Mapping Occurrences

These are the steps that you need to follow when removing, adding or changing a date/time occurrence for a reservation.

Adding a new date occurrence for an event

In this example, the reservation has five date occurrences.

To add the date “02/21/03” to the reservation, follow these steps:

Click the date from the calendar you want to be added, and the date will be copied to the “Additional Dates” window.
After doing this, you will get the following message “This reservation has assignments, requests, comments, or cancellations. If you change the dates and times, they will have to be mapped and re-checked. Do you want to continue?”
This is just an informational message that informs the user, how his/her changes will affect the reservation, the user will have to map them to the same space, resources or comments of the original dates or to a different ones.
On the window that displays the message, Click on the “CONTINUE” button. Click on the “SPACE” button to assign a space to new date, as soon as you do this; the “Mapping Occurrence” window pops up.

The new date that you just added will now appear on the right column under “Unmapped New Events Dates”. In order for the new date to have the same space, resources and comments, you have to map it to any of the dates in the left column “Original Event dates”.
Highlight the new date and one of the original dates; notice as you do this, the map button is no longer grayed out. Click on the “MAP” button to map the additional date.

Once you do this, the new date now appears on the lower window “Mapped Events Dates.” Then click on the OK button. The Mapping Occurrence window closes. You are back in the reservation or speedbook screen.

To confirm that the new date has been assigned a space, go to the “Review/Modify Reservation” worksheet by clicking on the 4th button located on the lower right corner of the screen. Notice that the new date has the same space as the one of the original dates in the reservation. In this case I mapped this new date “02/21/03” with “01/22/03.”
Finally click on the SAVE icon to save all your changes.
Removing a date occurrence for an event

Highlight the date you want to remove from the “Additional dates” window. Click on “Remove” icon.

Once you click on the “Remove” button, you will get the same message you get when adding a date. Click on the “CONTINUE” button.

As soon as you do this, the mapping window will appear. Notice that the date removed does not appear on the “Mapped Events Date” window.
Date removed does not appear on this window

Click on the OK button to save it.  
Go to the 4th worksheet “Review/Modify Reservation”, to verify that the date we just removed is no longer in the reservation.

Click on the “save” icon to save all your changes as shown in the picture above.
Go back to the 1st worksheet “Define date and times”, to verify that the day was removed from the Additional Dates window.
Changing the dates or times for an event

In this example, I changed the first date Wed Feb/5/2003 to Fri Feb/7/2003 and added 30 minutes for setup and takedown times.
The window message will pop up, then click on the “CONTINUE” button.
Click on the “Modify Space” worksheet (the 2nd button on the lower right corner of the screen), the “Mapping Occurrences” window will pop up.
Notice on the left hand side of your mapping window, it shows you the original dates and times and on your right hand side shows you the new dates and times.
To Map the date you want to change, highlight the original date and the unmapped date and then click on the MAP button.

Noticed that the date you changed appears on the mapped event dates. Click OK.

Go to the 4th worksheet Review/Modify Reservation and verify that the space was assigned to the changed date.

Click on the save icon, otherwise you may lose your changes.