



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)

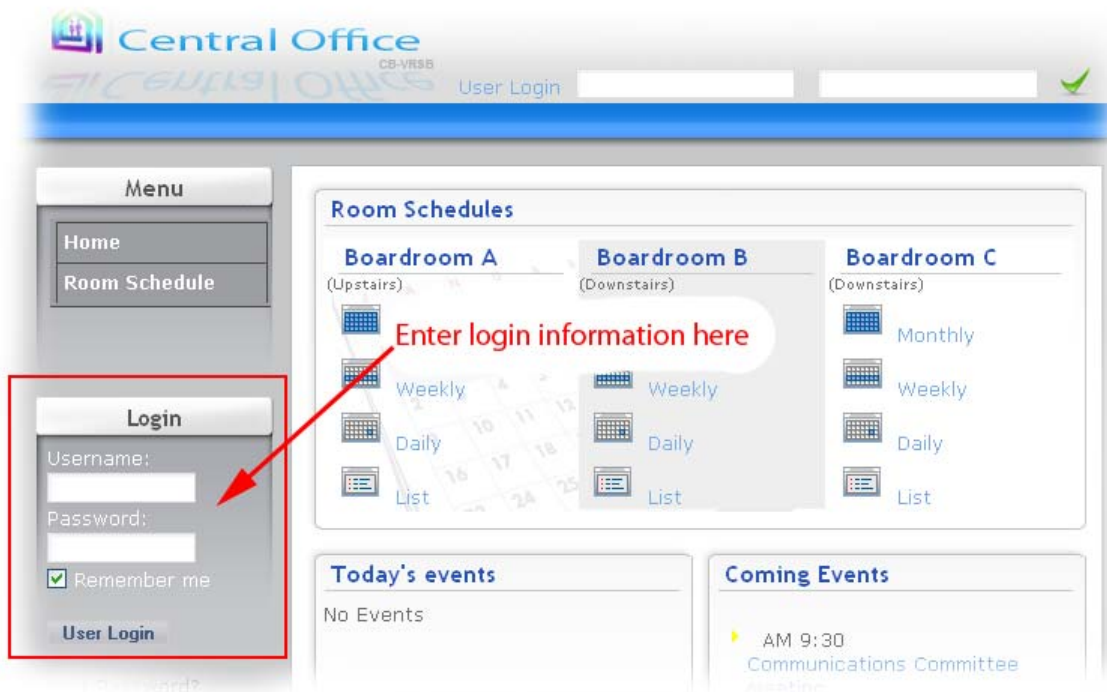


Figure 1

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).

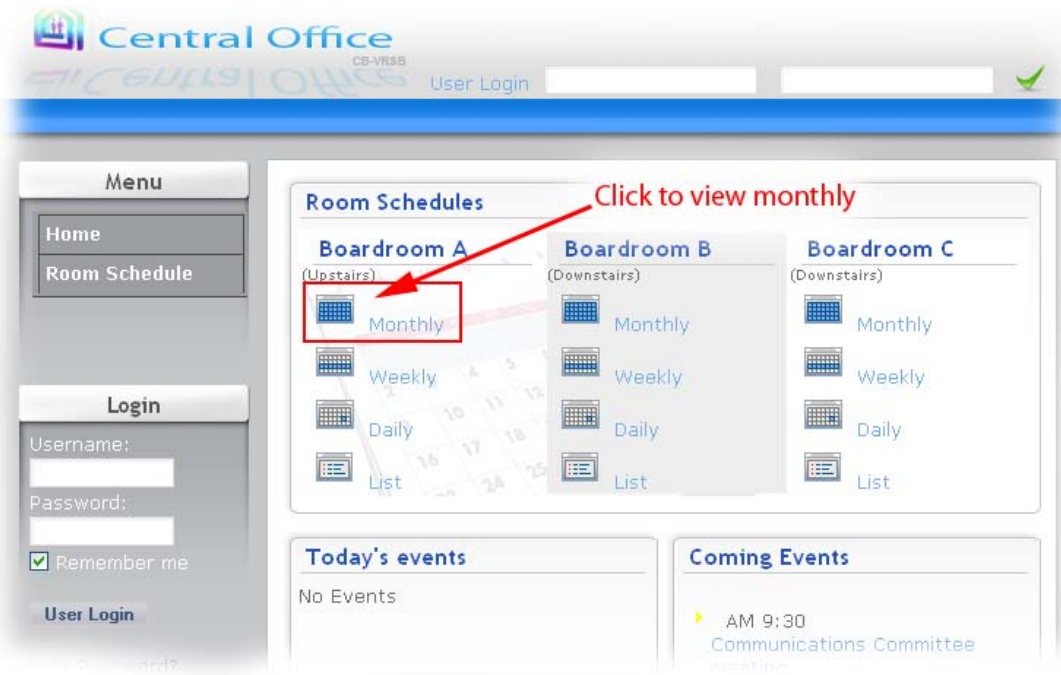


Figure 2

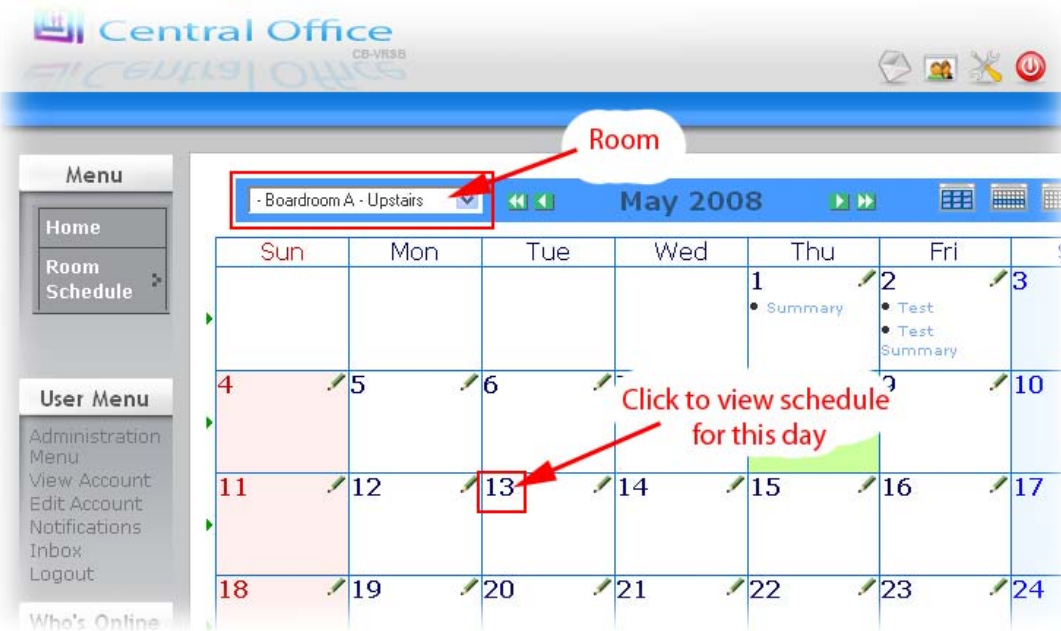


Figure 3

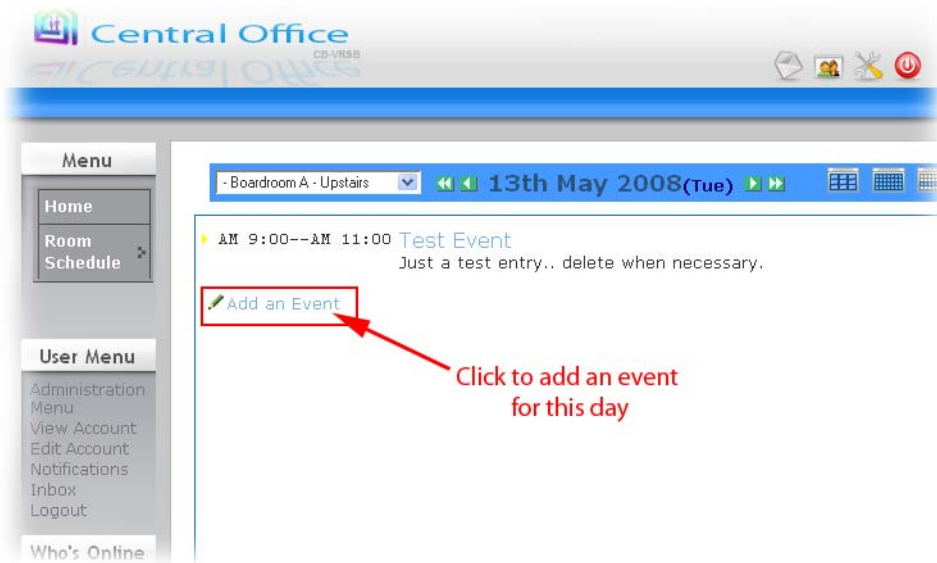


Figure 4

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.



Central Office  
CB-VRSB

Menu

- Home
- Room Schedule **1.**

User Menu

- Administration Menu
- View Account
- Edit Account
- Notifications
- Inbox
- Logout

Who's Online

1 user(s) are online (1 user(s) are browsing Room Schedule)

Members: 1  
Guests: 0  
admin, more...

**Scheduler -Editing View-**

**Rooms**

Boardroom A - Upstairs  Boardroom B - Downstairs  
 Boardroom C - Downstairs

**Summary**

**Beginning DateTime** 2008-5-13 AM 9 00

**Finishing DateTime** 2008-5-13 PM 5 00

**Allday Options**

Allday Event  
 Show as Bar  Anniversary etc.

**Contact**

**Description**

MANAGER

SIZE FONT COLOR

**B I U + Add**

**8. Recur Rules**

Recur No

**Recur Yes**

Daily  
Every 1 day(s)

Weekly  
Every 1 week(s)  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Monthly  
Every 1 Month(s) -not selected- or (Input Number)

Yearly  
Every 1 Year(s)  
 Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec  
Same as beginning date

No ending conditions \*\* Only 100 events are extracted if the max.  
 repeats 1 times  
 until 2008-5-13

**9. Status** Not Registered  
**Reset New Insert**

piCal-0.91

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).

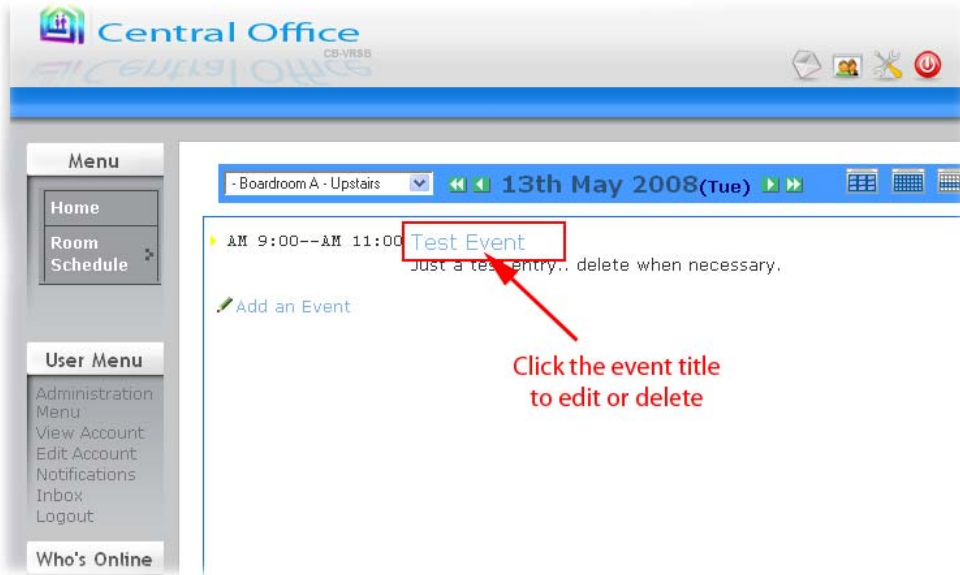


Figure 6

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).

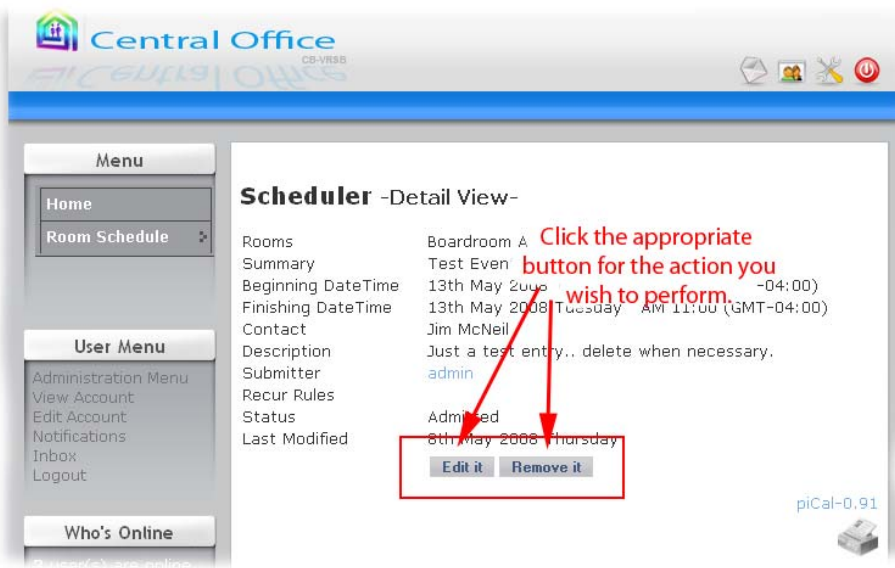


Figure 7



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.

The screenshot shows a web form for scheduling. It includes a 'Yearly' section with a frequency of 'Every 1 Year(s)' and checkboxes for months from Jan to Dec. Below this are options for 'No ending conditions', 'repeats 1 times', and 'until 2008-05-13'. A 'Status' dropdown is set to 'Admitted'. At the bottom, a red box highlights four buttons: 'Reset', 'Change it!', 'Save as', and 'Remove it'. A red arrow points from the text 'Click the button to perform the associated action' to the 'Change it!' button. The version number 'piCal-0.91' is visible in the bottom right corner of the form area.