Activating an Inactive Event Meeting
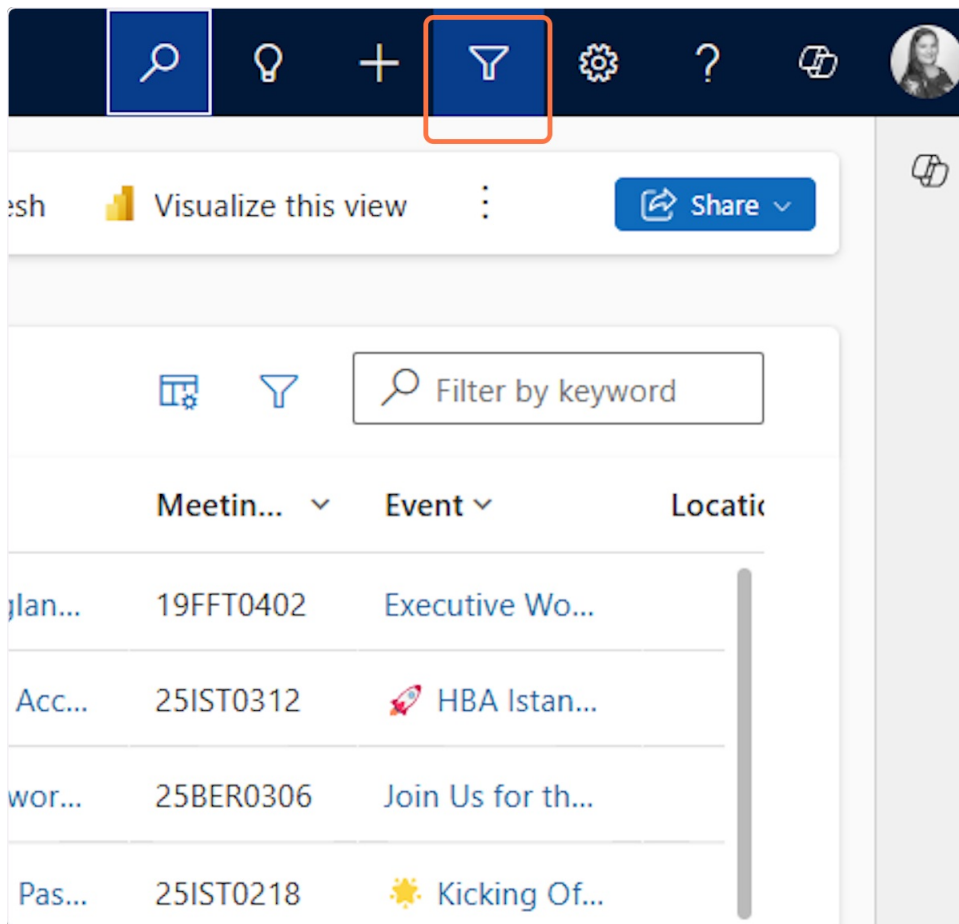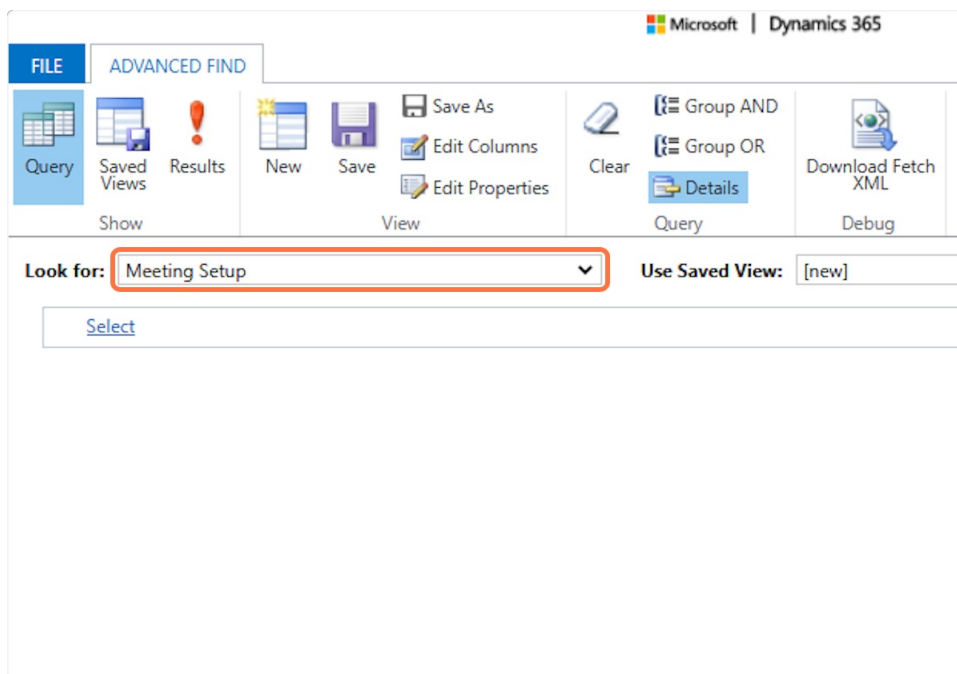
Creation Date: Feb 11, 2025
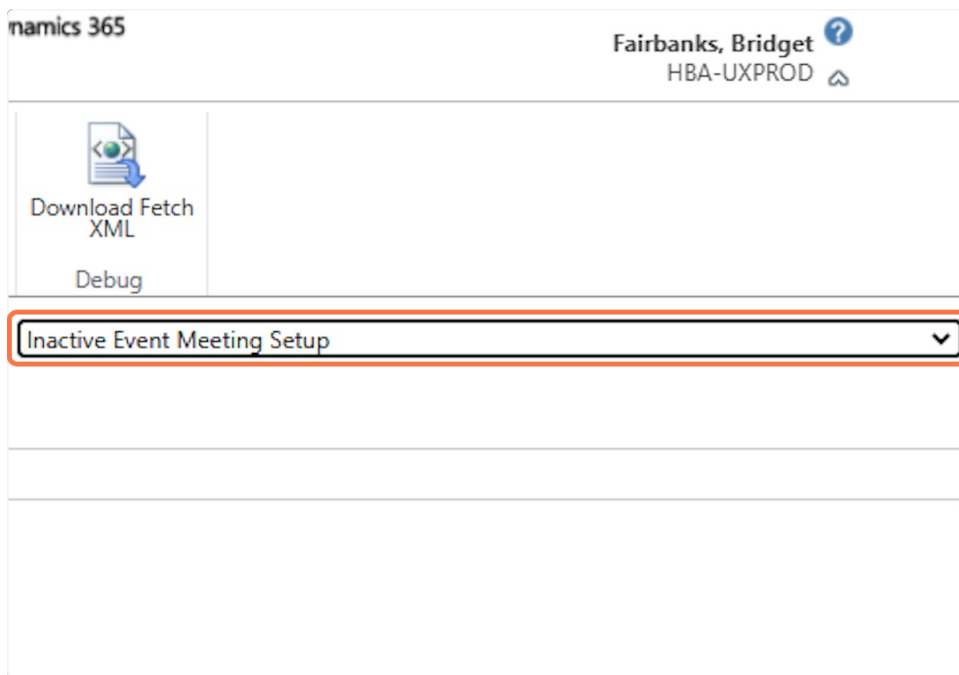
Created By: Bridget Fairbanks

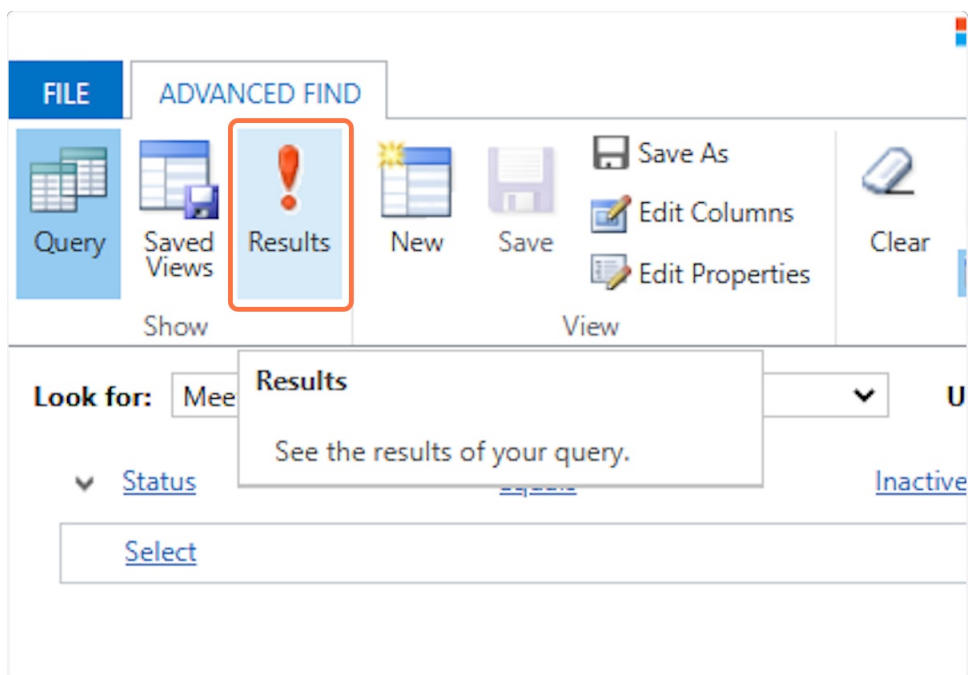1. CLICK ON ADVANCED FIND CREATE ADVANCED SEARCH QUERIES. PRESS ENTER TO OPEN IN NEW WINDOW.

2. SELECT MEETING SETUP FROM LOOK FOR:

3. SELECT INACTIVE EVENT MEETING SETUP FROM USE SAVED VIEW:

Download Fetch
XML

Debug

Inactive Event Meeting Setup

4. CLICK ON RESULTS

FILE   ADVANCED FIND

Query   Saved   Results   New   Save   Save As
         Views   Edit Columns
                                                 Edit Properties   Clear

Show   View

Results

See the results of your query.

Look for: Mee

Status   equals   Inactive

Select

5. CLICK ON START DATE

6. CLICK ON THE DATA IS SORTED IN DECENDING ORDER ON THIS COLUMN

7. LOCATE THE EVENT AND DOUBLE CLICK NEXT TO IT TO OPEN THE EVENT

8. CLICK ON ACTIVATE

9. CLICK ON ACTIVATE

HBA Primary Competency   *   8. Builds relationships

nt Meeting Setup Activation   ✕

vant to activate the selected 1 Event Meeting Setup?

ent Meeting Setup to the Active state.

Activate   Cancel

7:00 AM   Meeting End Date-Time   *   11/30/2025