

View Company Events

Demonstrates how to view information related to company-wide events within your organization.

Events

The Events page provide access to company-wide notices and events within the organization

View Events

Events are used to communicate information about company events. Listed events can be filtered based on preference.

Navigation: Menu > My Info > My Company > Events

From the **Events** page, employees can view the following:

1. Details of the event including date, time, and title
2. The name of the person who created the event
3. Documents associated with the event

Note Employees may see announcements on their Home dashboard depending on configuration.