



web based solutions

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Events

Events and how they work

Provided by James Van Dick, Programmer

User Group Privileges

- View – As long as a user group has the privilege for having the Events module available, the users associated with that group will be able to view Events
- Create – User can create an event
- Create Edit – User can edit events he/she is the contact of
- Approver – User can be approver of an event (location or calendar category)
- Approver Edit – User can Edit Events she/he is approver of

Owners

Owners are people who own either a Location or Event Category.

- This is not a privileges setting but an assignment associated with a location or event category

- If the location changes, the owner of the original location is removed and the owner of the new location is added

Approvers

Approvers are assigned to a location – similar to an owner.

- In order to be an Approver, the person must have the Approver privilege (see above)
- A location can't have approvers unless there is an owner for the location
- If the location changes, the approvers of the original location are removed and the approvers of the new location are added

Approving Event

The Approvers mentioned above shall be able to Approve or Reject an Event. Below are the rules:

- Automatic updating of the event status described below shall only occur if the current event status category is 'New'
- When all approvers have made their vote, the event will status will be based on the approvers vote:
 - If all approvers approve the event – the status changes to 'Event Approved'
 - If any approver rejects the event – the status is changed to 'Event Rejected'

Event Menu

- Anyone who is associated with a user group that has the events module selected will have the ability to get to Events via the calendar or list
- The Event Calendars and Event Calendar Categories will be available to those who have Approver privileges or is an owner of a Category

Event Calendar

The following rules shall apply:

- If a user has no privileges, he/she will be able to click on an event and view it
- Other user privileges are based on ownership/approver/creator etc. See Event privileges below

Public Event Calendar

The following rules shall apply:

- Get to it by including the following in the url: [eventscalendar - \(www4.quecentre.com/RomeCSD/eventscalendar\)](http://www4.quecentre.com/RomeCSD/eventscalendar)
- Will show the calendar but not allow the user to go to the Event Form
- Calendar will not show any events associated with Calendars that are designated as Hidden From Public

Event Form

The following rules shall apply:

- If a user has no privileges, he/she will be able to click on an event and view it
- Other user privileges are based on ownership/approver/creator etc. See Event privileges below

Event List

The following rules shall apply:

- Approvals - Will show New Events (category) that need to be Approved by the user logged in
- My Events – Will show New and Approved Events that the user is the contact for
- My Locations – Will show New and Approved Events that are associated with locations the user is associated with

Event Communications

An email will be sent for all people associated with the event when:

- The Event is created
- The status changes
- The following fields changes:
 - Location
 - Start and End Time/Date
 - Recurrence information
 - There are comments in the Additional comments field on the Communications tab

Event Editing Rules

Whether a user can edit an event is based on privileges, ownership and status. The following rules shall apply:

Privilege	Status	Contact	Approver	Owner	Creator	Can Create	Can Edit	Can Delete	Can Approve / Reject	Update Status
Creator	New Event	No	No	No	No	Yes	N/A	N/A	No	No
Creator	New Event	Yes	No	No	No	N/A	No	No	No	No
Creator Editor	New Event	Yes	No	No	No	N/A	Yes	Yes	No	No
Creator Editor	Not New Event	Yes	No	No	No	N/A	No	No	No	No
Creator Editor	New Event	No	No	No	No	N/A	No	No	No	No
Approver	New Event	No	Yes	No	No	N/A	No	No	Yes	No
Approver	Not New Event	No	Yes	No	No	N/A	No	No	No	No
Approver Editor	New Event	No	Yes	No	No	N/A	Yes	Yes	Yes	No
Approver Editor	Not New Event	No	Yes	No	No	N/A	No	No	No	No
Owner (Location / Category)	New Event	No	No	Yes	No	N/A	Yes	Yes	Yes	Yes
Owner (Location / Category)	Not New Event	No	No	Yes	No	N/A	Yes	Yes	Yes	Yes

Note: There are many other scenarios but above shows the most important ones.

Other Rules:

- The Events module needs to be active for the user group the user is associated with
- Only an Owner of the event (Category or Calendar Category) can manually update the status
- If the user is an owner, the owner privileges trump all other privileges regardless of whether the person is a creator or approver.
- An Owner does not need any particular privileges (other than the active Event)
- An owner can override any approvals at any time by manually updating the status.
- There can be up to 2 owners – one for the location and the other for the calendar category
- If there is only one location owner, it is assumed that the owner is the owner of all locations

Events (cont)

Clicking on the Events tab at the top of the Dashboard will open a drop down box with Events related choices. The choices available will depend on which privileges the logged in user has been assigned.

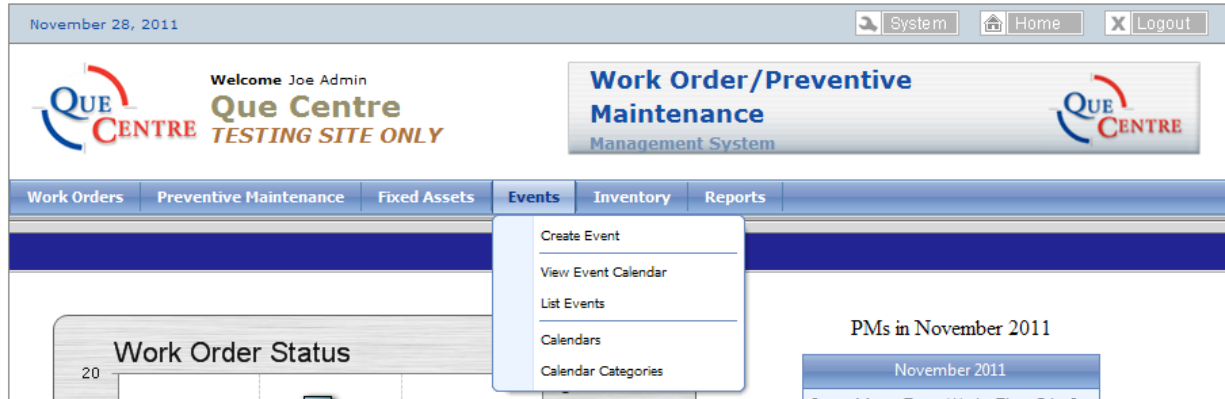


Figure 1 Dashboard – Events

Before an Event can be created, Calendars and Calendar Categories need to be set up in Que Centre.

Calendars

Calendars are usually created according to the Events they will show, rather than the location associated with the Event. When viewing the Calendar, events can be filtered by location if desired. To view a list of Calendars already created, click on Calendars under the Events Tab.

The screenshot shows the 'Event Calendars' table in the Que Centre system. The table has columns for Calendar Name, Color, Description, Delete, and Block. There is a '+ Create New Event Calendar' button and a 'Show Deleted' checkbox. The table lists several calendars, including Athletics, Board of Education, Community Activities, Community Education, District Wide, and New Calendar. The 'New Calendar' row is highlighted in green.

Calendar Name	Color	Description	Delete	Block
Athletics	Text	Athletics	✗	🔒
Board of Education	Text	Board of Education	✗	🔒
Community Activities	Text	Community Activities	✗	🔒
Community Education	Text	Community Education	✗	🔒
District Wide	Text	District Wide	✗	🔒
New Calendar	Text	New Calendar	✗	🔒

Figure 2 Events – Calendars

Create New Calendar

Click on Create New Event Calendar on the Calendar list screen

Add New Calendar

Event Calendar Name:

Description:

Private:

Hidden from Public:

Choose Display Color:

Text Color:

Background Color:

Categories:

- Athletic Events
- BOE Meetings
- BOE Work Session
- Community Activities
- Computer Classes
- Dances
- General Meetings
- JV
- Performing Arts Boosters

Categories assigned to this Calendar:

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

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Figure 3 Events - Create Calendar

- Name the Calendar and fill in description.
- Check Hidden from Public if applicable. Events Hidden from Public do not show up on the public calendar.
- Change Text and Background color as needed
- Assign Calendar Categories to the Calendar by clicking and dragging from the left side to the right or by highlighting and using the right facing arrows.
- If no Calendar Categories have been set up, see directions in next section “Create New Calendar Category”
- Click Add to save

Calendar Category

Calendar Categories groupings for events on a Specific Calendar. For Example, Categories that may be associated with an Athletic Calendar might include Boys Varsity Sports, Girls Varsity Sports, or possible individual sports such as Football, Volleyball, etc. To view a list of Calendar Categories already created, click on Calendar Categories and the Events Tab.

Event Categories

Category Name	Description	Calendar	Delete	Block
Athletic Events	Athletic Events	Athletics	<input type="checkbox"/>	<input type="checkbox"/>
BOE Meetings	BOE Meetings	Board of Education	<input type="checkbox"/>	<input type="checkbox"/>
BOE Work Session	BOE Work Session	Board of Education	<input type="checkbox"/>	<input type="checkbox"/>
Community Activities	Community Activities	Community Activities	<input type="checkbox"/>	<input type="checkbox"/>
Computer Classes	Computer Classes	Community Education	<input type="checkbox"/>	<input type="checkbox"/>
Dances	Dances	New Calendar	<input type="checkbox"/>	<input type="checkbox"/>
General Meetings	General Meetings	District Wide	<input type="checkbox"/>	<input type="checkbox"/>
JV	JV	Athletics	<input type="checkbox"/>	<input type="checkbox"/>
Performing Arts Boosters	Performing Arts Boosters	Community Activities	<input type="checkbox"/>	<input type="checkbox"/>
Personal Enrichment	Personal Enrichment	Community Education	<input type="checkbox"/>	<input type="checkbox"/>
PTSA	PTSA	Community Activities	<input type="checkbox"/>	<input type="checkbox"/>
Sports Boosters	Sports Boosters	Community Activities	<input type="checkbox"/>	<input type="checkbox"/>
Varsity	Varsity	Athletics	<input type="checkbox"/>	<input type="checkbox"/>

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Figure 4 Events - Calendar Categories

Create New Calendar Category

Click on Create New Calendar Category

Add New Category

Category Name: Owner:

Description: Private:

Calendar: Hidden from Public:

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Figure 5 Events - New Calendar Category

- Name the Category and fill in a description.
- Specify an owner if needed. (See the [Events and how they work](#) for information on Category Owners)
- Select a Calendar to which this Category belongs (Calendars must be set up prior to creating a Category)
- Check Hidden from Public if applicable
- Click Add to save

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.

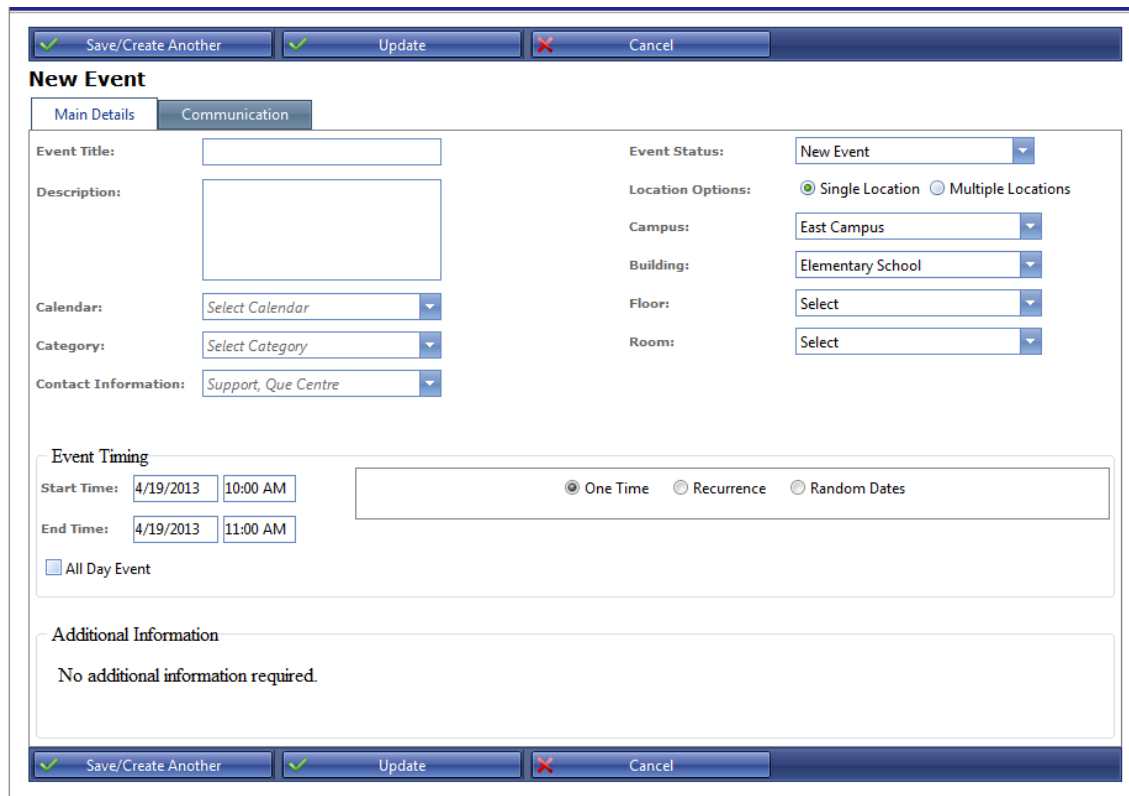


Figure 6 Create New Event

- 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.

Save/Create Another
 Update
 Cancel

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

Figure 7 Events – Recurrence

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	

Random Dates

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

✓ Save/Create Another✓ Update✗ Cancel

New Event

Main DetailsCommunication

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

◀◀ ▶▶ 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

- 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:

End Time:

All Day Event

One Time Recurrence Random Dates

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
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

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:

End Time:

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

- 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 8 Events – Communication

Event Work Orders

Work orders can be created for an Event once the Event is at the Approved status. Once approved, a check box for Pre Date Work orders is available below the Location information. Clicking the box brings up the Work Orders Detail section.

Figure 9 Events - Pre Date Work Order

- Select a Service Area for the Work Order
- Select the number of Pre Date Days. This determines how many days prior to an Event a Work Order is created. Work Orders are generated at Midnight on the day requested. For example, an Event scheduled to occur on Thursday with a 1 day Pre Date Work order would generate the Work Order at 12 AM on Wednesday.
- The Pre Date Work Order can be assigned at this point or when the Work Order is generated as New.

Number	Description	Status
23	Boy Scout Meeting	Approved
29	Boy Scout Meeting	Approved
33	Boy Scout Meeting	Approved
41	Boy Scout Meeting	Approved
43	Boy Scout Meeting	Approved
55	Boy Scout Meeting	Approved
59	Boy Scout Meeting	Approved

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Figure 10 Events - Work Orders

Once an Event Work Order has been generated, it will appear in a list on the Work Orders tab of the Event. The Work Orders are listed by Work Order Number and can be viewed by clicking the hyperlink.

Conflicts

A conflict occurs if an event is scheduled for the same time and location as another event. Conflicts are shown on the Calendar in Red and also on the Conflicts tab of the event.

Event: 66 - Honor Society

Main Details | Approvers | Communication | **Conflicts** | Work Orders

Title	Description	Scheduled Date	Created	Status
BOE Meeting	BOE Meeting	11/24/2011 7:00 PM To 9:00 PM	Que Centre Support Wednesday, October 26, 2011 8:52:11 AM	Event Approved

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Figure 11 Events - Conflicts

Only the second event, i.e., the one that created the conflict will display as a conflict. The first event is considered superior in the conflict. Conflicts can be resolved when someone with the appropriate privileges edits either event's time or location.

Approvers

Approvers for an event are listed on the Approvers tab. If an approver has already voted, their response is shown here. If the logged in user is an approver, he/she can cast their vote on the Approvers tab. If all Approvers have voted to approve the event, the event status is changed to Approved. If one or more Approvers have voted to reject the event, the event status is set to rejected. See [Approvers](#) in the Events and how they work section

View Events Calendar

Clicking on View Events Calendar under the Events tab will open the Event Calendar. The Event Calendar can also be opened by double clicking on a date on the small Event Calendar displayed on the Dashboard.

If the logged in user has sufficient privileges, events can be edited from the Calendar either by dragging the event to another day or by double clicking the event. If it is a recurring event, the user is given the choice of editing the instance or the series.

List Events

Clicking on List Events under the Events tab will open a list of events the logged in user has created, is the location owner of or is an approver of.

Approvals

The Approvals tab lists all events the logged in user needs to approve. If an event has a conflict, the conflict can be viewed by clicking the view hyperlink in the conflict column. Events awaiting approval can be viewed by clicking on the name of the event. If there is more than one event, multiple events can be selected by checking the check box next to the event name. Then all selected events can be approved or rejected by using the Bulk Operations button.

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Figure 12 List Events – Approvals.

My Events

The My Events tab shows events the logged in user has created. Events and conflicts can be viewed and, if the logged in user has sufficient privileges, edited.

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Figure 13 Events - My Events

My Location Events

The My Location Events tab shows the events for a location that the logged in user is an owner of. Events and conflicts can be viewed and, if the logged in user has sufficient privileges, edited.

Approvals My Events My Location Events					
<input type="checkbox"/> Show Conflicts Only <input type="checkbox"/> Include Rejected					
Page 1 of 2					
Item 1 to 10 of 15					
Event Name	Description	Location	Dates	Status	Conflict
Honor Society	Honor Society	Campus: East Campus Building: Elementary School Floor: 1st Floor Room: Classroom 101	11/24/2011	New Event	View
Pep Rally	Pep Rally	Campus: East Campus Building: High School Floor: 1st Floor Room: Gymnasium	11/30/2011	Event Approved	
Zumba	Zumba	Campus: East Campus Building: High School Floor: 1st Floor Room: Gymnasium	11/22/2011 11/23/2011 11/29/2011 11/30/2011 More	Event Approved	
Book Fair	Book Fair	Campus: East Campus Building: Elementary School Floor: 1st Floor Room: Classroom 101	11/30/2011 12/1/2011 12/2/2011	Event Approved	
Thanksgiving parade	Thanksgiving parade	Campus: East Campus Building: Elementary School Floor: 1st Floor Room: Classroom 101	11/23/2011	Event Approved	
Product Testing	Product Testing	Campus: East Campus Building: High School Floor: 1st Floor	11/8/2011 11/12/2011 11/15/2011	Event Approved	

Figure 14 Events - My Location Events