

Cheat Sheet

Staff View of Calendar Events (All Staff)

1. Go to StaffNet -> Library Links -> E*vanced Maintenance Pages
2. Select your library.
[Note: Modify steps 1 and 2 as per your library's procedures]
3. Type in your password: _____
4. Under “Registration and Attendance” click one of the choices to see more information about the events than the public can see, such as special notes and the list of registered attendees.

*For more detailed information, see the E*vanced User Manual, Section 2.1+*