

CALENDARME USER MANUAL

March 16, 2007

LOGGING IN

Logging in to CalendarME can be done rather easily. Simply go to the Webservices home page at <http://webservices.ci.la.ca.us>. Once at the homepage, a right hand column titled “Web Applications” can be seen. This column contains links to all the web based applications Webservices oversees. Simply click on the CalendarME logo to bring up the login page. Enter your userID and password to start the application. Upon successful login the CalendarME Administration Page will be seen.



ADDING SINGLE EVENTS

1. Click on the “**Calendar**” link located in the left hand menu of the start page.
2. Then click on “**Month**” in the center of the page. From here one can browse for the month and year the event is to be entered in.

Calendar Application (Millenium Edition)
Calendar Format Events List

April 12, 2007, Thursday

USER: testuser
Dept. Apps
Calendar
Events List
[Logout]

Month Week Search

April 2007 Go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 [Add]	2 [Add]	3 [Add]	4 [Add]	5 [Add]	6 [Add]	7 [Add]
8 [Add]	9 [Add]	10 [Add]	11 [Add]	12 [Add]	13 [Add]	14 [Add]
15 [Add]	16 [Add]	17 [Add]	18 [Add]	19 [Add]	20 [Add]	21 [Add]
22 [Add]	23 [Add]	24 [Add]	25 [Add]	26 [Add]	27 [Add]	28 [Add]
29 [Add]	30 [Add]					

[Edit] Test

DELETE

Thursday, April 12, 2007 - 10:23:29 AM City of Los Angeles, Information Technology Agency

- Click on the Arrows to advance forward one month or, enter the month and year in the drop down menus and click,"OK."
- Click "**ADD**" on the appropriate day for the event. This will take you to and "**Events Info**" page.

Calendar Application (Millenium Edition)
CalendarME Administration Page

April 12, 2007, Thursday

USER: testuser
Dept. Apps
Calendar
Events List
[Logout]

Events Info [View List]

Active ☒
Headline ☐
Private ☐
Title Test
Category Agendas
Date Start 4/10/2007
Date End 4/11/2007
Date Expire 10/10/2007
Time Start
Time End
Run 1
Frequency:
☒ Once
☐ Weekly
☐ Monthly

- Each Item in RED is required.
- Enter the **Title** of the event.
- Enter the **Category** of the event. (If no category exists, select MISC)
- Date Start** should already be selected.
- Date End** should be the day after the event.

10. **Date Expire** is set at an automatic 6 months. (Events can stay up indefinitely by setting the date expire to 2050)

11. Enter one and **only one** of the following:

- a. **Web Address:** Enter a link to the corresponding event page.
- b. **Upload:** Browse for a file describing the event. (.pdf .doc etc.)
- c. **Event Description:** Manually enter the event information in yourself.

12. Click **“Add”** at the bottom of the page.

The screenshot shows a web form for adding a recurring event. The form is titled "Run" with a value of "1". Below this is a "Frequency:" section with three radio buttons: "Once" (selected), "Weekly", and "Monthly". A red text prompt says "Fill-up One of the following:". Below this are three input fields: "Event URL: http://", "File: (htm, txt, pdf, gif, jpg, doc, fla, swf, png)" with a "Browse..." button, and "Event Desc" with a text area containing "b1b". At the bottom of the form are two buttons: "Update" and "Create as New Event", separated by an "OR" label. The form is set against a light green background with a blue sidebar on the left. The footer of the page shows the date "Thursday, April 12, 2007 - 10:40:12 AM" and the text "City of Los Angeles, Information Technology Agency".

ADDING REOCCURRING EVENTS

1. Follow steps 1-8 as listed in the Single Events instructions.
2. Set **“date end”** to be after the last day of the reoccurring event.
3. Set **“Date Expire”** (Make sure expiration date is set after the date end)
4. Set **“Run”** to the amount of days the event takes place. (2 for a two day event.)
5. Set **“Frequency”** to represent the event’s occurrence. (If it’s an event that happens weekly set it to weekly. Monthly for Monthly events ETC.
6. Follow steps 11-12 as listed above.

EDITING EVENT ENTRIES

1. To edit an event, follow steps 1-3 as listed in the Single Events instructions.
2. Once the event is found, click on the **[EDIT]** found next to the name of the event you want to edit.
3. Edit all necessary information.
4. Click **“Update”**
5. Clicking **“Create as new event”** will add another event leaving the original there.

DELTEING ENTRIES

1. Follow steps 1-3 as listed in the Single Events instructions.
2. Once the event is found, check the radio box.
3. Click **“Delete”** found at the bottom of the page. (Multiple entries can be deleted at once.)

THINGS TO CONSIDER

1. Ignore “Active”, “Headline” and “Private” radio boxes at the top of the **Events Info** page.
2. Clicking on **“Events List”** in the left hand menu is the same as clicking **“Calendar.”** The only difference between the two is that when clicking **Events List**, the user must manually enter in the start date. The user also doesn't see a graphical representation of a calendar.

USER: testuser
Dept. Apps
Calendar
Events List
[LOGOUT]

Events List (2 Records) [Add]

Status	Del	Event Date	Events
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OK	☐	4/10/2007	Test
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OK	☐	1/20/2007	Test Training
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Delete