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.