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.