Inline Editing Event Details

Activating Edit Mode

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.

# 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

Animation: Hover your cursor over the field to reveal the editing option.
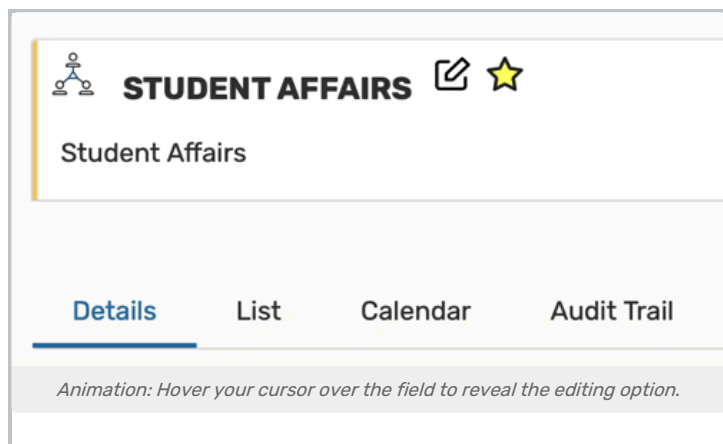
The formal name field for locations, resources, organizations, or contacts can be edited by hovering your cursor over the name to reveal the editing icon ( ) option.

Text-Based Fields

Animation: Use the edit icon to change text-based fields inline from the details view.
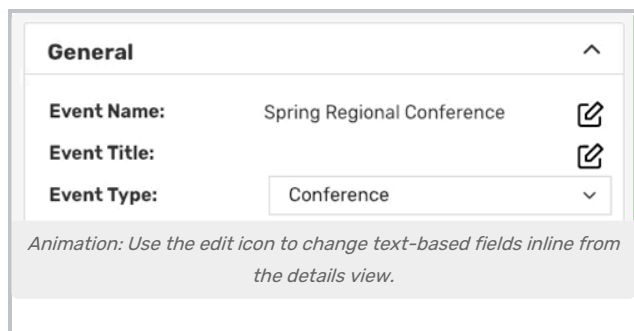
For text-based fields, use the edit icon ( ) to enter the editing mode, make changes, then use the **Save** button. The **Cancel** button is available to exit editing mode without saving changes.

Image: Multi-line text fields can also be changed using the edit icon.
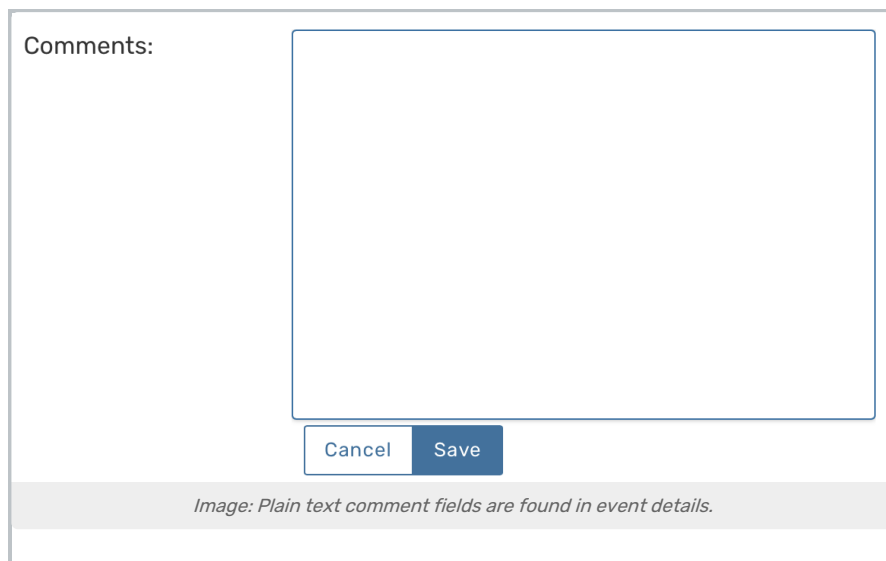
The same edit it icon ( ) appears next to multi-line fields, like addresses, to allow editing.

Button Search Fields

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.
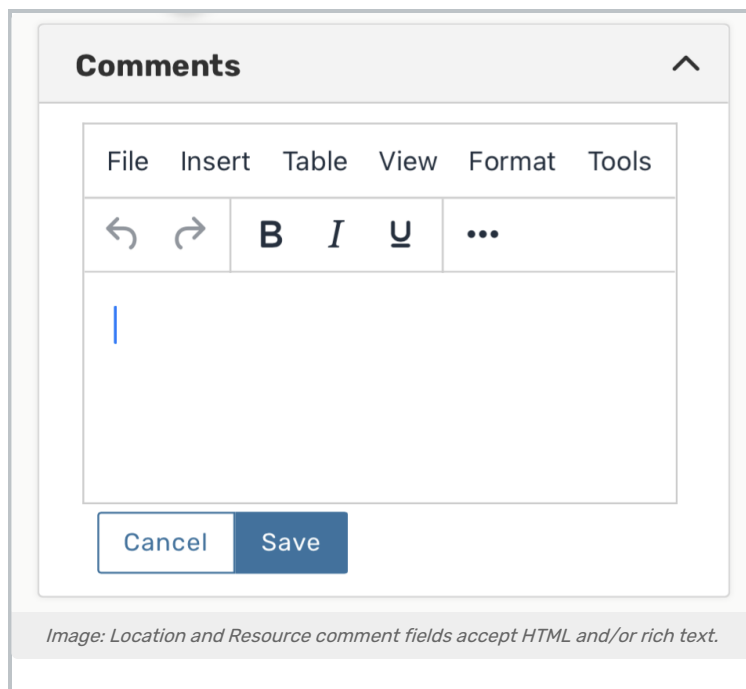
Editing Large Text Fields

Comments:

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   •••

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

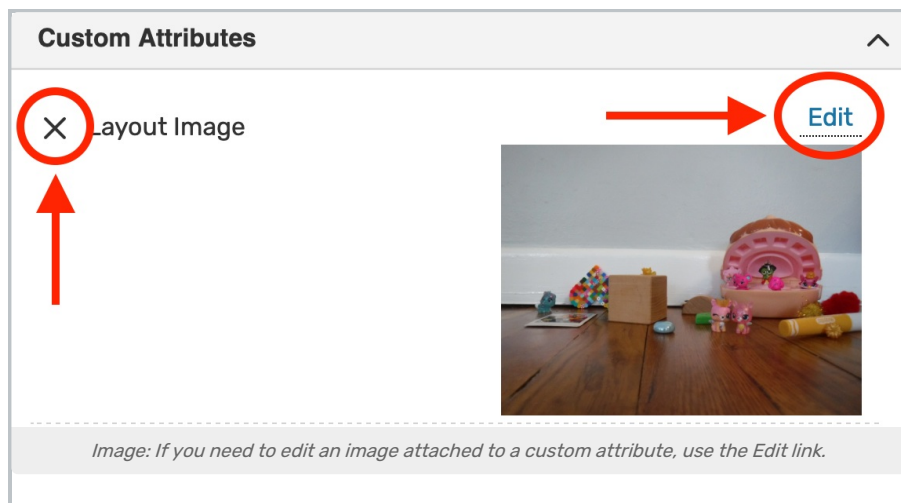*Image: If you need to edit an image attached to a custom attribute, use the Edit link.*

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.
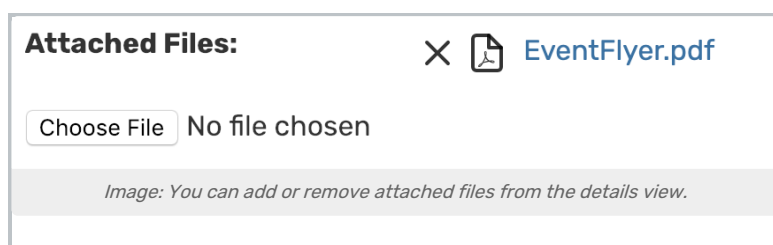
Dropdown Menu Fields

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.

Image: Some fields use a dropdown search field to allow inline editing.
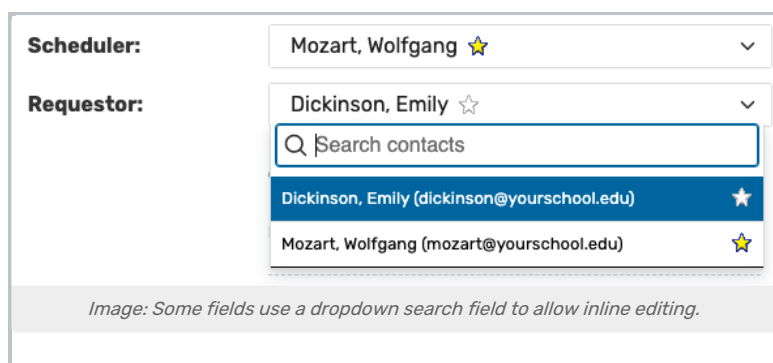
Changes will be saved immediately upon closing the menu.

Attached Files

Image: You can add or remove attached files from the details view.
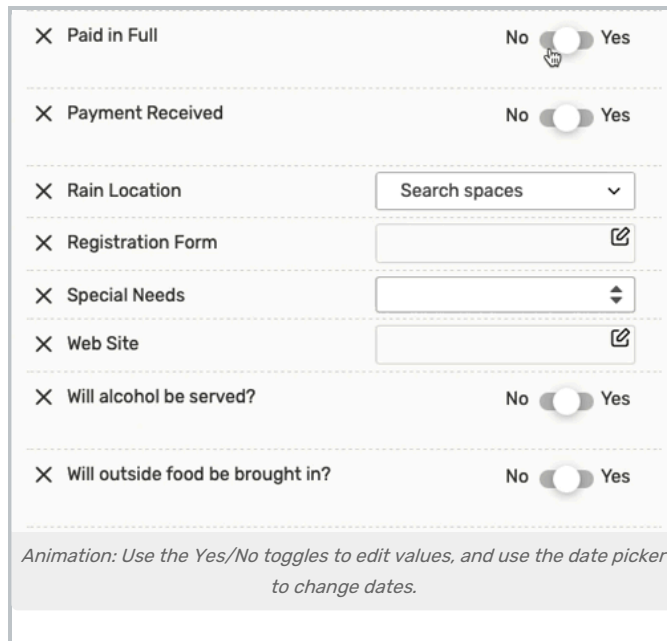
To remove listed attached files, use the X icon. However, be aware that removing files is an immediate and irreversible action. Use the **Choose File** button to attach additional files to the event.

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

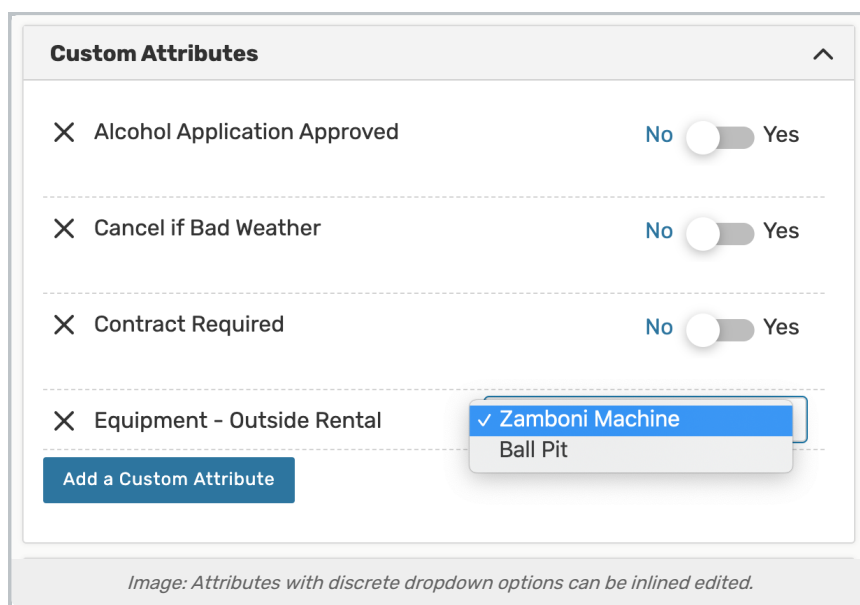Many fields have toggle or date controls, such as Custom Attributes.

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
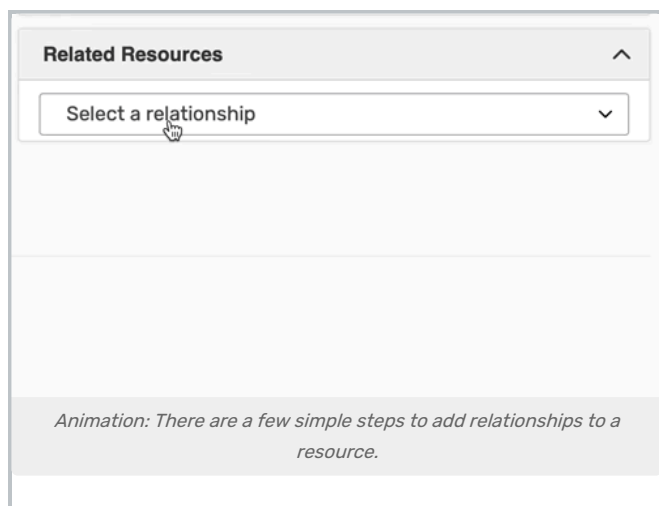
Image: Attributes with discrete dropdown options can be inlined edited.
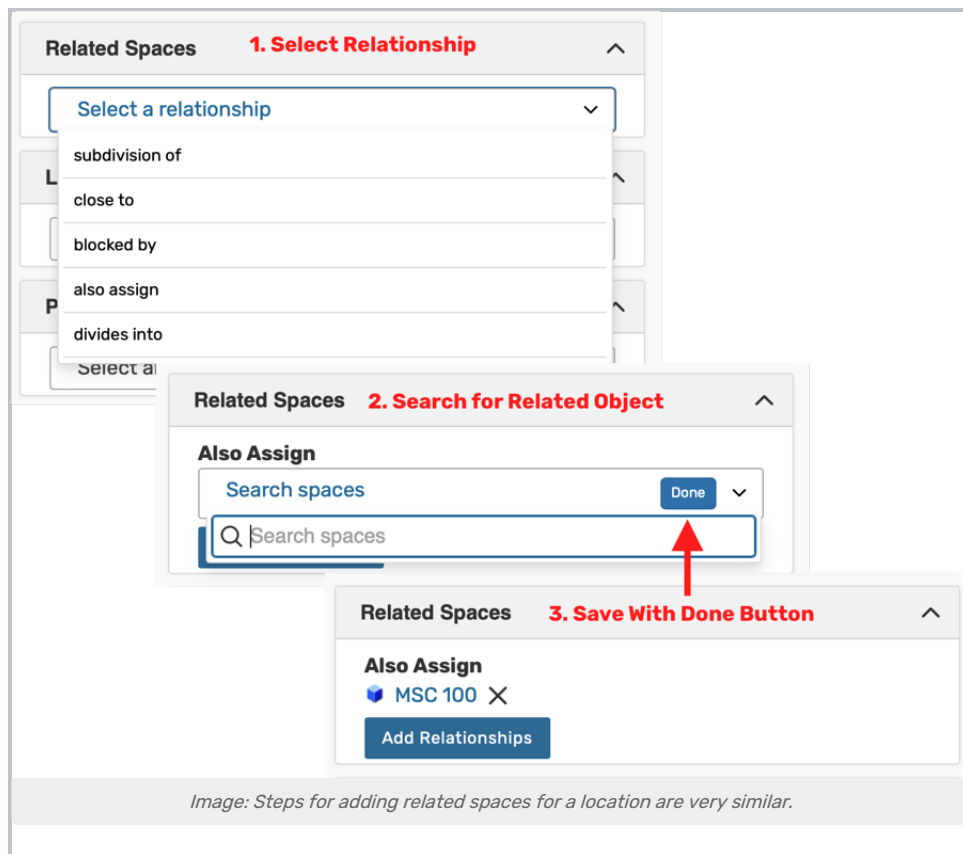
Administrators can define discrete dropdown options for user-defined event custom attributes of the text type in System Settings. To change options, choose from the list. Changes will be saved immediately.

Relationship Fields

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.

Image: Steps for adding related spaces for a location are very similar.

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.
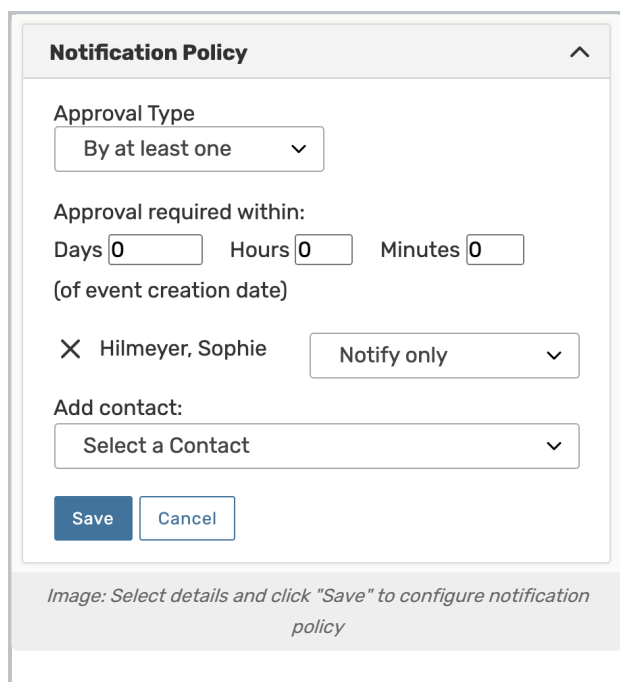
Notification Policy

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.

Image: Select details and click "Save" to configure notification policy

Special Field Types for Events

Event Occurrence Times

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.


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

Event Preferences ⌄
Animation: Using the Edit link to add and remove preferences.
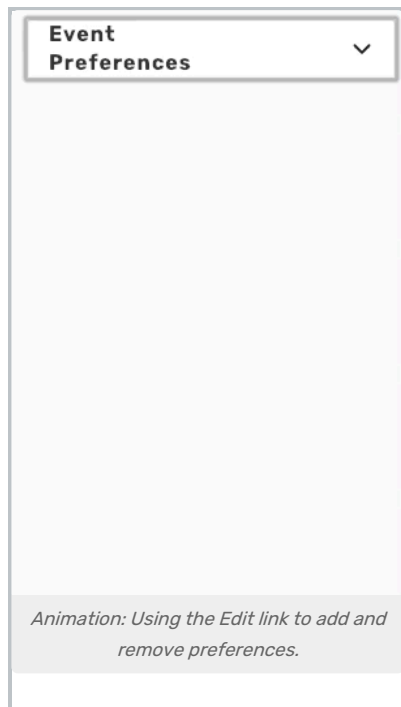
Use the expand/collapse ⌃ icon to reveal the event preferences, if any have been saved. The **Edit** link will display **Edit** buttons you can use to add or remove preferences.

Tasks

See Viewing Tasks and related topics.

Pricing

See Viewing and Modifying Event Pricing .