The following document provides brief instruction for adding or editing a schedule event in the CB-VRSB Central Office Room Scheduler application. The schedule is designed to provide a centralized view of meetings and events scheduled in the central office boardrooms. The scheduler is publicly available to view however a user account with the appropriate permissions is required to add, edit or delete event items. The scheduler is available online at the following URL:

http://www.cbv.ns.ca/co/

1. **Login** using the account information provided. (Figure 1)

   Figure 1

2. **Check the date and time of the scheduled event.** - Check the availability of the room for the date and time required, rooms can be double booked (i.e. 2 events can be scheduled in the same room at the same time).

   It is possible to add events from any view, however it is recommended to select monthly (Figure 2) and click the date of the day required (figure 3). From here a daily view of scheduled events for the room on the given day is visible. If no event items are scheduled
during the time required click the pencil icon to add and the event for that date and time (figure 4).

Figure 2

Figure 3
3. **Add the appropriate information for the scheduled event in the form** (Figure 5).
   
   1. **Rooms** – double check the appropriate room has been selected.
   2. **Summary** – Add a brief summary of the scheduled event. (i.e. Test Meeting)
   3. **Beginning Date/Time** – is preset based on date selected from the monthly, weekly or daily scheduler view. Select a start time from the selection box.
   4. **Finishing Date/Time** – is preset based on the date selected from the monthly, weekly or daily scheduler view. Select an end time from the selection box. It is advised to use a “recur rule” (see below) for multiday events.
   5. **All Day Options** – check all day event and a view option (bar or anniversary) if the scheduled event will require a full day’s reservation.
   6. **Contact** – Enter a name or department overseeing the scheduled event.
   7. **Description** – Add a brief description of the event.
   8. **Recur Rules** – If the scheduled event will recur with some pattern (i.e. daily, weekly, monthly) set a recur rule which will enter the schedule information on the associated dates and times. For example a monthly meeting which requires scheduling on the last Monday of every month. Check the Monthly radio button, enter 1 in the “every” field for every month and select “last Monday” from the selection box. Further down in the form the number of event repetitions can be set by checking the “repeats” radio button and the number of times the event will reoccur. Likewise an end date can be chosen by checking the “until” radio button and selecting an end date via the text field or using the calendar icon.
   9. **New Insert** – Click the new insert button to submit the event to the schedule. Once submitted the event will show on the appropriate date and time in any of the scheduler views.
Figure 5
4. **Editing a scheduled event** – Editing and deleting schedule items can only be completed by the administrator or the event item submitter. To edit an event follow steps 1 and 2 to find the event you wish to edit and click the item title (Figure 6).

![Figure 6](image1)

This will forward to a summary view of the event. If permissible the event can be edited or deleted by clicking the appropriate button at the bottom of the summary (Figure 7).

![Figure 7](image2)
If “Edit it” has been selected the scheduler form will display with the item values included. Make the changes as necessary and click the “change it” button at the bottom of the form to save the update event item (Figure 8). If a change is date and time is needed you must check the availability of the room prior to making the date/time change.