

How to Created Repeated Events with the ODISS Event Scheduling system.



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How to Created Repeated Events with the ODISS Calendar System.

This step by step screen shot guide for administrators of ODISS systems will show you how to create repeated events using the “Repeat Event” feature.

The example used in this guide shows how to create an ongoing weekly Repeated event. However this feature may also be used to create an event that is repeated within the same week, monthly or yearly as well.

Examples of this use include: a single event that is occurring multiple days in one week; Events that occur the same day(s) each month and Yearly events that occur the same day(s) each year.

For this example we'll say you wanted to post a repeated event for each Tuesday and Thursday of November starting on the 7th and ending on the last Thursday, November 30th.

NOVEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 X	8	9 X	10	11
12	13	14 X	15	16 X	17	18
19	20	21 X	22	23 X	24	25
26	27	28 X	29	30 X		

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The first step in repeating the same event for multiple days is to first create the event. As shown in the dotted line box to the right, create the first day of the event like you normally would just for that day.

NOTE: Be sure **NOT** to use the calendar dates for the entire event, just the first day as the repeat window will allow you to select the period of time and/or number of days you want to repeat this event.

Second step is to click the "Repeat Event" check box as shown in the red square to the right. Then continue with the event details and click Submit at the bottom.

Enter the Event details below. This information can also be saved as a Template

Event Title:

Client (if applicable):

Start: , at

End: , at

Repeat Event: *(You can set the event repeat properties only after you submit the original event)*

Personnel Needed

Assign needs? *(You can assign needs only after you submit the original event.)*

Assign certifications or training required? *(You can assign certifications or training required only after you submit the original event.)*

Assign Client Rates? *(You can assign Client Rates only after you submit the original event.)*

Assign Resource (such as equipment)? *(You can assign resources only after you submit the original event.)*

Select the Groups and/or the Individuals who are eligible to sign up for this event.

Group*:

- Sworn Officers
- Patrol
- Detectives
- Motor Officers

Individuals*:

- Block, Cindy
- Brown, Sam
- Cannie, Lassie
- Clark, Steve

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For this example the next step is to click the circle next to the word “weekly” and then check the box next to “customize this setting” and then enter the last day you want this event to occur which is Thursday, November 30, 2017 and check the circle to the left of this entry as well and then click the “continue” button to go to the next step on the next page.

EVENTS

FORMS/LINKS

ADMIN PANEL

REPORTS

SEARCH

Repeat 'Home Team Game'

If your event is reoccurring daily, monthly or yearly versus weekly in this example, simply click the circle next to the description that meets your needs.

daily

weekly

monthly

yearly

customize this setting

End 'Home Team Game'

after 1 time(s)

on date November 30, 2017

Cancel

Continue

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The next step is to check the box to the left of each day you want this event to occur during this period of time which in this case is Tuesday and Thursday. Then in the next step look to make sure the last day you want this event to occur is entered correctly which in this case is a Thursday on November 30, 2017. If the date is incorrect then you may change it here using the drop down arrows for each selection, month, day, year. Also make sure the circle in front of this date is checked as well. Once that is done then click Continue.

Custom Repeat 'Home Team Game' week

recur every week(s) on:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

End 'Home Team Game'

after time(s)

on date ,

Back

Continue

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The next window as shown below will show you a brief summary of the dates range and days you've selected along with the end date you want this event to be repeated.

If this is correct then click the Submit button and your done, it's that easy!

If the dates are incorrect, then use the "Edit" button to go back to the window that you selected the end date and make that change.

Confirm Repeat 'Home Team Game'

Repeat **Home Team Game** every **1 week(s)**

on *Tuesday, Thursday*, ending on **November 30, 2017**

Cancel

Edit

Submit

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If done correctly it will look similar to the below screen with Tuesday and Thursday of November starting on the 7th in red showing that event for each of those days along with the scrolling calendar to the left showing the event for those days as well.

The screenshot displays the ODISS web interface. On the left, a list titled "EVENTS SCHEDULED FOR UP TO ONE YEAR" shows a repeating event: "Home Team Game" occurring every two weeks from 11/07/2017 to 11/30/2017, with times 1700 and 2000. A dashed box highlights this repeating event. On the right, a calendar for November 2017 shows dates 7, 9, 14, 16, 21, 23, 28, and 30 highlighted in red, indicating "Personnel Needed". A legend at the bottom explains the color coding: green for "You are Scheduled", red for "Personnel Needed", grey for "Event Filled", yellow for "Scheduled & Personnel Needed", and blue for "Notification".

DATE	TIME	EVENT
10/26/2017	0800	Movie Set
10/26/2017	1100	Security
11/07/2017	1700	Home Team Game
11/07/2017	2000	Home Team Game
11/09/2017	1700	Home Team Game
11/09/2017	2000	Home Team Game
11/14/2017	1700	Home Team Game
11/14/2017	2000	Home Team Game
11/16/2017	1700	Home Team Game
11/16/2017	2000	Home Team Game
11/21/2017	1700	Home Team Game
11/21/2017	2000	Home Team Game
11/23/2017	1700	Home Team Game
11/23/2017	2000	Home Team Game
11/28/2017	1700	Home Team Game
11/28/2017	2000	Home Team Game
11/30/2017	1700	Home Team Game
11/30/2017	2000	Home Team Game
12/09/2017	0900	South Simcoe Dog Sled

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Good Job, You're Done!

Thank you for taking the time to learn how to use this ODISS feature. Notifying your personnel of new repeated events will be so much easier using this feature and time saving for you as well, congratulations !

Please send any comments or suggestions to us at art@myodiss.com

If you need help with this feature or any other feature in ODISS, please contact us and provide as many details as possible of the problem so we can understand it and help you asap. Please forward any help request to: help@myodiss.com and we'll respond quickly, usually in the same day OR call between 8:00am and 5:00pm Monday thru Friday if you'd like at: 951-279-6893.