

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.

Event:

Main Details | Communication | Work Orders

Event Title:

Description:

Event Status:

Location Options: Single Location Multiple Locations

Calendar:

Category:

Campus:

Building:

Floor:

Contact Information:

Room:

Event Timing

Start Time: Recurrence

End Time:

All Day Event

Additional Details

Chairs Required: Tables Required:

Food Service Needed: New Event Document:

Laptops Needed: Insurance on file:

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.

Figure 2 Events – Recurrence

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

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	

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 3 Events – Communication

