

Event Planning

Schedule a New Event

To schedule a new event, click on [Schedule Event](#) on the left side panel. The *Schedule a New Event* form will appear in the main area.

Indicate the *Start* and *End Date* of the event, type in a *Subject*, *Description*, *Location* and select the *Type of Event*. Invite users to participate in the event by selecting a user or group from the drop-down menu *Participant(s)* and by clicking on *Add Participant*. The selected user or users in a group are added below as participants. Click on the *Create Event* button to finally schedule the event. All participants receive an event participation email and are able to add the event to their personal calendar.

Optionally, you are able to attach a document from your desktop to the event. The attached document is saved in the folder *Attachments* in the *Document Manager*.

The screenshot displays the 'Schedule Event' form within the EMDESK interface. On the left, there is a 'Calendar' panel with a 'Close Event Form' button and a calendar view for March and April 2013. The main area shows the 'Project Calendar' for the period 01.03.2013 - 01.03.2013. The 'Schedule Event' form includes the following fields and controls:

- Start Date:** Set to Sa 02.03.13 at 09:00.
- End Date:** Set to Sa 02.03.13 at 18:00.
- Subject:** A text input field.
- Description:** A rich text editor with various formatting options.
- Location:** A text input field.
- Type of Event:** A dropdown menu currently set to 'Internal Meetings'.
- Participants:** A section with a 'Participant(s)' dropdown and a 'Remove all' button.
- Attachments:** A section for adding documents.
- Recurrence:** A section for setting event repetition.

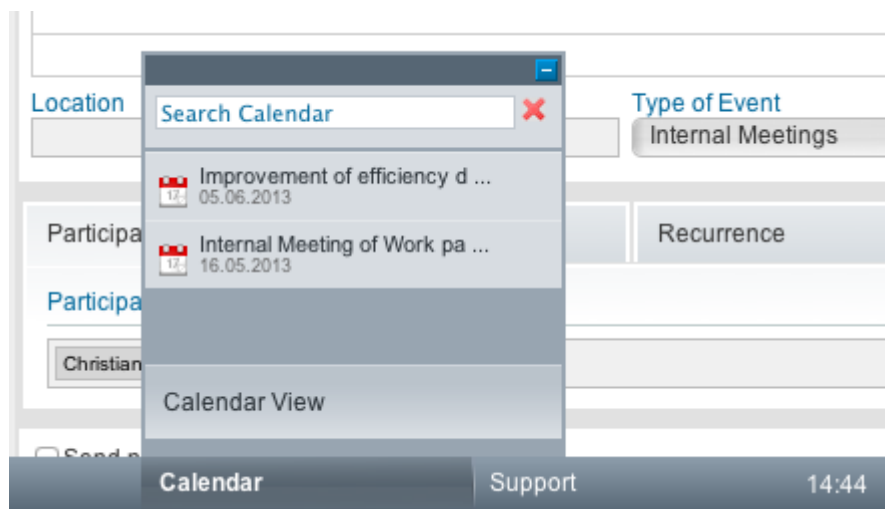
Please note that the [Cooperation Activity Report](#) displayed in EMDESK is based on even entries added in this way in the calendar.

Keeping the events calendar up to date will also keep the Cooperation Activity Report updated.

Please note that the EMDESK does not support different time zone and Central European Time (CET) is used by default. You may consider this during setting up events in other time zones than CET e.g. UK time.

Search Events

To search for an event, type in the keyword into the search box Search Calendar at the top of the Calendar pop-up menu. The found events appear below the search field. Click on one of the found events to be directed to the event detail view in the Project Calendar. The pop-up menu shows the next three upcoming events by default.



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