

# Using the Publisher Overview to Review and Monitor Calendar Feeds

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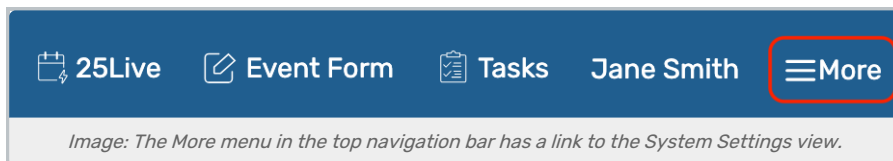
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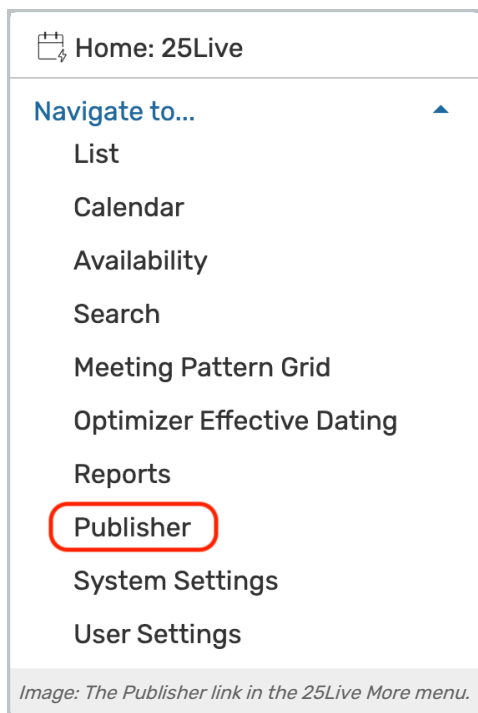
Once you have published event feeds for 25Live Publisher calendars, you will be able to manage and monitor them in the **Publisher Overview** region of 25Live.

## Accessing the Publisher Overview

### 1. Navigate to the Publisher Overview Page

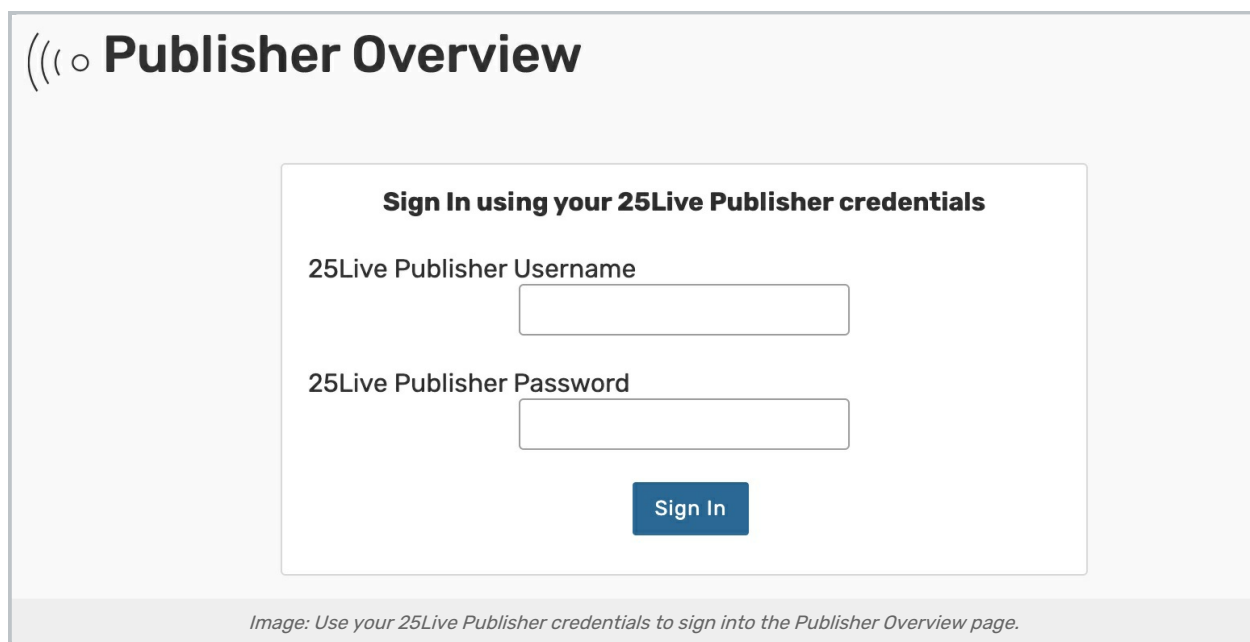
Open the **More** menu and select **Publisher**.





## 2. Sign in

If you haven't previously signed on to create Publisher feeds in this session, you will be prompted to sign into the Publisher Overview with your publisher credentials. These are the same credentials you use to log into <https://25livepub.collegenet.com/>.



## Understanding the Publisher Overview

The **Publisher Overview** contains one line of information for each feed you have published.

(((o Publisher Overview

SearchClear

signed in as publisher@school.edu (sign out) Open 25Live Publisher

Select Columns

↻

ⓘ Help

8 Matching Feeds

Update Now?	Object/Group –	Status –	Status Message	25Live User ^	Type –	Calendar –	Delete ?
⬆	Event Type - Athletic	✓	Calendars last updated Jul 9 2024 10:57AM	service25	event	Academic Events	✕
⬆	Student Recreation Center	✓	Calendars last updated Jul 9 2024 10:57AM	service25	location	Student Recreation Center	✕
⬆	Campus Fundraisers	✓	Calendars last updated Jul 9 2024 10:57AM	service25	event	Campus Fundraisers	✕
⬆	Campus Community Events	✓	Calendars last updated Jul 9 2024 10:57AM	service25	event	Community Events	✕
⬆	Academic	⚠	Error occurred while sending data to trumba. Jul 9 2024 10:51AM	service25	event	Academic Events	✕

Image: Example feeds on the Publisher Overview page.



Note

You can move from the Publisher Overview page to 25Live Publisher using the **Open 25Live Publisher** link (next to the sign out link) in the top-right.

signed in as publisher@school.edu (sign out) **Open 25Live Publisher**

Select Columns

↻

ⓘ Help

Image: To view your calendars in 25Live Publisher, tap the Open 25Live Publisher link in the top right.

Enter keywords into the search bar to filter the rows that display in the table.

(((o Publisher Overview

SearchClear

Image: Use the search to refine your table.

The data for each feed is maintained in a series of up to twelve (12) columns. Use the Select Columns button to add or remove columns, then press **Done**. The **Update Now**, **Object/Group**, **Status**, and **Delete?** columns will always be visible and cannot be hidden.

Columns

☒ Object/Group

☐ Query

☒ Status

☒ Calendar

☒ Status Message

☐ Calendar ID

☒ 25Live User

☐ Creation Date

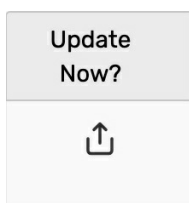
☒ Type

☐ Feed UID

Done

Image: Check/uncheck boxes to display/hide columns in the feed table.

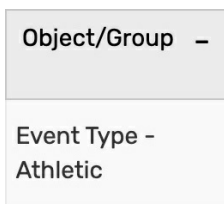
## Update Now?



The **Update Now?** column contains a button that will force update the corresponding calendar in Publisher. You might use this functionality if you have an event that needs to be released immediately and you cannot wait for the next regular refresh of the calendar feed.

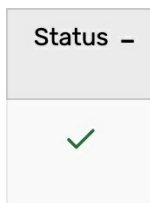
Automated calendar refreshes are executed roughly every 30 minutes.

## Object/Group



The **Object/Group** column contains the name of the 25Live event search that this feed will use to update this calendar.

## Status



The **Status** column contains the current status of the calendar. You will be looking to see that your feeds have **green check marks** in this column to indicate that the feed is functioning normally. A red warning symbol indicates that the feed is not updating the calendar. If that is the case, please see [Series25 Troubleshooting: 25Live Publisher Issues](#).

## Status Message

Status Message
Calendars last updated Jul 9 2024 10:57AM

The **Status Message** column tells you when the calendars were last updated. The information contains both the date and time of the last update.

## 25Live User

25Live User
service25

The **25Live User** column shows the username of the 25Live User that created this event feed.

It is recommended that you create all Publisher searches and feeds using your designated 25Live Publisher user account.

## Type

Type
event

The **Type** column lists the type of search that was used to create this event feed. (Usually this is "event".)

## Query

Query
events.json? node_type=E&scope=extended&ML_FLS=F&include=text+categories+customers+attributes+reservations+spaces&scope=extended&query_id=24922&options=trumba+all_properties+event_title+space_formal_name+all_spaces&rsv_service=rm_reservations.ics

The **Query** column contains the WebServices query of the search that this feed was created from. Notice the **query\_id** field which contains the search's database id.

This column is commonly hidden.

## Calendar

Calendar	–
Academic Events	

The **Calendar** column contains the name you gave the calendar when you created the feed.

## Calendar ID

Calendar ID	–
399279	

The **Calendar ID** column contains the unique database id number for this calendar.

## Creation Date

Creation Date	–
Wed Jun 29 2022 2:45 pm	

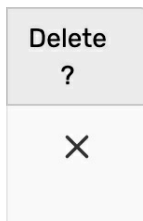
The **Creation Date** column displays the date and time that this calendar feed was created.

## Feed UID

Feed UID	–
publisher@school.edu _20220629144515	

The **Feed UID** column is the event feed's unique identifier. The UID is a combination of the 25Live Publisher user's username and a series of numbers.

## Delete?



The button in the **Delete?** column is used to delete the calendar feed (not the calendar itself). If you delete a calendar's feed, the calendar still exists in 25Live Publisher, but only the events that are on that calendar when it is deleted will remain. No further updates will be made to that calendar. You would need to log in to [25Live Publisher](#) to delete the calendar.