Adjusting and Editing Individual Event Occurrences

> ⚠️ **Warning: These Customizations Can Be Lost**
>
> Adjusting an event's initial occurrence date/time may remove the individual occurrence customizations described here as well as existing location and/or resource assignments. Keep this in mind when Editing Events.

You can add extra information and adjustments to individual event occurrences with the Event Form, either before or after assigning locations.

Date and Time Occurrence Options

Image: All Date Occurrences editing options.

Using the **Manage Occurrences** button in the Date and Time section will allow you these options:

- **Edit Occurrence Times** *(new in the Event Form)*
  - Tap or click in the number fields to open a dropdown display of times
  - Choosing earlier or later times adjusts the am/pm display automatically
  - If you choose invalid times (such as an end time that precedes the start time), your change is reset to the original value

- **Add Comments**
  - Type brief comments into the Comment field

- **Change Occurrence State**
  - The dropdown menu has options for Active or Cancelled

- **View Location and Resource Information**
  - See a summary of location and resource information
  - Remove selected locations and resources from an occurrence

- **Add Occurrences**
  - Use the + Add Occurrence button to add additional occurrences

- **Remove Occurrence**
  - Use the red shaded button to remove any occurrence

Occurrences For Either Locations or Resources

Animation: Viewing occurrences that are missing locations or resources.

You can include or exclude occurrences from your location and/or resource searches by opening the **Manage Occurrences** display in the event date and time section of the event form. You can also see the list of event occurrences with options to:
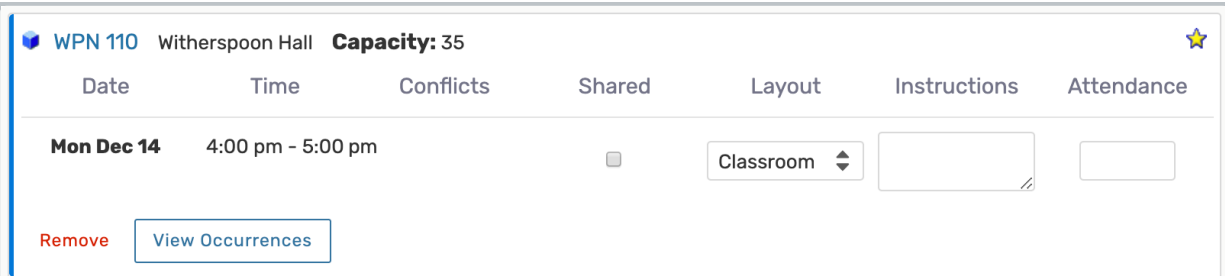
- **Include Only Missing Locations** View only occurrences that don't have locations requested or reserved
- **Include Only Missing Resources** View only occurrences that don't have resources requested or reserved
- **View Included** View only occurrences that are marked to include in location and resource searches
  - By unchecking the *Include In Search* checkboxes in the list of occurrences, you can remove an occurrence from your location search to help find locations without conflicts for that date and time
- **View All** to return to the default view that shows all event occurrences

- **Add Occurrence**

This view also gives you options for:

- Adjusting occurrence **Times**
- Adding a **Comment** to each occurrence
- Changing the **State** to *Active* or *Cancelled*
- Removing individual Locations and Resources from the occurrence
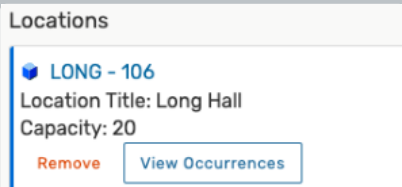- Removing occurrences

Location and Resource Occurrence Options

Image: For single-occurrence events, location and resource details are available directly on the tile.

After adding a location or resource, the reserved/requested item appears below the search (which you can collapse). For events with a single occurrence, options can be edited directly on the tile.

Image: View Occurrences buttons are available next to any reserved or requested Location.
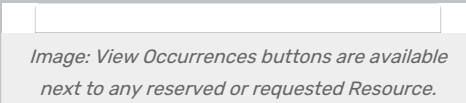

Image: View Occurrences buttons are available next to any reserved or requested Resource.

For events with multiple occurrences, use the **View Occurrences** button to edit options. Use the **Close** button to save your changes.

> ✓ **Tip: Selecting Individual Occurrences for Assignment**

All Date Occurrences   ✕

You may select which occurrences to be included in your availability checks and searches. Adding an item in search will only add it for the occurrences selected below.

| Include Only Missing Locations | Include Only Missing Resources | View Included | + Add Occurrence |

Include In Search	Dates	Times	Comment	State	Locations	Resources	Remove
☐	Fri Jul 28 2023	12:00 pm / 1:00 pm		Active ⬍	🟦 MSC BRB ✕	View Resources ✓	Remove
☑	Fri Jul 28 2023	12:00 pm / 1:00 pm		Active ⬍	🟦 MSC BRB ✕	View Resources ✓	Remove

Image: All Date Occurrences

If you would like to set different locations and/or resources for different dates, you can select only the occurrences you want to include. For example, if the event repeats every Tuesday, Wednesday, and Thursday and you want to set a specific location and/or resources for the Tuesday/Thursday occurrences, check only those dates in the **View Occurrences** view within the **Event Date and Time** section, then use the Location or Resource **Search** button to reserve for just the selected dates.