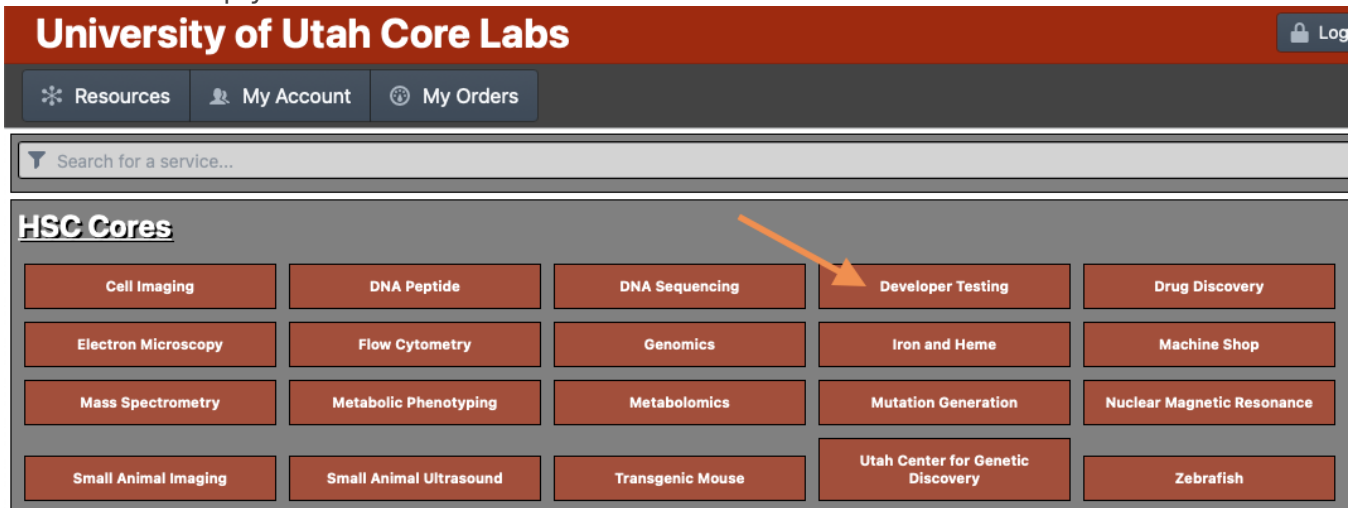


# Create a Scheduled Event / Order

For groups that have a user facing order forms use the following steps to create a new order.

1. Select the Group you want to order from



2. Select the scheduled service you want to order from



3. Select a starting time from the calendar and single click on the slot

## Developer Schedule Testing

Sunday, March 28 – Saturday, April 3, 2021

today pick day all services <

	Sun 3/28	Mon 3/29	Tue 3/30	Wed 3/31	Thu 4/1	Fri 4/2	Sat 4/3
all-day							
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

- 4. Adjust the start time and event duration in the details window as needed (Note: Error messaged regarding limits on the event details will appear at the top of the event in red. Some services have restrictions that can be bypassed depending on which account they are getting charged to.)
- 5. Select the account to charge the order to
- 6. Fill out any additional fields as needed
- 7. Click the "Create Event Button"

### Create New Event

Test

Resource (required)  
Developer Schedule Testing

Event Start Time (required)  
2021-04-02 11:00

Event Duration (required)  
30 Minutes

Event Ends  
2021-04-02 11:30

### User/Account

Elliot Francis

Developer Test Dummy Account

Process (required)  
Standard Rate

PO Number (optional)

Description/Comments (optional)

Label

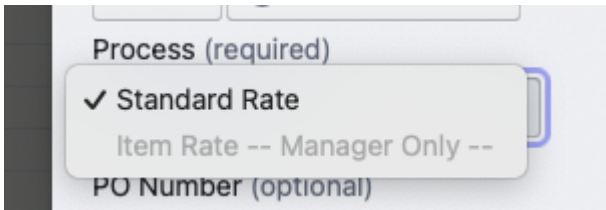
Create Event Cancel

If there was an error creating your order the pop-up box will contain the error message. Please screenshot or save the error message text to send to the system administrators

for debugging if the error persists between attempts.

## Disabled Processes

Some processes are only available to facility managers these rates will be be marked as such and will not be selectable



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Revision #4

Created 2021-03-31 19:41:52 UTC by Elliot Francis

Updated 2022-09-20 15:54:59 UTC by Elliot Francis