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Multiple Activity Scheduling

This new feature allows you to schedule multiple activities at one time, even across units.

1. From the Main Menu, click the Activities button on the left
2. Click Schedule Activities button in the lower left
3. Click the Multiple Activity Scheduling tab at the top
4. Fill in
 - a. Unit
 - b. Activity
 - c. Location
 - d. Attendance Method
 - e. Session Start Time
 - f. Session End Time
 - g. Optionally Track Member leaving Before and/or After (preset in Organization Information on the Activities tab)
 - h. Optionally fill in a Comment
 - i. Repeat steps a to h for each Activity you wish to add
5. Choose the First Sched. Date (first day you want to place the activities on the calendar – this MUST be on the same date for all of the activities)
6. Selection ONE of the following 3 options
 - a. The most often used is “OR Repeat Activity Daily”
 - b. Choose the days of the week
 - c. Choose “or Thru this end date” (last day you want to place the activity on the calendar – this MUST be on the same date for all of the activities)
7. Click the Schedule All button at the bottom

This places all of the activities on the calendar at one time based on your choices.

The screenshot shows the 'Schedule Activities' dialog box with the 'Multiple Activity Scheduling' tab selected. The dialog contains a table of activities and scheduling options.

Unit	Activity	Location Abbr.	Method	Start	End	Track Member leaving
01	General Attendance	Front Des	In/Out	2:30 P	7:30 P	Before After
Comment:						
01	Power Hour	Library	Simple	2:30 P	3:30 P	
Comment:						
01	Snack - PM	Cafeteria	Simple	3:00 P	4:00 P	
Comment:						
02	General Attendance	Front Des	In/Out	2:30 P	7:30 P	
Comment:						
02	Power Hour	Education	Simple	2:30 P	3:30 P	

First Sched. Date: 02/01/2018

Select ONE of the following 3 options:

Schedule Activity to occur once on 02/01/2018

OR Repeat Activity Daily Sun Mon Tue Wed Thu Fri Sat

This many more times: 1

or Thru this end date: 02/28/2018

OR Repeat Activity Monthly Thru

On this day 1

or On the

If this activity occurs on more than 1 day per month, then choose Repeat Activity Daily OR Repeat Activity Monthly and fill in the appropriate fields.

Note: The system will prevent you from scheduling a duplicate activity in same unit and location at same start time!

Schedule All ? Close