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Chapter 1

General Help

The calendar is designed to be easy to use, but since it is feature rich, some sections can take some time to master. Each section contains more specific help on how to use the system in addition to the general overview provided.

Without logging in, the menu bar at the top of the screen provides access to publicly accessible sections, which include:

- Calendar
- Event List
- Login
- Signup
- Help

Specific help for these sections are included below.

The Help link downloads this .pdf file, or other help files depending on the program access level the user has.

The default view of the calendar is the current month with "All Day" events or All month events listed. The calendar administrator can choose which view will be the default. Click on any event while browsing the calendar to get the detailed event view.

In the event detail view there is a section of options to deal with each event, located above the event details. The first selection under the Event Details view is Import to Outlook. If Microsoft Outlook or any other vCalendar compatible calendar program are available, the specific event can be copied into the user's personal calendar. Click on the Import to Outlook link and click Open. A new calendar appointment will appear which can then be saved to the user's computer. The second option is a Printable View option, which will open a new window with the page nicely formatted for printing. This link also appears in the upper right of the Month View and the List View of the calendar and will format the data shown into a printable document.

Chapter 2

Calendar View Help

The default homepage that is displayed upon entering the calendar is the monthly view of the calendar. To access this from other areas of the calendar program, click on the Calendar icon in the navigation bar. There are two default views, only "All-Day" events or All monthly events. Which one is visible will depend on which option the calendar administrator has chosen. To view the previous or next month, click on the link "Previous" or "Next" to the left or right of the current month and year. To view a specific month, select a new month and year from the list boxes and click Go. Each event is displayed by its short name. To view all events and details for a specific day, click on the day number in the upper left of each calendar box you wish to view. This will access the day view of the calendar and allow a user to page through, day by day, using the "Previous" and "Next" links at the top of the page.

To view only specific types of events, select fields from the Filter drop down boxes. Using the Filter, any combination of fields can be selected, but only one field per drop down box can be chosen at a time. The Filter in place is always displayed in red text below the month and year selection. To return to the default view at anytime, click the "Clear Filter" button. With access to edit or delete events, each event will have a small edit and delete icon next to it.

The Advanced Filter link leads to a page that allows multiple filters to be applied at the same time. From this area, the CTRL button can be used to select more than one filter from each category. Hold down CTRL while

clicking on each filter you want to choose and then release the key when you have chosen all of the filters. The filter will then show **all possible combinations** of the selections. You can return to the advanced filter at any time to add or remove fields from the selection.

The Calendar view and the List view both have separate filters. You can choose specific sets of filters for each and it will remember them separately for both views.

At any time within the calendar, the event name links to the full name and associated details for that specific event. Events can have properties such as recently updated or cancelled. Please see the legend at the bottom of the page for details.

Chapter 3

Event List Help

Clicking on the Event List logo in the Menu Bar will list all events within the current month. Under this view, each field title has two small arrow icons that will sort the list ascending (up arrow) and descending (down arrow). The fields to be sorted this way are:

- Name
- Start Date
- End Date
- Start Time
- End Time

Chapter 4

Login Help

To login to the calendar system, in order to receive email alerts and manage specific events, type in the username and password provided by the activation email when the account was registered. Teachers and students should receive instructions from the administrator on what type of login they will be using for the calendar system since several authentication methods are possible and each has a different way of handling logins. Type in the username and password and click "Login" to enter the computer system, or click the link "Sign Up" to get to the sign-up screen.

Chapter 5

Sign Up Help

To Sign Up for a public account within the calendar system, click on the Sign Up link in the Menu Bar. The wizard will require a name and valid email address, along with a password to activate the account. After clicking "Sign Up," an email will be sent to the address submitted. The email looks like:

Click the link below to activate your account

Username: test@test.com

Password: password

[Activate Account](#)

Clicking on the link to Activate Account will open a web page to activate the account. Once activated, click on the link supplied and then login with the provided username and password.