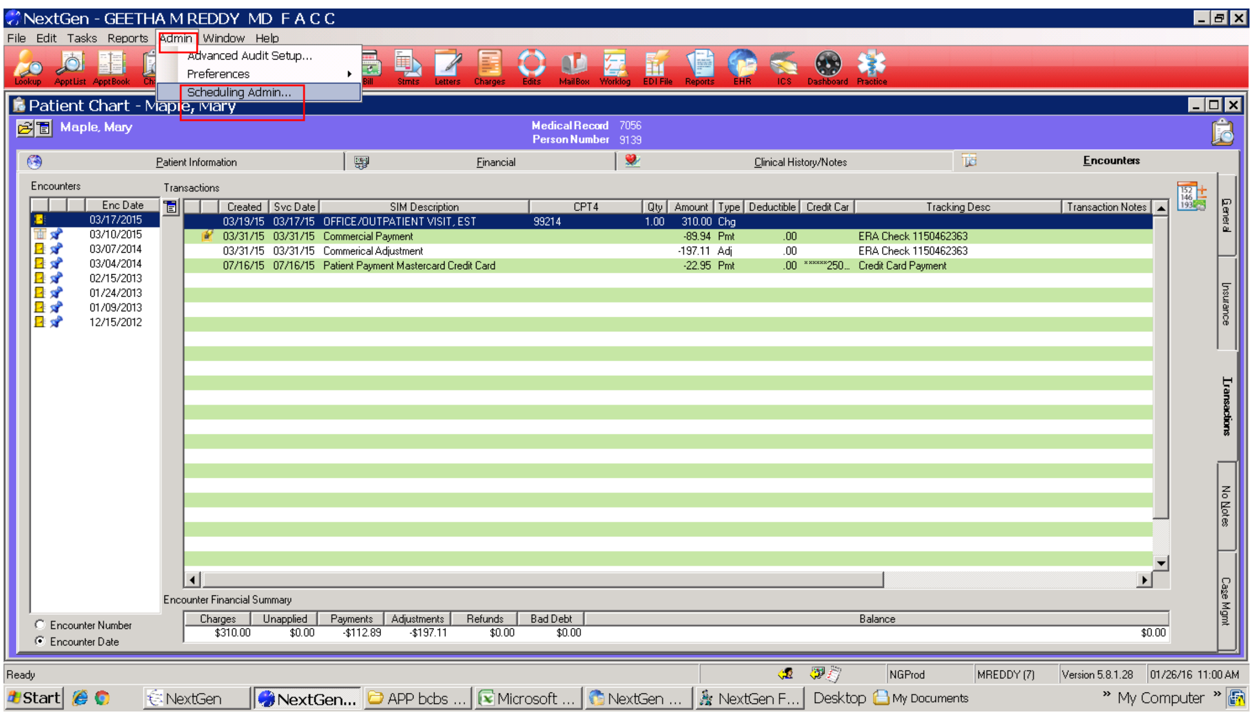
Procedure to Create a New Event

The procedure below was used to create a new event for Office Staff Meeting. Below is the criteria for these meetings:

- The Office Staff Meeting Event happens once every month.
- The Office Staff Meeting Event is on the first Monday of every month at 1:00 PM for 30 mins.

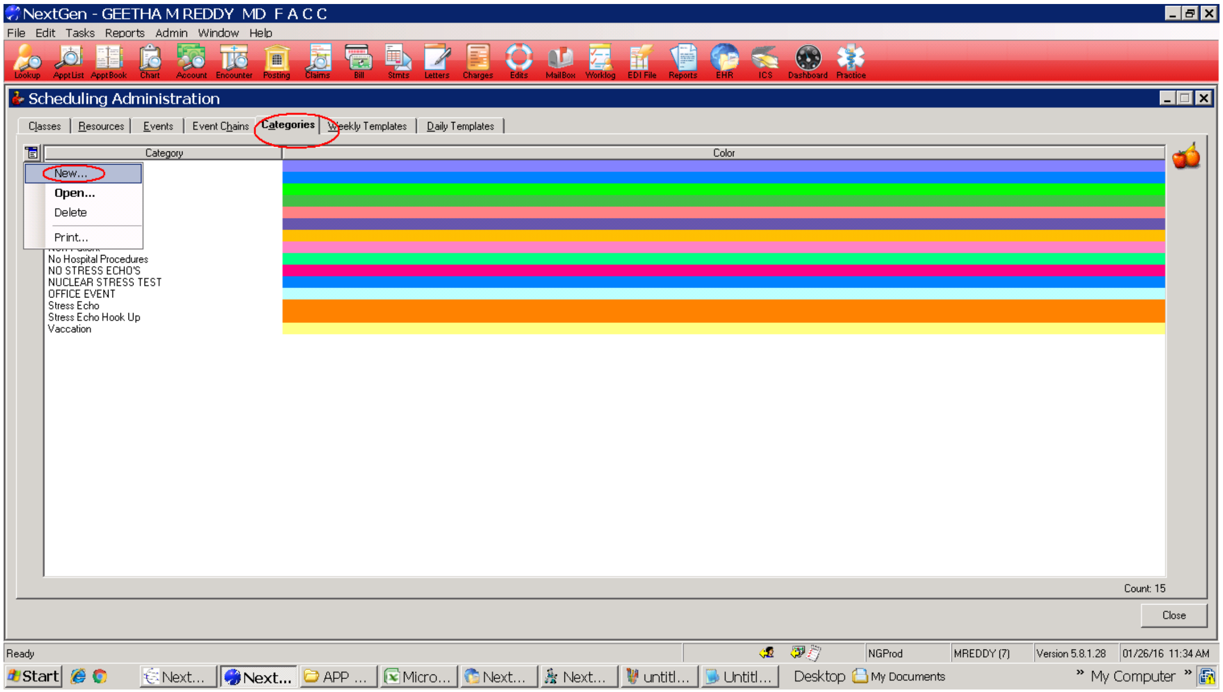
Step 1 – Access the Admin Appointment Scheduling Task

Below is the screen capture for navigating to Schedule Admin screen.



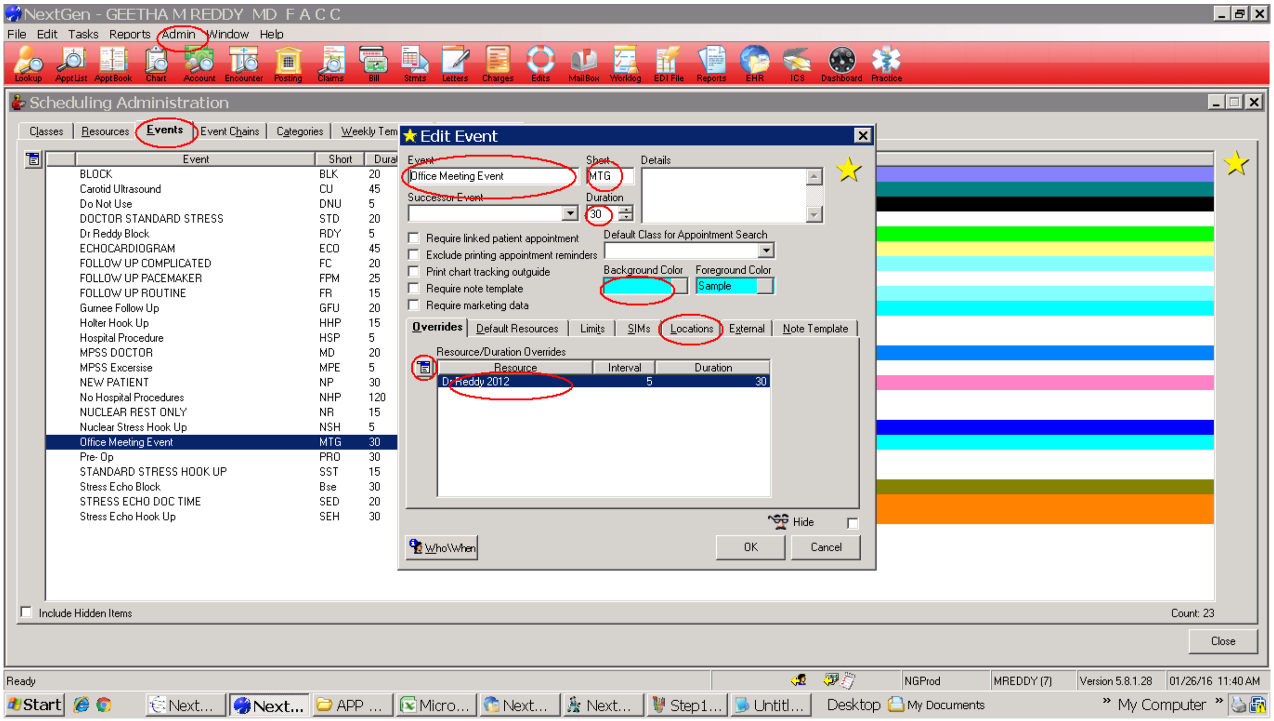
Step 2 – Create a new Category.

Below is the screen capture for creating a new category in Nextgen.



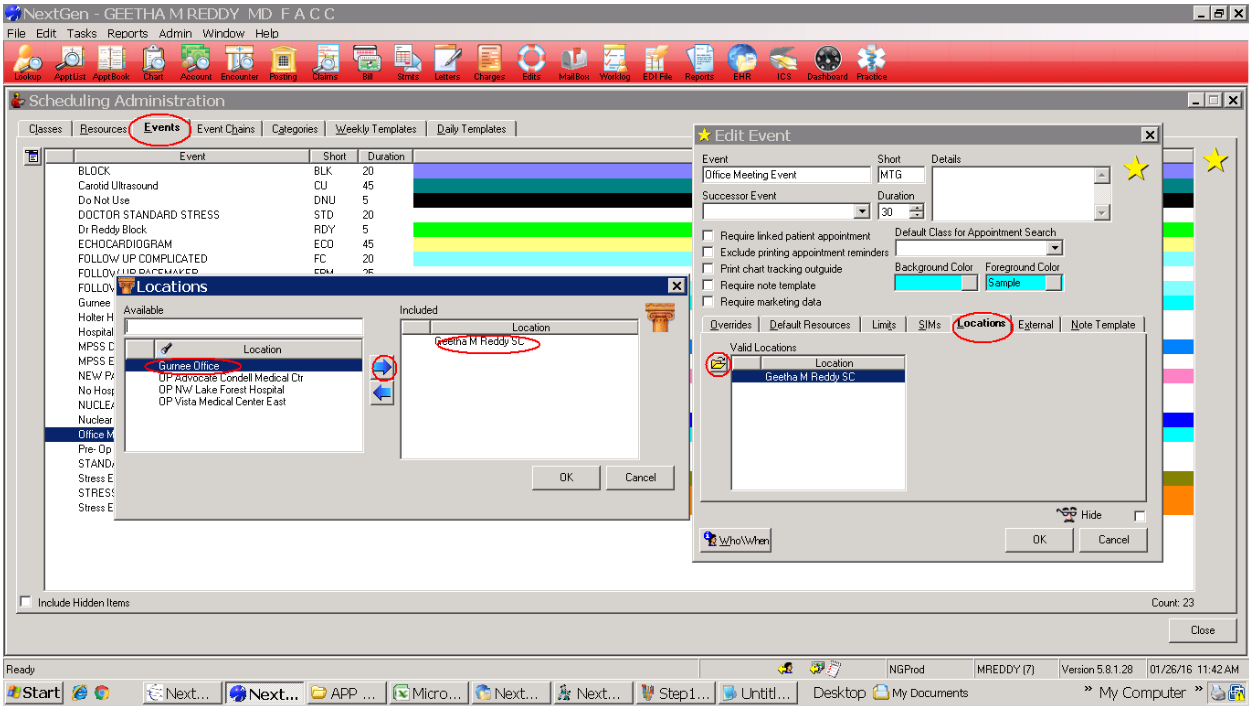
Step 3a - Create a new Event.

Below is the screen capture for creating a new event.



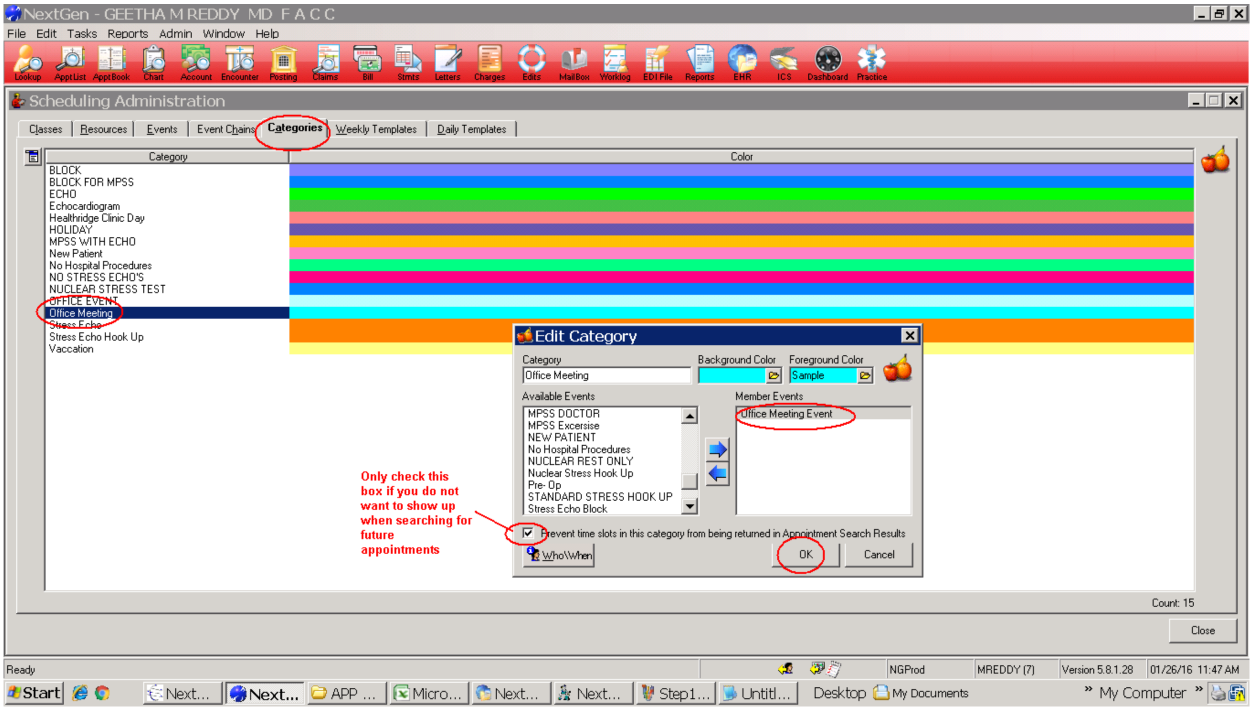
Step 3b – Update Event with the location of the event.

Below is the screen capture for updating the event with its location:



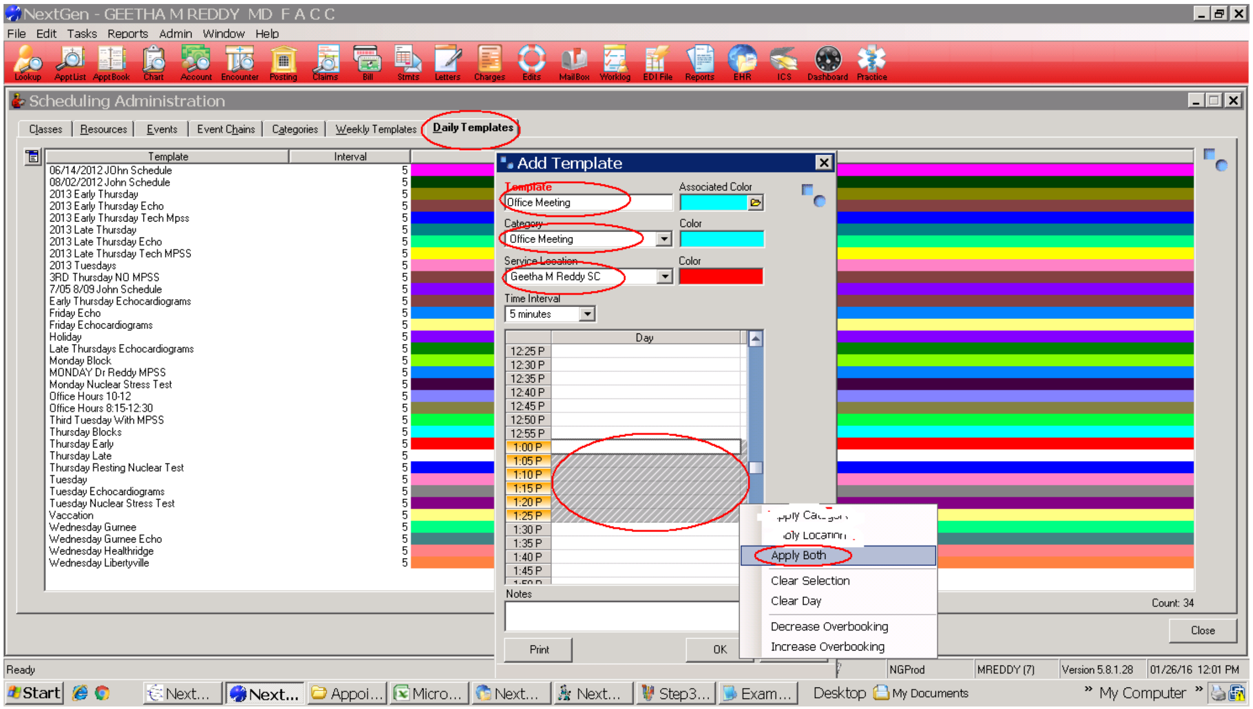
Step 4 - Link the Event with Category

Below is the screen capture for linking Event with Category:



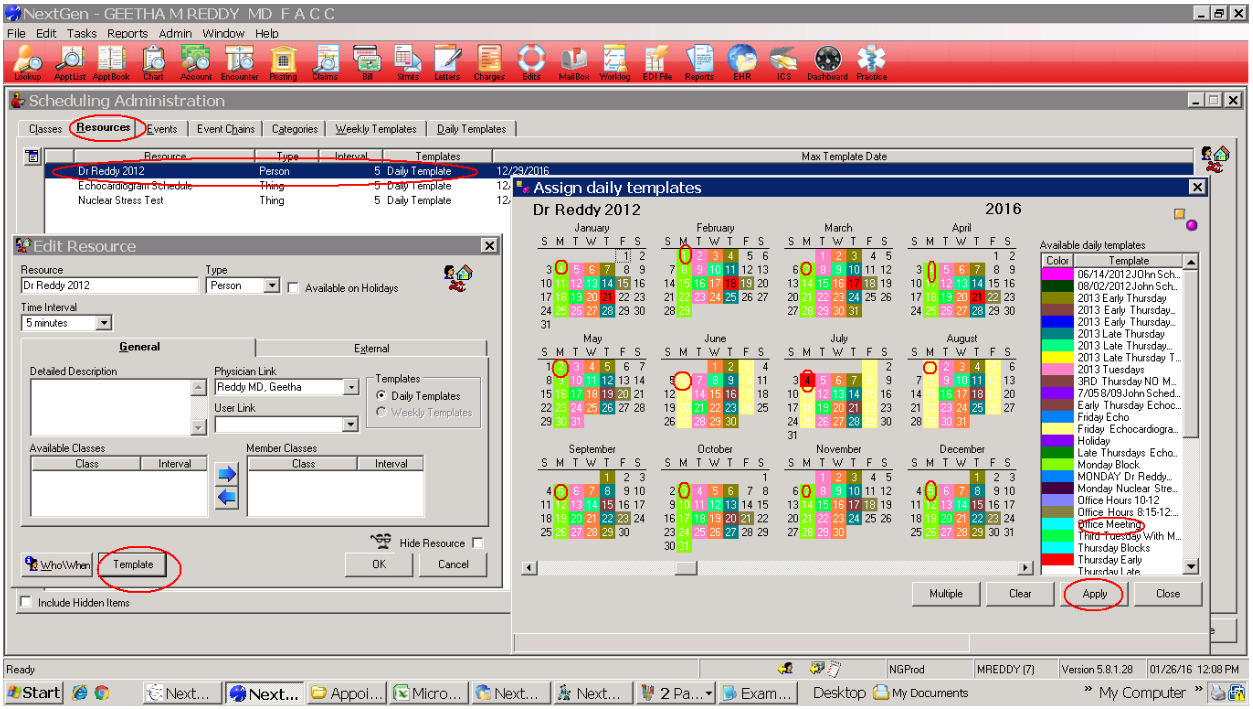
Step 5 - Create a template for Office Meeting Events.

Below is the screen capture for creating an Office Meeting Events template.



Step 6 - Apply Event to Resource

Below is the screen capture for applying an event to a resource:



Step 6 – Very that the appointments are displayed correctly on the relevant resource.

Please note that the name of the appointment does not show up on the allocated time slots. A user has to manually update the appointment name for each of the appointment slots.

A simple way to achieve this is by manually updating one appointment and copy and paste it over on the rest of appointments for the year.