

## SuiteOne Events Tab

The SuiteOne Events tab allows you to search for past, future, and current Events (meetings).

You have multiple filter options for searching for your meetings.

1. **Timeframe**—This search allows you to easily search the **Next 30 days** of meetings, the **Last 30 days** of meetings, **All meetings**, and allows you to choose a **Custom** timeframe to search.
2. **Keyword Search**—Enter a keyword or multiple keywords. Based on the timeframe you have set, the SuiteOne system will search bookmark text and text in any uploaded documents.
3. **Show**—Select a specific Template, Category, Published or Not Published, and/or Created By to refine your search,

Note: All of these options can be used together to narrow the scope of your search.

The screenshot shows the SuiteOne Events tab interface. At the top, there is a navigation bar with the SuiteOne logo and icons for HOME, EVENTS, TEMPLATES, CITIZENS, and ANALYTICS. The user is logged in as System Admin. Below the navigation bar, the 'Events' section is active. A 'Filters' section is visible, containing three main areas: 'Keyword Search' (labeled with a red circle '2'), 'Timeframe' (labeled with a red circle '1'), and 'Show' (labeled with a red circle '3'). The 'Timeframe' section has radio buttons for 'Next 30 Days', 'Last 30 Days', 'All Upcoming', 'All', and 'Custom'. The 'Show' section has dropdown menus for 'Template', 'Category', 'Published', and 'Created By'. Below the filters, it shows '5 Results found' and buttons for 'DELETE EVENTS' and 'CREATE EVENTS'. A table displays the search results with columns for 'View/Edit', 'Event Name', 'Date/Time', 'In Progress', 'Agenda', 'Minutes', and 'Published'.

View/Edit	Event Name	Date/Time	In Progress	Agenda	Minutes	Published
	Board of Supervisors Regular Meeting	02/16/2021 10:00 AM	Live	Agenda		<input checked="" type="checkbox"/>
	Community Corrections Partnership	02/17/2021 2:00 PM		Agenda		<input checked="" type="checkbox"/>
	Planning Commission	02/18/2021 10:00 AM		Agenda		<input checked="" type="checkbox"/>