

## ADD EVENT:

This area allows you to add an event for a court. This is a perfect place to add what is called a **RED BOOK NOTE**. Red book notes are used when you want information to appear on the calendar, such as a particular court will not be scheduled a specific day due to vacation or seminars.

You could schedule an event for a case or person here but it is easier to add those from the case. If you want to add an event for a person or case, see [EVENTS](#).

**FROM THE MENU:** Court, Add Event:

The screenshot shows the 'Event Detail' form with the following fields and options:

- Event date/time: [Text input]
- Choice: [Dropdown menu]
- Buttons: 1-Find date, 2-Daily, 3-Monthly
- Event type: -- Select --
- Court: -- Select --
- Estimated length in minutes: [Text input]
- Location: [Text input]
- Schedule for: [Get name button]
- Include this user: [Quest user id dropdown]
- Disposition: -- Select --
- Disposition date/time: [Text input]
- Actual start date/time: [Text input]
- Actual end date/time: [Text input]
- Notes: [Text area]
- Spell check: [Link]

### To add a red book note:

- **Event date/time:** Enter the date and time of the event.
- **Event Type:** The type of event that is being scheduled.
- **Court:** Which judicial officer or court is this being scheduled in?
- **Estimated length in minutes:** How long is this appointment expected to last?
- **Notes:** Enter the note you wish displayed in RED on the calendar.

The screenshot shows the 'Event Detail' form with the following fields and options:

- Event date/time: 1/16/2014 8:00 am
- Choice: [Dropdown menu]
- Buttons: 1-Find date, 2-Daily, 3-Monthly
- Event type: OFFA - Office Appointment
- Court: C07 - Honorable Stephen R. Galvin
- Estimated length in minutes: 480
- Location: [Text input]
- Schedule for: [Get name button]
- Include this user: [Quest user id dropdown]
- Disposition: -- Select --
- Disposition date/time: [Text input]
- Actual start date/time: [Text input]
- Actual end date/time: [Text input]
- Notes: \*\*\*\*\* DO NOT SCHEDULE ANY HEARINGS \*\*\*\*\*  
Judge will be at Judicial Conference all day
- Spell check: [Link]

---

Click on the UPDATE button or press ALT+U to save your changes.

---

The monthly calendar will display the Red book note.

**Monthly Calendar**  
Enter criteria and press Submit  
January 2014

---

Court:  Date:

Include details

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <b>New Years</b> AM 999 JD PM 999 JD	2 AM 999 JC PM 999 Family	3 AM 999 REV PM 999 REV	4 AM 0 PM 0
5 AM 0 PM 0	6 AM 999 JC PM 999 JC	7 AM 999 JD PM 999 JD	8 AM 999 JD PM 999 JD	9 AM 999 JC PM 999 Family	10 AM 999 REV PM 999 REV	11 AM 0 PM 0
12 AM 0 PM 0	13 AM 999 JC PM 999 JC	14 AM 999 JD PM 999 JD	15 AM 999 JD PM 999 JD	16 * AM 759 JC PM 759 Family	17 AM 999 REV PM 999 REV	18 AM 0 PM 0
19 AM 0 PM 0	20 <b>ML King</b> AM 999 JC PM 999 JC	21 AM 999 JD PM 999 JD	22 AM 999 JD PM 999 JD	23 AM 999 JC PM 999 Family	24 AM 999 REV PM 999 REV	25 AM 0 PM 0
26 AM 0 PM 0	27 AM 999 JC PM 999 JC	28 AM 999 JD PM 999 JD	29 AM 999 JD PM 999 JD	30 AM 999 JC PM 999 Family	31 AM 999 REV PM 999 REV	

NOTES:

16th  
\*\*\*\*\* DO NOT SCHEDULE ANY HEARINGS \*\*\*\*\*  
Judge will be at Judicial Conference all day

The Daily calendar will display the red book note:

**Daily Calendar**  
Enter criteria and press Submit  
Thursday, January 16, 2014

---

AM Minutes left: 759 JC PM Minutes left: 759 Family

Court:  Date:

Time	Event	Length	Time	Event	Length	Time	Event	Length	Time	Event	Length
8:00A	Office Appoint	480									

Morning Events: 1 Afternoon Events: 0  
\*\*\*\*\* DO NOT SCHEDULE ANY HEARINGS \*\*\*\*\*  
Judge will be at Judicial Conference all day

If you FIND a date, the red book note will be displayed:

**Find Court Dates**  
Enter criteria and press Submit

---

Court:  Length:  Days out:  AM/PM

Date	AM	PM	Notes
Monday, January 13, 2014	999 JC	999 JC	
Tuesday, January 14, 2014	999 JD	999 JD	
Wednesday, January 15, 2014	999 JD	999 JD	
Thursday, January 16, 2014	759 JC	759 Family	***** DO NOT SCHEDULE ANY HEARINGS ***** Judge will be at Judicial Conference all day
Friday, January 17, 2014	999 REV	999 REV	
Monday, January 20, 2014	999 JC	999 JC	
Tuesday, January 21, 2014	999 JD	999 JD	
Wednesday, January 22, 2014	999 JD	999 JD	
Thursday, January 23, 2014	999 JC	999 Family	
Friday, January 24, 2014	999 REV	999 REV	

If you simply add an event for this date, the red book note is not displayed.