

13. Schedule a General Event



What: General Events are a type of appointment that allow users to block their availability in Navigate Staff. It is like setting a *Busy* time on your non-Navigate calendar.

Where: Create a General Event on **Staff Home** in the **Quick Links** panel.

Who: General Events are for any **staff or faculty** member who need them.

Conditions: All Navigate Staff users with a staff type have the ability to add a general event to their calendar.



Important. General Events can only be 360 minutes (6 hours) long

1

Navigate to <https://csus.campus.eab.com/home>

2

General Events are a type of appointment that allow users to block their availability within Navigate Staff, much as a *Busy* time on your non-Navigate calendar will. It can also be used to create a general event for multiple users at once that will put a *Busy* time on their calendar.

General Events are the most useful for partners who do not use Calendar Sync. However, our partners have used General Events for various types of events, such as:

- Blocking a staff calendar for internal team meetings.
- Marking an administrative worker out sick.
- Blocking workshops or information sessions.
- Blocking student tutors and other workers during university holidays, as adding a general event to their calendar allows you to block multiple workers at once, even if the student worker forgets to update their availability.

For users to use General Events, your app admin must select the **Create General Appointments for Self** permission on the **Edit Role** page for your user role.

To Add a General Event

Add a general event to your calendar by selecting **Schedule a General Event** in the **Quick Links** panel.



3 The **Schedule Appointment** page opens.

- Select **General Event** from the *Care Unit* field.
- Select a Location from the **Location** field. Setting one Location blocks your calendar for any Location you are scheduled at during the time period.
- Type something into the **Service** box. For General Events, this field allows free form text.
- Add an organizer.
- Search and add users to the General Event.
- Select a length for the General Event.
- Select the date and time. **Note.** You probably need to select *Unlock Non-Available Times* from the *Availabilities* field.
- Select the **Repeat** option if you want the event to repeat.
- Click **Save Appointment** to create the General Event.

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NAVIGATE

Filters

Care Unit
Select a Care unit

Location
Please Select care unit t...

Service
Select a location to sele...

Course

Meeting Type
Select meeting type

Comments

Select a Date
November 2023
Su Mo Tu We Th Fr Sa
1 2 3 4

People Attending (0)

Available Slots Left in Appointment (0)

Add an Attendee

Additional Slots

Save Appointment Cancel