Viewing Organization 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.

- Object Security permissions to the organization you want to view
- Advanced Options: 15.0 *Edit Organizations*
- Advanced Options: 15.1 *Delete Organizations*
- Advanced Options: 16.0 *Create and Copy Organizations*

If you can't access something you think you should be able to, contact your 25Live Administrator.

Each organization in 25Live has a details page with its addresses, notification policy, partition preferences, calendar, audit trail, and more.

The top section shows the organization name.

Image: The organization name is at the top of each organization tab.
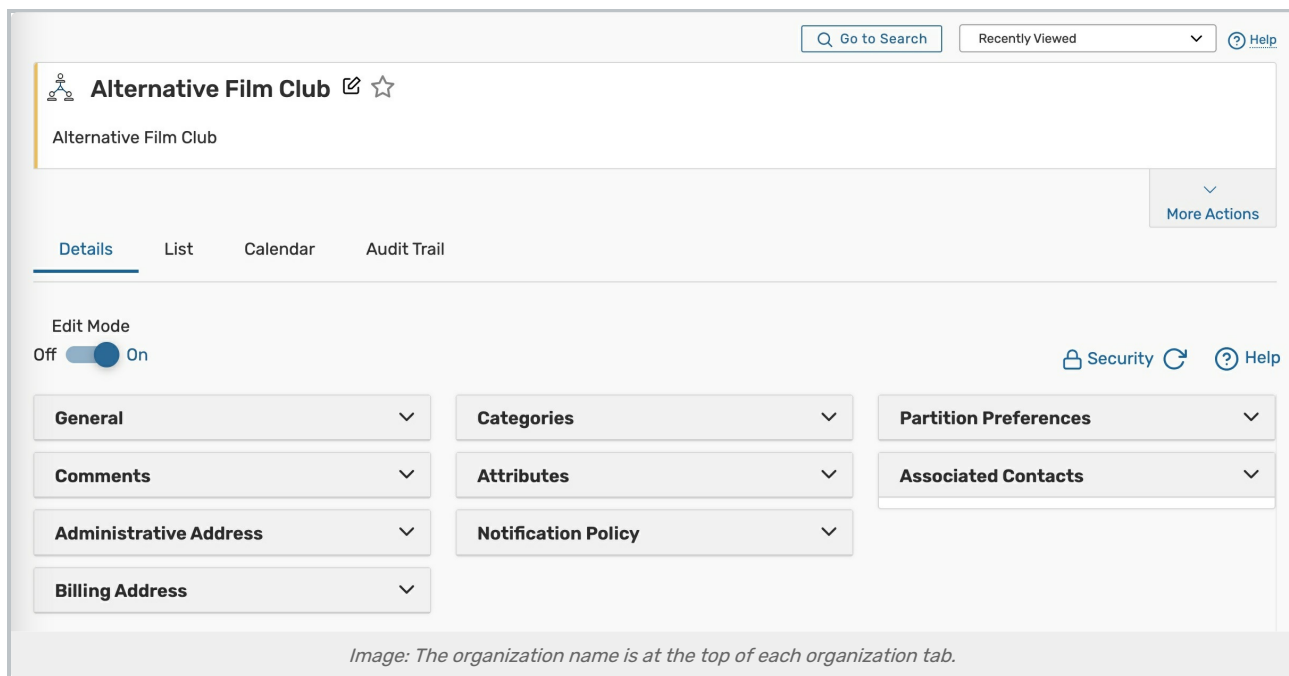
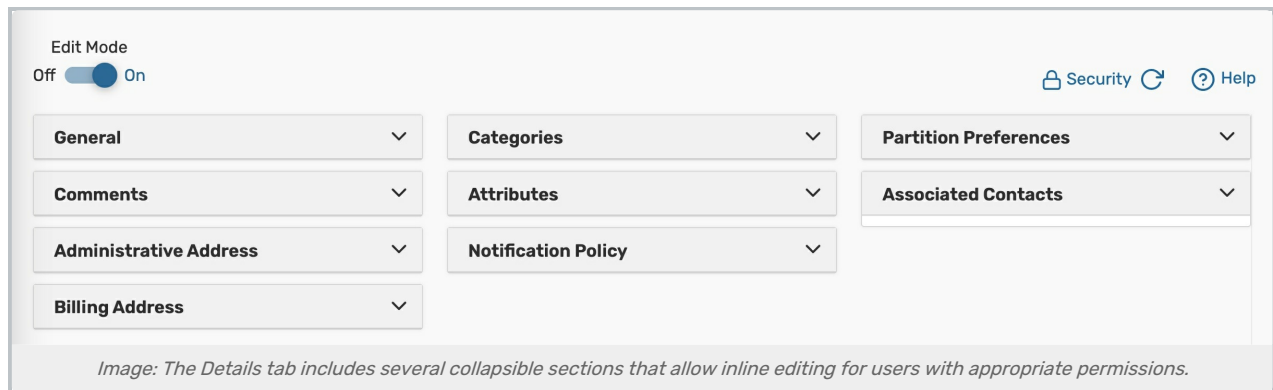Use the star icon (☆) next to the organization name to add it to your favorites.

Organization Tabs

Below are descriptions of each of the organization 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.

Image: The tabs you see in 25Live will depend on your security group's rights.
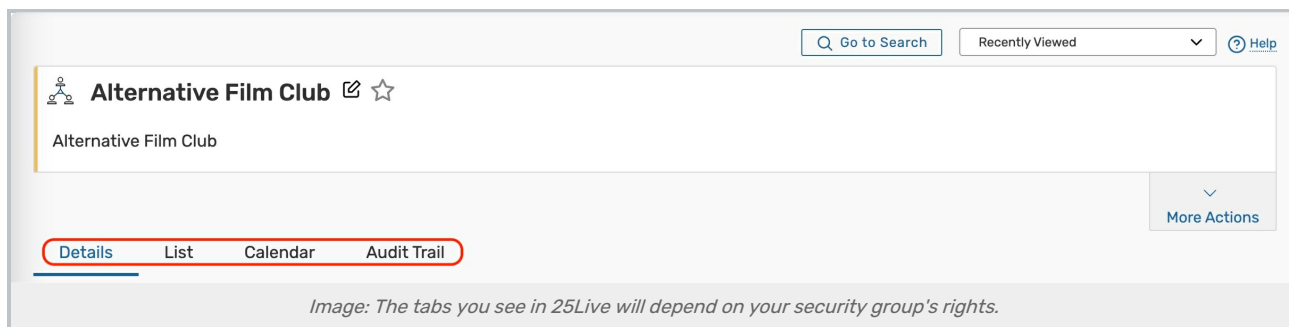
Details

The Details page shows all of a organization's data including its instructions, attributes, notification policy, and more.

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.
- **Security** - This link sends you to the Object Security configuration page for this organization in Group Administration.
- **Refresh** - You can refresh the summary using the refresh icon ⟳ in the upper-right of the summary area.
- **Help** - Press to be moved to the KnowledgeBase.

The organization information is available in collapsible sections:

- **General** - Shows the organization type, rating, and accounting code.
- **Comments** - Shows administrative comments about the organization.
- **Administrative Address** - Lists the administrative address, phone number, and fax number.
- **Billing Address** - Lists the billing address, phone number, and fax number.
- **Categories** - Custom descriptors assigned to an organization for grouping, retrieving, and reporting.
- **Attributes** - Custom organization data fields, such as a website URL or club adviser contact name.
- **Notification Policy** - Lists the policies that determine the approval type for events that are owned by this organization.
- **Partition Preferences** - Groups of locations that the organization prefers to reserve. Used by the Schedule25 Optimizer.
- **Associated Contacts** - Organization contacts and their role in the organization.

For more information, see Organization Data Overview.

List

This view populates a list of events that fall within a specific date range and are owned by the organization you are viewing.

For more information, see Working With List Views in 25Live.

Image: The List tab shows all of the events that are owned by the organization you're viewing.

Calendar

The Calendar tab displays a calendar of events that are owned by the organization you are viewing.

For more information, see _Working With Calendar Views in 25Live_.

Image: The Calendar tab shows each of the events that are owned by the organization you are viewing.

Audit Trail

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


2 Matching Audit Records

Date	— User	— Action	— Additional Information
Tue Nov 12 2024 2:53 pm	service25	Name Changed	Changed name from STUDENT AFFAIRS
Wed Sep 04 2024 1:41 pm	service25	Modify	Updated Partition Preferences

Image: Use the audit trail to see a record of changes made to this organization.

More Actions Menu Options

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

Image: Tap More Actions to open additional organization options.
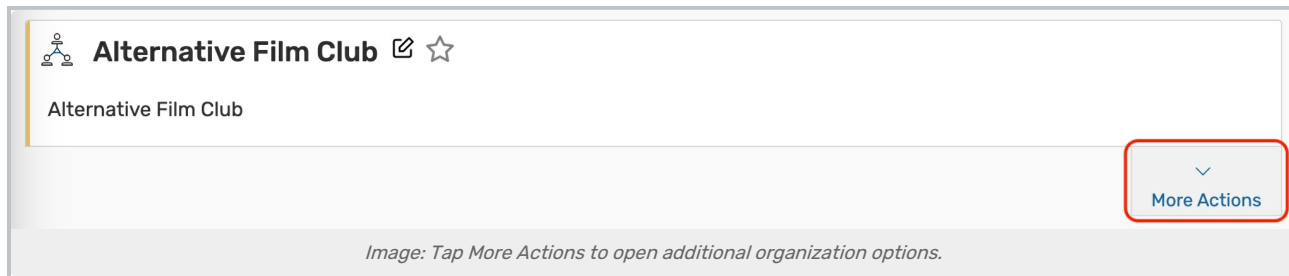
You can close the display using the **Collapse** link.

Copy Organization

Duplicate this organization.

For more information, see Copying a 25Live Organization.

Image: Use the Copy Organization button to begin duplicating this organization.
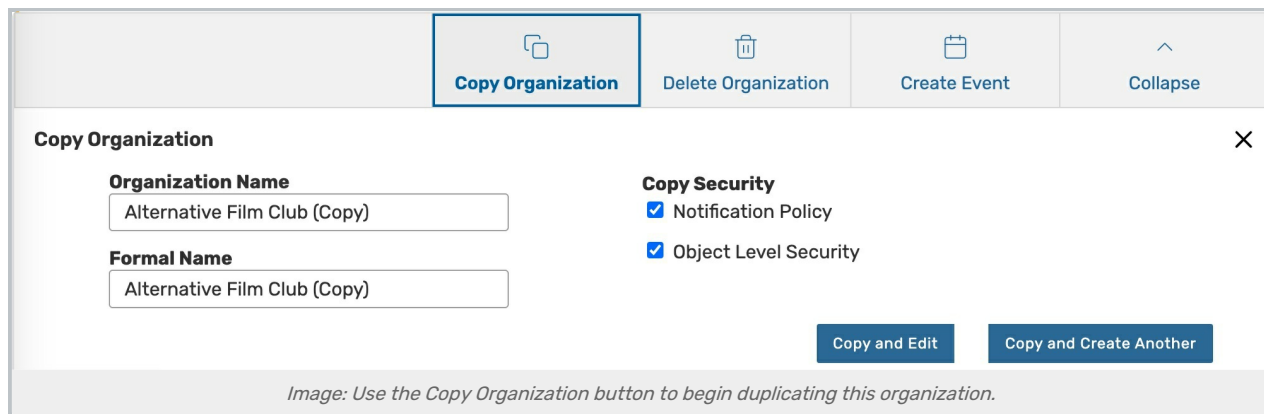
Delete Organization

Permanently delete an organization by toggling **Delete Mode** to **On** and confirming. Warning: This action cannot be undone.

Image: Toggle Delete Mode to On to permanently delete an organization from 25Live.
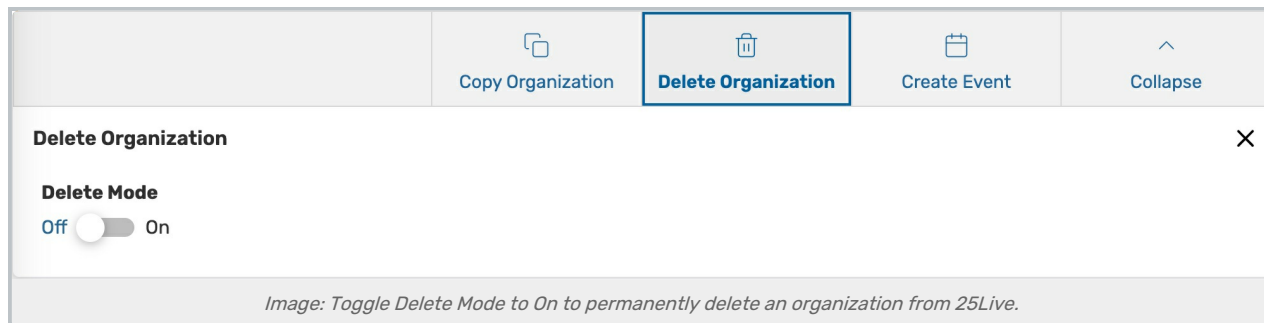
Create Event

Opens a new event form with the organization you are viewing attached as the Primary Organization.

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