

4.10 The Main Calendar



The Denali Calendar module actually consists of four separate modules:

- 1) The Main Calendar
- 2) Individual Calendars
- 3) Organization Calendars
- 4) The Composite Calendar

The **Main Calendar** is primarily intended to serve as the overall enterprise or company calendar. This would be the calendar all users would relate to for events and activities concerning the whole company. The Main Calendar can be configured to allow “public” access without requiring login to Denali. This might be useful if you would like to link the calendar to a public website or send event links via email.

Individual Calendars are personal calendars. All Denali users have an Individual calendar to record their own events. Individual calendars can be private or shared.

Organization Calendars are intended for “department” level activities. The Accounting organization or department, for example, would have its own calendar. Organization calendars are automatically generated when a new Organization is created in the Denali Admin Panel.

The **Composite Calendar** is a “composite” of the member’s Main, Individual, and Organization calendars. All of the events from each of the other 3 calendars are shown together on this single composite to give the user a quick view of the events which most affect them.

The Main, Individual, and Organization calendars all share the same basic interface so that once you become familiar with one of the calendars – the others will function in much the same manner.

The Main Calendar

As the name suggests, the Main Calendar is open for viewing by all users logged into Denali. Adding, Editing, and Deleting events, however, is reserved for the Administrator security level of 4. This calendar is intended therefore to communicate company or organization-wide events, meetings, etc. with a measure of control over what is posted.

The Main Calendar has 3 views: Day, Week, and Month. The Monthly View (default) is shown below. As you can see, users can add icons to events, and can add multiple events for the same date.

Main Calendar						
February 2003						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10 Budget Review	11 Budget Review	12 Carlo Meeting Budget Review	13 Budget Review	14 Budget Review	15
16	17	18 Project Team Meeting Issue Meeting Notes	19 Training Session	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

January 2003						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

February 2003						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

March 2003						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clicking any date on the Monthly Calendar brings up the Daily View as shown below.

Monthly		Daily View 2/18/2003		Add Event		Week	
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM		Project Team Meeting.... (8:30 AM - 12:30 PM)					
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM		Issue Meeting Notes.... (1:30 PM - 3:30 PM)					
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							

February 2003						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

March 2003						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Main Calendar

Entering Events

New events can be entered by clicking the **Add Event** button at the top right hand side of the Daily View. The Add Event entry screen is show below. New entries, or updates, can be entered into the Event Information text area.

Main Calendar Event: 2/22/2005 Submit

Event Information: *

Start Time: 6:00 AM End Time: 6:00 AM

Link:

Recurring Events

None

Daily

Weekly Weekly on: Monday

Monthly On Day: 1

Monthly On the: 1st Monday

End Date: 01/01/2006

Reserve this Resource: -Make Selection-

Send Invitations:

Event Notes: 250 char.

Submit

Recurring Events

Denali allows users to enter recurring or repeating events on the Main calendar using the fields shown below. By default an event is initially shown as non-repeating. Users can select to have an event repeat:

Daily – each day same time.

Weekly – each week on a specified weekday, i.e. Monday

Monthly – on either a particular date, or maybe the 3rd Friday of each month.

Recurring Events

None

Daily

Weekly Weekly on: Monday

Monthly On Day: 1

Monthly On the: 1st Monday

Recurring events will repeat until a specified Ending Date. Be careful to specify this ending date so as not to create unnecessary events too far into the future. When deleting a repeating event the user will have an option of deleting only that single event or all events in that recurring series.

Making Reservations

Calendar modules are integrated with the Denali Resource Management module. When scheduling an event therefore, users can also select a resource using the **Reserve this Resource** pull-down box. The resource – say a conference room for instance - would then be reserved in the user's name for this event.

Room or other resource reservations can also be made directly in the Resource Management module - and from that module linked back to any calendar.

These 3 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

10) Main Calendar				
Access Permissions	No Access	Browse		Author
Profile Name	0	Guest, Assoc, Basic, Advanced		Admin
View Calendar		✓	✓ 1	✓
Add New Event				✓
Edit Event				✓ 4
Delete Event				✓

Setting Calendar Start and End Times

For all of the calendars discussed above (Main, Individual, and Organization) – the default calendar start and end times can be configured by a Denali Administrator. Three options are available in the Denali Configuration Panel as shown below. The selection choice is, however, global – that is it effects all calendars for all users.

Daily Calendar:	<input type="radio"/> 12 Hr 6:00am-6:00pm	<input checked="" type="radio"/> 18 Hour 6:00am-12:00pm	<input type="radio"/> 24 Hour 12:00am-12:00pm
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Calendar Date and Time Formatting

Calendar and date formats vary across the globe. In the U.S. for instance, the date is normally formatted as MM/DD/YYYY. In the UK however, the format is normally DD/MM/YYYY. This can cause some serious communication problems, and can cause events to be confused in calendar software. In an effort to make Denali more universal, the web.config file allows the administrator to set a Globalization Culture tag which will control the way calendars in Denali display dates and times. You can edit the web.config file with any text-editor to change the Globalization Culture tag shown in red. Be careful, the web.config file is case sensitive. The default setting is en-US as shown below.

**<globalization
culture="en-US" />**

The Globalization Culture tag (case sensitive) works together with the “Regional Options” selected in your web servers’ Control Panel to deliver the date format compatible with your servers’ location.

Globalization Culture tags can be found on Microsoft's website for almost any country, for instance the US value is en-US, and the value for the France is fr-FR..

Some Common Culture Tags:

Culture Tag	Language-Country/Region
ar-SA	Arabic - Saudi Arabia
zh-CN	Chinese - China
en-CA	English - Canada
en-GB	English - United Kingdom
fr-FR	French - France
de-DE	German – Germany
it-IT	Italian - Italy
pt-PT	Portuguese - Portugal
es-MX	Spanish - Mexico

Calendar Data Import / Export

See **Section 5.0** of this manual for information about importing and exporting Denali calendars.