To create a series of recurring activities:

- Create a new timed activity in the CDS Calendar.

Enter the details of the activity and click the **Recurring** button on the bottom of the **Activity Detail** window.

Define **Pattern of recurrence** and establish **Range of recurrence** using options in the **Activity Recurrence** window.
The start and end times and duration are inherited from the Activity Detail screen.

Define the Recurrence Pattern. Options will be determined by recurrence selection.

Define the Range of recurrence. Range determined by date or number of activities to be created.

Figure 2: The Activity Recurrence window.

- After defining the Recurrence pattern and establishing the Range of recurrence, click OK.
- Click OK in the Activity Detail screen to schedule the activities.

How to rescheduling a recurring activity:
- In the CDS Calendar, right-click on one instance of a recurring activity to open a context menu.
- Select Reschedule in the context menu.

Figure 3: The Activity Context menu (Reschedule option highlighted).

- CDS will open a prompt with options to reschedule only the selected instance of the series of recurring activities or to reschedule the entire series.
Figure 4: The Reschedule Recurring Item window.

- Select the appropriate option and click **OK**.

**Rescheduling one occurrence** -
- Selecting the **Reschedule the occurrence** option will open the Reschedule window for the selected instance of the series of activities.

Figure 5: The Reschedule Activity window.
• Reschedule the activity as needed and click OK.

Rescheduling a series of activities –
• Selecting the Reschedule series will open the Activity Recurrence window (see Figure 2).
• Reschedule the series as needed by updating Recurrence pattern and Range of recurrence options.
• When finished, click OK.

How to make modifications to a recurring activity:
• Double click on one instance of a recurring activity in the CDS calendar.
• CDS will open a prompt with options to make modifications to only the selected instance of the series of recurring activities or to modify the entire series.

Figure 6: The Open Recurring Item window.

• Select the appropriate option and click OK.
• Make modifications in the Activity Detail window.
• When finished, click OK and the selected instance or the entire series of activities will be updated, based on your selection in the Open Recurring Item window.