



ALICE Events User Manual

Version 3.7.4

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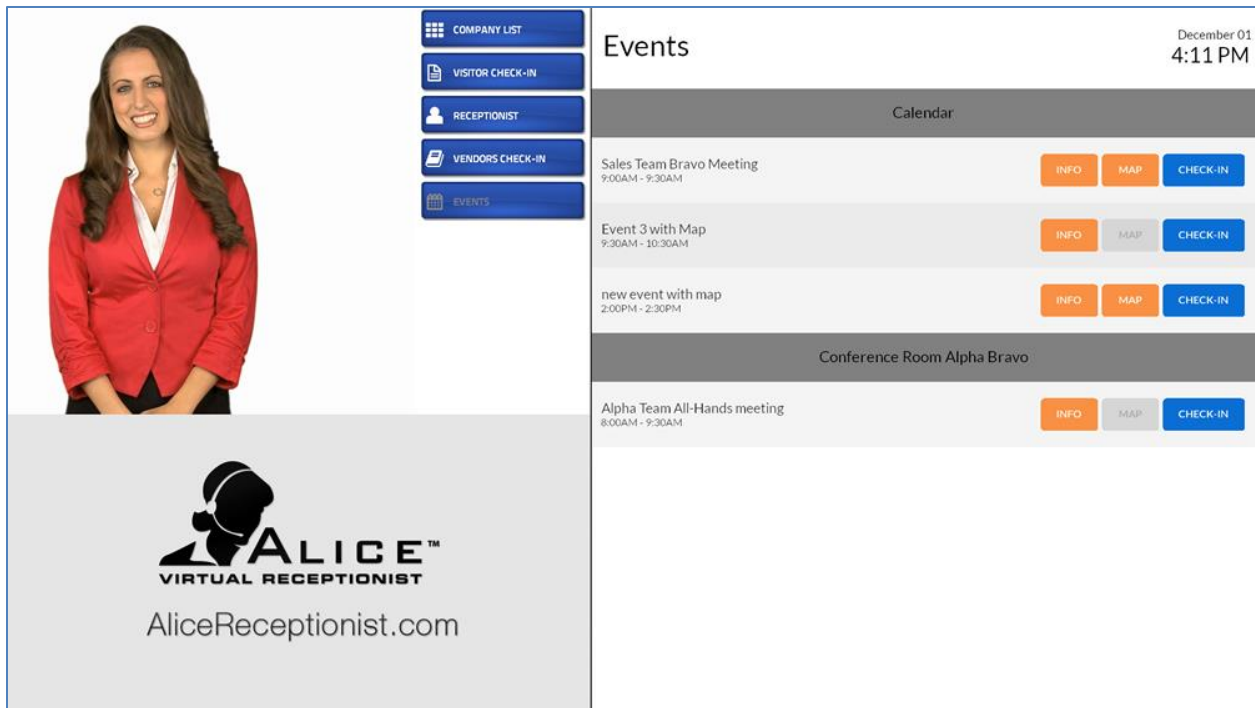
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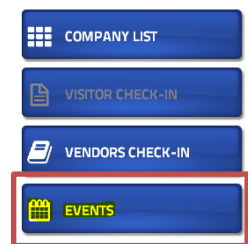
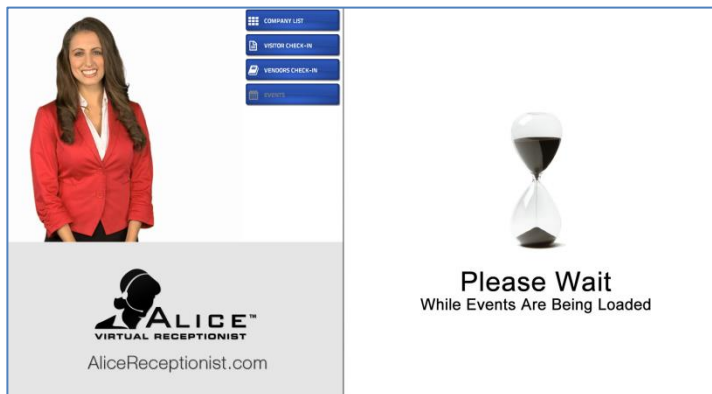
ALICE Events User Manual

Once the ALICE Events feature has been configured it will display a list of events for one or more calendars on the ALICE Directory screen. This document discusses how the Events page can be used by visitors after it's been configured. For configuration instructions review the ALICE Events Configuration Guide.



Showing Events

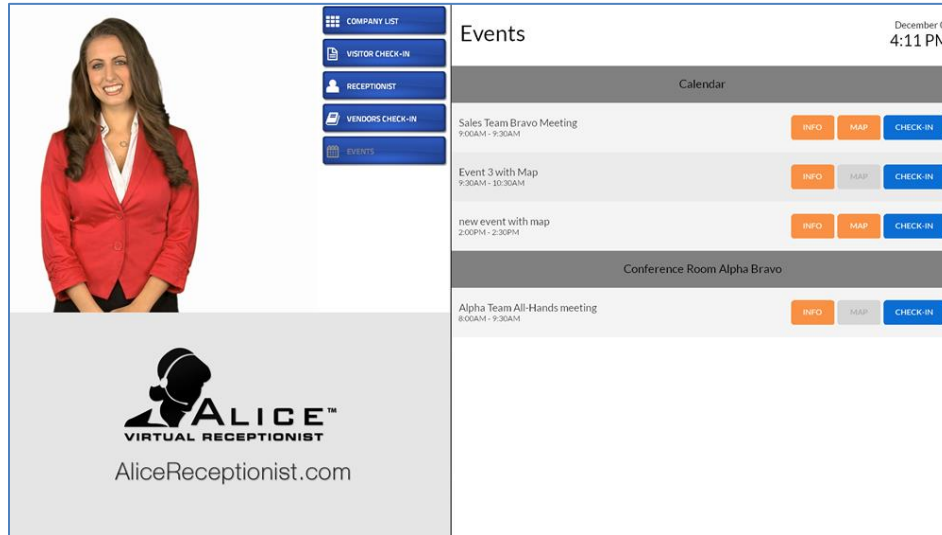
The ALICE Events screen is launched when a visitor presses on the “EVENTS” Main Menu Button located to the right of the ALICE Receptionist video.



Once the EVENTS button is pressed the system will show a “Please Wait” message while it retrieves and updated list of events from the calendars.

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Once the event information is loaded it will be displayed on the ALICE Event screen as shown below:



The Events page has the following components the visitor can interact with:

EVENT INFO:

Touching on the row of an event will expand that event and show more details. Clicking on the INFO button for an event will also show the event details.



The visitor can touch anywhere on the details screen to close the details and return to the events list.

MAP:

If a map image was attached to an event when it was created, the MAP button will be enabled. Clicking on the MAP button will display the map image:



The visitor can touch anywhere on the map image to close the map and return to the events page.

CHECK IN:

If the Visitor Check-In feature is enabled on this ALICE Directory machine the Check-In button can be enabled. If enabled, when the user clicks on the CHECK-IN button the system will redirect the visitor to the Visitor Check-In Screen

