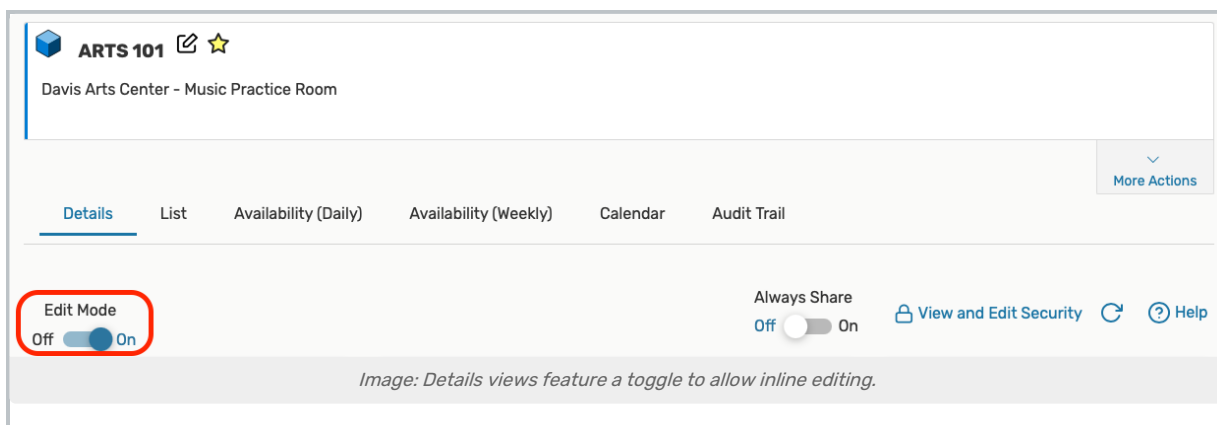


Inline Editing Event Details

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Activating Edit Mode



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.

Event Details Fields That Can be Inline Edited

Details Tab

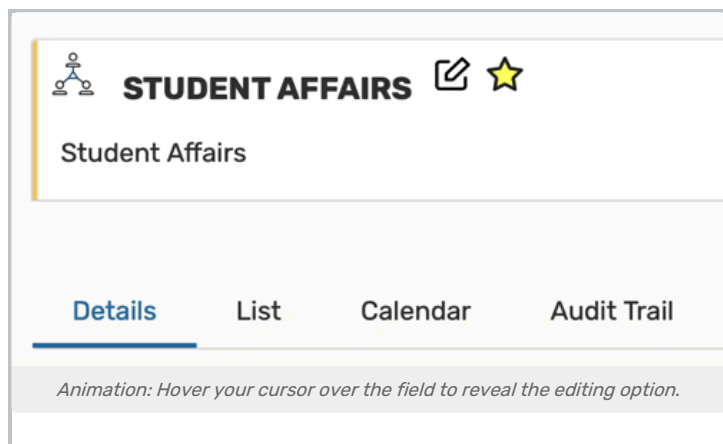
- Event Name
- Event Title
- Event Type
- Organization
- Additional Organizations
- Contact Roles (Scheduler, Requestor, Instructor, etc)
- Head Count
 - Expected
 - Registered
- Description
- Comments
- Internal Notes
- Confirmation Text
- Attached Files
- Event State
- Event Categories
- Custom Attributes (and attribute fields)
- Event Requirements (and requirement fields)


Occurrences Tab

- Feature Preferences
- Partition Preferences
- Location Preferences
- Resource Preferences

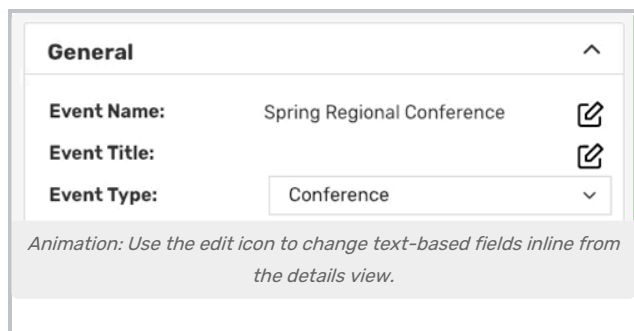
Types of Fields


Formal Names of Objects



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



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.

The screenshot displays a user interface for managing addresses. It features two main sections: 'Administrative Address' and 'Billing Address', each with an expandable header and an edit icon (a square with a pencil). The 'Administrative Address' section contains pre-filled text: '123 Street Ave.', 'Portland , OR 97205 U.S.', and 'p: 555-555-1111'. The 'Billing Address' section contains several input fields: 'Street Address' (805 SW Broadway, Suite 1), 'City' (Portland), 'State / Province' (OR), 'Zip' (97205), 'Country' (U.S.), 'Phone' (503-555-2222), and 'Fax' (503-555-3333). At the bottom of the 'Billing Address' section are 'Save' and 'Cancel' buttons. A note at the bottom of the form states: 'Image: Multi-line text fields can also be changed using the edit icon.'

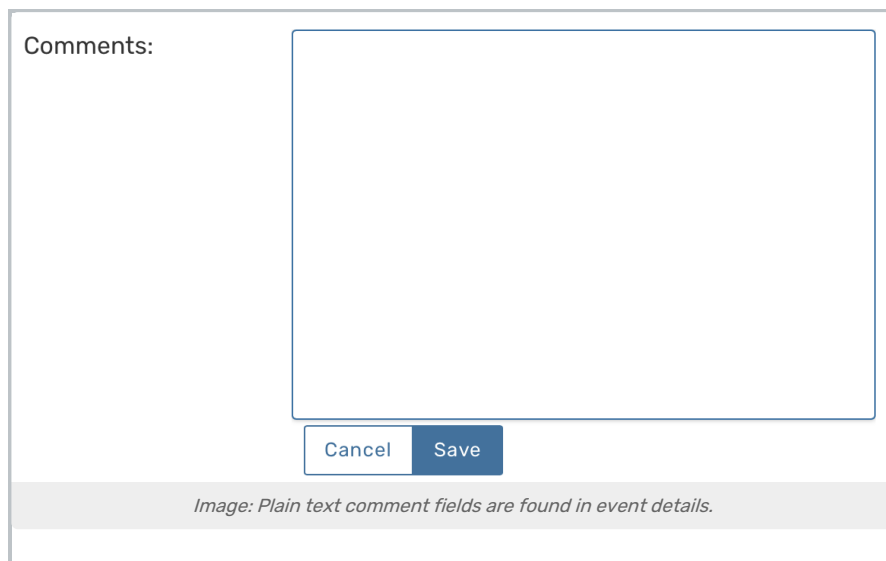
The same edit it icon () appears next to multi-line fields, like addresses, to allow editing.

Button Search Fields

The screenshot shows a form element with the label 'Additional Organizations:' followed by a blue button labeled 'Select Organizations'. Below this, a note reads: 'Image: Some buttons are used to bring up a search view.'

Some fields are edited by using a button to bring up a standard 25Live search modal window.

Editing Large Text Fields



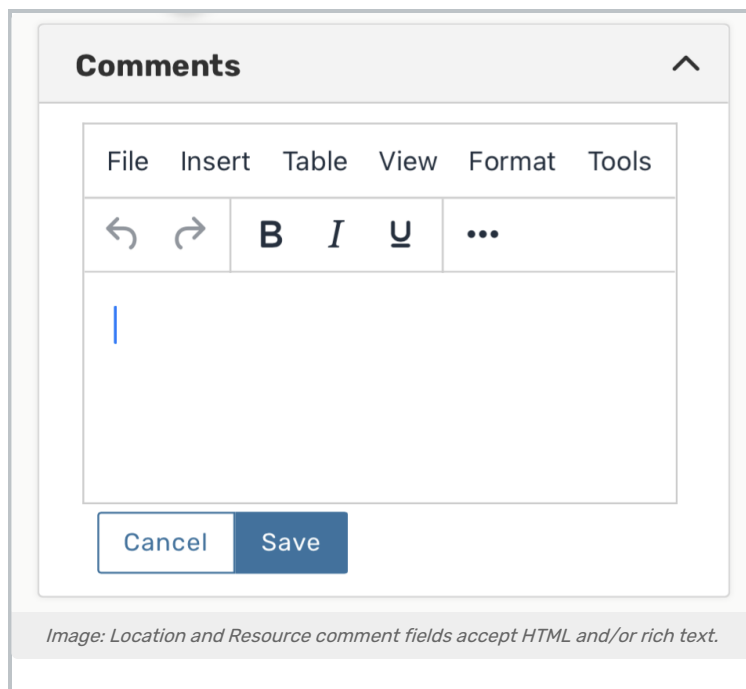
Comments:

A large, empty rectangular text input field with a thin blue border.

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 large, empty rectangular text input field with a thin blue border.

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.

Image URL Fields

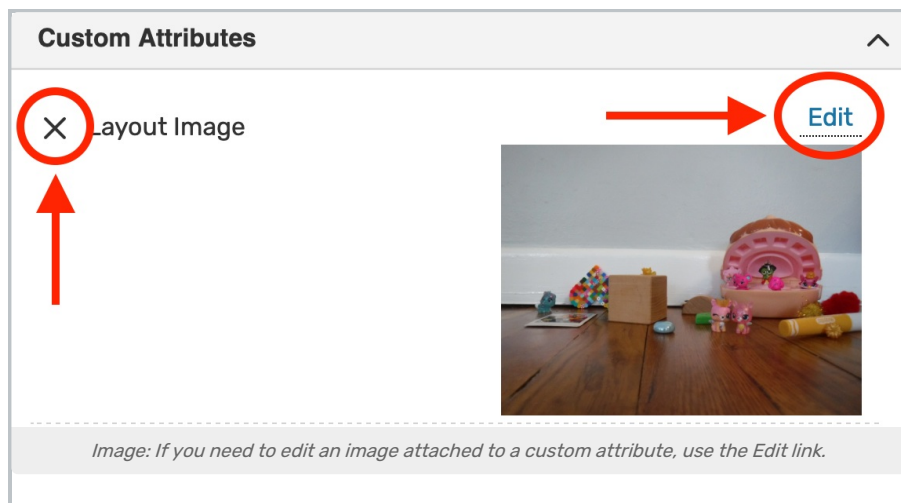
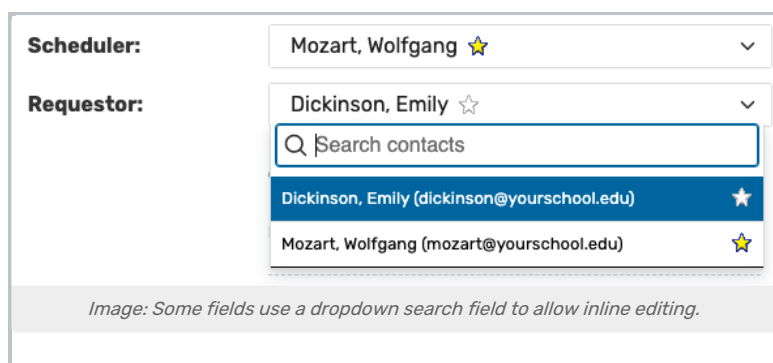


Image attached to custom attribute can be edited inline by using the **Edit** link above the image. You can then enter the URL of a hosted image.

Remove the image with the **X** link above-left of the image or a **Remove** link.

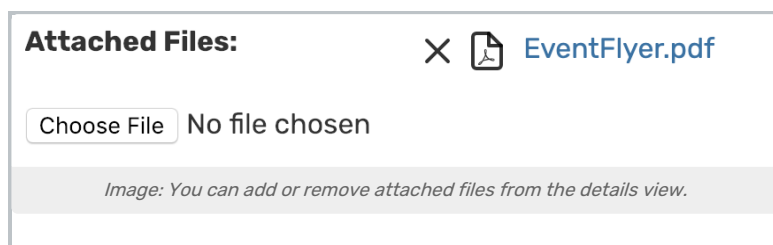
Dropdown Menu Fields

To edit any fields in Details views displayed as a drop-down menu, simply tap or click on the menu then scroll to select a choice. Some fields, such as **Event Type**, contact roles such as the **Scheduler** and **Requestor**, and **Organization** use a search field to make selecting your choice easier.



Changes will be saved immediately upon closing the menu.

Attached Files



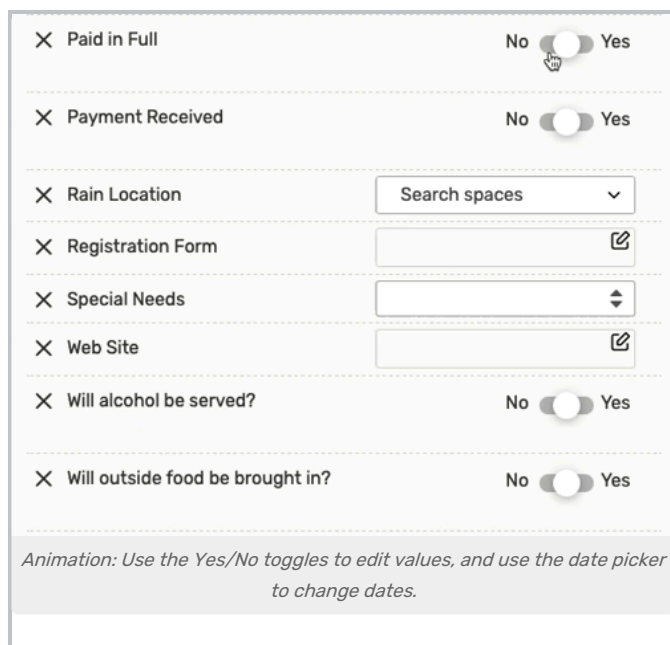
To remove listed attached files, use the X icon. However, be aware that removing files is an immediate and irreversible action. Use the **Choose File** button to attach additional files to the event.

Multiple Selections (such as Categories)

Use the **Add** link in the Event Categories section to reveal a category list with checkboxes. Select as many as are needed then use the **Done** button to save your changes.

Toggled, Date-Based, Text, and Select Fields

Many fields have toggle or date controls, such as Custom Attributes.



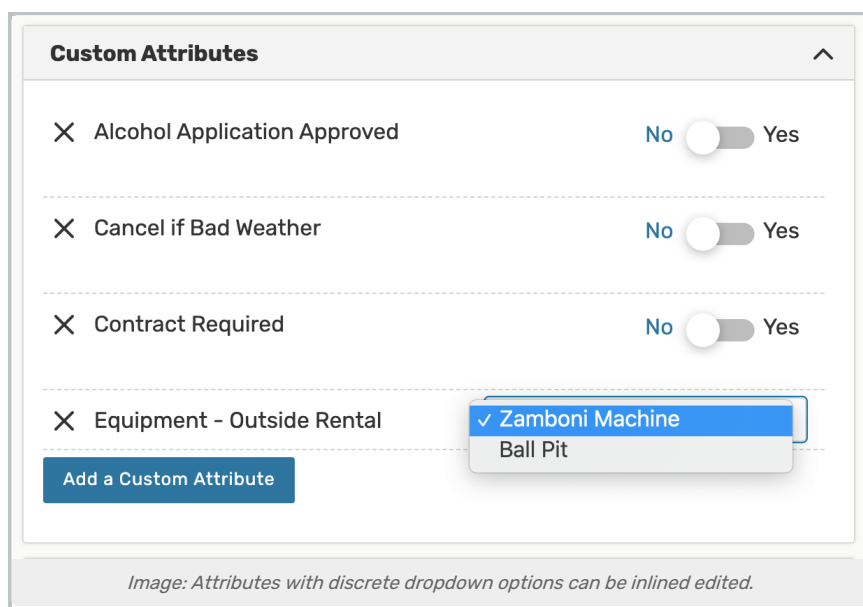
The screenshot shows a list of custom attributes with the following controls:

- Paid in Full:** A toggle switch set to "No".
- Payment Received:** A toggle switch set to "No".
- Rain Location:** A dropdown menu with "Search spaces" selected.
- Registration Form:** A text input field with an edit icon.
- Special Needs:** A dropdown menu.
- Web Site:** A text input field with an edit icon.
- Will alcohol be served?:** A toggle switch set to "No".
- Will outside food be brought in?:** A toggle switch set to "No".

Animation: Use the Yes/No toggles to edit values, and use the date picker to change dates.

Fields with a yes/no choice can be set on or off using the sliding toggle. When adding a new custom attribute, you must set the toggle before the attribute is saved as added. Simply tap or click on a date to select a new date. Type values into text fields. Select from dropdown lists. Changes will be saved immediately.

Custom Attribute with Discrete Dropdown Options



The screenshot shows the "Custom Attributes" section with the following attributes:

- Alcohol Application Approved:** A toggle switch set to "No".
- Cancel if Bad Weather:** A toggle switch set to "No".
- Contract Required:** A toggle switch set to "No".
- Equipment - Outside Rental:** A dropdown menu with "Zamboni Machine" selected and "Ball Pit" visible below it.

At the bottom, there is a button labeled "Add a Custom Attribute".

Image: Attributes with discrete dropdown options can be inlined edited.

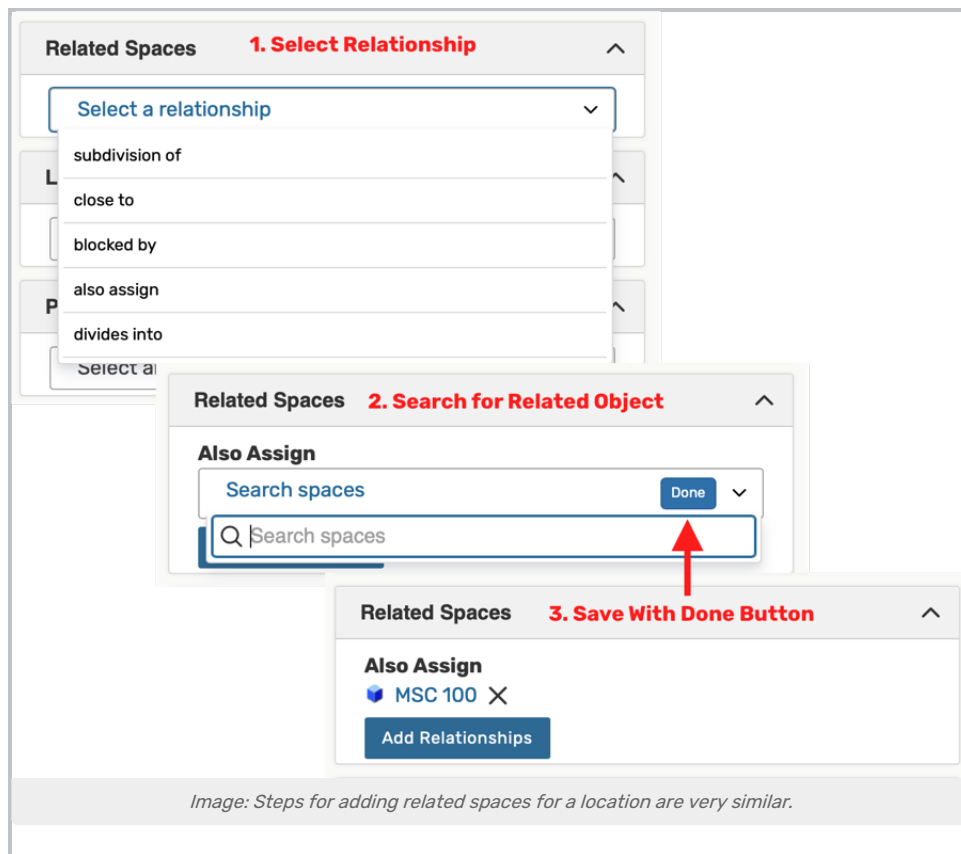
Administrators can define discrete dropdown options for user-defined event custom attributes of the text type in [System Settings](#). To change options, choose from the list. Changes will be saved immediately.

Relationship Fields



The screenshot shows a panel titled "Related Resources" with a dropdown menu. The dropdown menu is open, showing the text "Select a relationship". Below the dropdown menu, there is a text area with the text "Animation: There are a few simple steps to add relationships to a resource."

Locations and resources can have defined relationships to other locations and resources, which can be added through inline editing in details views.



The image shows a sequence of three screenshots illustrating the steps to add related spaces for a location. The first screenshot, titled "1. Select Relationship", shows a dropdown menu with options: "subdivision of", "close to", "blocked by", "also assign", "divides into", and "Select a relationship". The second screenshot, titled "2. Search for Related Object", shows a search bar with the text "Search spaces" and a "Done" button. The third screenshot, titled "3. Save With Done Button", shows the search results for "MSC 100" and an "Add Relationships" button. A red arrow points from the "Done" button in the second screenshot to the "Add Relationships" button in the third screenshot.

Use the **Add Relationship** button to start. Select the relationship type, then search to find the related item. Save your

choices with the **Done** button. To remove a relationship, use the **X** next to the related object.

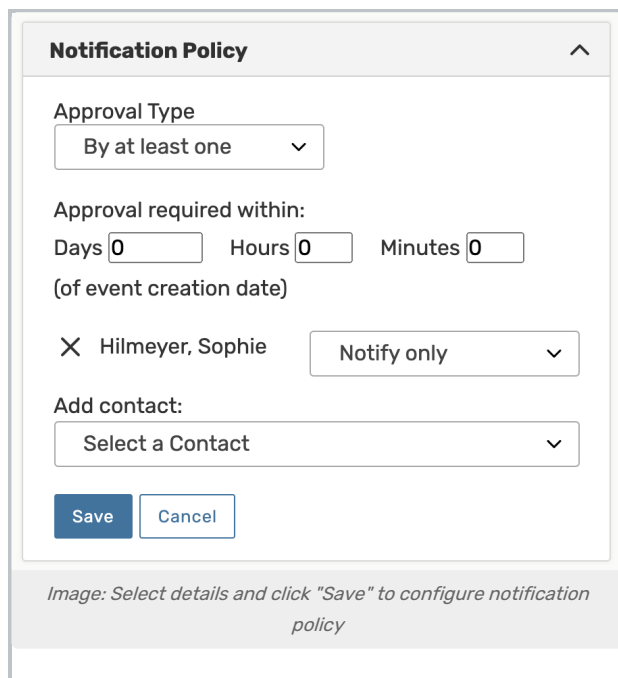
Notification Policy

Locations, organizations, and resources can set [notification policy](#), which generates tasks for specific users when those objects are added to an event.

To configure notification policy, select the following before clicking **Save**:

1. The Approval Type
2. The deadline for approval
3. The user(s) who will receive the notification tasks
4. The notification style for each user

For more information on these options, see [Notification Policy in 25Live](#).



The screenshot shows a 'Notification Policy' dialog box with a title bar and a close button. The dialog contains the following fields and controls:

- Approval Type:** A dropdown menu with 'By at least one' selected.
- Approval required within:** Three input fields for 'Days', 'Hours', and 'Minutes', all set to '0'. Below these is the text '(of event creation date)'.
- User Selection:** A list of users with an 'X' icon to remove them. 'Hilmeyer, Sophie' is listed. To the right is a dropdown menu with 'Notify only' selected.
- Add contact:** A dropdown menu with 'Select a Contact' selected.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Below the dialog box, there is a caption: *Image: Select details and click "Save" to configure notification policy*

Special Field Types for Events

Event Occurrence Times















Event Occurrences				Expand/collapse all
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)	▼

Image: Arrows in the Event Occurrences section expand/collapse details.

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.

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.

Tasks

See [Viewing Tasks](#) and related topics.

Pricing

See [Viewing and Modifying Event Pricing](#).