

## Recurring Events

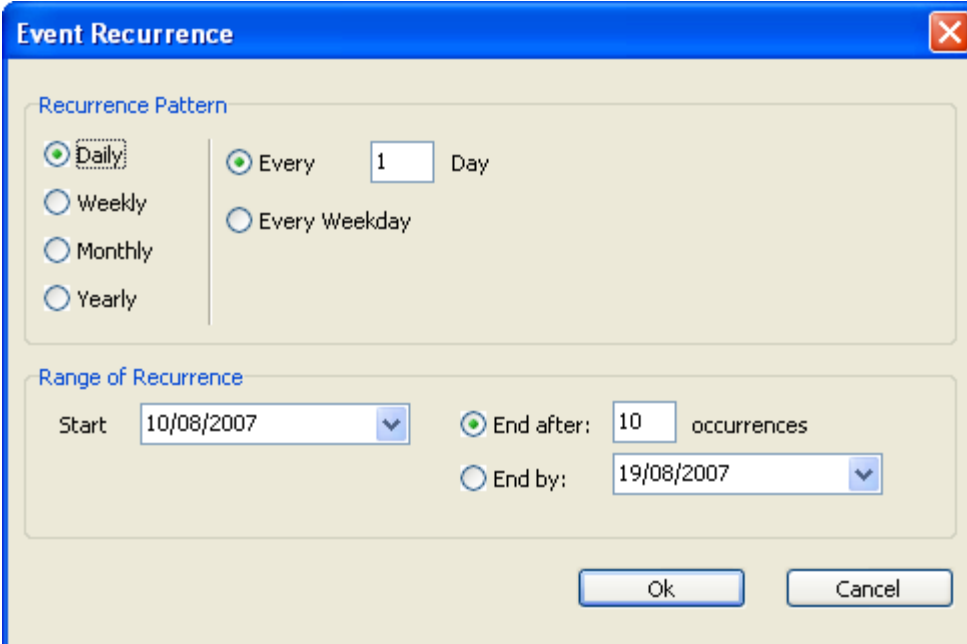
Recurring events are appointments or tasks that occur more than once. For example, a staff meeting every Monday morning at 9am, or a social event at 5pm on the last Friday of every month.

### Creating a Recurring Event

Click on the 'Recurrence' button at the bottom left of the New Appointment or New Task screen to create a series of appointments or tasks. These will be scheduled in the diary at the specified frequency and duration.

### Recurrence Pattern

Select the frequency of occurrence of the event from the listed options—Daily, Weekly, Monthly or Yearly.



The screenshot shows a dialog box titled "Event Recurrence" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Recurrence Pattern" and "Range of Recurrence".

**Recurrence Pattern:** This section contains radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Daily" option is selected. To the right of these options are two more radio buttons: "Every" and "Every Weekday". The "Every" option is selected, and it is followed by a text input field containing the number "1" and the word "Day".

**Range of Recurrence:** This section contains a "Start" date field with a dropdown arrow, currently showing "10/08/2007". To the right are two radio buttons: "End after:" and "End by:". The "End after:" option is selected, followed by a text input field containing "10" and the word "occurrences". The "End by:" option is unselected, followed by a date field with a dropdown arrow, currently showing "19/08/2007".

At the bottom of the dialog are two buttons: "Ok" and "Cancel".

### Day

If the event occurs every Monday to Friday, select the Every Weekday option.  
If the event occurs every day, select the default value of Every 1 Day.  
If the event occurs every x number of days, enter the required value.

## Week y

Select the day of the week on which the event occurs by checking the appropriate box. If the event occurs every week, select the default of every 1 week, otherwise enter the required value.

Recur every  week(s) on

Sunday     Monday     Tuesday     Wednesday  
 Thursday     Friday     Saturday

## Monthly

If the event always occurs on the same day of the month, select the Day option and enter the required date.

If the date varies for each occurrence, select the second option and specify the required pattern. Week options are first, second, third, fourth and last. Day options include Monday to Sunday, day, weekday, and weekend day. For example, the first weekday of every second month (2 months), could be selected.

If the event occurs every month, select the default of every 1 month, otherwise enter the required value.

Day  of every  month(s)  
 The   of every  month(s)

## Yearly

If the event occurs annually on the same day, enter the required month and day.

If the date varies each year, select the second option and specify the required pattern. Week options are first, second, third, fourth, and last. Day options include Monday to Sunday, day, weekday, and weekend day. Enter the appropriate month. For example, the last weekday of June could be selected.

Every    
 The   of

### Range of Recurrence

Range of Recurrence

Start: 19/07/2007

End after: 10 occurrences

End by: 28/07/2007

### Start Date

This defaults to the date of the new appointment or task being created, but can be changed.

Enter a new date in the format dd/mm/ or click on the blue arrow beside the date to display a calendar from which the required date may be selected.

### End Date

There are two options for specifying the duration of the occurrence:

#### 1. End after

Specify the actual number of occurrences of the event.

#### 2. End by

Specify the latest date that an occurrence should be scheduled in the diary or task list. The default end date depends on the frequency of the event, but can be changed. Enter the required date in the format dd/mm/ , or click on the blue arrow beside the date to display a calendar from which the required date may be selected.

### Editing a Recurring Event

Edit Recurring Event

Staff Meeting

Open this occurrence

Open this series

OK Cancel

Select whether only the selected occurrence of the event is to be edited or if the changes are to be applied to all events in the series. Click OK to edit the appointment or task.

## Deleting a Recurring Event



Select whether only the selected occurrence of the event is to be deleted or if all events in the series are to be deleted. Click OK to delete the specified appointments or tasks.