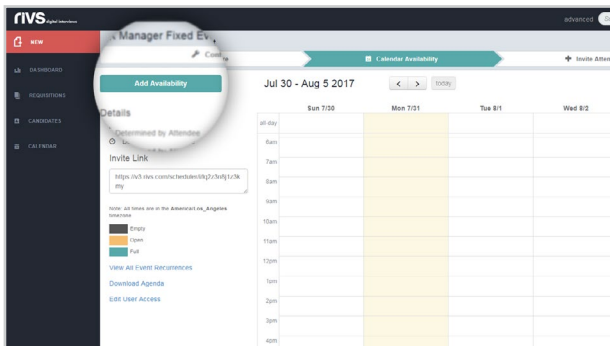


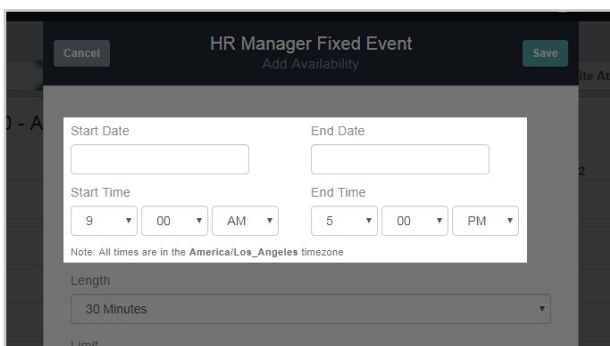


SETTING CALENDAR AVAILABILITY FOR A FIXED EVENT

This guide will cover the process of inviting an attendee to participate in a fixed event created in your RIVS account.



- 1 From the Calendar Availability tab in a requisition, click the Add Availability button.



- 2 Set a start and end date and time by using the dropdown selectors.

SETTING CALENDAR AVAILABILITY FOR A FIXED EVENT

Start Time: 9:00 AM, End Time: 5:00 PM
Note: All times are in the America/Los_Angeles timezone
Length: 30 Minutes
Limit: 1
☒ Exclude Weekends
Participants: ☒ John Smith

3 Add a length to the time blocks by selecting a time interval from the Length dropdown box. This will determine how long each available timeslot lasts.

Start Time: 9:00 AM, End Time: 5:00 PM
Note: All times are in the America/Los_Angeles timezone
Length: 30 Minutes
Limit: 1
☒ Exclude Weekends
Participants: ☒ John Smith

4 Set the number of available attendees for each timeslot in the Limit field.

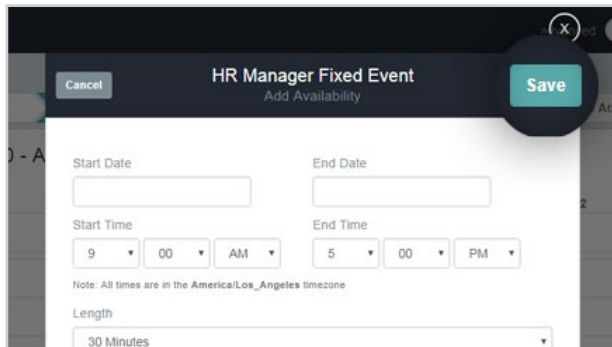
Length: 30 Minutes
Limit: 1
☒ Exclude Weekends
Participants: ☒ John Smith
Begin typing the name of the participant you would like to add
Internal participants must have a RIVS account.

5 Choose to exclude or include weekends if your selected time spans a weekend.

Length: 30 Minutes
Limit: 1
☒ Exclude Weekends
Participants: ☒ John Smith
Begin typing the name of the participant you would like to add
Internal participants must have a RIVS account.

6 Choose to include or exclude yourself and add internal participants by typing in the participant name field.

SETTING CALENDAR AVAILABILITY FOR A FIXED EVENT



The screenshot shows a web form titled "HR Manager Fixed Event" with the subtitle "Add Availability". The form includes fields for "Start Date", "End Date", "Start Time" (set to 9:00 AM), and "End Time" (set to 5:00 PM). A note states: "Note: All times are in the America/Los_Angeles timezone". The "Length" is set to "30 Minutes". A "Cancel" button is on the left, and a "Save" button is on the right, which is highlighted with a red circle and the number 7.

7 Click Save.