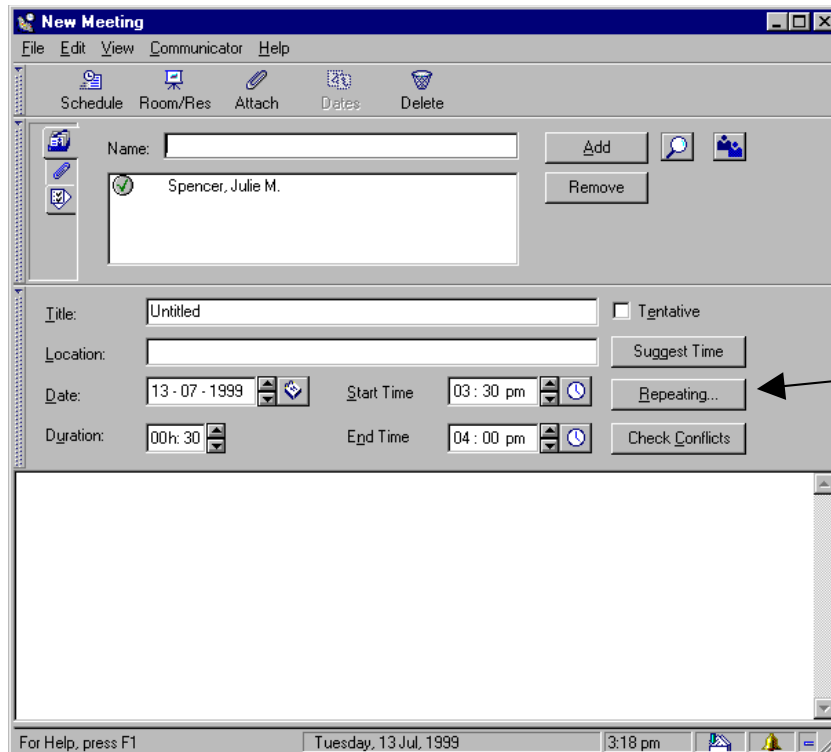
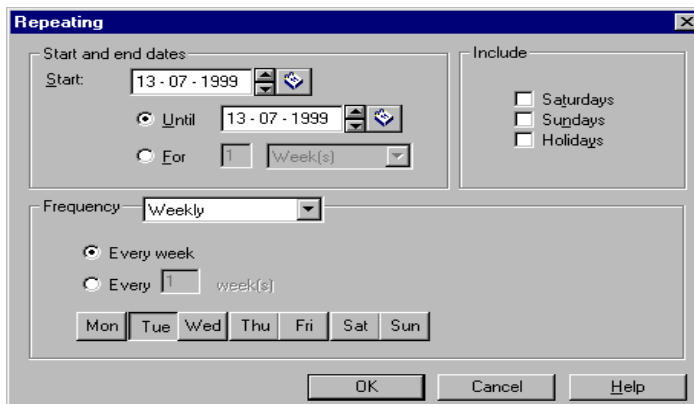

Repeating entries

Repeating Entry Options

The repeating entry options are those visible once the repeating button has been selected for a particular agenda entry

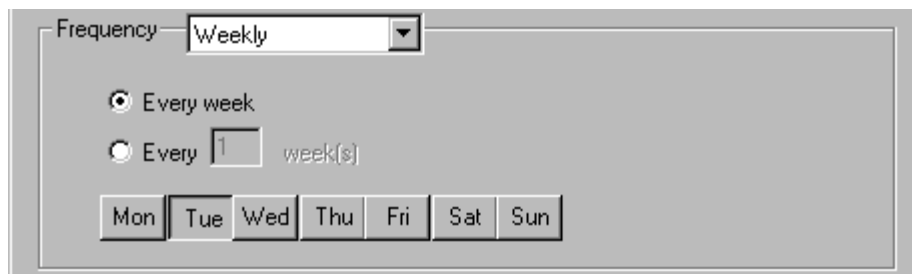


The following window will be displayed.



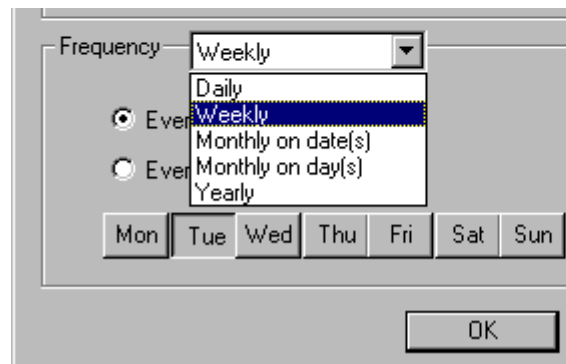
Entry Frequency

This allow the selection of how often an entry should occur.



The screenshot shows a dialog box titled 'Frequency'. At the top, there is a dropdown menu with 'Weekly' selected. Below the dropdown are two radio button options: 'Every week' (which is selected) and 'Every 1 week(s)'. At the bottom of the dialog, there are seven buttons representing the days of the week: 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'.

Start by selecting the interval from the Frequency drop-down menu.

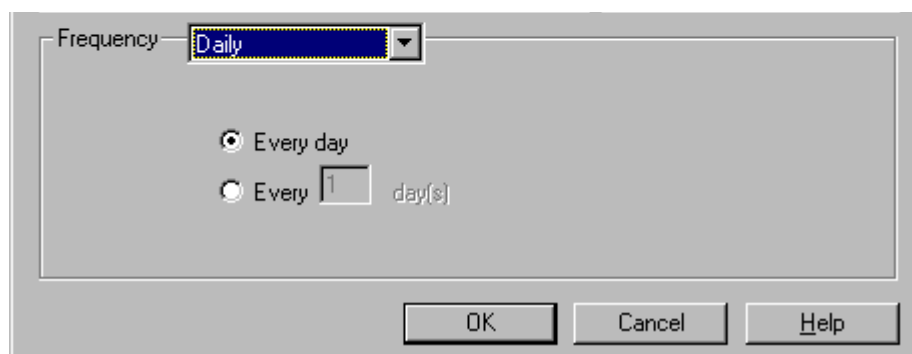


The screenshot shows the same dialog box as above, but the dropdown menu is open, displaying a list of options: 'Daily', 'Weekly' (highlighted), 'Monthly on date(s)', 'Monthly on day(s)', and 'Yearly'. An 'OK' button is visible at the bottom right of the dialog box.

The rest of the options in the frequency section depend on the frequency setting itself (ie. daily, weekly, etc).

Daily Repeating entries.

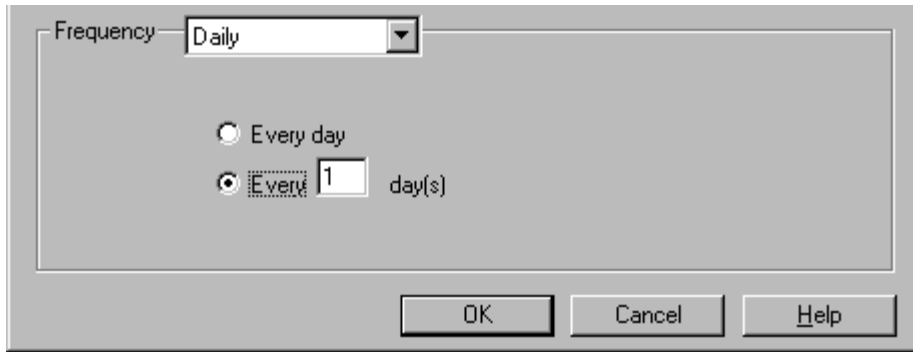
When an entry is to be entered for each day, options specific to daily events may be set



The screenshot shows the dialog box with 'Daily' selected in the dropdown menu. The 'Every day' radio button is selected, and the 'Every 1 day(s)' option is visible. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

For an entry to occur every day, the Every day option should be selected.

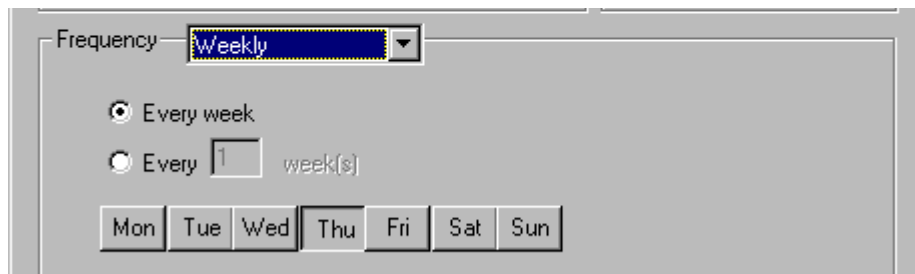
To create an entry for events which occur less often, for instance every three days, select the **Every x days** option.



or change the numerical entry to suit the event frequency.

Weekly Repeating entries

To create an entry which occurs each week, select the Weekly frequency entry. This allows options specific to entries which repeat on a weekly basis to be entered.



The settings Every week and Every x weeks work in a similar manner to those described above for daily entries.

Entries which occur on several days each week may be created by using the day of the week buttons. To create entries for each Monday and Thursday, for example, select the Monday and Thursday buttons.



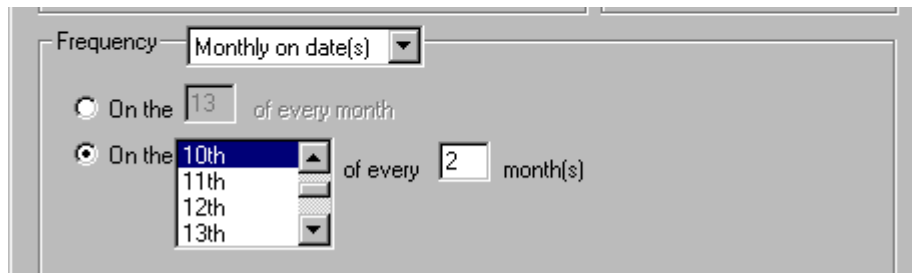
This create multiple entries on these days using the same entry title and starting and finishing times.

Repeating monthly entries by date

Events may occur every 13th of the month, for example. To create such entries, select the **Monthly on date(s)** repetition frequency entry type. These options are available For instance, to create entries for the 13th of each month (as in the example above), enter 13 in the box



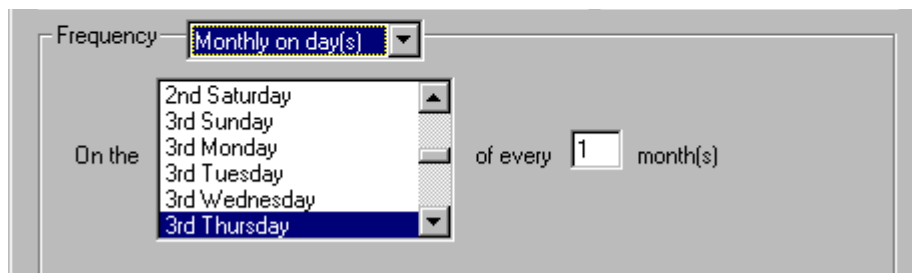
To create entries which occur, for instance, on the 10th of each second month, select the second option and set the date and frequency.



Note that certain combinations of settings may not produce the desired result. For instance, creating a repeating entry for the 31st of each month will only result in 7 entries per year.

Repeating monthly entries by day.

To create an entry which occurs on a particular day each month(eg. the First Monday), select the Monthly on day(s) frequency setting. The options available change.



Select the description for the day, which best fits the desired event times and the repetition frequency.

Note that selecting one of these options in conjunction with repetition each month will always result in 12 entries per year.

Yearly entries

Some events occur only once each year (an Annual General Meeting, for instance). Such entries may be accommodated using the yearly repetition frequency pattern.



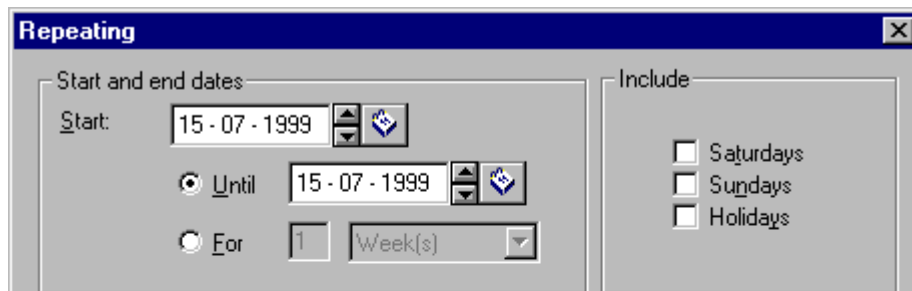
The screenshot shows a 'Frequency' dropdown menu with 'Yearly' selected. Below the dropdown, there are two radio button options: 'Every year' (which is selected) and 'Every 1 year(s)'.

To create an entry once year on the same date (beware 29th February in leap years!), select the Every year option.

To create an entry which skips years, select the **Every x years** options and provide a numerical value.

Starting and End Dates

The starting and end dates define the period within which the entry should repeat.



The 'Repeating' dialog box has two main sections. The 'Start and end dates' section includes a 'Start' date field with '15-07-1999', a radio button for 'Until' (selected) with another '15-07-1999' field, and a radio button for 'For' with a '1' field and a 'Week(s)' dropdown. The 'Include' section has three unchecked checkboxes: 'Saturdays', 'Sundays', and 'Holidays'.

On creating an entry, the start date is automatic (the day on which the entry is being created).

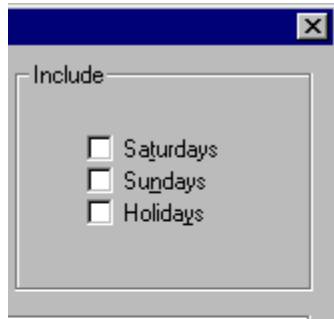
Alternative start dates may be used, however. Consider a booking which will start in two weeks' time and run for seven weeks. In a case such as this, the start date should be set two weeks into the future to avoid confusion.

The end date may be specified in two ways.

- using a specific date
- by specifying the entry period in days, weeks, etc

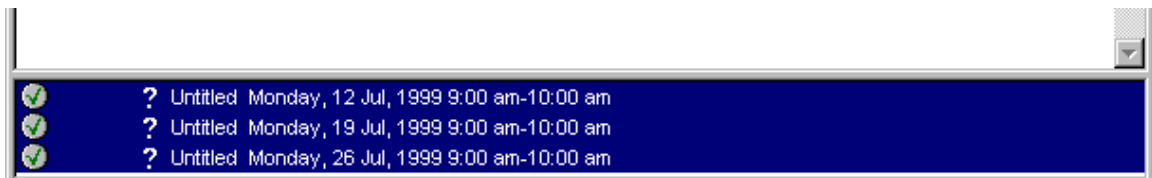
Days to include

Normally weekends and Holidays are not considered working days and events are not scheduled on these days. To include any of these days, however, select the appropriate boxes.



Obtaining a list of the dates

Once the repeating entries dialogue window has been completed, clicking on **Ok** will result in the dates being generated at the bottom of the **New Meeting** window.

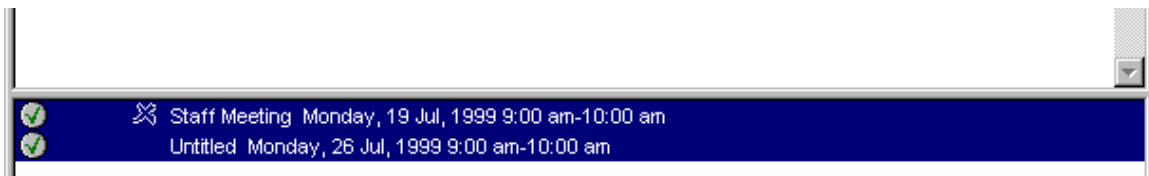


Dates may be removed from this list if desired. To remove a date, select the date, then click delete.

If the dates have been incorrectly set, click on the **repeating** button to return to the repeating entries window and re-set to the desired dates.

Conflicts

Any conflicts which may occur in the agendas of attendees are displayed with a cross next to the entry and those without conflicts appear with a tick.



To view the details of the conflict, double-click the conflicting entry. The details of the conflict will be shown.