

# Viewing Contact Details

Last Modified on 06/03/2022 12:51 pm PDT



### 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 permission to view Contacts (Basic: 7.0 *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.

Contact names of users that are schedulers, requestors, and other roles appear in 25Live if you have permissions to view them. Users with appropriate permissions can also edit contact details from this view.

## To View Contact Details

Film Festival Welcome/Mingle Party

DetailsOccurrencesCalendarScheduleTask List

Event Name:

Film Festival Welcome/Mingle Party

Event Title:

Welcome/Mingle Party

Event Type:

Party

Reference:

201-AABZAF

State:

Confirmed

Organization:

COLLEGE OF ARTS AND SCIENCES

Additional Organization(s):

SCHOOL OF BUSINESS

Scheduler:

Maya Greene

Requestor:

Lenny Picket

Head Count:

100 expected 75 registered

Image: Contact names appear in the details of objects throughout 25Live.

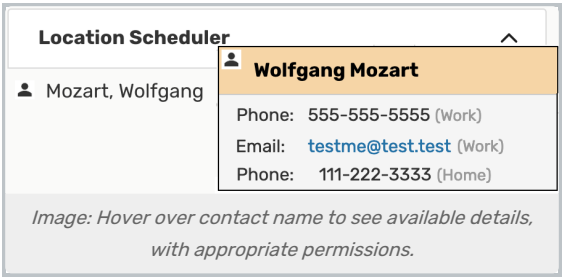
### 1. View the Object Details

When you view the details of an object, such as an event, location, resource, organization, or task, contact names are often included.

### 2. Hover or Right-Click the Contact Name

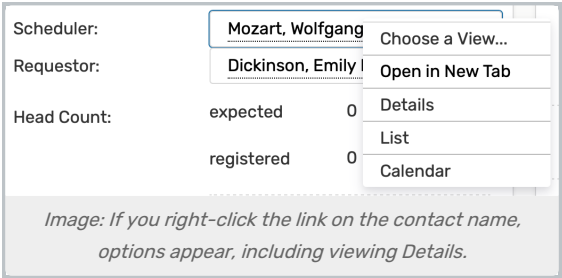
To see any available details, click or tap on the contact name. The contact's phone number or email address may be available.

#### Hovering Your Mouse Over For Quick Details



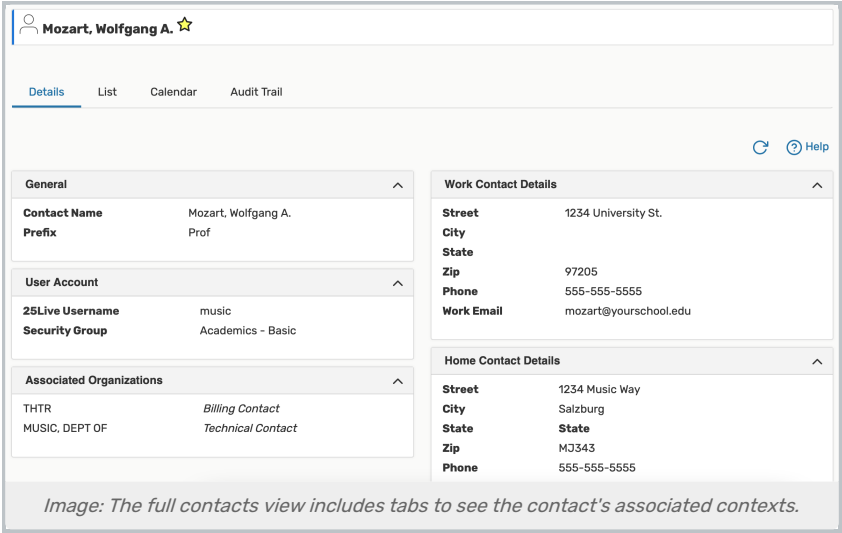
From a desktop view, if you hover your mouse pointer over a contact name, some brief details will appear with clickable links for any email addresses shown.

Right-Clicking A Contact Name to Go to Full Details



From a desktop view (or if using a mouse on a tablet), you can right-click on a contact's name to display a menu of choices:

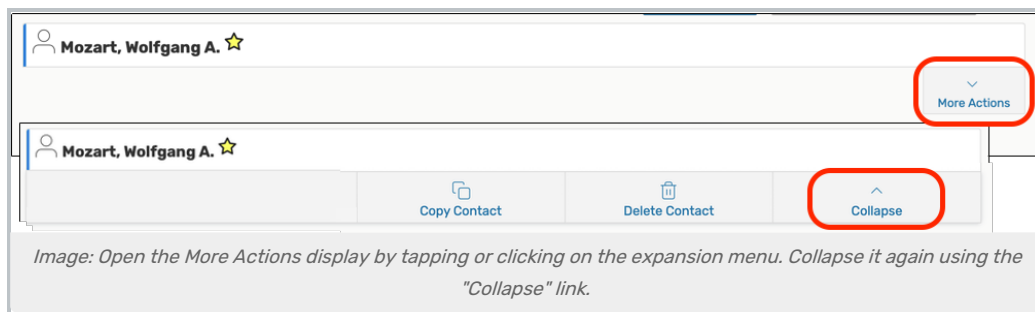
- **Open in New Tab** to view full contact details in a new browser tab
- **Details** to go directly to the full contact details view
- **List** to see a listing of events associated with the contact by role
- **Calendar** to view a calendar of events associated with the contact by role



The full contact details view includes links to the **List**, **Calendar**, and **Audit Trail** contexts for that contact.

Use the star icon ( ☆ ) next to the contact name to add it to your [favorites](#).

## Using the More Actions Display



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

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

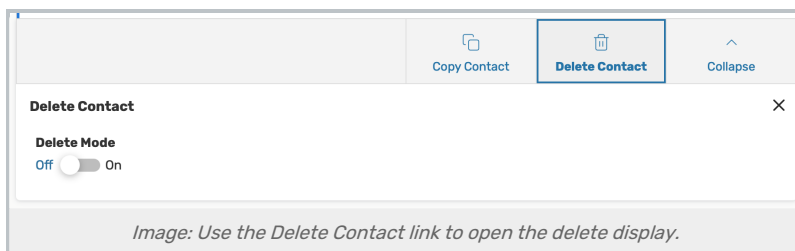
This display provides the ability to [Copy Contact](#) or Delete Contact.

## How to Delete a Contact

### 1. Open the More Actions Display

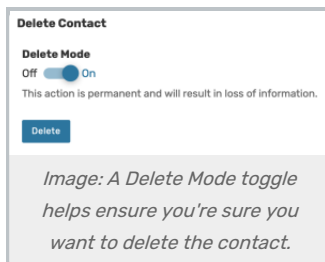
As described above, use the **More Actions** menu link to expand all of the options available.

### 2. Use the Delete Contact Link



With the More Actions menu expanded, use the **Delete Contact** link to open the delete display.

### 3. Toggle Delete Mode On



Toggle the **Delete Mode** control to **On** to enable. These extra steps help give you a moment to consider if you want to take the *permanent action* of deleting the contact.

### 4. Use the Delete Button and Confirm

With the Delete Mode on, the **Delete** button and its warning message will display. If you're sure, click or tap the

button and confirm in the next dialog. The contact will be permanently deleted from your Series25 database.

Inline Editing Contact Details

Mozart, Wolfgang A. ☆

DetailsListCalendarAudit TrailMore Actions

Edit Mode  
OffOn

General

Contact NameMozart, Wolfgang A.  
First NameWolfgang  
Middle NameAmadeus  
Last NameMozart  
Prefix  
Suffix  
Title  
Internal ID

Work Contact Details

Work Emailmozart@yourschool.edu

Home Contact Details

Attributes

Associated Organizations

User Account

25Live Username  
Security Group

Comments

Image: Use the Edit Mode toggle to make many contact details fields editable for users with appropriate permissions.

ARTS 101 ☆

Davis Arts Center - Music Practice Room

DetailsListAvailability (Daily)Availability (Weekly)CalendarAudit TrailMore Actions

Edit Mode  
OffOn

Always Share  
OffOnView and Edit SecurityHelp

Image: Details views feature a toggle to allow inline editing.

Use the **Edit Mode** toggle at the top of any event, location, resource, or organization details view to turn on or off the ability to edit fields inline. When the toggle is on, edit icons appear next to many fields. Turn the toggle off to protect fields from accidental edits.

Formal Names of Objects

STUDENT AFFAIRS ☆

Student Affairs

DetailsListCalendarAudit Trail

Image: Hover your cursor over the field to reveal the editing option.

The formal name field for locations, resources, organizations, or contacts can be edited by hovering your cursor over


the name to reveal the editing icon (  ) option.

Text-Based Fields


General ^

Event Name:

Spring Regional Conference




Event Title:



Event Type:

Conference

Image: Use the edit icon to change text-based fields inline from the details view.


For text-based fields, use the edit icon  to enter the editing mode, make changes, then use the **Save** button. The **Cancel** button is available to exit editing mode without saving changes.

Administrative Address ^

123 Street Ave.

Portland , OR 97205 U.S.

p: 555-555-1111



Billing Address ^

Street Address

805 SW Broadway, Suite 10

City

Portland

State / Province

OR

Zip

97205

Country

U.S.

Phone

503-555-2222

Fax

503-555-3333

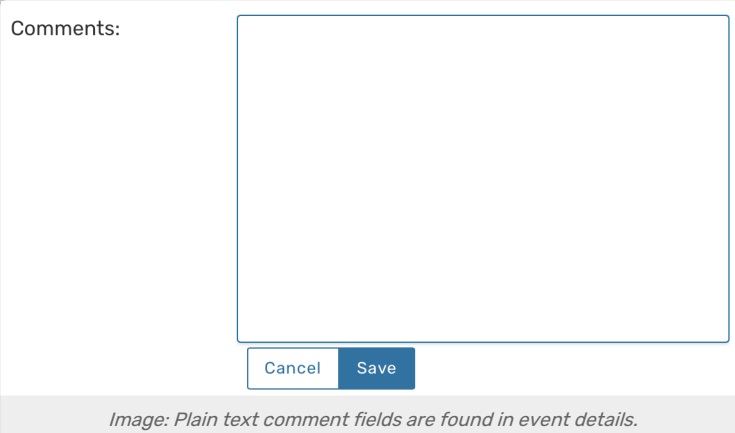
Save

Cancel

Image: Multi-line text fields can also be changed using the edit icon.

The same edit icon  appears next to multi-line fields, like addresses, to allow editing.

Editing Large Text Fields



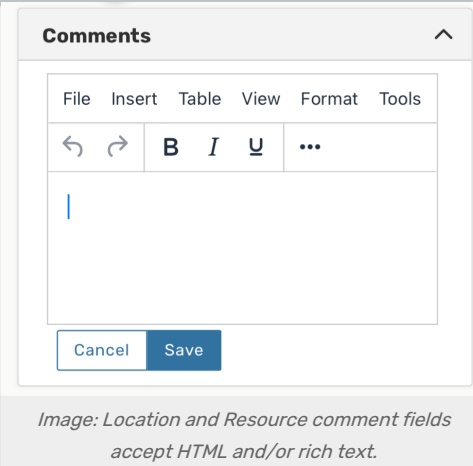
Comments:

A large, empty rectangular text box for entering plain text comments.

Cancel Save

*Image: Plain text comment fields are found in event details.*

Some comment fields are large text fields and can only display plain text, such as those used in event details.



**Comments** ^

File Insert Table View Format Tools

↶ ↷ **B** *I* U ...

A text box with a blue cursor, indicating it is ready for rich text input.

Cancel Save

*Image: Location and Resource comment fields accept HTML and/or rich text.*

Some comment fields use rich text editors for inline editing that can render styles, images, and some HTML (such as links or embedded elements). Examples of uses include adding emphasis to text, images of resources, or 360-degree views of locations. Look for the rich text menus and controls to tell if the field accepts styled elements.

For more, see [Inline Editing Details Fields](#).