

## Event text—notes, comments, and instructions

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R25 lets you enter a wide variety of text to annotate event data and convey information or instructions to departments/customers, service providers, and other R25 users—within the event record itself, in standard reports, and on the R25 WebViewer. The following table describes:

- The kinds of text you can enter for an event and suggested uses.
- How to access the text entry form for each kind of text in SpeedBook/Edit Event.
- Some of the event-specific reports that include each kind of text.

## Text options for annotating an event

To add to your event...	Enter this text...	Accessed from...	Applies to...	Appears here...
Comments that you want to share only with other schedulers	Notes	Notes button in the event toolbar	entire event	Within the event only (special security applies to this kind of text)
An overall description, or synopsis, of the event	Description	Properties button, Description tab	entire event	Confirmation Event Summary Event Details on the R25 WebViewer
Any text you want to enter relative to event completion	Confirmation Notice	Properties button, Confirmation Notice tab	entire event	Confirmation Event Summary Event Services
Comments for the selected state change	Comments on changes to the event State	Event History button, State tab	change to the State field in the event header	In the R25 event only
Comments for a selected requirement	Requirement Comments	Properties button, Requirements tab	entire event	Confirmation (Detailed) * Event Summary Event Checklist Event Requirements (By Date/By Space) Event Services
Comments for the current reservation	Reservation Comments	Reservation worksheet, page 1	this reservation	Confirmation (Detailed) * Event Summary (Full) *

## Text options for annotating an event

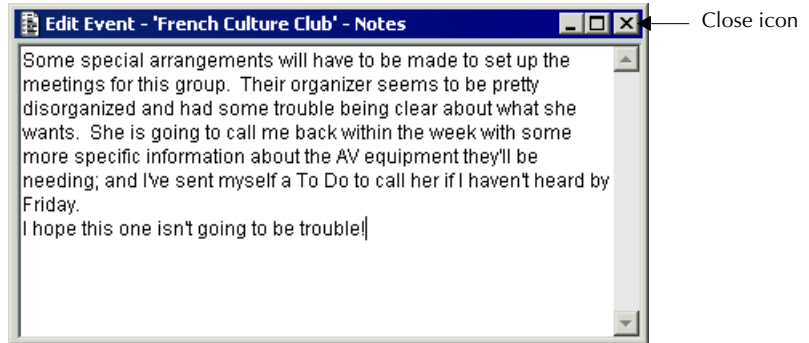
To add to your event...	Enter this text...	Accessed from...	Applies to...	Appears here...
Comments for the selected occurrence(s)	Occurrence Comments	Reservation worksheet, page 4; selected occurrence(s)	selected occurrence(s)	Event Summary (Full) *
Instructions for the selected space or resource assignment(s) (default instructions are created in the object record)	Space/Resource Instructions	Reservation worksheet, page 4; selected assignment(s)	selected occurrence assignment(s)	Confirmation (Detailed) * Event Summary (Full) * Daily Operations Event Checklist Event Services
Comments for a selected workflow item or open To Do, if you are the assigner or assignee	Workflow Comments	Workflow button in event toolbar: selected notification or assignment, or open To Do	an event task	In the R25 event and WebViewer workflow (from the task list of the assigner and assignee only) <b>Note:</b> The assignee does not need editing privileges for the event to enter and save workflow comments.

\* In this case, applies to only one version of the report. The Event Summary and Confirmation Notice reports have multiple versions. The version that is generated for an individual event depends on the "Reports" data preparation for the event type.

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## To enter comments and other text

You can enter as much text as you want in any of the text forms displayed in R25.



- 1 Open the form for the kind of text you want to attach to the event.
- 2 Enter as much text as you like.
- 3 When you're finished, click the Close icon to save your entry and close the form.