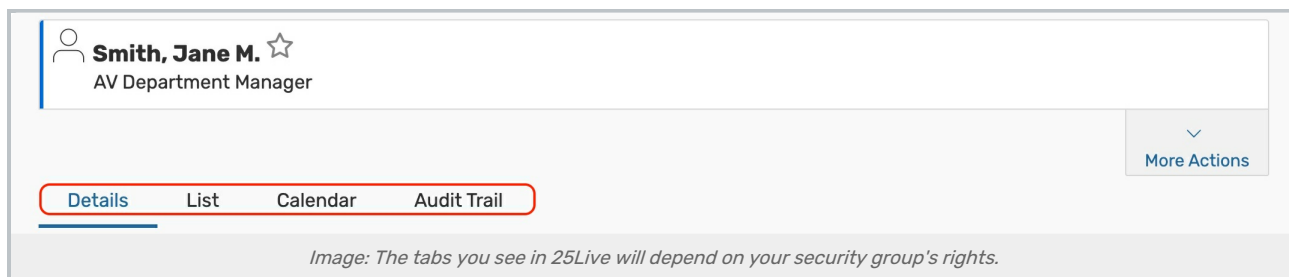
Each contact record in 25Live has a details page with the contact's name, phone number, security group, roles, associated events, and more.

The top section shows the contact's name and title. Use the star icon (☆) to save the contact record to your favorites.



Contact Tabs

Below are descriptions of the contact details tabs and their uses. Please note that what you are able to view on this page will depend on your security settings and configurations. If there are settings you think you should be able to see or edit, please contact your 25Live Administrator.



Details

The Details page shows all of a contact's data including their first and last name, phone number, ID, security group, roles, and more.

Edit Mode
Off ☒ On

Help

General

User Account

Comments

Associated Organizations

Additional Roles

Work Contact Details

Home Contact Details

Attributes

Image: The Details tab includes several collapsible sections that allow inline editing for users with appropriate permissions.

- **Edit Mode** - Set the toggle to **On** to enable [Inline Editing](#).
- **Refresh** - You can refresh the summary using the refresh icon in the upper-right of the summary area.
- **Help** - Tab to be moved to the Series25 KnowledgeBase.

The contact's information is available in collapsible sections:

- **General** - The contact's name, title, and ID information.
- **User Account** - The contact's username, active status, and security group information.
- **Comments** - Administrative comments about the contact.
- **Associated Organizations** - Organizations that the contact is affiliated with.
- **Additional Roles** - The users and roles that this contact can [masquerade](#) as.
- **Work Contact Details** - The contact's work contact information (address, phone number, and email address).
- **Home Contact Details** - The contact's home contact information (address, phone number, and email address).
- **Attributes** - Custom contact data fields—such as driver's license number or emergency contact information.

For more information, please see [Contact Data Overview](#).

List

This view populates a list of events that fall within a specific date range and have the contact you are viewing in one or more of the event roles.

For more information, see [Working With List Views in 25Live](#).

← Sat Feb 01 → Days: 14

Select Columns

Help

1 Matching undefined

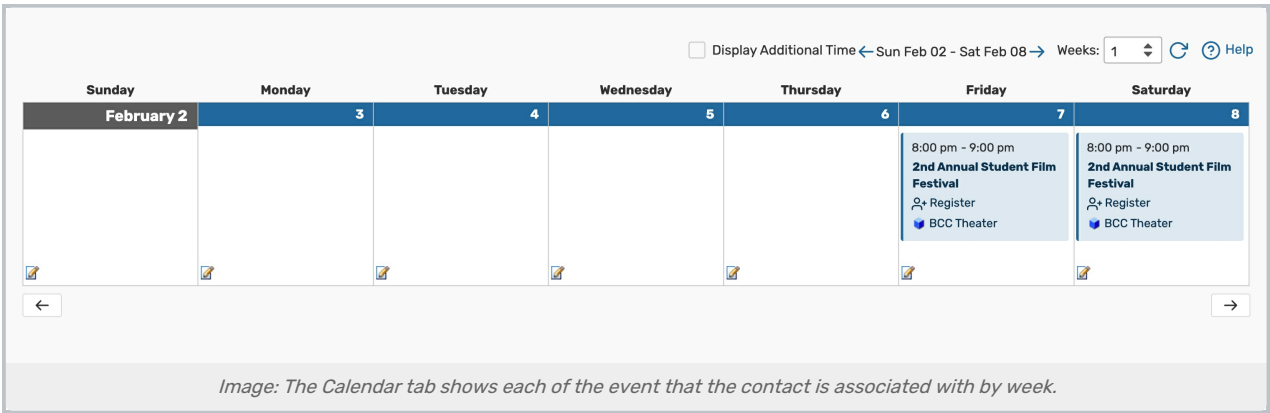
	Name	Title	Reference	Organizations	Type	Categories	Start Date	Start Time	Creation Date	State	Locations	Resources
★	2nd Annual Student Film Festival	2nd Annual Student Film Festival	2024-AAHNWT	ALTERNATIVE FILM CLUB, STUDENT CENTER	Film / Movie	Fine Arts, Performing Arts	Fri Feb 07	7:30 pm	Sun Oct 13 8:29 pm	Confirmed	BCC Theater	AV - Extension Cords, AV - Laptop - Mac, AV - Microphone - Hand Held with Cord, AV - Overhead Projector, AV - Power Strip, AV - Screen - 10', AV - Sound System, AV - Technician, FS

Image: The List tab shows all of the events that have this contact as a role, laid out in a table with the event's details.

Calendar

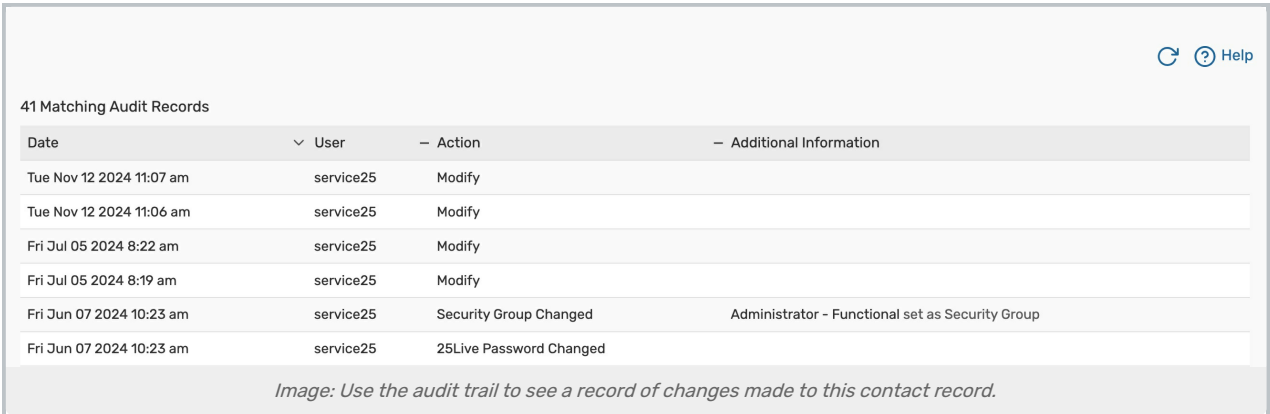
The Calendar tab displays a calendar of events that have the contact you are viewing in one or more of the event roles.

For more information, see [Working With Calendar Views in 25Live](#).



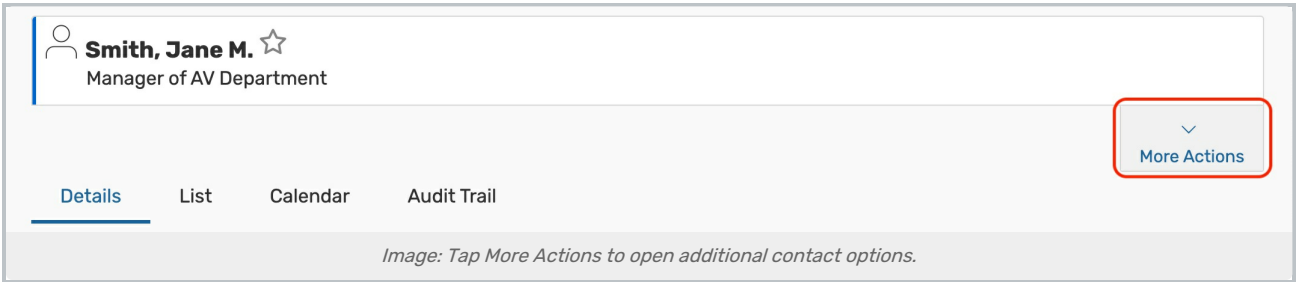
Audit Trail

The Audit Trail tab displays a sortable table of changes to this contact record. Tap or click the **Date**, **User**, or **Action** column headings to sort the data by those columns.



More Actions Menu Options

Expand the **More Actions** menu to see additional actions available for the contact record you're viewing.



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

Copy Contact

Duplicate this contact record.

For more information, see [Copying a 25Live Contact](#).

Copy Contact

Delete Contact

Create Event

Collapse

Copy Contact

X

Basic Information

Name Prefix

Ms

First Name

Jane

Middle Name

Morgan

Last Name *

Smith

Name Suffix

Title

AV Department Manager

Internal ID

654321

Email

Work Email *

jane.smith@myschool.edu

Home Email

Copy and Edit

Copy and Create Another

Image: Use the Copy Contact button to begin duplicating a contact.

Delete Contact

Permanently delete a contact record by toggling **Delete Mode** to **On** and confirming. Warning: This action cannot be undone.

Copy Contact

Delete Contact

Create Event

Collapse

Delete Contact

X

Delete Mode

Off

On

Image: Toggle Delete Mode to On to permanently delete a contact from 25Live.

Create Event

Opens a new event form.

For more information, see, [Creating Events With the Event Form](#).