**Viewing Event Details**

The name of each event in 25Live is a link you can use to view its details. Each event view has sub-sections for:

- Details
- Occurrences
- Calendar

The More Actions include:

- Edit Event
- Copy Event
- Related Events
- Manage Bindings
- Create Task
- Print Report
- Email Event
- Delete Event
- Take Ownership
- Subscribe

Refresh: pulls a fresh view of the data.

**To View Event Details**

After clicking on a linked event name, the main details view is displayed. In this view, you may also be able to see information under each of these:

- General
  - Basic event information
- Tasks Completed
  - List of task statistics with a link to “View this event’s Task List”
- Event Relationships
  - If any related events with links to view those events’ details
- Event Categories
  - Categories associated with the event
- Custom Attributes
  - List of custom attributes for this event
- Event Info
  - Outline of additional information such as owner, creating date, reference number, etc.
Each heading section can be expanded or collapsed using the expand/collapse icon in the heading bar.

**Viewing Event Occurrences**
In the Occurrences view you can see the event occurrences as well as details of locations assigned to each occurrence.
Once you expand the column, you will see any occurrence details such as layout or instructions.

**Viewing the Event Calendar**

The Calendar view shows you an easy to read grid of days in which this event takes place. You can also create events by using the create event icon in the calendar grid.
To Change the Time Span Displayed in the Calendar View
If you click on the data, a calendar icon will also populate. You can also modify the weeks using the Weeks drop-down on the right side of the screen.

Use the arrow buttons at the bottom of the calendar grid to move the dated display backward or forward.