Oracle Calendar Web Client Help

Online Help

Using the Toolbars

The Oracle Calendar Web client includes two Toolbars. The top toolbar is referred to as the Global Toolbar. The toolbar below the Global Toolbar is referred to as the Calendar Toolbar.

Note: The global toolbar is only available as part of the Oracle Collaboration Suite.

Global Toolbar

The Global toolbar includes the following links:

- **Return to Portal** - Return to the Oracle Collaboration Suite portal.
- **Preferences** - Change the way Oracle Calendar Web client works.
- **Logout** - Log out of Oracle Collaboration Suite.
- **Help** - View Oracle Calendar Web client online help.

Calendar Toolbar

The following table shows each icon on the Calendar Toolbar and describes its function.

Note: If you are connecting to an older version of the Calendar server, some of these icons may not appear as described here.

Icon	Function
	Access the Daily View
	Access the Weekly View
	Access the Monthly View
	Access the Task View

	Create a Meeting
	Create a Task
	Create a Day Event
	Create a Daily Note
	Open the Scheduler
	View another user's Agenda and manage Favorites
	Return to your own Agenda (if you are viewing another user's Agenda)
Go	View a user's Agenda directly from the accompanying drop-down list of favorites
	Use Accessible Agenda
	Use Standard Agenda
	Open the Calendar Administrator (only available for users with Server Administration rights)
	Edit Access Rights for Entries you own
	Access the Manage Groups page

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Oracle Calendar Web client can be used in Accessible or Standard mode. Accessible mode is intended for users of assistive technology. The default is Standard mode. However, there are two links visible only to screen readers placed at the top of the main page of Calendar that enable those using screen readers to immediately switch to Accessible mode.

Use the Accessible Agenda and Standard Agenda icons on the Calendar Toolbar to switch between Accessible and Standard modes.

Working in the Default View

When you open Calendar, the default view is the Daily Planner, which displays a single day's Entries in a graphical format.

If anyone has booked you for a Meeting, or if you scheduled a Meeting yourself, those Meetings appear in the appropriate time slot. Entries that remind you of things to do or day-long events that don't block time in your Agenda appear in the **Daily Notes** & **Day Events** section.

You can create Tasks and track their progress. These Entries appear in the **Tasks** section of the Daily Planner.

The Agenda Views

Calendar offers different views to help manage information in your Agenda. The Daily and Weekly Views have two different modes: the List, which displays information in a list format, and the Planner, which offers a graphical representation of your calendar data. The Monthly View allows you to view and edit time-based content in a list format. The Task View allows you to view, edit and create Tasks in one window.

Using the Date Control Bar

The Daily View, Weekly View and Monthly View use the Date Control Bar. It appears in the center of the top section of your Agenda to the right of the date. Use the Date Control Bar to find a particular date quickly and conveniently.

Icon	Function
▶ ◀	Move backward or forward: • One day in Daily View • One week in Weekly View • One month in Monthly View
▶▶ ◀◀	Move backward or forward: • One week in Daily View • Four weeks in Weekly View • Six months in Monthly View
	Access the Date Picker, which allows you to pick a specific date to view.

The Daily View

The Daily View displays one day's worth of information in the following ways:

- **Daily List**: Displays your Entries in a scrollable list.
- **Daily Planner**: Displays your Entries in a split view.

Click the **Daily List** or **Daily Planner** links below the Date Control Bar to move between these two views.

The Daily List

The Daily List displays your Entries in a list. Calendar displays meetings first, followed by Daily Notes, Day Events, Holidays and Tasks.

- To create an Entry, click the appropriate icon on the Calendar Toolbar.
- To edit an existing Entry, click its icon. Other symbols may appear next to the Entry.

- To mark a Task as completed, click the check box above its title and select the **Completed on** option in the **Status** section of the Edit Task page.

The Daily Planner

The Daily Planner displays your Meetings in the time slots they occupy. Calendar displays Daily Notes, Day Events, Holidays and Tasks in separate sections.

The Daily Planner grid shows events during your preferred display hours, which you set in the **Display** section of the Edit Preferences page. A red arrow next to the day inidicates meetings scheduled outside perferred hours. Calendar lists these meetings in the **Other Meetings** section.

To toggle the Daily Planner grid's time slots between values of 30 or 60 minutes, click **30 min** or **60 min**, respectively.

The Daily Planner uses different colors to indicate the Importance level, Ownership or Attendance status of a Meeting, depending on the color scheme and preferences selected.

Note: The Daily Planner displays up to three concurrent Meetings in a time slot. Calendar signifies additional conflicting Meetings at a particular time by bolding the time and displaying extra Meetings in the **Other Meetings** section.

- To create an Entry, click the appropriate icon on the Calendar Toolbar.
- To create a Meeting directly from a time slot, click the + sign next to the time slot. The Create Meeting page opens with a default start time corresponding to the time slot you have chosen.
- To edit an existing Entry, click its title.
- To mark a Task as completed, click the check box beside its title.

If you cannot view a Task in the Daily View:

- Only active Tasks are displayed in the Daily View. A Task is active if:
  - It has no due date.
  - It has a due date that falls **on or after** the date you are currently viewing.
- The Daily View does not display completed Tasks unless the completion date is also the day you are currently viewing.
- Make sure the due date of the Task is not **before** the date you are currently viewing. Active Tasks with due dates before the displayed date are not listed.

The Weekly View

The Weekly View displays one week's Agenda information in the following ways:

- **Weekly List**: Displays your Entries in a scrollable list.
- **Weekly Planner**: Displays your Entries in a graphical view.

To move between these two views, click the **Weekly List** or **Weekly Planner** links below the Date Control Bar.

Note: The Weekly View does not display Tasks.

If you have an Entry booked on Saturday or Sunday but cannot find it in your Agenda:

Your preferences may be set to hide Saturdays and Sundays. Click **Preferences** on the Global Toolbar. In the **Display** section, make sure the **Show Saturday** and **Show Sunday** options are selected.

The Weekly List

The Weekly List displays your Entries in a list. Meetings are shown first, with Daily Notes, Day Events and Holidays appearing at the bottom of each day column.

- To create an Entry, click the appropriate icon on the Calendar Toolbar.
- To edit an existing Entry, click the icon that appears next to the Entry title.
- To obtain a Daily View for a particular day, click the date next to the day you want to view.

The Weekly Planner

The Weekly Planner displays your Entries in a graphical view. Calendar displays meetings in the time slots they occupy. Daily Notes, Day Events and Holidays are shown at the bottom of each day column.

To toggle the Weekly Planner grid's time slots between values of 30 or 60 minutes, click **30 min** or **60 min**, respectively.

The Weekly Planner grid shows events during your preferred display hours, which you set in the **Display** section of the Edit Preferences page. A red arrow beside a day indicates that Entries exist that fall before or after those times. Meetings scheduled outside the grid hours appear in the bottom section of the Weekly Planner.

The Weekly Planner uses different colors to indicate the Importance level, Ownership or Attendance status of a Meeting, depending on the color scheme and preferences selected.

Note: The Weekly Planner displays up to two concurrent Meetings in a time slot. Calendar displays any other Meetings in that time slot at the bottom of the corresponding day column.

- To create an Entry, click the appropriate icon on the Calendar Toolbar.
- To create a Meeting directly from a time slot, click the + sign next to the time slot. The Create Meeting page opens with a default start time corresponding to the time slot you selected.
- To edit an existing Entry, click its title.

The Monthly View

The Monthly View displays one month's Agenda information in a scrollable list. Tasks are not displayed in this view.

- To edit an Entry in the Monthly View, click the icon that appears next to the Entry title.
- To obtain a Daily View for a particular day, click the date next to the day you want to view.
- To obtain a Weekly View for a particular week, click the week number next to the beginning of the week you want to view.

The Task View

The Task View allows you to manage your Tasks from one central location, track their completion status and even create Tasks directly from the page itself, without having to access another Entry page.

- To edit a Task, click its title.
- To mark a Task as completed, click the check box beside the Task title.
- To change which Tasks are displayed, click one of the four links found below the Calendar Toolbar:
  - **Show Active Tasks**: Active Tasks are ongoing Tasks that have not been completed, or have start dates that are either undefined or already passed (including the current date).

- **Show All Tasks**
    - **Show Completed Tasks**
    - **Show Incomplete Tasks**
- To change the sorting method, click the **Title**, **Priority**, **Start**, **Due** or **Complete** links. Clicking these links again toggles the sorting of your Tasks between ascending and descending order.
- To create a Task from the Task View, enter a title in the edit box and click the Create Task icon next to the edit box. Assign a priority level and completion level by selecting a value from each drop-down menu.

Entry Symbols

In any Agenda View, a symbol accompanies each Entry, representing the Entry type.

Note: If you are connecting to an older version of the Calendar server, some of these icons may not appear or work as described here.

Symbol	Meaning
	Meeting
	Web Conference (click to join)
	Daily Note
	Day Event
	Active Task
	Overdue Task
	Completed Task

A number of other symbols may also appear next to an Entry.

Symbol	Meaning
	You have accepted the Entry.
	You have accepted the Entry but are free to be booked for other meetings.
	You have declined the Entry.
	You have declined the Entry and are free to be booked for other meetings.
	You have not decided whether to accept or decline the Entry.
	You have not decided whether to accept or decline the Entry, and are free to be booked for other meetings.
	The Entry has more than one attendee.
	The Entry includes a file attachment.
	The Entry contains details.
	The Entry includes a resource that needs to be approved.

The following table lists the various Importance levels of a Meeting and their accompanying symbols.

Importance level	Symbol
Highest	
High	
Normal	No symbol
Low	
Lowest	

Color-Coding

Calendar color-codes your meetings by importance level, attendance status or ownership, depending on what you select in the **Display** section of the Edit Preferences page. Typical colors include:

Importance level		Attendance status		Ownership	
Color	***Meaning***	***Color***	***Meaning***	***Color***	***Meaning***
Red	Highest	Green	Accepted Meeting	Yellow	Meeting you own
Pink	High	Light green	Accepted tentative Meeting	Light yellow	Tentative Meeting you own
Yellow	Normal	Red	Refused Meeting	Blue	Meeting you do not own
Light blue	Low	Pink	Refused tentative Meeting	Purple	Tentative Meeting you do not own
Blue	Lowest	Blue	Unconfirmed Meeting		
		Light blue	Unconfirmed tentative Meeting		

Your system administrator may change these colors.

Note: Meetings only appear color-coded in the Daily Planner and Weekly Planner.

Creating or Editing a Meeting

Meetings are the building blocks of your Agenda. Use them to reserve time in your schedule for any type of activity with a start and end time. Use meetings to block off time in your agenda for an entire day or more, such as for conferences or vacations.

To create a Meeting:

Click the New Meeting icon on the Calendar Toolbar.

To edit an existing Meeting:

Click the Meeting icon from the Daily List or the Meeting title from the Daily Planner.

General Options

To create a standard meeting, select **Standard Meeting** in the **Type** drop-down menu on the New Meeting page.

Aside from the standard information you would include with a Meeting (date, time, duration and location), you can also:

- Mark the Meeting as **tentative** if you might change the time or date later.
- Add up to 32 KB of plain text in the **Details** section.
- Include hypertext links in the **Details** section.
- Assign an Access level to the Meeting. Depending on the Access level, different users may or may not view information about the Entry.
- Assign an Importance level to the Meeting. An icon representing the Importance level will appear in the Daily View, Weekly View and Monthly View. The Daily Planner and Weekly Planner use different colors to indicate Importance level (if you have chosen to color-code your Meetings by Importance level).
- **Note**: To allow users to book you for other meetings at this time, return to your agenda view, click this meeting to edit it, and select **Free** in the **Show time as** drop-down menu. (If you are connecting to an older version of the Calendar server, the **Show time as** feature is not available.) Keep in mind that if you do this, you appear to other users as "Available" in the Scheduler.

	Choose a date from the Date Picker.
	Choose a start time from the Time Picker.

To attach a file to a Meeting:

1. Click the paperclip icon in the **Details** section.

2. Navigate to the file you want to attach.

3. Click **Upload**.

Important: Consult your system administrator to find out the maximum size of file attachments your system permits, and what file extensions your system supports.

Notification Options

Click the **Notification** link in the New or Edit Meeting page. Use the options in this section to include different types of notifications with the Meeting. Additionally, set e-mail or wireless reminders for yourself and specify when you should be reminded of the Meeting.

Sending E-mail with a Meeting

Whenever you create, edit or delete a Meeting, send an e-mail message to anyone with an e-mail address. This e-mail automatically includes the title, time and date of the Meeting. Include comments with the e-mail notification. Attach Meeting information as vCalendar or iCalendar data for non-calendar users to paste into their own time management applications.

Adding People and Resources to a Meeting

Click the **People & Resources** link in the New or Edit Meeting page. Use the options on this page to invite users, Resources or Groups to Meetings and check to see if anyone has scheduling conflicts. Optionally, have Calendar suggest a date or time convenient for everyone or open the Scheduler to see everyone's daily schedules.

To add a user, Resource or Group to the list of attendees:

1. Type the name of the user, Group or Resource in the edit box.

2. Select **Users**, **Resources** or **Groups**.

3. Click **Find**.

4. If the system finds an exact match, the User, Resource or Group appears in the left-hand list box.
   If the system finds more than one match for the name, another list box appears on the right. Choose the name you want and click **Add selected**, or click **Add all**.
   If you searched for Groups, clicking **Add selected** for a particular Group adds all members of that Group to the attendee list for the Meeting.
   If you add a resource that requires approval, Calendar sends a notice to that resource's designate, who must approve the use of that resource.

5. To show details about a person or resource at any time, select the person or resource's name and click **Information**. (For new versions of Oracle Calendar only.)

Checking Attendance Status

If you edit an existing Meeting, Calendar lists all attendees with a symbol next to each name.

Symbol	Meaning
+	The user has accepted the Meeting.
+*	The user has accepted but would prefer another time.
-	The user has declined the Meeting.
-*	The user has declined and would prefer another time.
?	The user has not yet confirmed his attendance status.
?*	The user has not yet confirmed his attendance status but would prefer another time.

Suggesting a Date or Time for a Meeting

If you are having trouble finding a time or date when all attendees are free, Calendar can suggest a date and time based on criteria you specify. From the **People & Resources** link of the New or Edit Meeting page, click **Suggest time**.

To search for a date or time:

1. Specify a date range using the edit boxes, or click the Calendar icon next to each date field to use the Date Picker to pick the date.

2. Specify a time range using the edit boxes, or click the Clock icon next to each time field to use the Time Picker to pick the time.

3. Set the duration of your Meeting.

4. Choose whether to include Saturdays, Sundays and/or Holidays in your search.

5. Set the maximum number of suggestions to return.

6. Click **List Suggestions**. Calendar will only provide suggestions which do not cause a scheduling conflict for any of the attendees.

7. Select the suggestion you want and click **OK**, or if you did not obtain any satisfactory results, repeat steps 1-6 using different criteria.

Note: Opening the Scheduler displays a visual representation of times when all attendees are available for a Meeting.

Checking for Scheduling Conflicts

From the **People & Resources** link of the New or Edit Meeting page, click **Check Conflicts**. Calendar shows any users or Resources with a scheduling conflict in a separate list box.

If you cannot invite a user or Resource:

You may not have rights to book the user or Resource for Entries.

Creating a Repeating Meeting

You can only make an Entry a Repeating Entry when you create it. You cannot add recurrences to existing Entries. You can choose to delete one instance or all instances of a Repeating Meeting.

A Repeating Entry occurs on a regular basis, according to how you specify it when you create the Entry. Use this feature to schedule any type of activity that takes place regularly over an extended period of time. If an Entry is Repeating, the **Suggest time** and **Group view** buttons are disabled.

To create a Repeating Meeting:

1. Click the New Meeting icon on the Calendar Toolbar.

2. Add the appropriate details in the General, Notification and People & Resources pages.

3. Click the **Repeating** link.

4. Change the **Don't Repeat** option to the frequency you want. Depending on your choice, different frequency settings appear to the right of the list box.

5. Select the appropriate frequency setting.

6. Select a start date and end date (in the **Until** field) for the instances of the Repeating Meeting. You can also choose to make the meeting recur for a fixed amount of time without setting a specific end date by selecting the appropriate number of days, weeks, months or years in the **For** field.

7. Choose whether to include Saturdays, Sundays and/or Holidays for the Entry.

8. Click **List dates** to generate the recurrences. Click **Add date** afterward to add dates that do not conform to the recurrence rule you used. **Important**: If you click **List dates** again after using the **Add date** feature, your additional dates will be erased.

If you want to update one instance of a Repeating Meeting:

1. Select the instance you want to update by clicking its icon or title (depending on the view) in your Agenda.

2. Make your desired changes.

3. Click **Update**.

The following fields cannot be updated per instance only.

- Importance Level
- Details
- Attachments

If you change the information in those specific fields and click **Update**, Calendar automatically updates all instances of the repeating Meeting.

To update all instances of a Repeating Meeting:

1. Select any instance of an existing Repeating Meeting by clicking its icon or title (depending on the view) in your Agenda.

2. Make your desired changes.

3. Click **Update All**.

To delete a single instance of a Repeating Meeting:

1. Select the instance you want to delete by clicking its icon or title (depending on the view) in your Agenda.

2. Click **Delete**.

To delete all instances of a Repeating Meeting:

1. Select any instance of the Meeting by clicking its icon or title (depending on the view) in your Agenda.

2. Click **Delete All**.

To check for conflicts:

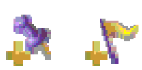
- Click the **People & Resources** link and click **Check Conflicts**.

Creating or Editing a Daily Note or Day Event

- A Daily Note reminds you about things you need to do over the course of a day.
- A Day Event lasts for an entire day but does not block time in your Agenda.

To create a Daily Note or Day Event:

Click the Create a Daily Note or Create a Day Event icon on the Calendar Toolbar.



To edit an existing Daily Note or Day Event:

Click the Entry icon or title (depending on the view) in your Agenda.

General options

Aside from setting the date and title of the Entry, you can:

- Add up to 32 KB of plain text in the **Details** section.
- Include hypertext links in the **Details** section.

- Assign an Access level to the Entry. Depending on the Access level you set, different users may or may not be able to view information about the Entry.

	Choose a date from the Date Picker.

To attach a file to a Daily Note or Day Event:

1. Click the paperclip icon above the **Details** section.
2. Navigate to the file you want to attach.
3. Click **Upload**.

Important: Consult your system administrator to find out the maximum size of file attachments permitted on your system, and what file extensions your system supports.

Notification options

Click the **Notification** link in the New or Edit Daily Note or Day Event page. Use the options in this section to include different types of notifications with the Entry. Additionally, you can set e-mail or wireless reminders for yourself and even specify when you should be reminded of the Entry.

Sending E-mail with an Entry

Whenever you create, edit or delete an Entry, you can send an e-mail message to anyone with an e-mail address. This e-mail automatically includes the title and date of the Entry. You can include comments with the e-mail notification. You can also attach Entry information as vCalendar or iCalendar data for non-calendar users to paste into their own time management applications.

Sending a Daily Note or Day Event to Other Users

Click the **People & Resources** link in the New or Edit Daily Note or Day Event page. Use the options on this page to send your Entry to other users, Resources and Groups.

To add a user, Resource or Group to the list of recipients:

1. Type the name of the user, Group or Resource in the edit box.
2. Select **People**, **Resources** or **Groups**.
3. Click **Find**.
4. If the system finds an exact match, the user appears in the left-hand list box.
   If the system finds more than one match for the name, another list box appears on the right. Choose the users you want and click **Add selected**, or click **Add all**.

If you searched for Groups, clicking **Add selected** for a particular Group adds all members of that Group to the list of recipients.

5. To show details about a person or resource at any time, select the person or resource's name and click **Information**. (For new versions of Oracle Calendar only.)

To check the display status of a Daily Note or Day Event

If you edit an existing Entry, Calendar lists all recipients with a symbol next to each name:

- **+** The user has chosen to display the Entry in her Agenda.
- **-** The user has chosen to hide the Entry in her Agenda.
- **?** The user has not yet decided whether to show or hide the Entry in her Agenda.

If you cannot send a Daily Note or Day Event to a user or Resource:

You may not have the necessary rights for this user or Resource.

Creating a Repeating Daily Note or Day Event

Click the **Repeating** link in the New Daily Note or Day Event page. You can only make an Entry a Repeating Entry when you create it. You cannot add recurrences to existing Entries. You can choose to delete one instance or all instances of a Repeating Entry.

A Repeating Entry occurs on a regular basis, according to how you specify it when you create the Entry. Use this feature to schedule any type of activity that takes place regularly over an extended period of time.

To create a Repeating Daily Note or Day Event:

1. Click the New Daily Note or New Day Event icon on the Calendar Toolbar.

2. Add the appropriate details in the General, Notification and People & Resources pages.

3. Click the **Repeating** link.

4. Change the **Don't Repeat** option to the frequency you want. Depending on your choice, different frequency settings appear to the right of the list box.

5. Select the appropriate frequency setting.

6. Select a start date and end date (in the **Until** field) for the instances of the Entry. You can also choose to make the Entry recur for a fixed amount of time without setting a specific end date by selecting the appropriate number of days, weeks, months or years in the **For** field.

7. Choose whether to include Saturdays, Sundays and/or Holidays for the Entry.

8. Click **List dates** to generate the recurrences. Optionally, use the **Add date** button afterward to add dates that do not conform to the recurrence rule you used. **Important**: If you click **List dates** again after using the **Add date** feature, Calendar erases additional dates.

If you want to make changes to a single instance of a Repeating Daily Note or Day Event:

1. Select the instance you want to update by clicking its icon or title (depending on the view) in your Agenda.

2. Make your desired changes.

3. Click **Update**.

The following fields cannot be updated per instance only.

- Importance Level
- Details
- Attachments

If you change the information in those specific fields and click **Update**, Calendar automatically updates all instances of the repeating Daily Note or Day Event .

To update all instances of a Repeating Daily Note or Day Event:

1. Select any instance of an existing Repeating Daily Note or Day Event by clicking its icon or title (depending on the view) in your Agenda.

2. Make your desired changes.

3. Click **Update All**.

To delete a single instance of a Repeating Daily Note or Day Event:

1. Select the instance you want to delete by clicking its icon or title (depending on the view) in your Agenda.

2. Click **Delete**.

To delete all instances of a Repeating Daily Note or Day Event:

1. Select any instance of the Entry by clicking its icon or title (depending on the view) in your Agenda.

2. Click **Delete All**.

Creating or Editing a Task

A Task represents a project or work item that is either ongoing or that must be completed in a given time frame. You cannot send Tasks to other users, although you can give other users viewing rights for Tasks you create.

To create a Task:

Click the Create a Task icon on the Calendar Toolbar.

To edit an existing Task:

- In the Daily List: Click its icon.
- In the Daily Planner: Click its title.
- In the Task View: Click its title.

Aside from the standard information included with a Task (start and due time and start and due date), you can also:

- Add up to 32 KB of plain text in the **Description** section.
- Include hypertext links in the **Description** section.
- Assign an Access level to the Entry. Depending on the Access level you set, different users may or may not be able to view information about the Entry.
- Indicate that part of your Task has been completed by selecting the **% Complete** option and entering a value in the edit box.
- Select the **Completed on** option and enter the date on which you completed the Task.

	Choose a start or due date from the Date Picker.
	Choose a start or due time from the Time Picker.

To attach a file to a Task:

1. Click the paperclip icon above the **Description** box.
2. Navigate to the file you want to attach.
3. Click **Upload**.

Including Hypertext Links with an Entry

Include hypertext links in the **Details/Description** section when creating or editing any type of Entry. This is useful for "bookmarking" Web sites that relate to the Entry you are creating or editing.

If you have set preferences to view Entry details and icons, the URLappears in the Daily List, Weekly List and Monthly View below the Entry. Click on it to access the link. Calendar opens All hypertext links are opened in a separate browser window, preserving your Agenda state.

In order for links to work in your browser, you must type in the full URL (including "http://" for URLs and "mailto:" for e-mail addresses). Calendar does not check whether the hypertext links you enter are valid. You must encode all special characters for any URL you send.

Printing Your Agenda (Printer-Friendly Format)

Click the **Printer-friendly format** link in your Daily, Weekly, Monthly or Task View to view your Agenda in a format more suitable for printing.

Printing Your Daily View

One day's worth of Meetings, Daily Notes, Day Events, Tasks and Holidays is converted into a format suitable for printing.

Important: The best format for printing your Daily Agenda is Portrait, with a margin of 0.5 inches on all sides.

The Meeting background colors respect your color-coding preferences. If your Meetings that cannot fit in the allotted space, Calendar displays as many as possible in the Other Meetings section.

Calendar prints meetings by start time, Daily Notes and Day Events by title and tasks by due date.

Printing Your Weekly View

Calendar converts one week's worth of Meetings, Daily Notes, Day Events and Holidays into a suitable printing format.

Important: If you chose to display Saturdays and/or Sundays, choose the Landscape layout when printing your Weekly Agenda.

The Meeting background colors respect your color-coding preferences. Calendar prints meetings by start time, Daily Notes and Day Events by title and tasks by due date.

Printing Your Monthly View

Calendar converts one month's worth of Meetings, Daily Notes, Day Events and Holidays into a suitable printing format.

Important: If you chose to display Saturdays and/or Sundays, choose the Landscape layout when printing your Weekly Agenda.

Calendar prints meetings by start time, Daily Notes and Day Events by title and tasks by due date.

Printing Your Task View

Convert your Tasks into a suitable printing format.

A red arrow next to a column heading indicates that your Tasks are sorted by that category (e.g. by Title, Priority, Start date, Due date or Completion status). To change the sort order of your Tasks, return to the Task View and click the appropriate header.

Your print-out displays Active Tasks, All Tasks, Completed Tasks or Incomplete Tasks according to which display option you were using before you accessed the Printer-friendly page.

Editing Access Rights

Click the Edit Access Rights icon on the Calendar Toolbar.

You can control how much information different users can view in your Agenda. For example, you could grant a team member full viewing rights for your Normal Entries, while only giving non-department members the right to view your busy time.

You can also grant designate rights to other users to allow them to work in your Agenda on your behalf. Depending on the rights you grant, other users can create, modify, delete and respond to Entries in your name. You can grant designate rights to any user in your organization that uses Oracle Calendar Web client

Setting Viewing Rights for Users

1. From the Access Rights page choose a user from the list, or type a name in the edit box and click **Find**.

2. Click **Edit Access Rights**.

3. Click **Customize** in the section where you want to change to the user's access rights.

In the **Viewing** section, you have the following options:

Meetings, Day Events, Daily Notes:

- **None**: The user has no viewing rights for the Entry type.
- **View Entries**: The user can view all information for the Entry type.
- **View times only**: The user can only view the start and end time of Meetings and cannot view Daily Notes and Day Events.

Tasks:

- **None**: The user has no viewing rights.
- **View**: The user can view all information for the Entry type.

Setting Designate Rights for Users

The **Designate** section of the Access Rights page displays the following options:

Meetings, Day Events, Daily Notes:

- **None**: The user has no designate rights for the Entry type.
- **Modify**: The user can create, edit and delete Entries in your Agenda, and change your reply status for existing Entries.
- **View/Reply**: The user can only view and reply to existing Entries in your Agenda.
- **View times only**: The user can only view busy time in your Agenda.

Tasks:

- **None**: The user has no designate rights for the Entry type.
- **Modify**: The user can create, edit and delete the Entry type.

Important: You must give a user **Modify** rights for at least one Entry type for designate rights to function. You cannot grant designate rights to "Default: any unlisted person".

To prevent a user from scheduling you for Entries:

1. Click **Customize** in the **Scheduling** section of the **Access Rights** page.

2. Clear the **Can invite me to Entries** check box.

E-mailing Your Agenda

Make the contents of your Agenda viewable to people who do not use Calendar. They can view Entries in your Agenda but cannot modify them. Check with your system administrator to make sure that this feature is activated.

To e-mail your Agenda:

1. Click Preferences on the Global Toolbar.

2. Click **Security** and select **Allow Global Agenda Viewing**.

3. Click **OK**.

4. When you return to your Agenda, click the **E-mail Agenda to a friend** link that now appears in your Agenda.

5. On the E-mail Agenda page, enter the e-mail addresses of the people you want to view your Agenda, separating each address with a comma. Include message text with the e-mail if you wish.

6. Click **Send** when you are finished.

Note: Any Web user can access your Agenda data using the link you provide. For security reasons, use this feature with caution.

Viewing Another User's Global Agenda

You can view another user's Global Agenda if you have been given a link to it. You cannot edit or copy information from a Global Agenda, but you can view Entry information and file attachments for Public Entries. Entries with an access level of Normal appear as busy.

To view a Public entry:

Click its icon. The View Entry page displays non-modifiable information about the Entry, including title, date, owner and importance level (if applicable).

Replying to a Meeting

If another user booked you for a Meeting, it appears in your Agenda with a symbol next to the Entry title. The symbol indicates your reply status.

To reply to a Meeting:

1. Click the Meeting icon or title (depending on the View) in your Daily, Weekly or Monthly View.

2. Select a reply from the **Your Reply** drop-down menu.
   The **I would prefer another time** option can accompany a refusal or acceptance of a Meeting.

3. Select whether or not you want an e-mail reminder sent to you before the meeting.

4. If you want users to book you for other meetings at this time, select **Free** in the **Show time as** drop-down menu. (If you connect to an older version of the Calendar server, the **Show time as** feature is not available.)

5. Click **Update**.

Changing the Display Status of a Daily Note or Day Event

If another user sends you a Daily Note or Day Event, it appears in your Agenda with a symbol next to the Entry title. The symbol indicates the display status of the Entry.

To change the display status of a Daily Note or Day Event:

1. Click the Entry icon or title (depending on the View) in your Daily, Weekly or Monthly View.

2. Select a display option from the **Your Reply** drop-down menu.

3. Click **Update**.

Viewing Entries in Another User's Agenda

1. Click the View Agendas icon on the Calendar Toolbar.

2. Enter the appropriate name in the edit box.

3. Select **Name search**, **Resource search** or **Event calendar search**.
   Note: Event calendars are public Agendas created by your system administrator that contain events of interest in a particular category (for example, a company soccer schedule). If you have Designate privileges for an Event calendar, you can make changes to it.

4. Click **Find**.

5. Select the appropriate name from the search results list box.

6. Click **View** to view the Agenda directly.

7. To add the user, Resource or Event calendar to your list of favorites, click **Add to favorites**.

8. In the **Favorites** section, select the user, Resource or Event calendar and click **View**.
   You can access your list of favorites from the drop-down list on the Calendar Toolbar in your Daily, Weekly or Monthly Views.

Note: If you work as a designate for another user, you cannot use the favorites list.

If you cannot view an Entry in another user's Agenda:

The Entry's creator may not have given you Viewing Rights for the Entry.

To copy an Entry into your Agenda:

1. Click the Entry icon or title (depending on the View).

2. Click **Copy** (top-right corner of the View page).
   This creates a copy of the Entry (with you as the Entry creator) in your Agenda. Attendees and file attachments are not included. The Entry's Access level will be set to the default you provided in your preferences.

Note: The **Copy** button only appears if you have permission to view the Entry and you are not included in the attendee list.

To return to your own Agenda:

Click the My Agenda icon on the Calendar Toolbar.

Working as a Designate in Another User's Agenda

If you have been granted designate rights by another user, you can perform certain actions in that user's Agenda on their behalf. Depending on the level of designate rights granted to you, you can create, edit, delete and respond to Entries on that user's behalf.

Every action you perform as a designate is done in that particular user's name. For example, if you create a Meeting while working as a designate, the Proposed by field displays the name of the user on whose behalf you are working and not your name.

Note: With the latest version of Calendar, you can also act as a designate for a resource or an Event calendar if your administrator gives you the required privileges.

If the user, resource or Event calendar is not in your list of favorites:

1. Click the View Agendas icon on the Calendar Toolbar.

2. Enter the appropriate name in the edit box.

3. Click **Find**.

4. Select the appropriate name from the search results list box.

5. Click **Add to favorites with designate rights**.

6. In the Favorites section make sure the appropriate name is selected and click **Act as designate**. The Agenda opens.

If the user, resource or Event calendar is already in your list of favorites:

If you have designate rights for a user, resource or Event calendar, "(D)" is added to the name in your favorites list.

1. Select the appropriate user, resource or Event calendar from the favorites drop-down list.

2. Click **Go**. The Agenda opens.

Note: While working as a designate, you cannot edit preferences or use the favorites list.

Viewing a Holiday

The View Holiday page displays information about a Holiday your system administrator has scheduled for all Calendar users. You cannot create or edit Holidays.

Decide whether you want to keep the Holiday in your Agenda or remove it from your Agenda.

Using the Scheduler

The Scheduler provides a quick way of finding out when multiple users and Resources are available for a Meeting.

Note: If you connect to an older version of the Calendar server, the Group View appears instead of the Scheduler.

To open the Scheduler, click the Scheduler icon on the Calendar Toolbar.

To add people and resources to the Scheduler:

1. In the Scheduler page, choose a date for the Scheduler display and click **Update view**.

2. Click **People**, **Resources** or **Groups**.

3. Enter and select information about the appropriate person, resource or group using the fields provided. If you are not sure of the name, use partial entries; for example, enter "s" to see a list of names beginning with the letter "s".

4. Click **Find** to add the name you entered. If there are multiple matches, Calendar lists them in a box from which you select the name you want. Each name you select gets added to the Scheduler display at the bottom of the page.

5. To show details about a person or resource at any time, select the person or resource's name and click **Information**.

6. Repeat steps 2 to 4 for each person, resource or group you want to add.

Calendar lists the schedules of each person and resource included in the meeting in rows in the Scheduler display. A "Combined" row shows the conflicts and availability based on all invited people and resources.

Colors, corresponding to the legend underneath the Scheduler, indicate the availability of each person or resource at different times. The legend includes the following statuses:

- **Busy**: The person or resource is unavailable.
- **Unconfirmed**: The person is scheduled for a meeting but has not confirmed attendance; or, the resource has been booked but is set to allow conflicts (that is, it can be double-booked).
- **Requires approval**: The resource is free but requires approval from a designate.
- **Awaiting Approval**: The resource has been booked, but has not yet received approval from a designate.

To choose a date and time for a meeting using the Scheduler:

1. If, due to conflicting schedules, you decide not to include certain people or resources in the meeting, clear the check boxes beside their names and click **Refresh** again. Their names remain in the list, but their schedules will not affect the "Combined" row.

2. Click a time when the desired attendees are available. The selected time appears in the **Time** box.

3. If you opened the Scheduler from your Agenda, click **Create a meeting** to access the New Meeting page. The start time and duration you specified appear as the default in the New Meeting page.
   If you opened the Scheduler from the Entry Edit page, click **Pick this date & time** to return to the Entry Edit page. The start time, duration and list of attendees you specified appear in the Entry Edit page.

Using the Group View

The Group View provides a quick way of finding out when multiple users and Resources are available for a Meeting.

Note: The Group View only appears if you connect to an older version of the Calendar server. On newer versions of the server, the Group View has been replaced by the Scheduler.

To open a Group View:

1. Click the Group View icon on the Calendar Toolbar or click the **Group View** button from the **People & Resources** section of an Entry Edit page.

2. In the Group View page, choose a date and time range for the Group View display.

3. Choose a time increment for displaying time slots in the Group View. The default is 30 minutes.

4. Type the name of the appropriate user, Resource or Group in the edit box.

5. Select **People**, **Resources** or **Groups**.

6. Click **Find**.

7. Click **View** when you finish adding the appropriate People, Resources or Groups. Your Group View appears at the bottom of the page.

Note: You can change the date, time range, time increment and users or Resources displayed after you open the Group View.

To choose a date and time for a meeting using the Group View:

1. Click a time link where all attendees are available to select that time for your Meeting.

2. If you opened this Group View from your Agenda, click **Create a Meeting** to access the New Meeting page.
   The start time and duration you specified appear as the default in the New Meeting page.
   If you opened this Group View from the **People & Resources** link of the New or

Edit Meeting pages, the attendees are automatically added to the Group View; click **Pick this date & time** to use the selected date and time for your Meeting.

Managing Groups

Organize users and Resources you book frequently into different Groups for your convenience.

To access the Manage Groups page, click the Manage Groups icon on the Calendar Toolbar.

To create or edit a Group:

1. To create a Group, click **New**.
   To edit an existing Group, select it and click **Edit**.

2. In the New or Edit Group page, specify the Group name and access level. Private Groups are available to their creator. Members-Only Groups are available to all members of the Group.

3. Type the name of a user, Resource or Group you wish to add in the edit box.

4. Click **Add**. If the system finds an exact match, the user, Resource or Group will appear in the left-hand list box.
   If the system finds more than one match, another list box appears on the right. Select the user, Resource or Group you want and click **Add selected**.
   If you searched for Groups, clicking **Add** or **Add selected** for a particular Group adds all members of that Group to the Group you are creating or editing.

5. Click **Create** when you finish adding users, Resources or Groups to the Group.
   Click **Update** if you edited an existing Group.
   Your Group now appears in the Manage Groups list box.

To delete a Group:

Select the Group name and click **Delete**.

Approving Use of Resources

If you are a Resource Designate, you are responsible for approving when and if a resource is booked for meetings. A notification e-mail is sent to you whenever approval is needed.

Note: There are no Resource Designates in older versions of Oracle Calendar.

To approve a resource booking:

1. Open the Daily View of the resource using one of the following methods:
    - In the notification e-mail that is sent to you, click the link provided.
    - Open the resource's Agenda as its designate.

2. The meeting requiring approval has a black border around it. Click the meeting icon or title (depending on the View) to open the Resource Approval page.

3. In the Reply box, select **Approve**, **Disapprove**, or **Pending approval**.

4. To send your reply to the owner of the meeting, click **Send owner notification**.

5. Click **Update**.

Setting Your Preferences

Click **Preferences** on the Global Toolbar

Note: If you work as a designate for another user, you cannot edit preferences.

General Preferences

- **Time format**: Select the 12-hour (a.m./p.m. format) or 24-hour display.
- **Name Format**: Select a format for displaying user names in Calendar, and how much information you want displayed after the user name by selecting any of the Organization Unit (OU) check boxes.
- **Time zone**: Select the appropriate time zone.
- **Resource format**: Select a format for displaying Resources.
    - Name only
    - Name, number
    - Number, name

Display Preferences

- **Start Week**: Choose a start day for the week. This change will be reflected in the Weekly View and Monthly View. Additionally, choose whether or not you want to display Saturdays and/or Sundays in your Weekly View or Monthly View.
- **To be displayed**: Select which of the following you want displayed.
  - Declined Meetings
  - Unconfirmed Meetings
  - Location
  - Meeting end times
  - Entry icons and details
- **Printer-friendly format**: Choose a paper size, margin size and color for shading Meetings.
- **Display hours**: Select the hours of the day you want displayed in your Daily View.

Color Preferences

Select how you want to color-code your meetings in your Daily Planner and Weekly Planner. Color-code your meetings according to one of the following properties:

- Importance Level
- Attendance Status
- Ownership

Security Preferences

Allow Global Agenda Viewing: Make the contents of your Agenda available to other people on the Web. For security reasons, do not select this check box unless you wish to share information with other people, or you wish to e-mail your Agenda to another person.

E-mail Notification Preferences

Customize the way e-mail notification works in Oracle Calendar. If you connect to the most recent version of the Calendar server, the settings you choose here are also applied to calendar desktop clients.

- **Entries sent out**: Use these check boxes to select whether or not to send e-mail notification automatically whenever you create, edit or delete Entries. Calendar sends this e-mail to all attendees.

- **Entries received**: Clear this check box to block other users from notifying you by e-mail of new Entries.
- Set your preferences for attachments by selecting or clearing the **iCalendar** and **vCalendar** format check boxes. This automatically attaches data in your selected formats whenever you create or edit an Entry.
- To have the attachment option displayed when you create or edit an Entry, select the **Show iCalendar & vCalendar attachment option** check box.

About the vCalendar/iCalendar Data Formats

The vCalendar and iCalendar standards are data formats that communicate information between applications such as personal information managers, group calendaring systems, word processors and Web browsers. Including these formats in your mail allows its recipients to store and display the information easily with their preferred time management software (if it supports these formats).

Wireless Preferences

Receive notification on a mobile phone when Entries are created, edited or deleted in your Agenda. If you select this option, you can also enable wireless Reminders for Entries scheduled on an Entry-by-Entry basis.

If you connect to the most recent version of the Calendar server, Wireless preferences set here are applied to calendar desktop clients.

Service Settings

Temporarily disable your wireless notification and reminders for periods in which you do not want to be disturbed.

- **Enable wireless services**: Activate wireless capabilities. Select this check box selected to use any of the features on this page.
    - **Hold reminders and notifications**: Calendar queues (not discards) any wireless messages you receive during suspension. For example, you may want to use this option so that you are not disturbed during a meeting. You will receive these messages on your phone when you clear this option.
- **Deliver reminders and notifications**: Deliver wireless notifications and reminders during a specific time period.
    - **Hold reminders and notifications outside this period**: Calendar queues (not discards) any wireless messages you receive during suspension. For example, you may want to hold all reminders and notifications during 11:00 p.m. to 8:00 a.m. so you are not disturbed overnight. You receive these messages on your phone when you clear this option.

- **Automatically notify when Entries are created or modified:** Select this check box to receive a wireless notification every time an event that you are scheduled to attend is created or modified.

Entry Default Preferences

Set a default Access level for each type of Entry, as well as a default Importance level for Meetings and a default Priority level for Tasks. Access levels control how much information other users see in your Agenda.

Choose default reminder settings for Meetings, Daily Notes and Day Events, including:

- Whether you want to receive your reminders by e-mail, wireless, or both.
- How far in advance you want to be reminded; for example, you could choose to be automatically reminded ten minutes before the start of every meeting you attend.