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## **Getting Started: Events Documentation**

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**Events - Getting Started Product Overview** Welcome to Events, a web-based event and program management system for libraries and their patrons. Â

**Libraries** The cross-functionality of Events helps libraries leverage their staff workloads by managing:

- Event and program calendars
- Marketing and public relations
- Patron registration, both staff assisted and patron self-registration
- Statistical reporting about event registration and attendance
- Communications with patrons

The cross-functional benefit of Events extends to its capabilities in multi-branch systems, including the ability to:

- Apply configurations and revisions to all branches or a single branch from one location.
- Individual branches maintain their ability to customize their own features
- View any or all of the event calendars within the library system
- Add system-wide events to the calendar
- Configure reports to include statistical data from one or more branches within the library system

**Patrons** Events provides library patrons with a user-friendly way to:

- View and search the Event Calendar
- Subscribe to event notification e-mails
- Register for events and programs
- Receive event and registration reminders
- Create a personal calendar to display the events and programs that interest them

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**Understanding of Security Access** Event Maintenance allows users with the appropriate security level access to manage the Event Calendar, including adding, editing, coping, publishing, archiving and deleting events. Administrators may set the security level required to access Event Maintenance to prevent unauthorized revision to configuration settings. This process can be done in one of the two ways Simple Security Access or User Name Login.

**Simple Security Access** Simple Security Access is defined in allowing the system to maintain shared levels of access into the Event Maintenance system. Within in Events passwords would be shared instead of assigning specific user name and passwords. Once you receive your software the default setup is based on Simple Security Access. These are defined below:

**Administrator - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive, System Configuration, Branch List, System Wide List General Staff - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive Create Only - Will give the staff user access to the following: Add, Edit, Copy, Read, Register, Publish, Reports, Bulk Archive Read Only - Will give the staff user access to the following: Read, Register, Reports**

**User Name Login** User Name Login allows the administrator to define a specific level of access per each staff user by configuring a user name and password. Options for configuring each staff user include:

**Administrator - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive, System Configuration, Branch List, System Wide List General Staff - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive Create Only - Will give the staff user access to the following: Add, Edit, Copy, Read, Register, Publish, Reports, Bulk Archive Read Only - Will give the staff user access to the following: Read, Register, Reports**

**Custom Fields Applicable To:** All Users**Attachments:** No**Summary:** Getting Started: Events



