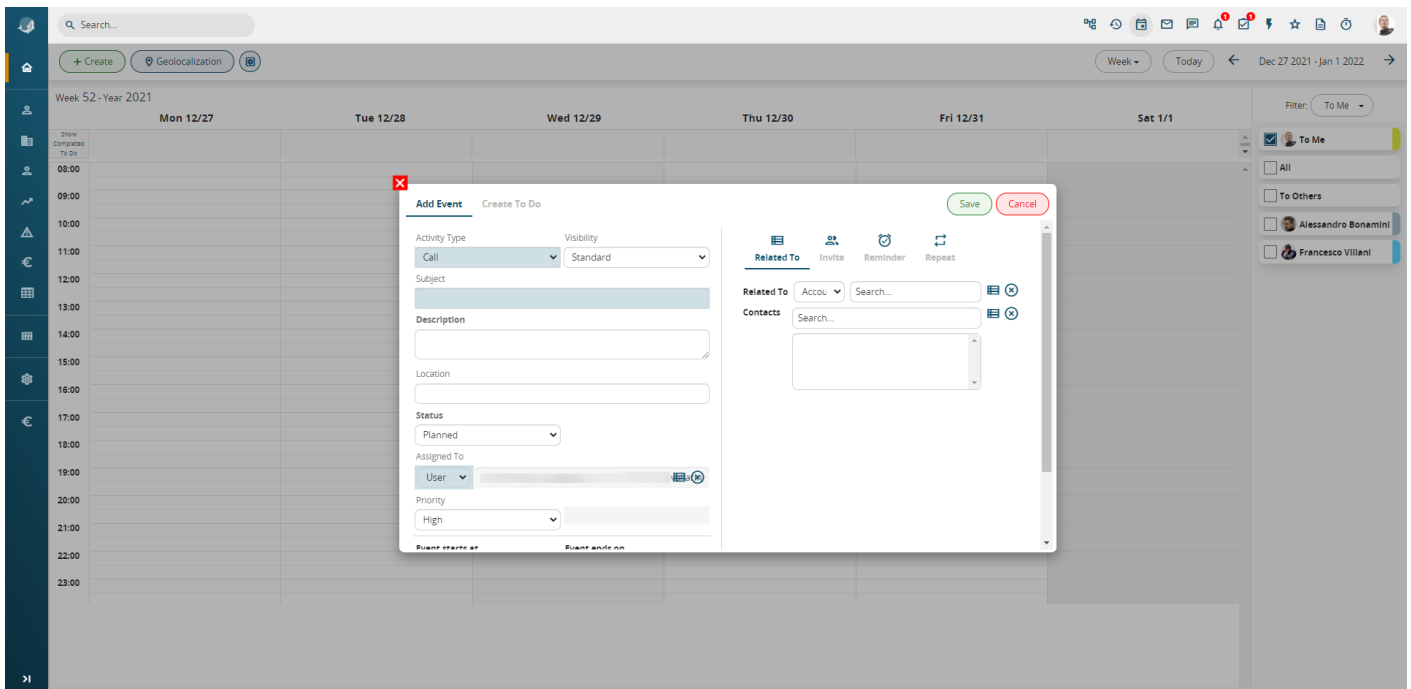


# 4.1 Add a calendar event

In the Calendar module you can click the green **create** button or click on the agenda area, dragging the mouse in accordance with the event duration (drag & drop).



|                      |  |
|----------------------|--|
| <b>Activity Type</b> | Select Call, Meeting or other customised values                              |
| <b>Visibility</b>    | Classify an event as Public, Private or Standard                             |
| <b>Subject</b>       | Enter a name (title) for the event   |
| <b>Description</b>   | You can add a brief description of the event                                 |
| <b>Status</b>        | Status is Planned by default. Defines the state of completion of the project |

|   |   |
|---|---|
| <b>Priority</b>                                 | Set a priority level  |
| <b>Assigned to</b>                              | Events are assigned by default to the person who creates them, but this can be changed if necessary             |
| <b>Event starts at” and<br/>“Event ends on”</b> | Each event has a start and end; events can last one or more days  |
| <b>All day</b>                                  | Select if the event lasts all day. By default it has 24 hours and it is placed at the top, in the Task section. |

Since events can be linked to CRM objects, they can be created also by starting from the object in question (see "Linked to" function).

Linked to

An event can be linked to standard and customised entities (generated by modules creation in Settings) within vtenext. Note that the contacts module is separate from the rest, allowing you to connect one or more contacts to the event.

Related To

Invite

Reminder

Repeat

Related To

Campaign

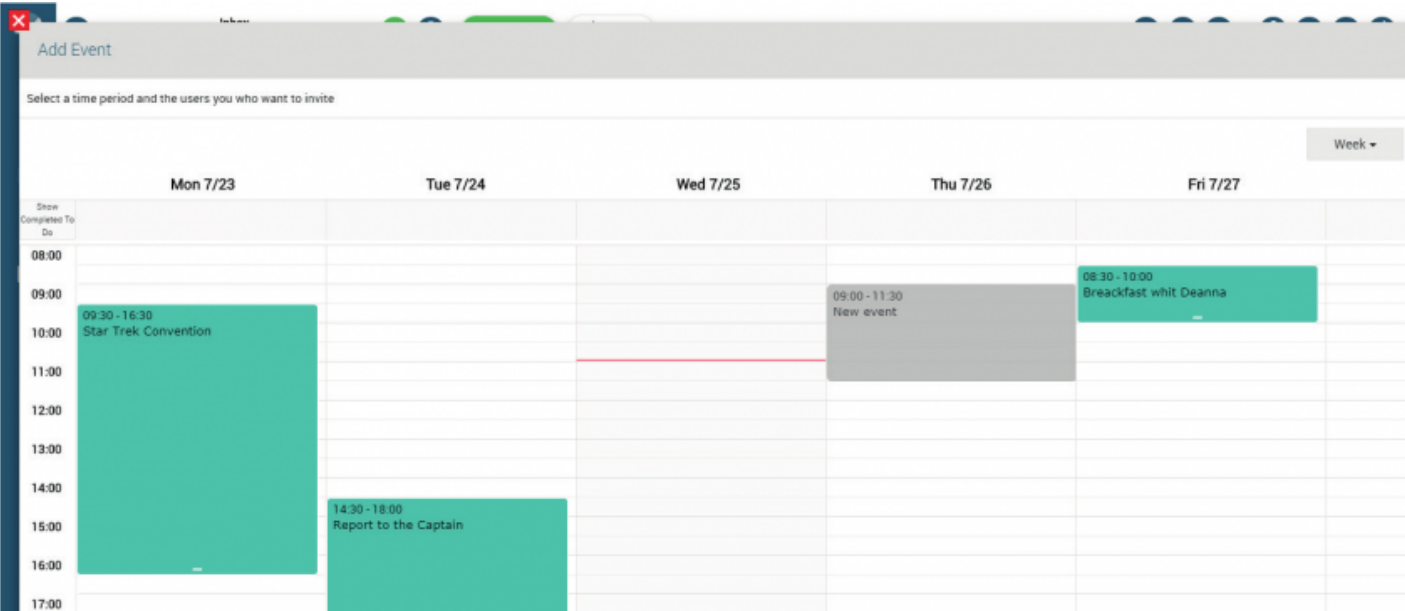
Search...

Contacts

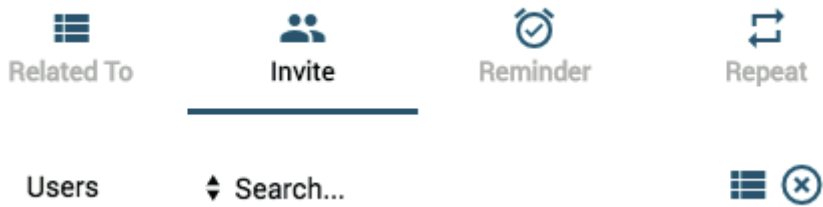
Search...

Warning!

- 1) The following modules cannot be linked to the calendar: Documents, Reports, Services, Products, Product lines, Newsletters, Targets, Delivery Notes, Price Books, FAQs, PDF Creator, Installations, Timecards, Processes, Contract Services.
- 2) The relation between an event and the messages module is available only starting from the single email and not vice versa. This does not require the “linked” field to be filled in, but rather a copy of the body of the email in the “description” field.



Invite



You can invite other users or contacts to the event you are creating.

The contacts will receive a notification email with details of the event and will be given the option to state whether or not they plan to attend.

Users will receive a vtenext notification (Notifications panel) and can access the event in the CRM to indicate their intention to participate (yes/no) and display the event in their agenda as though it were assigned to them.

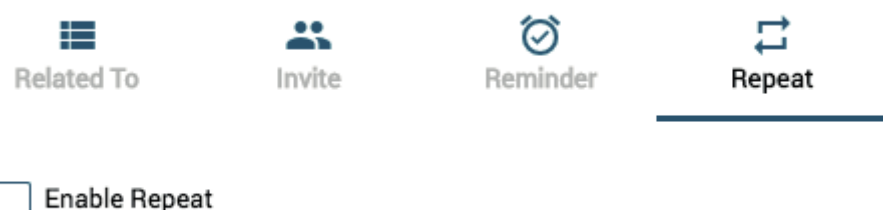
### Reminder



Provides the facility to schedule an automatic memo (in the form of an email or notification) to be sent to all the participants. You can decide how many days/hours/minutes before the event to send the notification.

Warning! To send notification emails you must schedule the job in question in the vtenext server cron; for more details refer to the chapter CRONJOB – Processes to plan.

### Repeat



Allows you to schedule events that are repeated regularly, establishing the frequency. When the settings are saved the system will create the “copy” events, which are independent from one another.

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