

# **WebCalendar**

## **User Guide**

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# Chapter 1: Getting Started

## Overview

The WebCalendar is a robust application that allows users to manage multiple calendars, including the schedules of non-human objects, that can be accessed by any computer connected to the Internet.

With the calendar, you can:

- Create and categorize events for yourself
- Create and categorize events for multiple participants
- View others' schedules
- Search events
- Schedule email reminders for upcoming events
- Export events to your PDA or other calendar software
- Check both your own calendar and those of other users for scheduling conflicts
- Enable a public calendar that allows anonymous users to submit events for administrator approval.

### About this user guide

This user guide provides a high-level view of the core features of WebCalendar. More information about WebCalendar features is available via the context-sensitive help topics included in the application; you can also consult the comprehensive technical documentation available on the [WebCalendar Project Website](#).

## Installing WebCalendar

WebCalendar uses MySQL to store events, profiles, and all other data required by the software. Because of this, you must have a MySQL database installed on your domain before you can use Web Calendar. If MySQL is not an option in your control panel, please contact support to have this service added.

### To add a MySQL database:

- 1 Click the MySQL database icon in your control panel.
- 2 Click Add.

### To install WebCalendar:

- 1 Click the WebCalendar Manager icon in your control panel.
- 2 Choose the directory you wish the calendar to reside in. The default is *yourdomain/WebCalendar/*.

**3** If your MySQL password is different than that of your control panel, check the box where you are asked, and enter the correct password.

**4** Click Install WebCalendar. Your request will be processed within 10 minutes, after which you will be able to use the calendar.

**Note:** At installation, your username will be *admin* and your password will be *admin*. You should [change your password](#) the first time you access the calendar.

## Accessing the calendar

Your calendar is accessible from both your control panel and the URL you provided during installation (probably *http://yourdomain/WebCalendar/*).

### To access WebCalendar:

- From WebCalendar Manager in your control panel, click Access this tool on your domain.
- Enter the web address of the calendar.

After you access the calendar, you will be asked to login. Simply enter your username and password (the defaults are *admin* and *admin*) and click Login.

### To link your calendar from a website:

Add the following code to the page you wish to link the calendar from:

```
<a href="http://yourdomain/WebCalendar/">Click here to view  
a calendar</a>
```

Where *yourdomain* is your domain and *WebCalendar* is the web address you specified for your calendar during installation. You may also replace *Click here to view a calendar* with the text of your choice.

## Types of Calendars

Web Calendar allows two types of calendars, NonUser and User.

### NonUser Calendars

NonUser calendars are useful to schedule equipment and rooms, that is, items that need individual schedules, but not necessarily separate usernames and passwords. NonUser calendars are administered by existing users.

### To add a NonUser Calendar:

- 1** Click Admin: NonUser Calendars.
- 2** Click Add New NonUser Calendar.

**3** Enter the Calendar ID (required), first name and last name, and select the calendar's administrator.

**4** Click Add.

**Note:** NonUser Calendars can be viewed, edited, and updated in the same manner as those of regular users.

## **User calendars**

User calendars are created when you, the administrator, add new users. They may be edited by administrators and their owners.

The Public Access calendar is accessible to all users, including anonymous visitors. Any individual's calendar can be added to the Public Access calendar. The option to allow a Public Access calendar can be toggled in Admin > System Settings.

# Chapter 2: Navigating

## Viewing the calendar

Your calendar comes with several default views (day, week, month, and year), but you may also customize your views to combine calendars from different users in convenient time frames. The default view is the current week.

### To change your view:

Beneath the calendar, select the month, week, or year you would like to view, and click Go. In some browsers, the view may change without a button click.

## Layers

You can display other users' events in your own calendar using *layers*. By associating users with different colors, you can overlay their calendars on top of your own. Layers may also be enabled for the Public Access calendar.

### To enable layers for your calendar:

Click Admin > Enable Layers.

### To enable layers for the Public Access calendar:

- 1 Click Admin > Edit Layers. Click the words *Click here* in the line *Click here to modify the layer settings for the Public Access Layers*.
- 2 Click Enable Layers.

### To add a layer:

- 1 Click Layers in the Admin Menu, then click Add Layer, to add a layer to your own calendar, or access the Public Access layers and click Add Layer, to add a layer to the Public Access calendar.
- 2 Select the user whose calendar you would like to see.
- 3 Enter a color in hexadecimal (#RRBBGG), or pick a color from a palette by clicking the Select button.
- 4 Decide whether you want Duplicates, that is, whether you want events that you and the user share to be displayed twice, once for each of you, or for each event to be displayed only once.
- 5 Click Save.

**To edit a layer:**

- 1 Click Layers in the Admin Menu, then click the Edit Layer link beneath the layer you want to edit.
- 2 Make changes and click Save.

**To remove a layer from your calendar view:**

- 1 Click Layers in the Admin Menu, then click the Delete Layer link beneath the layer you want to delete.
- 2 Confirm when prompted.

## Searching

**To search a calendar:**

- 1 Click Search in your Go To menu.
- 2 Enter keywords.
- 3 Click Search.

**Note:** You may use calendar users as search criteria; click Advanced Search to access this option.

## Switching between calendars

You may view both NonUser calendars and calendars that other users have made public.

**To view another user's calendar:**

- 1 Click the Another User's Calendar link in the Go To menu.
- 2 Select the user whose calendar you wish to see and click Go.

**To return to your own calendar:**

Click the Back to My Calendar link in the Go To menu.

# Chapter 3: Calendar Users

## Overview

WebCalendar may be configured to include and allow multiple users. These users, along with NonUser calendars, can be used to manage a busy household, office, or any other organization. You can tweak your calendar to allow users to view each other, overlap each other's calendars, and even create groups by interest or other criteria.

## Managing Users

**To add a user:**

- 1 Click Admin > Users > Add New User.
- 2 Enter the user's information (username and password are required), and select whether the user will have admin privileges.
- 3 Click Save. The user will be added to your calendar.

**To edit a user's information, including changing his or her password:**

- 1 Click Admin > Users.
- 2 Click the desired username.
- 3 Make any changes, and then click Save.

## Groups

In a calendar with many users, it may be useful to divide users into groups. If you use your calendar to manage a school, for example, you might divide your users into groups of teachers, students, administrators, and volunteers. Users may be part of multiple groups, and groups can be configured so that users can only access calendars of and add participants from those users in their own group(s).

**To enable groups:**

- 1 Click Admin > System Settings.
- 2 Check Yes for the Groups Enabled field.
- 3 Click Save.

**To add a new group:**

- 1 Click Admin > Groups > Add New Group.
- 2 Enter the name of the group.

**3** Cntrl-click the users you want to include in the group.

**4** Click Save.

**To edit a group:**

**1** Click Admin > Groups, then select the name of the group you want to change.

**2** Make changes, and click Save.

**To delete a group:**

**1** Click Admin > Groups, then select the name of the group you want to delete.

**2** Click Delete and confirm when prompted.

## **Assistants**

Users may, as *bosses*, enable other users as *assistants* to help manage their calendars. Links to calendars with user assists with will appear in their Admin menus.

**To give yourself an assistant:**

**1** Click Admin > Assistants. You may select entire groups by clicking the Select button, choosing groups and users, and then clicking OK.

**2** You may select entire groups by clicking the Select button, choosing groups and users, and then clicking OK. Otherwise, select the user you would like to make your assistant, and click Save.

# Chapter 4: Managing Events

## Overview

WebCalendar allows you to manage your own events and approve/reject events submitted by other users.

## Adding events

To add a new event:

- 1 Click Go to > Add New Event.
- 2 Enter your event's details.
- 3 Click Save.

## Event properties

### Details

Attribute	Description
Brief Description	A short description (of about 20 characters) of your entry. It will appear in the calendar view.
Full Description	An extended description of your entry. It will appear when a user views the entry.
Priority	The entry's priority over other events in the calendar. The higher the priority, the bolder and larger the entry's font will be in month and week views.
Access	Events can be Public, meaning all those who view the calendar can see the entry, or Confidential, meaning that those who are not participating can see the date and time, but not the details of the entry.
Send Reminder	You may choose to have a reminder email sent to participants. You must enter the length of time before the entry's start that you wish the email to be sent.

### Scheduling

Attribute	Description
Date	The date your entry will occur. Clicking Select will pop-up a window allowing you to click dates from a monthly calendar.

Attribute	Description
Time	Events can be timed (of a duration specified by you), untimed (the entry shows a start time only), or all day (the entry will last the entire day). Both timed and untimed events require you to enter a start time.
Duration	Timed events require you to enter the length of time, in hours and minutes, that the entry will last.

### Participants

Attribute	Description
Participants	Multiple, single, or no users may be selected as an entry's participants. Note that if Public Access is selected as a participant, the event will be public even if you set the Access field to Confidential. Clicking Select will open up a new window where you may select a combination of users and groups. Press OK to return to the event.
External Participants	Entry participants that are not calendar users. Enter the names and email addresses of the external participants, one participant per line.

### Repetition

Attribute	Description
Repeat Type	The entry's frequency. Monthly (by day) repeats an entry on, for example, the 1st Monday of every month, the 2nd Thursday of every month, etc. Monthly (by date) repeats an entry on the same day of each month, such as the 5th of each month.
Repeat End Date	The end of the period that the entry will repeat through.
Repeat Day	The day of week that the entry will take place on.
Frequency	How often the entry repeats. For example, if you designated an entry to happen on the first Wednesday of the month, with a frequency of two, the entry will occur every other month.

#### To add an event from another user's calendar to your own:

- 1 Access the entry from that user's calendar, i.e., go to the user's calendar and click the entry to view the fill description.
- 2 Click Add to My Calendar and confirm when prompted.

**To remove an event you added to your calendar from another user's:**

- 1 Access the entry from your calendar.
- 2 Click Delete Entry and confirm when prompted.

## **Viewing events**

**To view an event:**

Click on the description showed in any calendar view.

**To view all activity associated with an event (admins only):**

- 1 Access the entry from the calendar.
- 2 Click Show activity log to view all updates and changes made to the entry.

## **Approving events**

**To approve an event:**

- 1 Click the Unapproved Events link in the Go To menu.
- 2 You may click approve or select the entry to view it's details.
- 3 From the detail view, click Approve entry.

**To reject an event:**

- 1 Click the Unapproved Events link in the Go To menu.
- 2 You may click Reject or select the entry to view it's details.
- 3 From the detail view, click Reject entry.

## **Deleting events**

**To delete an event:**

- 1 Access the entry from the calendar.
- 2 Click delete entry, then click OK when prompted.

## **Editing events**

If you edit an entry, all participants will have to re-approve it.

**To edit an entry:**

- 1 Access the entry from the calendar.
- 2 Click Edit Entry.

**3** Make any changes

**4** Click Save.

## **Emailing event participants**

You may need to contact all event participants before the event takes place. For example, you may wish to request that all participants bring food to a picnic, or print out copies of a manual before a meeting.

### **To email all event participants:**

**1** Access the event from the calendar.

**2** Click the Email all participants link. It will open the email client associated with your browser and display the email addresses of all participants in the To: field.

**3** Enter your message, and use your email client to send it.

### **To email a specific event participant:**

If a participant has specified an email address, you may email him or her by clicking the username in the participant list. The email client associated with your browser will open, and you may send mail as usual.

## **Exporting events**

In addition to exporting entire calendars, you may export individual events.

### **To export a particular event:**

**1** Access the event from the calendar.

**2** Select the format to which you want to export.

**3** Click Export and save to your computer.

## **Categories**

### **To enable categories:**

**1** Click the System Settings link in the Admin menu.

**2** Scroll down to the Categories section and enable categories.

**3** Click Save.

### **To add a category:**

**1** Click Categories in the Admin Menu.

**2** Click Add New Category.

**3** Enter the category name and select whether the category should be global.

**Note:** Global categories are categories available to all users. Administrators maintain the list of global categories, while users maintain their own personal lists.

**4** Click Add.

**To edit a category:**

**1** Click Categories in the Admin Menu.

**2** Click the name of the category you wish to change.

**3** Make changes.

**4** Click Save.

**To delete a category:**

**1** Click Categories in the Admin Menu.

**2** Click the name of the category you wish to delete.

**3** Click Delete and confirm when prompted.

**To set a category for a previously added event:**

**1** Access the event through the calendar.

**2** Click Set Category.

**3** Select the category from the drop-down list and click Save.

# Chapter 5: Importing and Exporting

## Overview

You may export your calendar for use in other applications, such as Outlook, iCalendar, or Sunbird, as well as import events and schedules in specific formats.

### To export your calendar:

- 1 Click the Import/ Export link in the Go to menu, and click the Export tab.
- 2 Choose your export format.
- 3 If you would like to include all layers shown on the current calendar, check the Include All Layers box, otherwise, only the default layer will be exported.
- 4 If you want to export the entire calendar, check the Export all dates box. Otherwise, select the start and end of the dates you wish to export. You may export only recent modifications by selecting files modified since a certain date. Clicking any of the Select buttons will open a pop-up window where you can select dates from a mini-calendar.
- 5 Click Export, then save to your computer.

### To import a calendar:

- 1 Click the Import/ Export link in the Go to menu, and click the Import tab.
- 2 Choose your import format.
- 3 Determine whether you would like to exclude prior records (only records after the current moment will be imported), and determine whether you would like to overwrite any prior imports.
- 4 Select the file from your computer using the Browse button.
- 5 Select the user whose calendar will contain the imports.
- 6 Click Import.

# Chapter 6: Configuring and Customizing

## Overview

As a calendar administrator, you can closely control the way your calendar operates. Through system settings and other options, you can customize your users' experience and control how much influence they may exercise over each other's calendars.

## Activity Log

Your activity log shows everything that has happened on your calendar, broken down by user, calendar affected, time, entry affected, and action.

### To view your activity log:

Click Activity Log in the Admin menu.

## System Settings

A calendar's system settings determine the default operation for all users. They include default colors, default views, and the attributes applicable to events.

## Settings

Attribute	Description
Application Name	The application title that will display in the window title bar of most browsers.
Server URL	The base URL of the calendar that is included in email notifications and reminders.
Language	The calendar's default language.
Fonts	Preferred fonts. When viewed, the calendar will begin with the first font in your list and continue through it until it finds a font on the user's machine. Multiple fonts can be included in a comma-separated list.
Custom script/ stylesheet	Setting this to yes allows you to add a custom stylesheet or script to your calendar's header. Click the Edit button and enter your custom information into the box, and click Save when finished.
Custom header	Setting this to yes allows you to include custom HTML at the top of each page. Click the Edit button and enter your custom information into the box, and click Save when finished.
Custom footer	Setting this to yes allows you to include custom HTML at the bottom of each page. Click the Edit button and enter your custom information into the box, and click Save when finished.

Attribute	Description
Preferred view	The default view (day, week, month, year).
Display weekends in week view	Whether you wish Saturdays and Sundays to be included in the week view. If No is selected, the calendar will display Monday through Friday.
Display days with events in bold in month and year views	In yearly and monthly views, days that contain events will be shown in bold.
Display description in printer day view	Enabling this will display event description when displaying the Printer-Friendly view of individual days.
Date format	Three settings that control the way the date appears in the various calendar views.
Time format	Option for displaying times in 12 or 24 hour sets.
Time interval	The length of time each block represents in day and week views.
Auto-refresh calendars	If set to Yes, the day, week, and month pages will periodically reload.
Auto-refresh time	The length of time between auto-refreshes.
Require event approvals	When enabled (unless Display Unapproved is also enabled) users must approve an entry before it is displayed on his or her calendar. Setting this to No will not turn off approvals for the Public Access calendar.
Display unapproved	If set to Yes, then unapproved events will be displayed on calendars in a different text color. Otherwise, unapproved events must be approved before they will be displayed.
Display week number	Whether the week number (1 – 52) should be displayed in the month and week views.
Week starts on	Option for your calendar's week to begin on Sunday or Monday.
Work Hours	Starting and ending hours of the work day (the hours in the default calendar view for weeks and days).
Disable Priority field	Whether the Priority field will appear on entry information pages.
Disable Access field	Whether the Access field will appear on entry information pages.
Disable Participant field	Whether the Participants field will appear on entry information pages.

Attribute	Description
Disable Repeating field	Whether the options to have a repeating entry will appear on entry information pages.
Disable Site Extras in Popup	If enabled, custom event fields, which you may add and edit in <code>site_extras.php</code> , will be displayed in event pop-ups.
Allow HTML in description	If set to Yes, users will be able to use HTML in their even descriptions.
Allow viewing other user's calendars	Enabling this option allows users to view other users' calendars.
Include Add Event link in views	If set to Yes, a link to Add Event will appear at the bottom of all calendar views.
Remember last login	When enabled, users' logins (but not passwords) will be filled in on the login page, and users' preferences (including colors and language) will be loaded.
Check for event conflicts	If set to Yes, the calendar will warn if events conflict. If set to No, no conflict checking will occur.
Conflict checking months	If conflict checking is enabled, this determines how many months into the future the calendar should check for conflicts.
Allow users to override conflicts	If set to No, users will not be able to schedule conflicting events.
Limit number of timed events per day	If enabled, users can be limited to a specific number of timed events per day.
Maximum timed events per day	The maximum number of timed events that a user can schedule in a day.
Specify timed event length by	Selecting Duration will give your users the option of entering the length of a timed event. Selecting End Time will give your users the option of enter the time at which the event ends.

## Public Access

Attribute	Description
Allow public access	When enabled, the calendar can be used as a read-only public calendar that does not require users to login.
Public access visible by default:	If enabled, events from the Public Access calendar will automatically be added to all users' calendars.

Attribute	Description
Public Access is default participant	If enabled, Public Access will automatically be selected as a participant for each event, that is, the event will be displayed on the Public Access calendar.
Public access can view other users	When enabled, anonymous users can view other users' calendars.
Public access can add events	If enabled, anonymous users can add events.
Public access new events require approval	When enabled, events submitted to the public access calendar by anonymous users must be approved by an administrator before they appear on the calendar.
Public access can view participants	If enabled, non-logged-in users accessing the calendar will be able to see event participants if they view details of an event.

## Groups

Attribute	Description
Groups enabled	Enables group support, allowing users to select users by groups.
User sees only his groups	If enabled, users will not see calendar users that are not in at least one of their groups.

## NonUser Calendars

Attribute	Description
Nonuser Calendars Enabled	If enabled, admins may add nonuser calendars.
Display in participants list at	Determines where NonUser Calendars are displayed in participant lists throughout your calendar.

## Other

Attribute	Description
Reports enabled	This option allows the creation of custom reports. This feature is in development and not supported.

Attribute	Description
Allow remote subscriptions	Specifies if remote users can subscribe to a WebCalendar user's calendar, allowing them to see the WebCalendar user's events in their iCal-enabled application (such as Apple's iCal or Mozilla Calendar).
Categories enabled	Enables support for event categories.
Allow external users	Allows non-calendar users to be listed as entry participants. The create/ edit even page will contain a field to include names and email addresses of even participants that are not calendar users.
External users can receive email notifications	When enabled, external users can receive email notifications when an entry is added, updated, or deleted.
External users can receive email reminders	When Allow external users is enabled, external emails can receive email reminders as events approach.

## Email

Attribute	Description
Email enabled	Turn on or off all email notifications and reminders.
Default sender address	Specifies the email address that will be in the From field for all emails sent by the calendar.
Event reminders	Whether users will be sent reminders for events.
Events added to my calendar	Whether users will be notified when events are added to their calendars.
Events removed from my calendar	Whether users will be notified when events on their calendars are removed.
Events rejected by participant	Whether users will be notified if events are rejected by participants added to their events.

## Colors

All colors should be specified in `##RRGGBB` hexadecimal format.

Attribute	Description
Allow user to customize colors	Enabling this allows your users to customize the color scheme of their calendars.

Attribute	Description
Document background	The background color of all pages.
Document title	The color of all page titles.
Document text	The default text color.
Table grid color	The color of the lines that make up the calendar grid.
Table header background	The background color of calendar headings.
Table header text	The color of calendar text.
Table cell background	The background color of each calendar block.
Table cell background for current day	The background color for the current day. This color is generally different from the Table cell background so that you can highlight the current day.
Table cell background for weekends	The background color for weekends.
Event popup background	The background color of entry pop-up areas.
Event popup text	The text color of any entry pop-up areas.

## Preferences

Each user may set his or her own preferences. This section determines the “look and feel” of individual calendars. In addition, you may configure preferences for the Public Access calendar that all visitors will see.

## Settings

Your WebCalendar settings control the way your calendar actually looks and operates.

Attribute	Description
Language	The language your calendar will use. Languages other than English may require installation of language packs.
Time zone offset	Specifies how many hours to adjust the time from server time to local time.

Attribute	Description
Fonts	A list of fonts the calendar will use. When viewed, the calendar will begin with the first font in your list and continue through it until it finds a corresponding font on your machine.
Preferred view	The default view (day, week, month, year).
Display weekends in week view	Whether you wish weekends to be included in the week view. If No is selected, the calendar will display Monday through Friday.
Display days with events in bold in month and year views	In yearly and monthly views, days that contain events will be shown in bold.
Display description in printer day view	
Date format	Three settings that control the way the date appears in the various calendar views.
Time format	Option for display times in 12 or 24 hour sets.
Time interval	The length of time blocks in week and day views are.
Auto-refresh calendars	If set to Yes, this option will reload the calendar periodically.
Auto-refresh time	The length of time between auto-refreshes.
Display unapproved	If set to Yes, then unapproved events will be displayed on calendars in a different text color. Otherwise, unapproved events must be approved before they will be displayed.
Display week number	Whether the week number (1 – 52) should be displayed in the month and week views.
Week starts on	Option for your calendar's week to begin on Sunday or Monday.
Work hours	The hours you would like displayed as your work-day.
Specify timed event length by	Selecting Duration will give your users the option of entering the length of a timed event. Selecting End Time will give your users the option of enter the time at which the event ends.

## Email

Each user may customize his or her email settings, choosing to receive or not receive reminders and notifications.

Attribute	Description
Event reminders	Whether you will be sent reminders for your events.
Events added to my calendar	Whether you will be notified when events are added to your calendar.
Events updated on my calendar	Whether you will be notified when events on your calendar are updated.
Events removed from my calendar	Whether you will be notified when events on your calendar are removed.
Event rejected by participant	Whether you will be notified if events are rejected by participants added to your events.

### When I am the boss

These attributes are applicable when you have designated an assistant to alter your calendar on your behalf. They control whether you will be notified when your assistants make changes.

Attribute	Description
Email me event notifications	When enabled, you will be sent notifications when your assistants make changes.
I want to approve events	When enabled, all events added by your assistants must be approved by you before they are added to your calendar.

### Subscribe / Publish

Attribute	Description
Allow remote subscriptions	Specifies if remote users can subscribe to your calendar, allowing them to see your events in a iCal-enabled application (such as Apple's iCal or Mozilla Calendar).

### Colors

Attribute	Description
Document background	The background color of all pages.

Attribute	Description
Document title	The color of all page titles.
Table cell background	The background color of each calendar block.
Table cell background for current day	The background color for the current day. This color is generally different from the Table cell background so that you can highlight the current day.
Table cell background for weekends	The background color for weekends.