

Remove-Cancel a Single Occurrence for Event with Multiple Meetings

Removing a Single Occurrence for Event with Multiple Meetings

- 1. Open an internet browser and navigate to <u>https://25live.collegenet.com/pro/uark</u>.
- 2. Click Go to Search link.

ARKANSAS		📑 25Live Pro 🖉 Event Wizard 📋 Tasks Jean Mitchell	≡ More
Q Quick Search	Q	Q Go to Search Recently Viewed Create an Event Your Starred Locations You do not have any Starred Locations! Threadown this site way can mark any Locations!	✓ ③ Help

- 3. Select **Events** in the **Select Object** box.
- 4. Enter the event title in the search box and click **Search**.

				Recently Viewed	¥	⑦ Help
	Select Object: 🖹 Events 🗸	Saved Searches (optional)	×			
Quick Search Advanced						
ENGL 1013 021 1143 1199				× (?)		
Hint! Type :: to use SeriesOL.				Search has not been saved		
More Options 🗸				Reset Save As search		

5. Click the **Name** link for the class.

		Select Obje	ct: 🖹 Events 🗸	Saved Searches (option	al) v		
	Quick Search D Adva	nced					
	ENGL 1013 021 1143 1	199				× 🧿	
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List Calendar					Future Only	All Dates Choose	Columns C 🧿
Name	^ Title	Reference	Organizations	Туре	Start Date	Creation Date	Locations
☆ ENGL 1013 02 1199	COMPOSITION I	2019-ACHNWF	ENGL	Sections	Mon Aug 26 2019	Mon May 13 2019 8:22 am	

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NOTE: The event opens in the Details view. Other options are listed across the screen. Access to these are based on a users' security.

If a room has been assigned, it is best to cancel a single occurrence. If no room has been assigned, a single occurrence may be removed.

To cancel a single occurrence:

6. Click the Edit Event link to open the event.

BSYC 2003 0 GENERAL PSYCH	012264 1199 Tentative 2 IOLOGY A	019- I CKLHB I	Q Go to Search Mon Aug 26 2019 7:30 arr Repeats every week on M Friday through 12/12	Recently Viewed State Recently Viewed State State Recently Viewed Kit	✓ ⑦ Help C MP0411
Details Occur	rrences Calendar Sche	dule Ta	sk List Pricing	Audit Trail	× C @
General		^	Event Categories	Hore Actions	
Event Name: Event Title: Event Type:	PSYC 2003 001 2264 1199 GENERAL PSYCHOLOGY Sections	⊻ 2 ☆ ~	Custom Attributes		~
Organization: Scheduler: Instructor:	PSYC R25, Administrator	\$ ~	Event Info		^
Head Count:	expected 36	¢	Event Owner: Creation Date: Alien UID:	▲ Mon Mar 18 2019 LYNX-EV-117-1199-2264	
Description:	registered 36	C C	Reference: Cabinet: Folder:	2019-ACKLHB FALL 2019 CLASSES (1199) PSYC	

7. Click the View All Occurrences button.

4	Additio	nal ti	ime			
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<	< <	Jan	uary	2020	>	- >>
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3	0 31	01	02	03	04	05
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1	3 14	15	16	1/	18	19
2	7 28	22	25	24 31	25	20
0	3 04	05	06	07	08	09
		View A	II Occi	urrenc	es	



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8. Click the drop arrow in the **State** box and change the event state from Active to Cancelled.

All Date Occurrences										
Dates	Times	Comment	State	Remove	*					
Mon Jan 13 2020	10:45 am 11:35 am		Active	Remove						
Wed Jan 15 2020	10:45 am 11:35 am		Cancelled	Remove						
Fri Jan 17 2020	10:45 am 11:35 am		Active 🜲	Remove						
Mon Jan 20 2020	10:45 am 11:35 am		Active 🜲	Remove	L					
Wed Jan 22 2020	10:45 am 11:35 am		Active 🜲	Remove						
Fri 7 24 304	10:45 pm 11:25 sm		^ c+i ▲	- Sewer						

9. Click **Close** at the bottom of the screen to close the window.

 Wed Feb 12 2020	10:45 am 11:35 am	 Active	*^ \$	Remove
Fri Feb 14 2020	10:45 am 11:35 am	Active	\$	Remove
Mon Feb 17 2020	10:45 am 11:35 am	Active	≜	Remove -

10. Click **Save** to save the change. The event reverts back to the event occurrences view. The event now shows that the January 13, occurrence has been cancelled.

ENGL 1013 001 1377 1203 COMPOSITION I	Tentative 20	019-ACLLRL	Q Go to Search Recently Weeed Mon Jan 13 2020 10:45 am - 11:35 am Repeats every week on Monday, Wednesday and Friday through 4/30	✓ ③ Help. C [*]
Details Occurrences Calendar Schedule	Task List Pricing Audit Trail			
			Edit Event Tentative 💠 More Action	ns 🗸 🕑 🧿
Event Preferences 🗸	Event Occurrences			
	Date	Start Time End Time	Additional Details	
\rightarrow	Non Jan 13 2020	10:45 am 11:35 am	This occurrence has been cancelled	
			46 following occurrences	

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If the room has not been assigned, you may cancel a single occurrence following this process.

1. Open the event and click Edit Event.

				Q Go to S	earch Recently Viewed	~ (?) He
GENERAL PSYCH	01 2264 1199 Te IOLOGY	ntative 20 Al	019- CKLHB	Mon Aug 26 2019 7:3 Repeats every week Friday through 12/12	0 am - 8:20 am on Monday, Wednesday and	🖗 КІМРО411	C
Details Occur	rrences Calenda	ar Sche	dule T	ask List Pricing	Audit Trail		
				🕜 Edit Event	Tentative 💠 More Actio	ons ~ C	?
General			^	Event Categori	es		^
Event Name:	PSYC 2003 001	2264 1199	C			Add	t
Event Title:	GENERAL PSYC	HOLOGY	C	Custom Attribu	ites		^
Event Type:	Sections		☆ ∨	Add a Custom At	tributa		
Organization:	PSYC		\sim \checkmark	Add a Custom Ad	indute		
Scheduler: Instructor:	≗ R25, Admini ≗	strator		Event Info			^
Head Count:	expected	36	¢	Event Owner: Creation Date: Alien UID:	Mon Mar 18 2019 LYNX-EV-117-1199-224	64	
	registered	36	¢	Reference:	2019-ACKLHB	1100)	
Description:	Instructors:	horses, Teat	R.	Cabinet:	FALL ZUIY ULASSES ([ליוו	

2. Click on the View All Occurrences button.

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A	αιτιο	narti	me			
Click	on th	e cale	endar	belov	v to a	dd da
patte	ern for	your	even	t.		
Rec	eating	Patte	m			
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30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02
03	04	05	06	07	08	09
	Ľ	/iew A	II Occu	irrenc	es	
	-					



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3. Select the occurrence to be removed and click the **Remove** link.

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Times	Comment	State	Remove
10:45 am 11:35 am		Active 🜲	Remove
10:45 am 11:35 am		Active \$	Remove
10:45 am 11:35 am		Active 🜲	Remove
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4. Click the **Close** button.

 Wed Feb 12 2020	10:45 am 11:35 am	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Active	*	Remove
Fri Feb 14 2020	10:45 am 11:35 am		Active	*	Remove
Mon Feb 17 2020	10:45 am 11:35 am		Active	≜	Remove
					Close

- 5. Click **Save** at the bottom right side of the screen.
- 6. To verify the occurrence has been removed, select the **Occurrences** link. The cancelled occurrence will show in the expanded view. An occurrence that has been removed will no longer show in the list.

							Q	Go to Search	Recently V	iewed	~	1 Help
COMPOS	1013 021 1143 1 Sition I	199 Ten	tative	2019-ACHNWF	Mon / Repe	Aug 26 2019 11:50 a ats every week on I	im - 12:40 pm Monday, Wednesday and	d Friday throug	h 12/12	AFLSD1	13	G
Details	Occurrences	Calendar	Schedule	Task List	Pricing	Audit Trail						
	<u> </u>						🕑 Edit Event	Tentative	\$ M	ore Actions 🗸	C	0

				Q Go to Search Recently Viewed	 ✓ ⑦ Help 	
ENGL 1013 021 1143 1199 COMPOSITION I	Tentative 2019-ACHNWF	Mon Aug 26 2019 11:50 am - 12:40 pm AFLSD113 Repeats every week on Monday, Wednesday and Friday through 12/12				
Details Occurrences Calenda	r Schedule Task List	Pricing Aud	it Trail			
1 T				C Edit Event Tentative \$ More Actions ~	C 0	
Event Preferences 🗸 🗸	Event Occurrences					
	Date	Start Time	End Time	Additional Details	• •	
Filter by Locations	Mon Aug 26 2019	11:50 am	12:40 pm	AFLSD113		
Select All Any All	Wed Aug 28 2019	11:50 am	12:40 pm	IFLSD113	-	
A No Location	S Fri Aug 30 2019	11.50 am	12:40 pm	This occurrence has been cancelled		
No Location	Mon Sep 02 2019	11:50 am	12:40 pm	IFLSD113	-	
AFLSD113	Wed Sep 04 2019	11:50 am	12:40 pm	AFLSD113		
	Fri Sep 06 2019	11:50 am	12:40 pm	AFLSD113		
	Mon Sep 09 2019	11:50 am	12:40 pm	AFLSD113		
	Wed Sep 11 2019	11:50 am	12:40 pm	IFLSD113		
	Fri Sep 13 2019	11:50 am	12:40 pm	I AFLSD113		
	Mon Sep 16 2019	11:50 am	12:40 pm	G AFLSD113		
	Wed Sep 18 2019	11:50 am	12:40 pm	I AFLSD113		
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