Edit an Event

If you have appropriate permissions, you can edit events through the *Event Management* page.

Existing events are listed, along with details about the event. The options you see in the **Action** column depend on your rights in relation to the event and the status of the event, such as ongoing or ended.

EMResource automatically sends notifications to appropriate users when events are created and, for some, when they are ended. Some events end automatically after a period. An authorized user can manually end an event prior to the indicated end time. In addition, adding a resource to an active event and changing the regions associated with an active multi-region event also generate automated notifications.

If you are authorized to work with ad hoc events, you can create, edit, and end them. Editing an active event generally includes updating the event details. For multi-region events, this can include adding and removing regions.

To edit an event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **Edit**. The *Edit Event* page opens.
3. Update the event as needed.
4. Click **Save Changes**.

To edit an ad hoc event

1. In the main menu, click **Event** and then click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **Edit**. The *Edit Ad Hoc Event* page
3. Update the event as needed.
4. Click **Next**. The *Select Resources* page opens.
5. If appropriate, add resources to the event.
6. Click **Next**. The *Select Status Types* page opens..

   Note: If you did not add resources on the Select Resources page, you cannot make changes to this page.
7. If appropriate, add **Status Types** to the event.
8. Click **Next**. The *Ad Hoc Event Confirmation* page opens, showing various high-level details.
9. Click **Yes**.

Helpful Links

Juvare.com

Juvare Training Center

Announcements

Community Resources