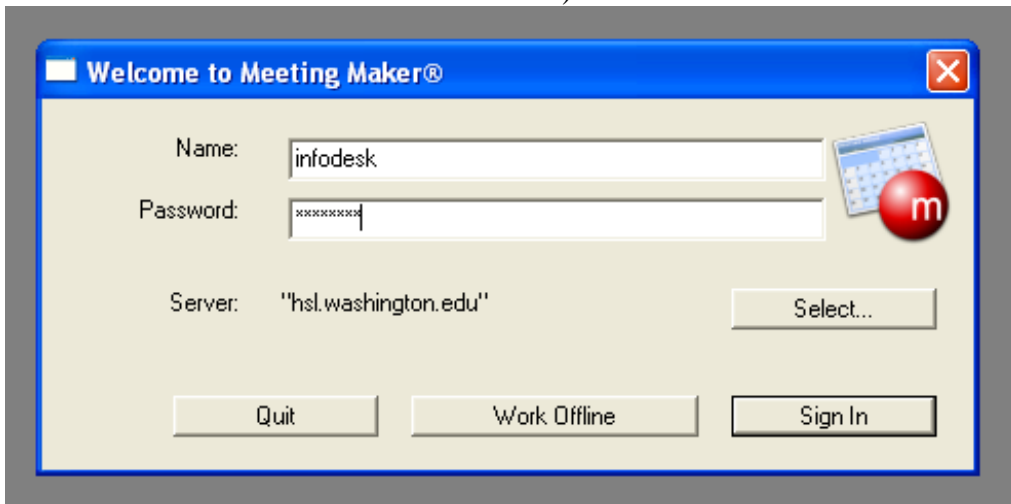


# Creating and Working with the Information Desk Schedule at HSLIC<sup>1</sup>

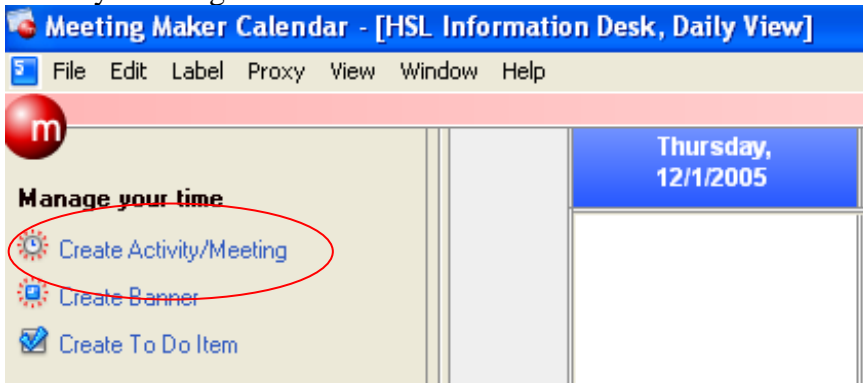
For the Schedule Creator ..... 1  
For People Being Scheduled..... 5

## For the Schedule Creator

1. Collect Information Desk staff availability using the familiar paper-based method
2. Log into MeetingMaker with HSL\infodesk Active Directory account (the same one used for the Information Desk workstations)



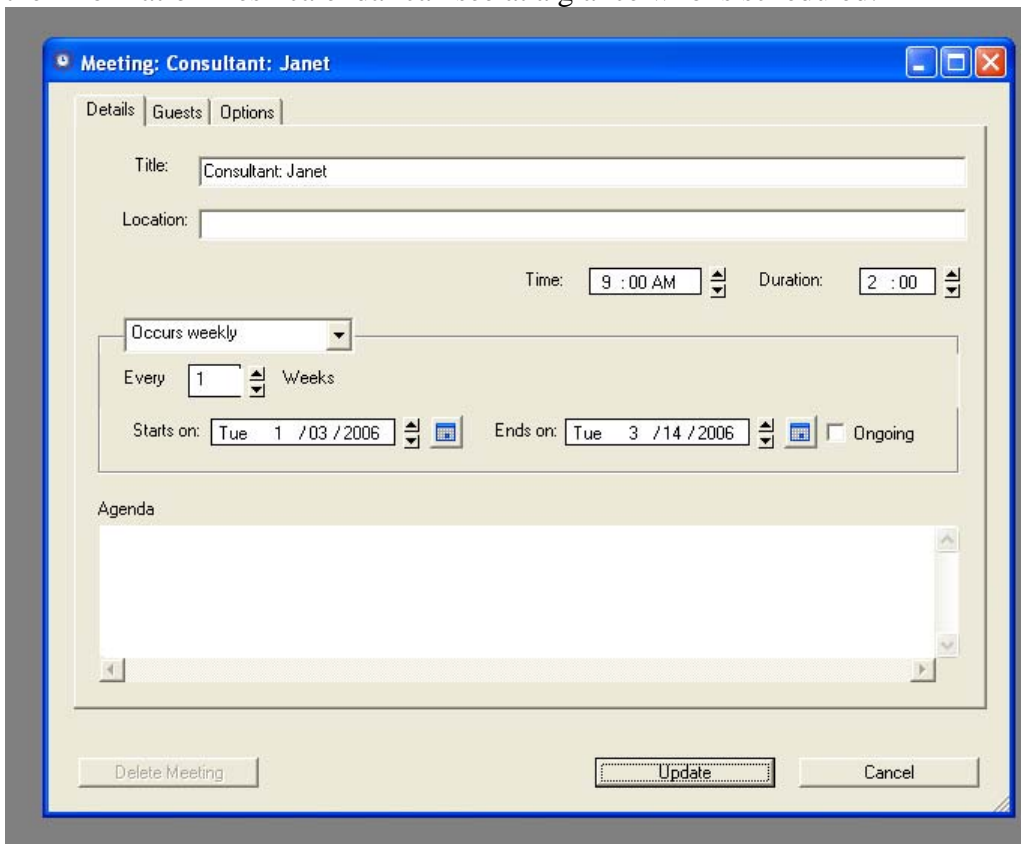
3. For each separate desk hour, create a new appointment by clicking on the “Create Activity/Meeting” link in the left-hand bar:



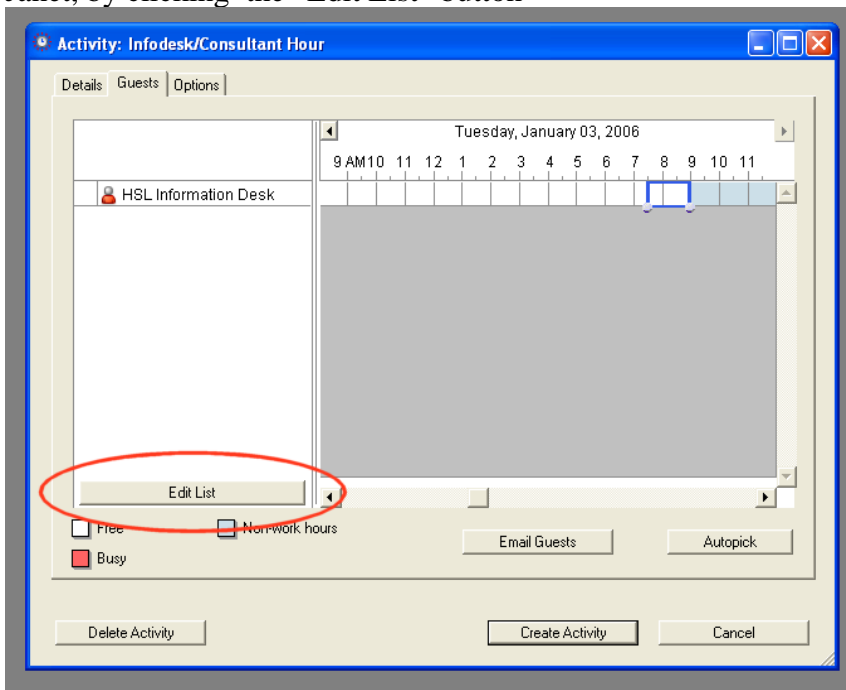
4. Janet Schnall will be the Consultant 9-11am for winter quarter 2006 (1/3/2006-3/17/2006), so you can fill out the relevant information on the “Details” tab. Be sure to include the name of the invitee(s) in the title of the event, so that anyone viewing

<sup>1</sup> Prepared on Thursday, December 15, 2005 by Ed Roberts

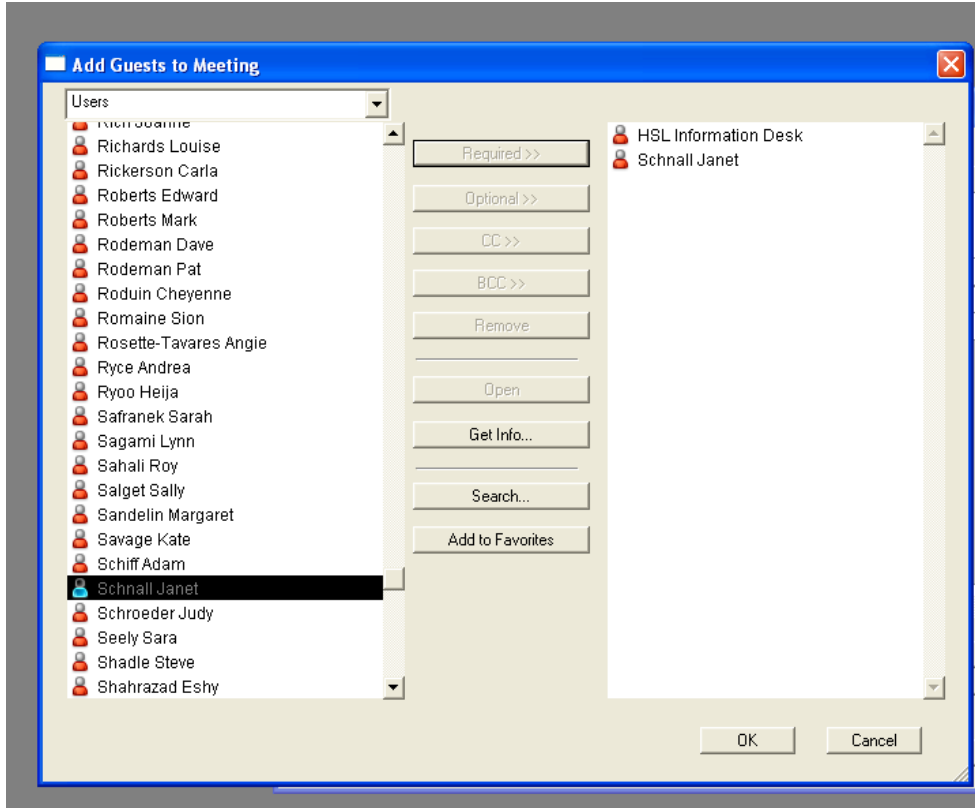
the Information Desk calendar can see at a glance who is scheduled:



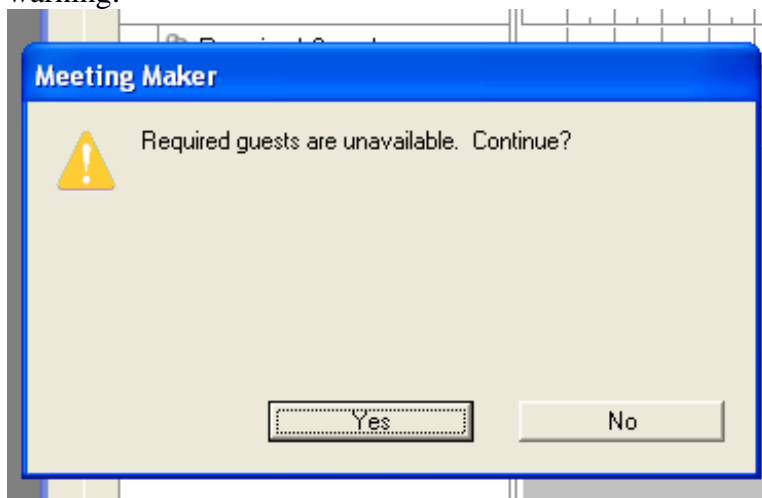
- Next, on the "Guests" tab, invite the people you want to schedule for that time, i.e., Janet, by clicking the "Edit List" button



6. Select Janet as a required guests in the “Add Guests to Meeting” window, and click OK:



7. Click “Create Meeting”
8. If a guest is unavailable for any instance of the recurring meeting, then you may get a warning:



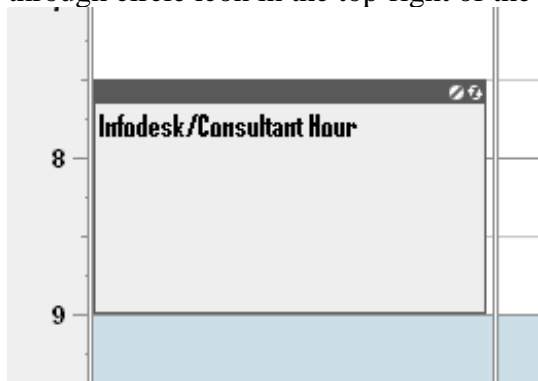
Just click “Yes”—the invitee will have the opportunity later to decline specific instances of the recurring event later

9. Repeat these steps for every Consultant and Desk hour in the first week of the quarter (be sure to make the events recurring!)

- a. When the Information Desk scheduler logs into MeetingMaker as HSL\infodesk, they will see in their calendar window the appointments they created. If all required guest have accepted, there will be a little check mark at the top-right of the appointment:

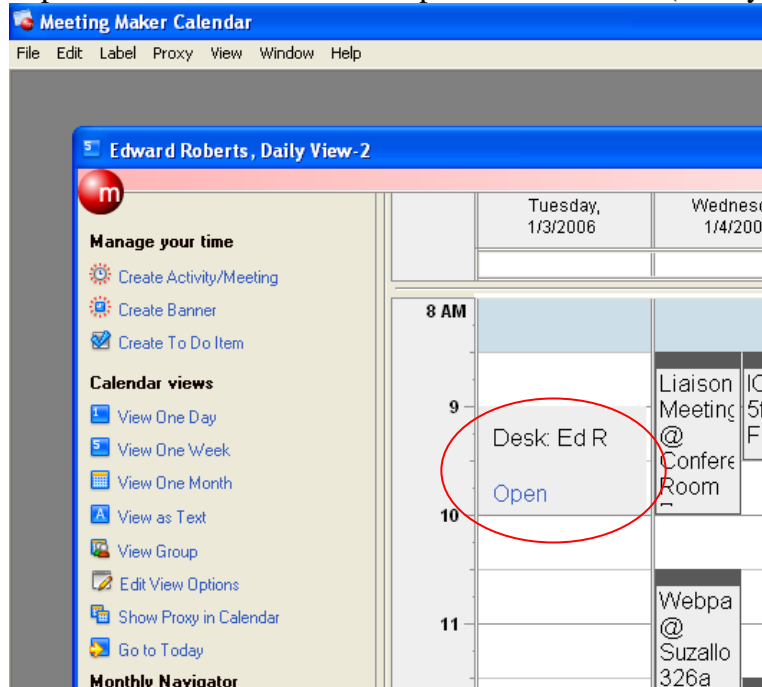


If someone has declined a specific appointment, then there will be a struck-through circle icon in the top-right of the appointment:

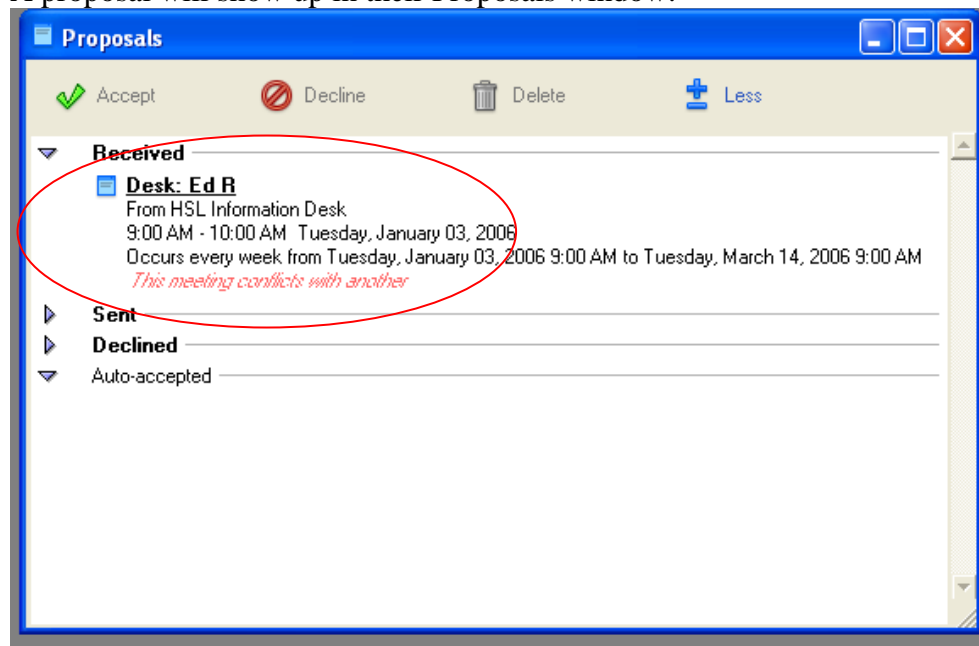


## For People Being Scheduled

1. When the scheduler has entered a given appointment into the Consultant and Desk schedules, the guests will receive notification in 2 different ways:
  - a. A penciled-in event will show up on their calendar (“Daily View”):

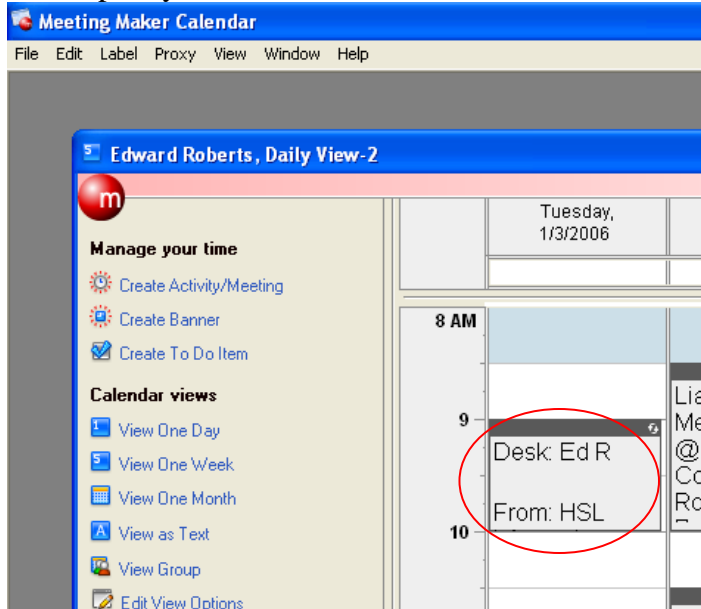


- b. A proposal will show up in their Proposals window:

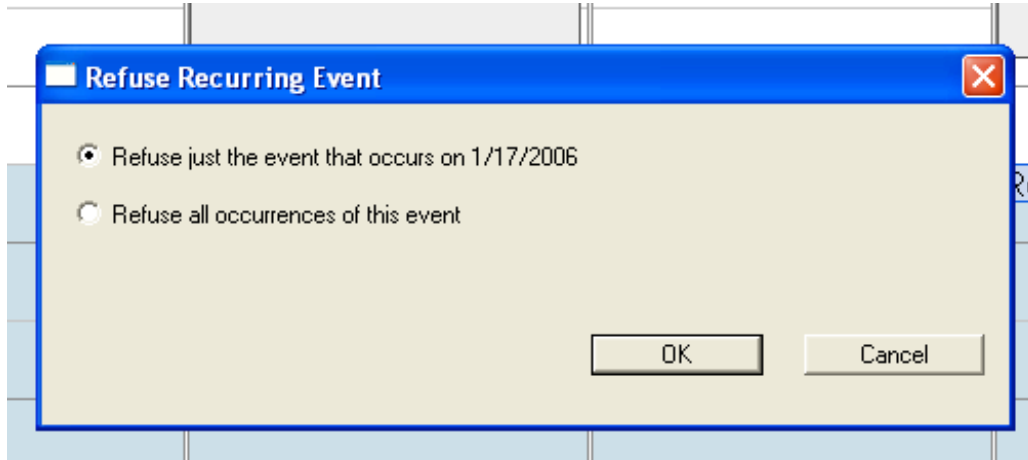


2. Accept the invitation by highlighting the invitation and clicking the “Accept” link. Don’t worry if you have a conflict on a specific instance of a recurring appointment; you will still be able to decline the specific appointment later

3. Once you have accepted the invitation, all instances of the recurring appointment will show up on your calendar:

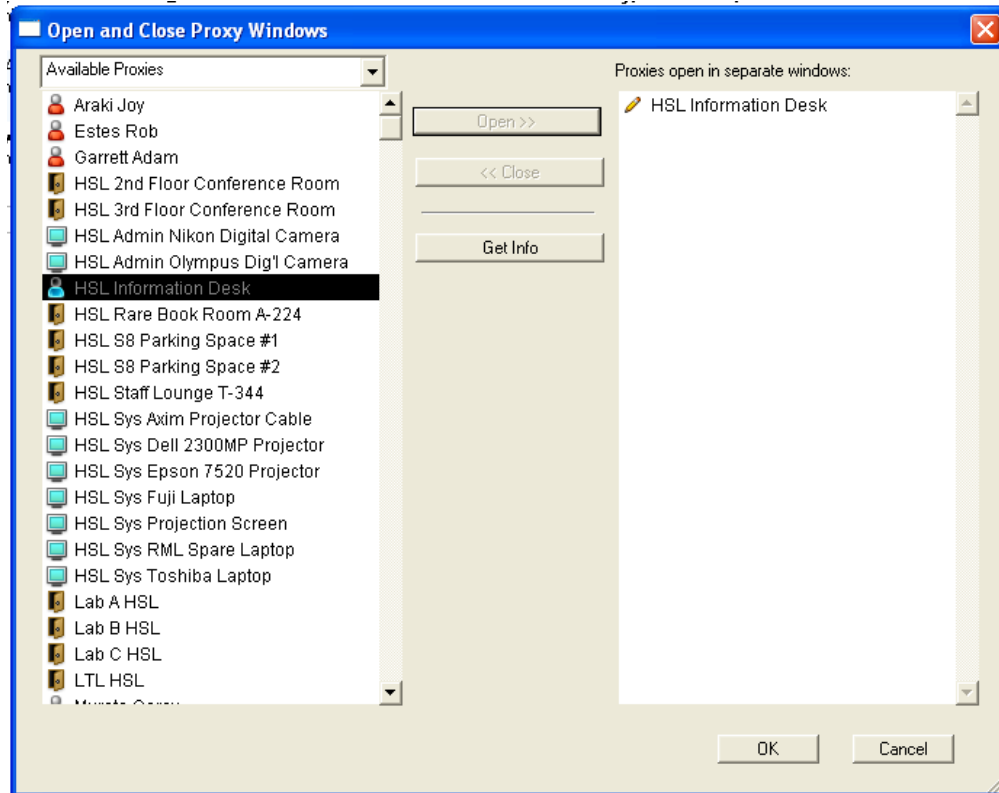


4. If you can't make a particular instance of the recurring appointment, you can right-click on the specific appointment, and select "Decline Invitation". When you see the following prompt, you should check "Refuse just that event that occurs on..." and then hit OK:

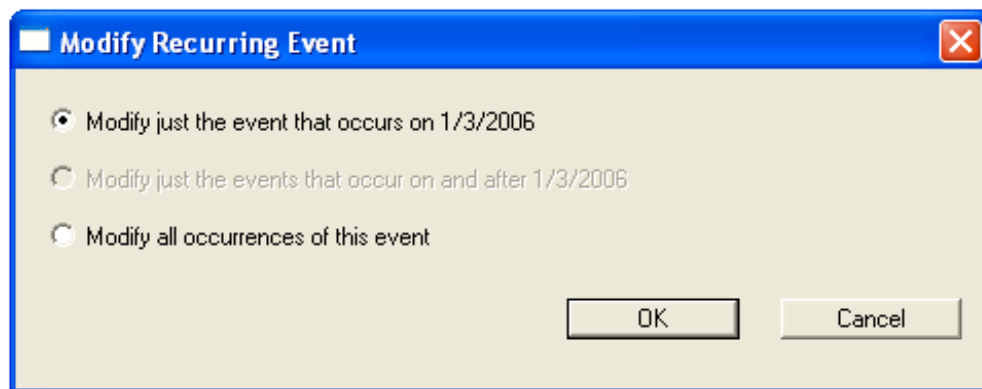


5. **You are still responsible for finding subs for hours you can't cover.** This means that once you have declined an invitation, take the following steps:
  - a. Use the regular email channels ([hslinfo@u.washington.edu](mailto:hslinfo@u.washington.edu) etc.) to find a replacement.
  - b. View the HSL Information Desk calendar as a proxy. Click on Proxy→More Proxies, choose to open the "HSL Information Desk" calendar, and then click

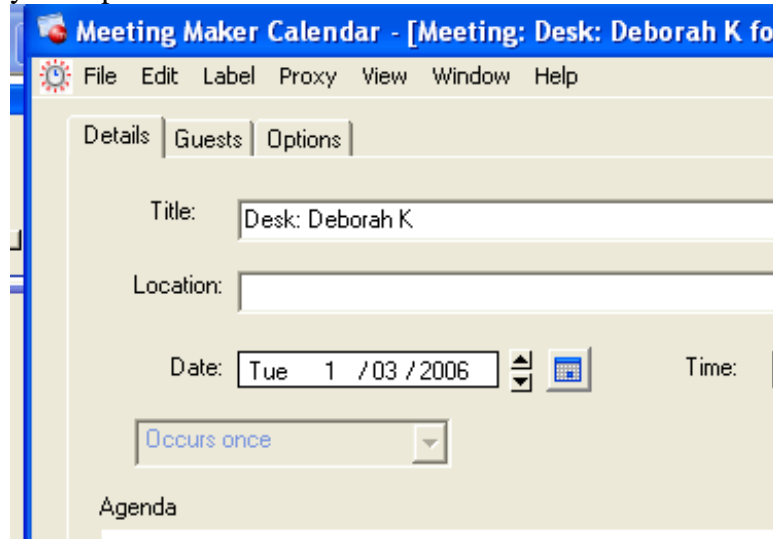
OK:



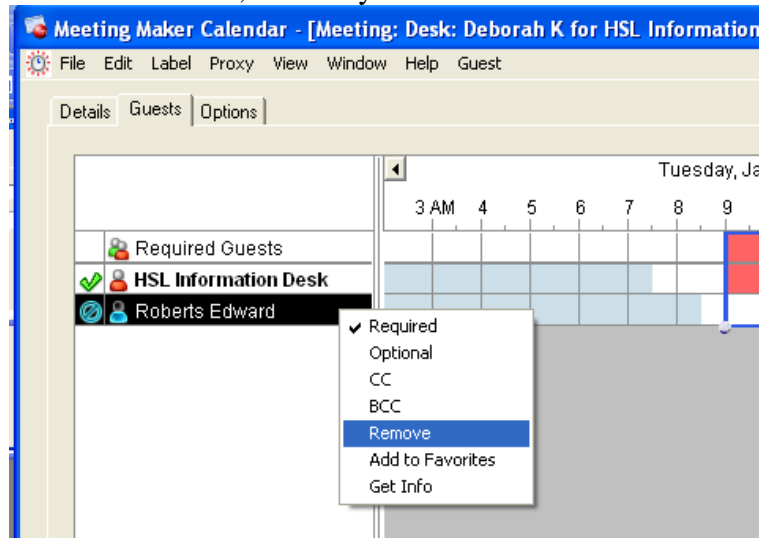
- c. The HSL Information Desk calendar will open, and you can update the specific desk or consultant hour by right-clicking it, and selecting “Open Meeting”
- d. When the meeting opens, click on the Change button. At the prompt choose to modify just this instance of the event, then hit OK



- e. On the Details tab, change the title by replacing your name with the name of your replacement:



- f. On the Guests tab, remove your name:



- g. Then click the Edit List button, find the name of your replacement, then click Notify Guests and/or Email Guests.