

25Live Event Wizard Tutorial

<p>When requesting an event, please follow instructions for each section carefully.</p> <p>Event Name or Course Number - Required ⓘ</p> <input type="text"/> <p>Event Title or Course Number - Required ⓘ</p> <input type="text"/>	<p>When requesting an event, please follow instructions for each section carefully.</p> <p>Event Name or Course Number - Required ⓘ</p> <input type="text" value="UAMS Monthly Entrance Exam Tutor Session"/> <p>Event Title or Course Number - Required ⓘ</p> <input type="text" value="UAMS Monthly Entrance Exam Tutor Session - Part 1"/>
	<p>Enter event name and / or title</p>
<p>Event Type - Required ⓘ</p> <p>Select an item ▼</p> <input type="text" value="Select an item"/> <ul style="list-style-type: none"> *Video Conference ☆ *Weekend Event ☆ Banquet ☆ Curriculum ☆ Exam ☆ Grand Rounds ☆ Interview ☆ 	<p>Event Type - Required ⓘ</p> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <p>*Video Conference ☆ ▼</p> </div>
	<p>Event type selected and starred</p>
<p>Primary Organization - Required ⓘ</p> <div style="display: flex; align-items: center;"> <input type="text" value="Search organizations"/> Remove </div> <input type="text" value="Search organizations"/>	<p>Primary Organization - Required ⓘ</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;"> <p>Academic Affairs ☆ ▼</p> </div> Remove </div> <input type="text" value="Search organizations"/> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: inline-block; margin-top: 5px;"> <p>Academic Affairs ☆</p> </div>
	<p>Organization selected and starred</p>
<p>Expected Head Count - Required ⓘ</p> <input type="text"/>	<p>Expected Head Count - Required ⓘ</p> <input type="text" value="125"/>
	<p>Enter head count</p>

<p>Event Date and Time - Required ⓘ</p> <p>Sun Feb 02 2020</p> <p>2:00 pm</p> <p>To:</p> <p>3:00 pm</p> <p><input checked="" type="checkbox"/> This event begins and ends on the same day</p> <p>Duration: 1 Hour</p>	<p>Event Date and Time - Required ⓘ</p> <p>Wed Feb 12 2020</p> <p>10:00 am</p> <p>To:</p> <p>1:50 pm</p> <p><input checked="" type="checkbox"/> This event begins and ends on the same day</p> <p>Duration: 3 Hours, 50 Minutes</p>
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Default screen displays current date and time

Date & Time chosen & 10 minutes manually shaved off end time

<p>Additional time</p> <p>Setup Time 0 Days 0 Hours 0</p> <p>Pre-Event Time 0 Days 0 Hours 0</p> <p>Post-Event Time 0 Days 0 Hours 0</p> <p>Takedown Time 0 Days 0 Hours 0</p> <p>Reservation Start: Wed Feb 12 2020 10:00 am Reservation End: Wed Feb 12 2020 1:50 pm</p> <p>Reservation Duration: 3 Hours, 50 Minutes</p>	<p>Additional time ^</p> <p>Setup Time 0 Days 0 Hours 10 Minutes</p> <p>Pre-Event Time 0 Days 0 Hours 0 Minutes</p> <p>Post-Event Time 0 Days 0 Hours 0 Minutes</p> <p>Takedown Time 0 Days 0 Hours 10 Minutes</p> <p>Reservation Start: Wed Feb 12 2020 9:50 am Reservation End: Wed Feb 12 2020 2:00 pm</p> <p>Reservation Duration: 4 Hours, 10 Minutes</p>
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Additional available time screen

Enter Setup & Take down time if needed

Click on the calendar below to add dates or click the button below to s

Repeating Pattern

Pattern Picker

Choose how you would like this to repeat

Does Not Repeat ▾

- Does Not Repeat
- Ad hoc
- Daily
- Weekly
- Monthly

Repeat pattern option

Options available

Pattern Picker

Choose how you would like this to repeat: Monthly

Repeats every: month

Repeat by Day: Add Repeat Day

Repeat by Position: Add Repeat Position

Repeats through: Wed Feb 12 2020

Ends after: 1 iterations

Cancel Select Pattern

Pattern Picker

Choose how you would like this to repeat: Monthly

Repeats every: month

Repeat by Day: Add Repeat Day

Repeat by Position

Repeat day pattern

Repeat on the: Second Wednesday

Remove Position

Add Repeat Position

Repeats through: Wed Jun 10 2020

Ends after: 1 iterations

Cancel Select Pattern

Monthly option selected

Additional required fields data entered

View All Occurrences

All Date Occurrences

Dates	Times	Extra Times	Comment	State	Remove
Wed Feb 12 2020	10:00 am - 1:50 pm	Setup Time - Feb 12, 9:50 AM Takedown Time - Feb 12, 2:00 PM		Active	Remove
Wed Mar 11 2020	10:00 am - 1:50 pm	Setup Time - Mar 11, 9:50 AM Takedown Time - Mar 11, 2:00 PM		Active	Remove
Wed Apr 08 2020	10:00 am - 1:50 pm	Setup Time - Apr 8, 9:50 AM Takedown Time - Apr 8, 2:00 PM		Active	Remove
Wed May 13 2020	10:00 am - 1:50 pm	Setup Time - May 13, 9:50 AM Takedown Time - May 13, 2:00 PM		Active	Remove
Wed Jun 10 2020	10:00 am - 1:50 pm	Setup Time - Jun 10, 9:50 AM Takedown Time - Jun 10, 2:00 PM		Active	Remove

Close

View all occurrences

This screen offers the opportunity to change dates, times, add comments, change status and / or remove date completely.

Event Locations - Required

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Your Starred Locations

Reset Search

No Results

Event Locations - Required

Locations Search

Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional) idw

Hint! Type :: to use SeriesQL

More Options

Categories

Features

Layouts

Capacity between and

Click Refresh to update the results.

Location Search with auto-load starred selected & enforce headcount

Removed force headcount option. Selected to view rooms in IDW. There is a more options drop-down box to narrow down or define additional criteria.

Request Available	IDW 126	I. Dodd Wilson Education Building - Lecture Hall Rm 126	219	1/5	Conflict Details	Conflicts ✕
						<p>Conflicts on:</p> <ul style="list-style-type: none"> Wed Feb 12 2020 <ul style="list-style-type: none"> IDW 126 M1 Disease & Defense - MODU 8102 9:00 am - 10:50 am IDW 126 P3 Chemical Addiction - PhSc 7301 11:00 am - 11:50 am IDW 126 COM Peer Instruction Faculty Development 12:00 pm - 12:50 pm Wed Mar 11 2020 <ul style="list-style-type: none"> IDW 126 M1 Disease & Defense - MODU 8102 9:00 am - 10:50 am IDW 126 P3 Chemical Addiction - PhSc 7301 11:00 am - 11:50 am IDW 126 AR Medical Society Distinguished Lecture 12:00 pm - 12:50 pm IDW 126 M1 Disease & Defense - MODU 8102 1:00 pm - 2:50 pm Wed Apr 08 2020 <ul style="list-style-type: none"> IDW 126 M1 Brain & Behavior - MODU 8101 10:00 am - 11:50 am IDW 126 APhA-ASP Chapter Meeting 11:50 am - 12:50 pm Wed May 13 2020 <ul style="list-style-type: none"> IDW 126 M1 Brain & Behavior - MODU 8101 10:00 am - 11:50 am IDW 126 Student Advocacy Council - M1

IDW 126 meets criteria, but has conflicts

Viewing of conflicts for IDW 126

Request Available	IDW 226	I. Dodd Wilson Education Building - Lecture Hall Rm 226	219	1/5	Conflict Details	Conflicts ✕
						<p>Conflicts on:</p> <ul style="list-style-type: none"> Wed Feb 12 2020 <ul style="list-style-type: none"> IDW 226 NCPA Chapter Meeting 11:50 am - 12:50 pm Wed Mar 11 2020 <ul style="list-style-type: none"> IDW 226 NCPA Chapter Meeting 11:50 am - 12:50 pm Wed Apr 08 2020 <ul style="list-style-type: none"> IDW 226 NCPA Chapter Meeting 11:50 am - 12:50 pm Wed May 13 2020 <ul style="list-style-type: none"> IDW 226 Internal Medicine Research Symposium 7:30 am - 4:20 pm


IDW 226 meets criteria but also has conflicts

View conflicts for IDW 226 and compare dates to possibly shift meeting around to several rooms.

Unavailable	RAHN 8240	Rahn Building Auditorium - Rm 8/240	1/0	0/5	Conflict Details
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Conflicts [X]

Conflicts on:

- Wed Feb 12 2020 • RAHN 8240
College of Nursing Accreditation Meeting
11:00 am - 12:20 pm
- Wed Mar 11 2020 • RAHN 8240
Interprofessional Orientation Day 1
8:00 am - 2:50 pm
-  Wed Apr 08 2020 • RAHN 8240
CSM Roundtable Meeting
11:00 am - 12:20 pm
- Wed May 13 2020 • RAHN 8240
CSM Roundtable Meeting
11:00 am - 12:20 pm
- Wed Jun 10 2020 • RAHN 8240
MPAS 5394 Principles of Medicine
6:30 am - 4:50 pm


Rahn 8240 meets criteria also with conflicts and states “unavailable”

View meeting conflicts for comparison of why space is not available on all or any one selected date

Request Available	RAHN G219	Rahn Building Pauly Auditorium - Rm G219	1/0	2/5	Conflict Details
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Conflicts [X]

Conflicts on:

- Wed Feb 12 2020 • RAHN G219
P1 Pharmaceutics II - PhSc 7102
10:00 am - 10:50 am
- RAHN G219
P1 Principles of Drug Action - PhSc 7103
11:00 am - 11:50 am
- Wed Mar 11 2020 • RAHN G219
P1 Pharmaceutics II - PhSc 7102
10:00 am - 10:50 am
- RAHN G219
P1 Principles of Drug Action - PhSc 7103
11:00 am - 11:50 am
-  Wed Apr 08 2020 • RAHN G219
P1 Pharmaceutics II - PhSc 7102
10:00 am - 10:50 am
- RAHN G219
P1 Principles of Drug Action - PhSc 7103
11:00 am - 11:50 am
- RAHN G219
Social Security Administration
12:30 pm - 3:00 pm

Rahn G219 is available for some dates

Showing conflicts, but notice June 10 not listed, so it can be a choice for that date only.

Locations Search


Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type - to use SeriesOL

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request Available"/>	JTS 1210	James H. Hamlen II Board Room - Rm 1210	24	4/5	Conflict Details
<input type="button" value="Request"/>	JTS 1250	Jack T. Stephens Spine Institute Fred Smith Auditorium - Rm 1250	335	5/5	None 
<input type="button" value="Request Available"/>	JTS FOYER	Jack T. Stephens Foyer Area	75	4/5	Conflict Details

Locations Search


Auto-Load Starred: No Yes

Hide Conflicts Enforce Headcount

Saved Searches (optional)

Hint! Type - to use SeriesOL



More Options

Add	Name	Title	Capacity	Availability	Conflict Details
<input type="button" value="Request Available"/>	JTS 1210	James H. Hamlen II Board Room - Rm 1210	24	4/5	Conflict Details
Added below 	JTS 1250	Jack T. Stephens Spine Institute Fred Smith Auditorium - Rm 1250	335	5/5	None
<input type="button" value="Request Available"/>	JTS FOYER	Jack T. Stephens Foyer Area	75	4/5	Conflict Details

Finally JTS 1250 show available with no conflicts

JTS 1250 selected and added below for all dates

 JTS 1250 Jack T. Stephens Spine Institute Fred Smith Auditorium - Rm 1250 Capacity: 335 

 JTS 1250 Jack T. Stephens Spine Institute Fred Smith Auditorium - Rm 1250 Capacity: 335 

Added

Starred as a Favorite

JTS 1250

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All							
Wed Feb 12 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)		
Wed Mar 11 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)		
Wed Apr 08 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)		
Wed May 13 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)		
Wed Jun 10 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)		

JTS 1250

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All							
Wed Feb 12 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)	Parking Deck 3 Only	
Wed Mar 11 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)	Parking Deck 3 Only	
Wed Apr 08 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)	Parking Deck 3 Only	
Wed May 13 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)	Parking Deck 3 Only	
Wed Jun 10 2020	10:00 am - 1:00 pm		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Auditorium (335)	Parking Deck 3 Only	

View occurrences

Instructions added

Room Resource and Video Conferencing Needs - Required ⓘ

Resources Search

Availability for this search is out of date. Click Refresh to update the results.

Room Resource and Video Conferencing Needs - Required ⓘ

Resources Search

Auto-Load Starred: No Yes

Your Starred Resources

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Reserve"/>	**N/A	Unlimited	None
<input type="text" value="1"/> <input type="button" value="Request"/>	*Video Conferencing	8 to 13 / 15	None
<input type="text" value="1"/> <input type="button" value="Reserve"/>	A V Tech - List Time Needed Below	8 to 15 / 20	None
<input type="text" value="1"/> <input type="button" value="Request"/>	Catering	42 to 47 / 50	None

Room resource list

Review starred resource options

Add	Name	Quantity Available	Conflict Details
<input type="text" value="1"/> <input type="button" value="Reserve"/>	**N/A	Unlimited	None
Added below	*Video Conferencing	8 to 13 / 15	None
Added below	A V Tech - List Time Needed Below	8 to 15 / 20	None
Added below	Catering	42 to 47 / 50	None

***Video Conferencing**

A V Tech - List Time Needed Below

Catering

Select resources

Add resources

***Video Conferencing**

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All <input type="checkbox"/>						
Wed Feb 12 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requestors are responsible for	<input type="text" value="1"/>	8/15
Wed Mar 11 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requestors are responsible for	<input type="text" value="1"/>	10/15
Wed Apr 08 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requestors are responsible for	<input type="text" value="1"/>	6/15
Wed May 13 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requestors are responsible for	<input type="text" value="1"/>	12/15
Wed Jun 10 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Requestors are responsible for	<input type="text" value="1"/>	13/15

A V Tech - List Time Needed Below

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All <input type="checkbox"/> 9:50 a.m. <input type="text"/>						
Wed Feb 12 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:50 a.m.	<input type="text" value="1"/>	8/20
Wed Mar 11 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:50 a.m.	<input type="text" value="1"/>	12/20
Wed Apr 08 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:50 a.m.	<input type="text" value="1"/>	10/20
Wed May 13 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:50 a.m.	<input type="text" value="1"/>	12/20
Wed Jun 10 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9:50 a.m.	<input type="text" value="1"/>	15/20

View occurrences for V/C

View occurrences for A/V w/Notes

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All						
Wed Feb 12 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	45/50
Wed Mar 11 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	46/50
Wed Apr 08 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	42/50
Wed May 13 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	46/50
Wed Jun 10 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	47/50

Date	Time	Conflicts	Included	Instructions	Quantity	Available
Set For All						
Wed Feb 12 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please remove all trash	1	45/50
Wed Mar 11 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please remove all trash	1	46/50
Wed Apr 08 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please remove all trash	1	42/50
Wed May 13 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please remove all trash	1	46/50
Wed Jun 10 2020	10:00 am - 1:50 pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please remove all trash	1	47/50

View occurrences for Catering

Viewing occurrences for A/V w/Notes

Custom Attributes

- Do you need an AV Tech? No Yes
- Enter the time an AV Tech is needed
- Is this a catered event? No Yes
- Is video conferencing connection needed? No Yes
- List ALL Regional IVN sites
- Need Collaborate? No Yes

Add a Custom Attribute

Custom Attributes

- Do you need an AV Tech? No Yes
- Enter the time an AV Tech is needed 9:50 a.m.
- Is this a catered event? No Yes
- Is video conferencing connection needed? No Yes
- List ALL Regional IVN sites NW - Fayetteville
- Need Collaborate? No Yes

Add a Custom Attribute

Required custom attributes

For every "YES" answer, there must be a resource added above

Event Instructions and Comments

Event Instructions and Comments

Not a required field

Comments voluntarily added

Affirmation - Required

I agree to abide by the scheduling policies set forth by the UAMS' Office of Academic Services.

I agree

Affirmation - Required

I agree to abide by the scheduling policies set forth by the UAMS' Office of Academic Services.

I agree

Affirmation Statement	Affirmation Agreement
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<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>After Saving This Event...</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Go To Event Details <input type="radio"/> Create Another Related Event <input type="radio"/> Create A Related Copy of This Event <div style="text-align: right; margin-top: 5px;"> Cancel Preview Save </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Preview ✕</p> <hr/> <p>Event Name or Course Number (Required) UAMS Monthly Entrance Exam tutor Session</p> <hr/> <p>Event Title or Course Number (Required) UAMS Monthly Entrance Exam tutor Session - Part 1</p> <hr/> <p>Event Type (Required) *Video Conference</p> <hr/> <p>Primary Organization (Required) Academic Affairs</p> <hr/> <p>Expected Head Count (Required) 125</p> <hr/> <p>Event Date and Time (Required)</p> <p>Wed Feb 12 2020 10:00 am - 1:50 pm Locations: JTS 1250 Resources: *Video Conferencing, A V Tech - List Time Needed Below, Catering</p> <hr/> <p>Wed Mar 11 2020 10:00 am - 1:50 pm Locations: JTS 1250 Resources: *Video Conferencing, A V Tech - List Time Needed Below, Catering</p> <hr/> <p>Wed Apr 08 2020 10:00 am - 1:50 pm</p> </div>
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Before selecting SAVE – Select PREVIEW	Scroll down to review all data and use the legend on the left side to navigate to area needing correcting, if needed.
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<ul style="list-style-type: none"> Event Name or Course Number Event Title or Course Number Event Type Primary Organization Expected Head Count Event Date and Time Event Locations Room Resource and Video Conferencing Needs Custom Attributes Event Instructions and Comments Affirmation Create Another and Relate 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>After Saving This Event...</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Go To Event Details <input type="radio"/> Create Another Related Event <input type="radio"/> Create A Related Copy of This Event <div style="text-align: right; margin-top: 5px;"> Cancel Preview Save </div> </div>
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Click link you want to review	Again prior to SAVING, review choices on the left. The default is set on “Go To Event Details”. The request is sent to OAS as a draft and will be reviewed and a confirmation mailed to your email address once SAVE is selected.
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