

SuiteOne Tabs and More

1. [Home](#)—Once logged in, you are brought to the Home tab. This tab shows your next 30 days of Events (Meetings) as well as any meetings currently LIVE streaming. Clicking on the meeting will jump you right into the details of this meeting.
2. [Events](#)—Click this tab to view/edit all current, future, and past Events (meetings).
3. [Templates](#)—This tab is where your meeting templates are created. This process is usually completed by your SuiteOne support person.
4. [Citizens](#)—As citizens create profiles on your Public Portal, you will see the profiles listed here.
5. [Analytics](#)—Shows various data to help you analyze your viewing details.
6. [Create New Event](#)—Click this button to quickly create a One Time Event.
7. [Jump-to History](#)—Click this button to quickly jump back into an event you were previously viewing.
8. [Settings Pulldown](#)—Click here to change your password, view/edit your site settings, access our Support Page, or logout of the system.

The screenshot shows the SuiteOne dashboard interface. At the top, there are navigation tabs: HOME (1), EVENTS (2), TEMPLATES (3), CITIZENS (4), and ANALYTICS (5). To the right, there are buttons for 'Event' (6), a refresh icon (7), and a user profile dropdown menu (8) labeled 'System Admin'. Below the navigation is a section titled 'Current & Upcoming Events' with a table:

Name	In Progress	Date/Time
Board of Supervisors Regular Meeting	Live	2/16/2021 10:00:00 AM
Community Corrections Partnership		2/17/2021 2:00:00 PM
Planning Commission		2/18/2021 10:00:00 AM
Behavioral Health Commission Meeting		3/3/2021 1:00:00 PM
Community Corrections Partnership		3/17/2021 2:00:00 PM

Below this is a section titled 'All Events with Live Streaming Started' with a table:

Name	In Progress	Date/Time	Publishing Point
Board of Supervisors Regular Meeting	Live	2/16/2021 10:00:00 AM	PLUMASCOCALIVE1

This screenshot shows the 'Jump-to History' dropdown menu, which is highlighted with a red circle 7. It contains a list of event titles with their dates:

- 02/03/2021-Behavioral Health Commission M...
- 01/20/2021-Community Corrections Partners...
- 01/19/2021-Board of Supervisors Regular M...
- 01/07/2021-Planning Commission...
- 07/15/2020-Community Corrections Partners...

This screenshot shows the user profile dropdown menu, which is highlighted with a red circle 8. The user name is 'Pet have'. The menu options are:

- Preferences & Password
- Site Settings
- Support Center
- Logout