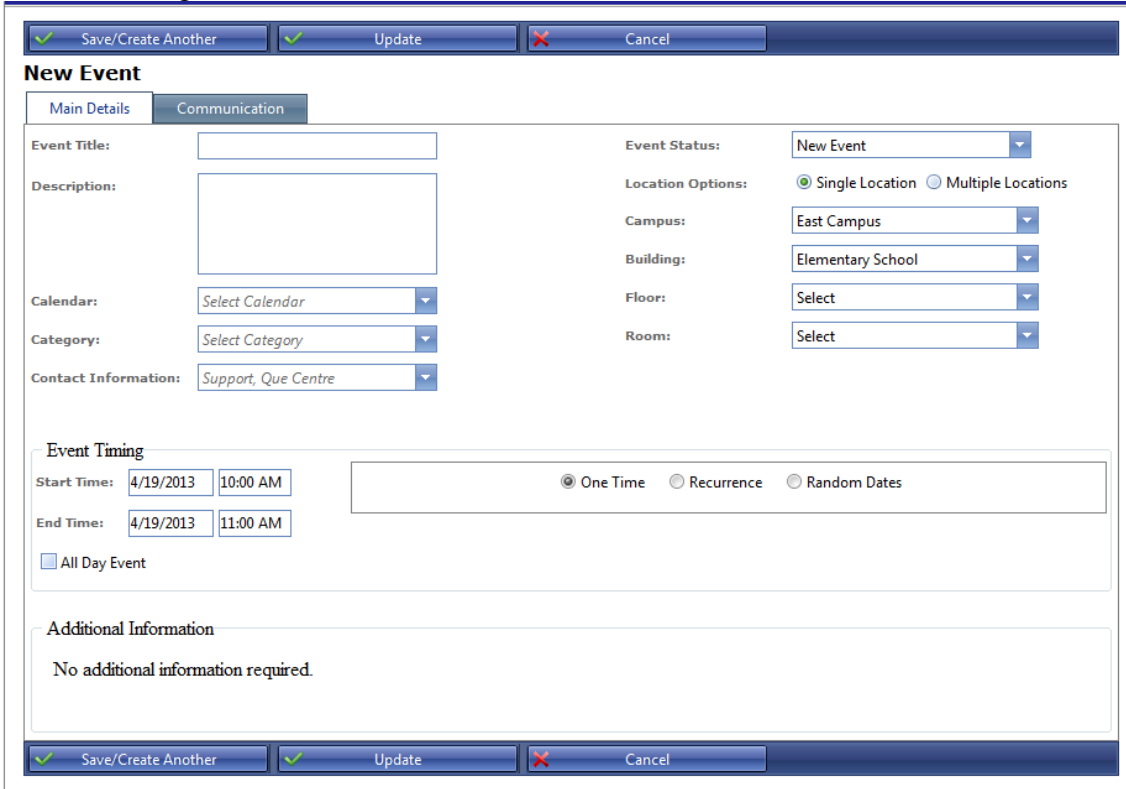


Create Event

Clicking Create Event under the Events tab opens the Event form. This can also be accessed by double clicking on a date on the Events Calendar.



New Event

Main Details | Communication

Event Title:

Description:

Calendar:

Category:

Contact Information:

Event Status:

Location Options: Single Location Multiple Locations

Campus:

Building:

Floor:

Room:

Event Timing

Start Time:

End Time:

One Time Recurrence Random Dates

All Day Event

Additional Information

No additional information required.

Figure 1 Create New Event

- Name the Event and add a Description
- Choose a Calendar from the dropdown list
- Choose a Category from the dropdown list
- Contact information displays logged in user, change if needed
- Select Status, if logged in user has appropriate privileges
- Select a location. A full location including Campus, Building, Floor and Room must be selected
- Change Date and Time if needed.
- Check Recurrence if this not a onetime event. See [Recurrence](#) section for details
- Check All Day Event if applicable
- Fill out Additional Details as needed. These are custom fields and can be tailored to individual needs.
- Click Update to save

Event Recurrence

Events that recur in a regular pattern can be added all at once using the Event Timing Section. Checking the Recurrence box will show choices for Daily, Weekly, Monthly or Yearly recurrences. The options for each change as they are selected.

New Event

Main Details | Communication

Event Title:

Description:

Calendar:

Category:

Contact Information:

Event Status:

Location Options: Single Location Multiple Locations

Campus:

Building:

Floor:

Room:

Event Timing

Start Time:

End Time:

All Day Event

One Time Recurrence Random Dates

Daily

Weekly

Monthly

Yearly

Recur every week(s) on

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

End after occurrences End by

Done

Once a recurring event is saved, the list of instances (recurrences) can be viewed on the Instances tab of the Event.

Event: 18 - Boy Scout Meeting

Main Details | Approvers | Instances | Work Orders

Page 1 of 3 Item 1 to 25 of 53

Title	Scheduled Date	Status	Conflicts
Boy Scout Meeting	11/1/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/5/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/8/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/12/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/15/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/19/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/22/2011 6:00 PM To 7:30 PM	Event Closed	
Boy Scout Meeting	11/26/2011 6:00 PM To 7:30 PM	Event Approved	
Boy Scout Meeting	11/29/2011 6:00 PM To 7:30 PM	Event Approved	
Boy Scout Meeting	12/3/2011 6:00 PM To 7:30 PM	Event Approved	

Figure 2 Events – Recurrence

Random Dates

Events that are recurring but do not follow a regular pattern can be scheduled using the Random Date recurrence option.

The screenshot shows the 'New Event' form with the following details:

- Buttons: Save/Create Another (checked), Update (checked), Cancel (unchecked)
- Section: **New Event**
- Tabs: Main Details (selected), Communication
- Event Title: [Text Box]
- Description: [Text Area]
- Calendar: [Select Calendar]
- Category: [Select Category]
- Contact Information: [Support, Que Centre]
- Event Status: [New Event]
- Location Options: Single Location, Multiple Locations
- Campus: [East Campus]
- Building: [Elementary School]
- Floor: [Select]
- Room: [Select]
- Event Timing: Start Time: [11:00 AM], End Time: [12:00 PM], All Day Event
- Recurrence: One Time, Recurrence, Random Dates
- Calendar: April 2013 - July 2013

April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6

Figure 3 Events-Random Dates

- When “Random Dates” is selected, a calendar interface will display, allowing user to scroll through and select dates as needed.
- Calendar interface will allow user to scroll o different weeks, months and years
- Events created using Random Dates will not be linked as multiple instances of an event, but will be separate events
- Notification emails will be sent as they usually are for a non recurring onetime event
- Deleting one occurrence of the events in a random date series will not delete the remaining events
- Start Date and End Date boxes are hidden when Random Dates is selected
- Multiple Location option for events is not available when Random Dates is selected
- Random Dates option is not available when Multiple Locations option is selected

Random Dates (cont)

Event Timing

Start Time: 11:00 AM

End Time: 12:00 PM

All Day Event

One Time Recurrence Random Dates

April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
31	1	2	3	4	5	6	28	29	30	1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
June							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
26	27	28	29	30	31	1	30	1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31	1	2	3
30	1	2	3	4	5	6	4	5	6	7	8	9	10

Done

Figure 4 Events-Random Dates calendar interface

A “Done” button is available on the calendar which when clicked will display a list of dates chosen which must be clicked before saving.

Event Timing

Start Time: 11:00 AM

End Time: 12:00 PM

All Day Event

One Time Recurrence Random Dates

Selected Dates:
4/10/2013, 4/23/2013, 5/14/2013, 6/4/2013, 7/2/2013, 7/15/2013, 7/25/2013

Edit

Figure 5 Events-display of selected dates

- The calendar interface is replaced with a list of the dates that were selected
- The “Done” button is replaced with an “Edit” button
- Clicking the edit button will show the calendar interface and the selected dates can be changed

Communication

Emails are sent to all users associated with the Event. This includes the requester and any approvers or owners. Additional people may be emailed by selecting them on the Communication tab of the Event form.

Event:

Main Details **Communication** Work Orders

Users:

- Admin, Joe
- Custodian, Joe
- Secretary, Sue
- Support, Que Centre
- Tech, Joe
- Van Dick, Jim

Additional users to get CC

Mail Comments:

Hint: To move an item, drag to the other window or highlight it and click arrow. (Ctrl + Left-Click to select multiple)

Update Cancel

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Figure 6 Events – Communication