

# Viewing Organization Details

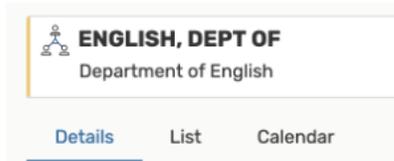
The name of each organization in 25Live is a link you can use to view its details. Each organization view has sub-sections for Details, List view, and Calendar view.

## To View Organization Details

After clicking on an organization's name from any screen, the summary details view shows by default. In this view (depending on your institution's options and your user's security permissions), you may be able to see information under headings for:

- General
- Categories
- Partition Preferences
- Comments
- Attributes
- Associated Contacts
- Administrative Address
- Billing Address

## Organization Detail Sub-sections



*Image: Organization details sub-sections.*

You can also view organization detail information in two other views:

- List view
- Calendar view

## Viewing the Organization Details List View

The List view shows you a list of events associated with this organization within a table, starting on the selected date (which defaults to the current date). There are several controls and options available to change the list date, columns, and order.

## To View Additional Pages of Items in List View

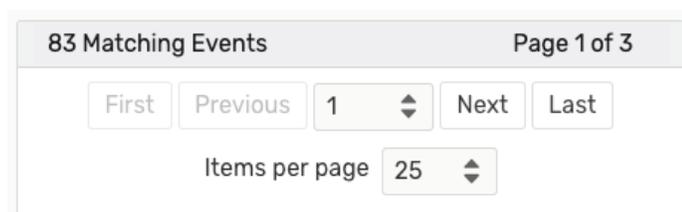


Image: Use controls at the bottom of the list to navigate and change how many items are displayed per page.

There are navigation controls at the bottom of the list where you can go to the next page, the last page, or jump to other pages of items. You can also choose how many items display on each page.

## To Sort Items in List View

Most columns in the list table can be used to sort items. Simply click on the column title to see if the column is sortable. If so, the data sorts in ascending order. Click again to sort in descending order.

Event	Title	Reference	Expected Head Count
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Image: The column that the items are sorted by will display in bold.

## To Choose Which Columns Display in List View



Image: Choose Columns button.

Use the **Choose Columns** button to reveal a list of all available table columns. Check the boxes next to any you wish to display.

## To View Additional Details of Items in List View

Name	Reference	Organizations
<u>A Cappella Performance</u>	2014-AABFMN	<u>MUSIC, DEPT OF</u>

Image: Any search result information that is underlined links to more details.

Click on the names of events, locations, and organizations to go to each item's Details view. Any piece of information in the table that links to more details is underlined.

## Viewing the Organization Details Calendar View

The Calendar view shows you an easy to read grid of days on which events associated with the organization take place. This view also allows you to create events in the displayed locations by using the create event  icon in the calendar grid.

## To Change the Time Span Displayed in the Calendar View



*Image: Use the time span controls to choose how many days display in the Calendar view.*

You can choose from three different time span settings in the Calendar view:

- 3-Day
- Week
- Month

## To Change the Start Date of the Calendar View



*Image: Use the date picker to choose which dates to display in the Calendar view.*

You can click on the date to open a date picker. Choose the start date of your 3-Day, Week, or Month display of dates.

You can also use the arrow   buttons at the bottom of the calendar grid to move the dated display backward or forward.