

	Event Manager Administrative Tasks UniTime Version: 4.X Last Update: April, 2020
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Event Manager Administrative Tasks in UniTime 4

UniTime 4 includes the following capabilities for Event Managers:

- Ability to create, edit, send inquiries about and approve events in the rooms they manage.
- Ability to turn on/off event functionality for the rooms they manage.
- Ability to place notes on rooms that are displayed to users whenever they look at a room.
- Ability to manage who can request events in their rooms.
- Ability to create department specific standard notes that are only visible to Event Managers of the specific department.
- Ability to mark standard unavailable times on rooms during which only Event Managers can request events.
- Ability to create department specific Service Providers that can be associated with rooms managed by the Event Manager

These capabilities give Event Managers fine grained control over the rooms they manage.

Managing Room Event Status Functionality

Event Statuses allow managers to control which rooms are available for users to approve and also restrict the set of users who can request events in a room.

The first step an event manager must take is to switch to the academic session in which they wish to manage their rooms. To do this the Event Manager must click the current session in the upper right hand corner of the screen.

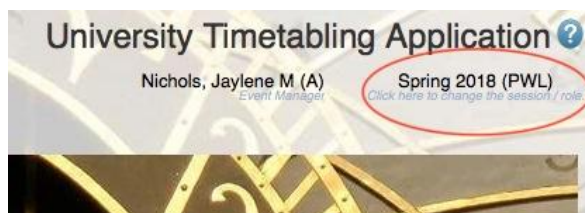


This will bring up the “**Select User Role**” page.

The screenshot shows the 'Select User Role' page. At the top right, it says 'Select User Role' with a question mark icon. Below this, it shows the user 'Nichols, Jaylene M (A) Event Manager' and the current session 'Fall 2017 (PWL)' with a link to change it. Below this is a table titled 'Select User Role & Academic Session'.

User Role	Academic Session	Academic Initiative	Academic Session Status
Event Manager	2018 Fall	PWL	Data Load (rooms loaded)
Event Manager	2018 Summer	PWL	Data Load (rooms loaded)
Event Manager	2018 Spring	PWL	Timetabling
Event Manager	2017 Fall	PWL	Evening Exams Publish - Scheduling Assistant Enrollment
Event Manager	2017 Summer	PWL	Session Finished
Event Manager	2017 Spring	PWL	Session Finished
Event Manager	2016 Fall	PWL	Session Finished
Event Manager	2016 Summer	PWL	Session Finished

The Event Manager selects the academic session for which they wish to manage their rooms. This will update the session displayed in the upper right hand corner of the screen.



Event Statuses Page

Event Managers control the availability of their rooms for event management through the “**Event Statuses**” page which is accessed through a menu item under the Administration -> Academic Sessions tab.

Courses
Scheduling Assistant
Events
Administration
☐ Academic Sessions
☒ Event Statuses
☐ Point In Time Data Snapshots
☐ Limit and Projection Snapshot
☐ Other

On the “**Event Statuses**” page you can manage your rooms at the room type level, the individual room level or both. The page lists the default status, notes, optional services, and break times for each room type for the departments an Event Manager controls. The page starts by showing a list of room types and the event management status for the room types.

To see the event management status for the individual rooms of a room type the Event Manager can click the + icon next to each room type and it will expand to show the rooms.



Event Statuses ?

Nichols, Jaylene M (A)
Event Manager

Spring 2018 (PWL)
[Click here to change the session / role.](#)

Department Type	Room Type Room	Event Status	Room Note	Break Time	Catering	Unlock
+ 1128 - Space Mgmt and Acad Scheduling	Conference Rooms	Authenticated Users Can Request Events Managers Can Approve	Cannot be used for academic classes	0	N/A	N/A
+ 1128 - Space Mgmt and Acad Scheduling	Special Use Rooms	Event Managers Can Request Or Approve Events		0	N/A	N/A
+ 1128 - Space Mgmt and Acad Scheduling	Building Lobbies	Event Managers Can Request Or Approve Events		0	N/A	N/A
+ 1128 - Space Mgmt and Acad Scheduling	Outside Locations	Event Managers Can Request Or Approve Events		0	N/A	N/A
+ 1640 - Physical Facilities	Conference Rooms	No Event Management		0	N/A	N/A

A room's event management status data is blank unless it is different than the data defined on the room type.

Optional services that may be assigned to a room are listed at the right of the table. If the service is available for the room, a checkmark exists in the column associated with the service. The list of available services can be managed on the Administration -> Other -> Service Providers page.

UNITIME

Event Statuses ?

Nichols, Jaylene M (A) Spring 2018 (PWL)
Event Manager Click here to change the account / role

Allows editing of all data on this page

1128 - Space Mgmt and Acad Scheduling Conference Rooms Authenticated Users Can Request Events Managers Can Approve Cannot be used for academic classes 0 N/A N/A

1128 Conference Rooms BRNG 7150

1128 Conference Rooms BRWN 3106

1128 Conference Rooms BRWN 4106

1128 Conference Rooms HAAS 101

1128 Conference Rooms HAAS 111

1128 Conference Rooms LWSN 1142

1128 Conference Rooms LYLE 1024

1128 Conference Rooms MATH 731

1128 Conference Rooms PHYS 298

1128 Conference Rooms SCHL 146

1128 Conference Rooms SCHL 236

1128 Conference Rooms SCHL B038

1128 - Space Mgmt and Acad Scheduling Special Use Rooms Event Managers Can Request Or Approve Events 0 N/A N/A

1128 - Space Mgmt and Acad Scheduling Building Lobbies Event Managers Can Request Or Approve Events 0 N/A N/A

This room has a different event status

Event Managers Can Request Or Approve Events

Optional Services that may be made available for a room. Checked if available.

An Event Manager can edit all information for the room types and rooms on this page by clicking the **"Edit"** button.

Edit Event Statuses

On the “**Edit Event Statuses**” page the Event Manager can do the following:

- Set whether the room type or room can be scheduled for events and if so, who can request events.
- Set a note at the room type or room level. The note will be displayed whenever a user mouses over a room in the Events system.
- Set the default break time for a room type or room. For example: If a break time of 10 minutes is entered, if a user reserves a room from 8:30 am to 9:30 am, then the room will be reserved from 8:30 am to 9:30 am but the event will list the meeting time as being from 8:30 am to 9:20 am. This can be used to help users understand they need to be out of their meeting room before the start time of the next meeting in that room.
- Mark whether a service is available for a specific room.



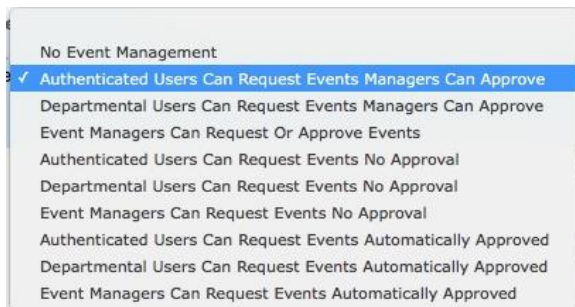
Edit Event Statuses ?

Nichols, Jaylene M (A) Spring 2018 (PWL)

Event Manager [Click here to change the session / role.](#)

Department Type	Room Type Room	Event Status	Room Note	Break Time	Catering	Unlock
☒ 1128 - Space Mgmt and Acad Scheduling	Conference Rooms	Authenticated Users Can Request Events Managers Can Approve	Cannot be used for academic classes	0	N/A	N/A
1128 Conference Rooms	BRNG 7150				☐	☒
1128 Conference Rooms	BRWN 3106				☒	☒
1128 Conference Rooms	BRWN 4106				☒	☒
1128 Conference Rooms	HAAS 101				☐	☒
1128 Conference Rooms	HAAS 111				☐	☒
1128 Conference Rooms	LWSN 1142				☐	☒
1128 Conference Rooms	LYLE 1024	Event Managers Can Request Or Approve Events			☐	☐
1128 Conference Rooms	MATH 731				☐	☒
1128	PHYS				☐	☒

More on Event Statuses



The event status can be set to one of the following:

- *No Event Management*
 - Event management is disabled.
- *Authenticated Users Can Request Events Managers Can Approve*
 - Any authenticated user can request an event, event managers are allowed to approve an event.
- *Departmental Users Can Request Events Managers Can Approve*
 - Any instructor or timetable manager can request an event in a room of her/his department(s), event managers are allowed to approve an event.
- *Event Managers Can Request Events Managers Can Approve*
 - Only event managers are allowed to request and to approve an event.
- *Authenticated Users Can Request Events No Approval*
 - Any authenticated user can request an event, event managers are not allowed to approve an event.
- *Departmental Users Can Request Events No Approval*
 - Any instructor or timetable manager can request an event in a room of her/his department(s), event managers are not allowed to approve an event.
- *Event Managers Can Request Events No Approval*
 - Only event managers are allowed to request an event, event managers are not allowed to approve an event.
- *Authenticated Users Can Request Events Automatically Approved*
 - Any authenticated user can request an event, the event is automatically approved.
- *Departmental Users Can Request Events Automatically Approved*
 - Any instructor or timetable manager can request an event in a room of her/his department(s), the event is automatically approved.
- *Event Managers Can Request Events Automatically Approved*
 - Only event managers are allowed to request and event, the event is automatically approved.

If an Event Manager selects a single room or room type in the Event Statuses list, they are taken to a screen where they can edit the data for an individual room or room type.



Edit Event Status

Nichols, Jaylene M (A)
Event Manager

Spring 2018 (PWL)
[Click here to change the session / role.](#)

[Save](#) [Next](#) [Back](#)

Department: 1128 - Space Mgmt and Acad Scheduling

Room Type: Conference Rooms

Event Status: Authenticated Users Can Request Events Managers Can Approve ▾

Room Note:

Cannot be used for academic classes

Break Time:

Catering: N/A

Unlock: N/A

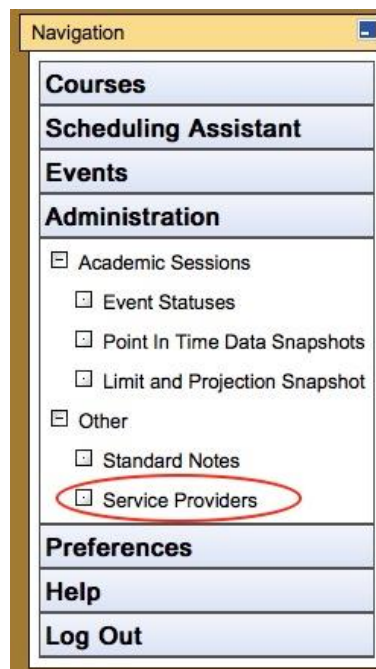
[Save](#) [Next](#) [Back](#)

This page allows the Event Manager to edit the same data that can be edited on the list page.

Service Providers

Service Providers can be created at a global or departmental level. Service providers give a way to automatically notify a service provider that an event requires a specific service to occur at the time the event is approved and also automatically notify the service provider if the event has been canceled.

Each Event Manager can create their own service providers that are specific to their department or an Administrator can create a service provider that can be made available for all departments to use. To do this the Event Manager can go to the “**Service Provider**” page found under the Administration -> Other tab.



On the “**Event Service Providers**” page the Event Managers will see a list of the service providers for their departments plus the global service providers.



Event Service Providers 

Nichols, Jaylene M (A) Event Manager Spring 2018 (PWL) [Click here to change the session / role.](#)

Abbreviation	Name	Message	Email	Applies To	All Rooms Visible
Unlock	Unlock Service	The room has been requested outside of normal business hours. The event requester requires assistance from the Unlock Service to gain access to the room.	says@purdue.edu	1128 - Space Mgmt and Acad Scheduling	 
Catering	Catering Service	The event requires catering services.	says@purdue.edu	1128 - Space Mgmt and Acad Scheduling	 
Tables	Table Delivery	Event requires tables to be delivered to room.	says@purdue.edu	Global	 

An Event Manager can add a new service provider for their departments by clicking the “**Add**” button.

On the “Add Event Service Provider” page the Event Manager can enter information about the service including a note that will be displayed to the event requestor providing more information about the service, the email address that will receive the event approvals/cancellations, select which of their departments the service applies to and whether the service applies to every room managed in the department or only selected rooms.



Edit Event Service Provider ?

Nichols, Jaylene M (A)
Event Manager

Spring 2018 (PWL)
[Click here to change the session / role.](#)

SaveDeleteNextBack

Abbreviation:

Unlock

Name:

Unlock Service

Message:

The room has been requested outside of normal business hours. The event requester requires assistance from the Unlock Service to gain access to the room. Please work with the buildings services organization to arrange to have the room unlocked. They can be contacted at XXX-XXX-XXX or yyyy@yyyyyy.yyy

Email:

says@purdue.edu

Applies To:

1128 - Space Mgmt and Acad Scheduling

All Rooms:

☐

Visible:

☒

SaveDeleteNextBack

On the “**Event Service Providers**” page the Event Manager can click the “**Edit**” button and edit all of their departmental service providers at one time.



Edit Event Service Providers

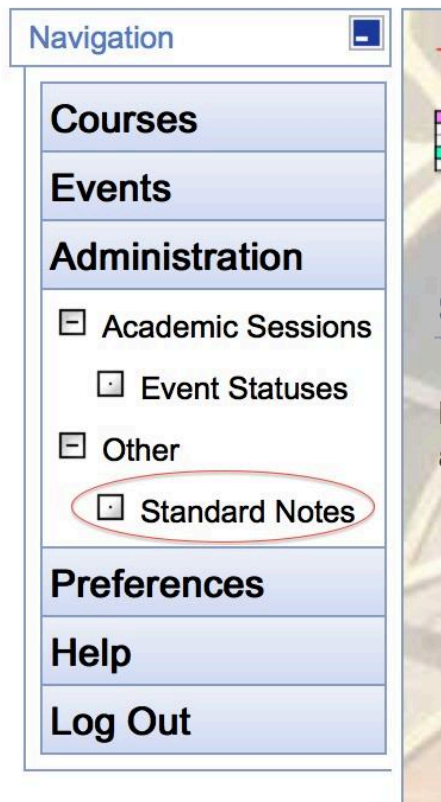
Nichols, Jaylene M (A) [Click here to change the session / role](#)

Spring 2018 (PWL)

Abbreviation	Name	Message	Email	Applies To	All Rooms Visible
Unlock	Unlock Service	The room has been requested outside of normal business hours. The event requester requires assistance from the Unlock Service to gain access to the room.	says@purdue.edu	1128 - Space Mgmt and Acad Scheduling	☐ ☒ + x
Catering	Catering Service	The event requires catering services.	says@purdue.edu	1128 - Space Mgmt and Acad Scheduling	☐ ☒ + x
Tables	Table Delivery	Event requires tables to be delivered to room.	says@purdue.edu	Global	☒ ☒ + x
					☒ ☒ + x

Department Specific Standard Notes

Each Event Manager can now create standard notes that are specific to their department. To do this the Event Manager can go to the “**Standard Notes**” page found under the Administration -> Other tab.



On the “**Standard Notes**” page the Event Managers will see a list of the notes for their departments plus the global notes.



Standard Event Notes²

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

Add
Edit

Reference	Note	Applies To
Armory	Thank you for your continued cooperation in scheduling the Armory. Please look at the dates in the list, there may be some that are missing. The dates that are missing are for one-time only events. Student groups are limited to 30-32 hours a semester. If you need to change you reservations please contact our office at 494-3900. Thanks	1128 - Space Mgmt and Acad Scheduling
Outside table	Reserving of outdoor space does NOT include delivery of tables or chairs. Please contact our office at 494-3900 if you need these items, there is a fee to have them delivered.	1128 - Space Mgmt and Acad Scheduling
After hours	Applicant has keys and assumes responsibility for opening, closing, and any clean-up.	Global
BRNG 7150	Capacity of BRNG 7150 is 12. No extra chairs are to be brought into the room. Room is unlocked between 8am and 5pm Monday through Friday. Thank you for your cooperation in this matter.	Global
Classroom Hours	Monday through Friday all classrooms are scheduled between 7:30 am and 10:30 pm, and Saturday 7:30am-12:20pm without charge. Other times, there will be a charge.	Global
Event After Hours	For assistance during your after-hours event, please contact the Purdue Police at 49-48221.	Global
KIRK	There is no delivery vehicle parking allowing on the Kirk Plaza. Events bringing vehicles onto the plaza must protect the decorative concrete; cardboard or particle board are acceptable. Please work with either Phil Qualio (Armstrong building deputy) or Donna Ahlen (facilities manager).	Global
LWSN 1142	Please do not have food or drink in LWSN 1142. If you are serving these items you will need to make arrangement to set up outside of 1142 in the commons at events@cs.purdue.edu . Thank you for your cooperation in using this space.	Global
No conf	This is a conference room for Department meetings and staff training use only. It is not available for student groups to use. Sorry	Global
Outside space	University policy governing the use of outside spaces prohibits the placement of signs/banners on buildings or landscaping; obstruction of building entries/exits; use of amplified sound; or placement of vehicles on grass	Global

An Event Manager can add a new standard event note for their departments by clicking the “**Add**” button.

On the “**Add Standard Event Note**” page the Event Manager can enter the note and select which of their departments the note applies to.



Add Standard Event Note [?]

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

SaveBack

Reference:

Note:

MSEE Atrium there is no heating of food or seating within the lobby permitted. The tables/chairs in the atrium belong to The Bean, please do not use them. Occupancy is 200 or less. Please look at the attached file for where to place your event per the PU Fire Marshall.

Applies To:

SaveBack

Version 3.4.275 built on Sat, 17 Aug 2013

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This UniTime instance is not registered.

On the “**Standard Event Notes**” page the Event Manager can click the “**Edit**” button and edit all of their standard notes at one time.



Edit Standard Event Notes²

Nichols, Jaylene M (A)
Event Manager

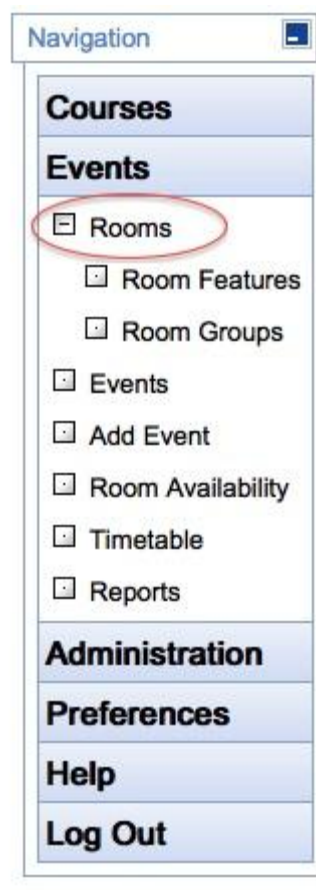
Fall 2013 (PWL)
[Click here to change the session / role.](#)

Reference	Note	Applies To
Armory	Thank you for your continued cooperation in scheduling the Armory. Please look at the dates in the list, there may be some that are missing.	1128 - Space Mgmt and Acad Scheduling  
Outside table	Reserving of outdoor space does NOT include delivery of tables or chairs. Please contact our office at 494-3900 if you need these items, there is a fee to have them delivered.	1128 - Space Mgmt and Acad Scheduling  
After hours	Applicant has keys and assumes responsibility for opening, closing, and any clean-up.	Global 
BRNG 7150	Capacity of BRNG 7150 is 12. No extra chairs are to be brought into the room. Room is unlocked between 8am and 5pm Monday through Friday. Thank you for your cooperation in this matter.	Global 
Classroom Hours	Monday through Friday all classrooms are scheduled between 7:30 am and 10:30 pm, and Saturday 7:30am-12:20pm without charge. Other times, there will be a charge.	Global 
Event After Hours	For assistance during your after-hours event, please contact the Purdue Police at 49-48221.	Global 
KIRK	There is no delivery vehicle parking allowing on the Kirk Plaza. Events bringing vehicles onto the plaza must protect the decorative concrete; cardboard or particle board are acceptable. Please work with either Phil Qualio (Armstrong building deputy) or Donna Ahlen (facilities manager).	Global 
LWSN 1142	Please do not have food or drink in LWSN 1142. If you are serving these items you will need to	Global 

Controlling the Times a Room is Available for Events

It is a common use case to have an event room that is not available for events all day every day. It is also a common use case for an Event Manager to need to schedule an event in an event room during the window of time the room is closed. UniTime supports the ability for an event manager to control the times a room is available for events. During the windows of time a room is not available for events only the event manager of the room can schedule events in that room.

An Event Manager can control the times for which a user can request an event in a room. This is done through the “**Rooms**” page found under the Events tab.



The Rooms page lists the rooms an Event Manager controls. By clicking on a room in the list the Event Manager can go to the detail page for the room.



Rooms
Nichols, Jaylene M (A)

Filter

Academic Session:

« Fall 2016 (PWL) »

08/15/2016 - 02/08/2017

Room Filter:

Event Managed

Search

More ▾

Add New

Name	↑ Type	Capacity	Event Department	Event Status	Event Availability	Event Message	Break Time	Groups	A/V	Boards	Seating
BRNG 7150	Conference Rooms	12	1128	Enabled				Central Campus			Tables and Chairs
BRWN 3106	Conference Rooms	19	1128	Enabled				Central Campus		Chalkboard >= 20 Ft.	Tables and Chairs
BRWN 4106	Conference Rooms	19	1128	Enabled				Central Campus		Chalkboard < 20 Ft.	Tables and Chairs

The “**Room Detail**” page provides the Event Manager with all of the information about the room. If the Event Manager clicks the “**Edit Room**” button, they are taken to a page where they can configure the default hours of operation for the room, manage the note, and add pictures for the room among other things.



Room Detail ?

Nichols, Jaylene M (A)

[Edit Room](#)
[Next](#)
[Back](#)

BRNG 7150

Academic Session: Fall 2016 (PWL)

Type: Conference Rooms

External Id: 14PJNB1COW5B01GNDFSV

Capacity: 12

Coordinates: 40.4256, -86.9163 WGS-84 (GPS)

Distance Check: ✔ Distance conflicts will be checked.

Room Check: ✔ Room conflicts are not allowed.

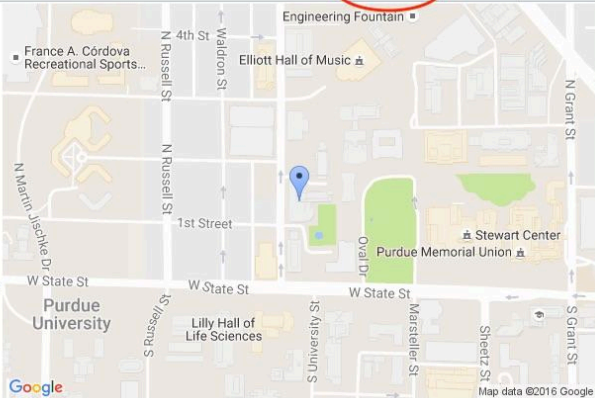
Event Department: 1128 - Space Mgmt and Acad Scheduling

Event Status: *Authenticated Users Can Request Events Managers Can Approve*

Break Time: 0

Groups: Central Campus

Seating: Tables and Chairs



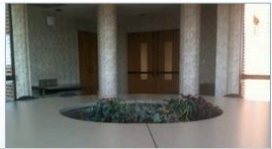
Event Availability

Workdays x Daytime ☐ Horizontal

from: to:	Mon	Tue	Wed	Thu	Fri
7:30a	N/A	N/A	N/A	N/A	N/A
8:00a					
8:30a					
9:00a					
9:30a					
10:00a					
10:30a					
11:00a					
11:30a					
12:00p					
12:30p					
1:00p					
1:30p					
2:00p					
2:30p					
3:00p					
3:30p					
4:00p					
4:30p					
5:00p	N/A	N/A	N/A	N/A	N/A
5:30p	N/A	N/A	N/A	N/A	N/A
6:00p	N/A	N/A	N/A	N/A	N/A
6:30p					

☐ Available
☒ Not Available

Room Pictures




On the **"Edit Room"** page the Event Manager is presented with a grid that can be used to set the times the room is not available. It is recommended that when working with this grid the Event Manager set the view to **"All Week x All Times"** in order to be able to manage the entire time a room could be reserved.



Edit Room ?
 Nichols, Jaylene M (A)
Event Manager

Academic Session: Fall 2016 (PWL)

Room Type: Conference Rooms

Building: BRNG - Steven C. Beering Hall of Lib Arts & Ed

Room Number: 7150

Display Name:

External Id: 14PJNB1COW5B01GNDFSV

Capacity: 12

Coordinates: 40.425568, -86.916250 WGS-84 (GPS)

Area: square feet

Distance Check: ☒ Distance conflicts will be checked.

Room Check: ☒ Room conflicts are not allowed.

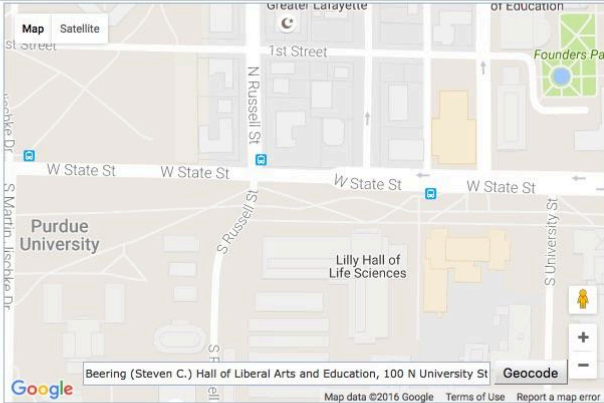
Event Department: 1128 - Space Mgmt and Acad Scheduling

Event Status: Default

Event Message:

Break Time: Default break time is used when left empty.

Update Room
Back



Map data ©2016 Google Terms of Use Report a map error

Room Groups

Groups: Central Campus

Room Features

Seating: Tables and Chairs

Event Availability

All Week x All Times
☐ Horizontal

from to	Mon	Tue	Wed	Thu	Fri	Sat	Sun
0:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
0:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7:30a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8:00a	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8:30a						N/A	N/A
9:00a						N/A	N/A
9:30a						N/A	N/A
10:00a						N/A	N/A

Available
 N/A
 Not Available

It is a good practice to enter an “Event Message” that describes the closure window and who to contact to request to reserve the room. This provides users with a valid need to reserve the room outside of its open window the ability to contact the Event Manager.

Distance Check: ☒ *Distance conflicts will be checked.*

Room Check: ☒ *Room conflicts are not allowed.*

Event Department: 1128 - Space Management ▼

Event Status: Default ▼

Event Message: Closed from 12:30 am Saturdays to 7:30 am on Mondays. Please Contact Classroom Scheduling at XXX-YYY-ZZZZ To Reserve This Room. Fees May Apply

Break Time: *Default break time is used when left empty.*

Available Services:

Room Groups

It is possible for an Event Manager for a room to apply the changes made to a room to multiple future academic sessions as part of a single edit. To do this the Event Manager should scroll to the bottom of the Edit Room page and select the future academic sessions to update in addition to the current session. The Event Manager can also select the data to update. When the Event Manager presses the ‘Update Room’ button the changes will be made to the currently selected academic session and any future academic sessions the Event Manager selected.

Update Future Academic Sessions

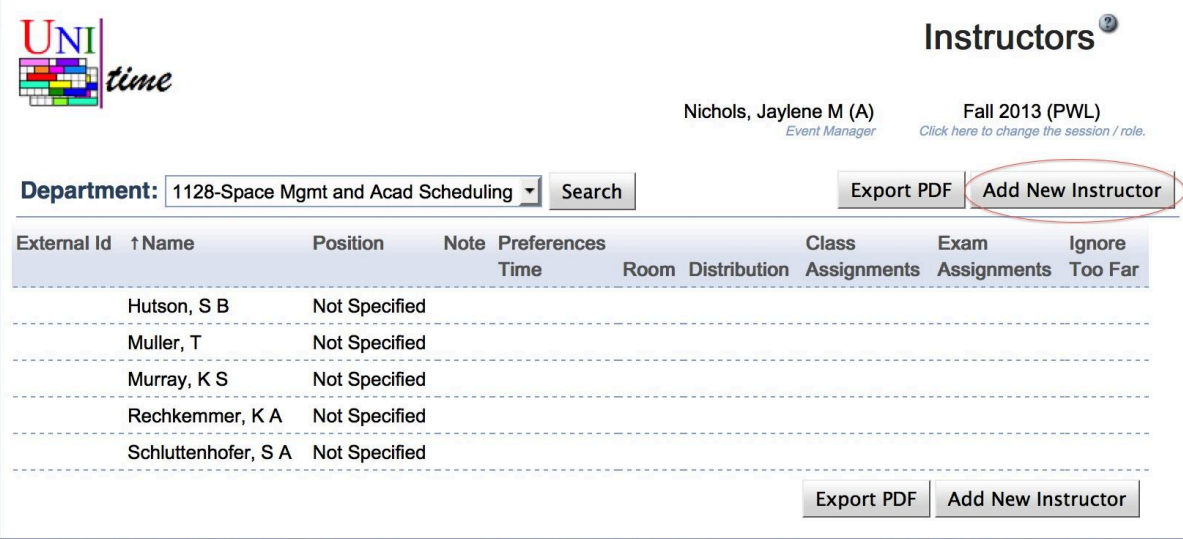
	Name	External Id	Type	Capacity	Session	Room Properties	Event Properties	Event Availability	Room Pictures
☒	BRNG 7150	14PJNB1C0W5B01GNDFSV	Conference Rooms	12	Summer 2020	☒	☒	☒	☒
☒	BRNG 7150	14PJNB1C0W5B01GNDFSV	Conference Rooms	12	Fall 2020	☒	☒	☒	☒

Managing Departmental Users

When room types or rooms are restricted only to Departmental Users for event requests, the list of users who can request the rooms is the list of instructors for the department. Event Managers can use the Instructors page under the Courses -> Input Data tab.



This takes the Event Manager screen to the Instructor list page for their department. If the Event Manager manages rooms for more than one department they can select which department to view.



UNItime

Instructors

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

Department: 1128-Space Mgmt and Acad Scheduling Search

Export PDF Add New Instructor

External Id	Name	Position	Note	Preferences	Class	Exam	Ignore
			Time	Room	Distribution	Assignments	Assignments Too Far
	Hutson, S B	Not Specified					
	Muller, T	Not Specified					
	Murray, K S	Not Specified					
	Rechkemmer, K A	Not Specified					
	Schluttenhofer, S A	Not Specified					

Export PDF Add New Instructor

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This UniTime instance is not registered.

To add a new person to the list of users for a department the Event Manager can click the “**Add New Instructor**” button.

Add New Instructor

To add a person to the departmental list of instructors to allow them to request events in rooms restricted to the Event Managers department for a session, the Event Manager must add the person as an instructor for their department. The **“Lookup”** button allows the Event Manager to use the **“People Lookup”** search for the person they wish to add.



Add Instructor[?]

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

Save

Lookup

Back

External Id:

Account Name:

First Name:

Middle Name:

Last Name: *

Email:

Department: Space Mgmt and Acad Scheduling

Position: Select...

Note:

Ignore Too Far: ☐

Save

Lookup

Back

The “**People Lookup**” popup allows the Event Manager to search for the person they wish to add and when it returns it populates the Add Instructor page with all of the data required to add a person as an instructor for the department.

People Lookup

Name: Ken Eldridge

Name	Email	Phone	Department	Source
Eldridge, Kenneth J	kjeldrid@purdue.edu		Space Mgmt And Acad Scheduling	Directory, Staff

UNItime

Add Instructor

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

Save Lookup Back

External Id:

Account Name:

First Name: Kenneth Lookup

Middle Name: J

Last Name: * Eldridge

Email: kjeldrid@purdue.edu

Department: Space Mgmt and Acad Scheduling

Position: Select...

Note:

Ignore Too Far: ☐

Save Lookup Back

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Removing a Person from the Departmental List of Instructors

The Event Manager can remove a user's ability to request events in rooms restricted to a department for a session by removing the user from the Instructor list for their department. To do this the Event Manager must first go to the **"Instructor Detail"** page by clicking the name of the person they wish to remove from the list on the **"Instructors"** page. On the **"Instructor Detail"** page the Event Manager needs to click the **"Edit Instructor Information"** button to get to the **"Edit Instructor"** page which allows them to delete the record.



Instructor Detail [?]

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

[\[←\]](#) [Instructors \(1128 - Space Mgmt and Acad Scheduling\)](#) → [Instructor \(Kenneth J Eldridge\)](#)

Kenneth J Eldridge

[Edit Instructor Information](#)[Next](#)[Back](#)

External Id:
Account Name: kjeldrid
Email: kjeldrid@purdue.edu
Position:

Class Assignments

☐ **Preferences**

Required

Strongly Preferred

Preferred

Neutral

Discouraged

Strongly Discouraged

Prohibited

[Edit Instructor Information](#)[Next](#)[Back](#)

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Once on the “**Edit Instructor**” page, the Event manager can either update the person’s information or click the “**Delete**” button to remove the person from their list.



Edit Instructor[?]

Nichols, Jaylene M (A)
Event Manager

Fall 2013 (PWL)
[Click here to change the session / role.](#)

[\[←\]](#) [Instructors \(1128 - Space Mgmt and Acad Scheduling\)](#) → [Instructor \(Kenneth J Eldridge\)](#)

UpdateDeleteLookupNextBack

External Id:

Account Name:

First Name:

Middle Name:

Last Name: *

Email:

Department:

Position:

Note:

Ignore Too Far:

Lookup

Space Mgmt and Acad Scheduling

☐

UpdateDeleteLookupNextBack

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