
AxiCal

Administrator Manual

August 2011

Table of Contents

1	Concepts	4
	Diary	4
	Work Schedule Template	4
	Work Schedule	5
	Booking	5
	Note	5
	Shortcut	6
	View	6
	Booking Type	7
	User	8
	Preferences	8
	User Group	9
	Access Rights	10
2	Settings	11
	User Administration	12
	Add User	13
	User Details	13
	Edit User	14
	Delete User	14
	Add User Group	15
	User Group Details	15
	Edit User Group	15
	Delete User Group	15
	List of Rights per View	16
	Views and Diaries	16
	Add View	16
	View Details	17
	Edit View	18
	Delete View	18
	Add Diary	18
	Diary Details	19
	Edit Diary	19
	Delete Diary	20
	Booking Types	21
	Add Booking Type	21
	Edit Booking Type	22
	Delete Booking Type	22
	Media Management	23
	Date/Time Format	23
	General Settings	24

Color Settings	24
System Statistics	25
Database Maintenance	25
Personal Preferences	25
3 Hints and Scenarios	26
Users and Diaries	26
Requesting and Confirming Rooms	27

Revision History

Date	Authors	Description
2011-08-16	Peter S'heeren Ilse Joostens	Initial release.

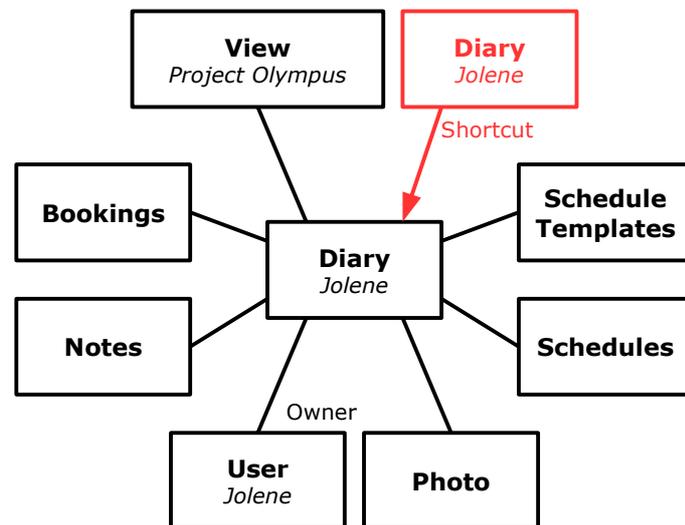
1 Concepts

Diary

A diary has 30-minute time slots. The user adds bookings and notes in these time slots.

You can activate work schedules for a diary. A user then can define up to five work schedule templates. A work schedule template defines a period of one week. To create a work schedule, the user assigns a work schedule template to a certain week.

The user can change work schedule templates after they've been applied. Existing work schedules won't change. This is possible because work schedules are duplicates of work schedule templates.



Optionally, a diary can have one owner. The owner is a user. A user always has write access to the diary he owns.

A diary is always part of a diary view. When you create a diary you've to specify the view the new diary will belong to.

A diary can be set as visible or invisible. AxiCal will never show an invisible diary.

You can make an existing diary accessible from a different diary by means of a shortcut. It's possible to create multiple shortcuts to one and the same diary.

You can assign a photograph to each diary. You choose the photograph from a list of available photographs. You can add photographs to the list or remove photographs from the list in the media management menu.

Diaries and users are two separate concepts. Managing diaries and users are two different activities.

Work Schedule Template

The user can manage up to five work schedule templates per diary.

A template diary has the following attributes:

- It defines one week.
- It supports five periods a day. A period occupies a number of consecutive timeslots.

Work Schedule

The user assigns a work schedule template to a certain week in a diary. During this assignment the periods of the work schedule template are duplicated for the chosen week resulting in a work schedule. It's important to understand this mechanism, because it implies the user can edit the work schedule template afterwards without changing the already created work schedule.

Booking

A booking occupies one or more consecutive time slots within a day. The user creates, changes, overwrites and deletes bookings. These actions are allowed depending on the access rights you set.

Bookings made within the same day can't overlap.

Bookings can be linked to form a group. Links exists in two dimensions:

- Diaries.
- Periods.

The user creates linked bookings by executing one of the following actions:

- Create a booking in multiple diaries.
- Create a periodical booking.
- Copy a booking or a group of bookings.

Note

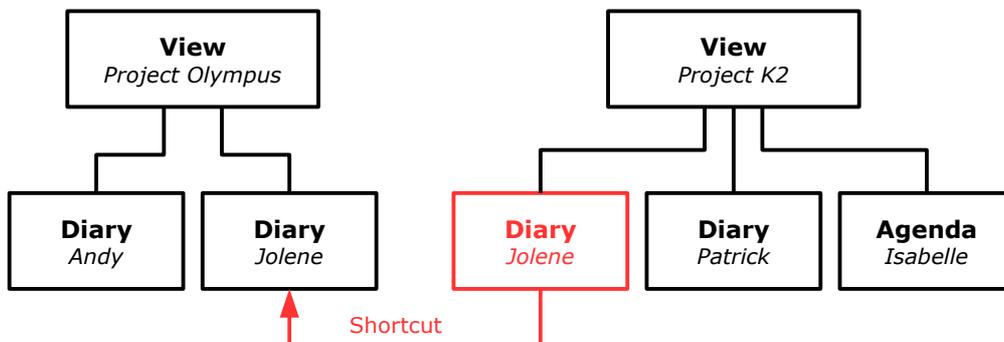
A note is a short line of text.

The user can create, change and delete a note in each time slot of a diary. In order to do so, the user must have at least add access to the diary.

Bookings have priority over notes. If a time slot with a note is also part of a booking, then the note is no longer visible.

Shortcut

A diary always belongs to one diary view. If you want to make a diary visible in another view you'll have to create a shortcut.



You can create shortcuts from multiple views to the same diary.

The shortcut produces an identical rendering of the primary (original) diary in another diary view. The primary diary and the shortcut to this diary are one and the same. We say these diaries are linked. When a user makes a change to a diary, this change becomes visible in all linked diaries.

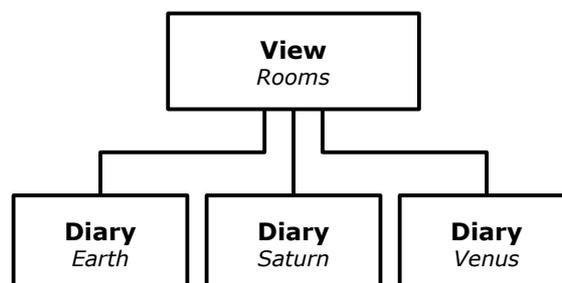
A link to a diary inherits a number of attributes from the primary diary. These attributes can only be set for the primary diary:

- The owner.
- Schedules are active yes/no.
- The diary is visible yes/no.

When it comes to access rights AxiCal doesn't distinguish between primary diaries and links to diaries.

View

A diary view, or view for short, is a collection of diaries.



A view visualises a group of diaries for the user.

For each user and user group you set up an access right for a view. This way you determine the user's access right to each diary and as such the user's visibility of each diary.

When a user can browse a diary view then the user has at least read access to each diary of the view. The effective access right the user has for each diary in the view ultimately depends on the entirety of the access settings.

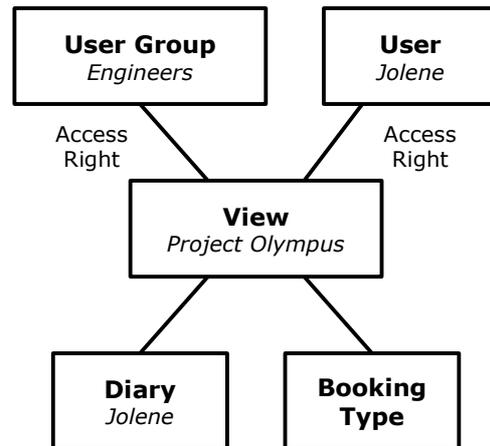
A view can have its own local booking types. When a user adds a booking, he can choose from the global booking types and the local booking types.

When a booking in a diary has a booking type that's local to the view, and the booking is also visible in other views, then the booking type is present in the other views.

You can set the start of day and end of day for each view. The user can work with bookings and notes only within these time limits. When you change these time limits no bookings or notes will be lost, although some bookings and notes may become visible while other bookings and notes may become invisible.

There are three types of views: resources, facilities, and co-workers. A view type determines how texts and messages are displayed in AxiCal. The view type has no influence on the way AxiCal functions.

You can set a diary view as visible and invisible. An invisible view is never displayed.



Booking Type

The booking type determines the color a booking is displayed.

When the user creates a booking he has to select a booking type. AxiCal provides two levels of booking types:

- Global booking types: The user can choose one of these in all diary views.
- Local booking types: These are specific to a diary view.

Each time the user creates a booking he chooses from a list that contains all global booking types plus all local booking types of the diary view.

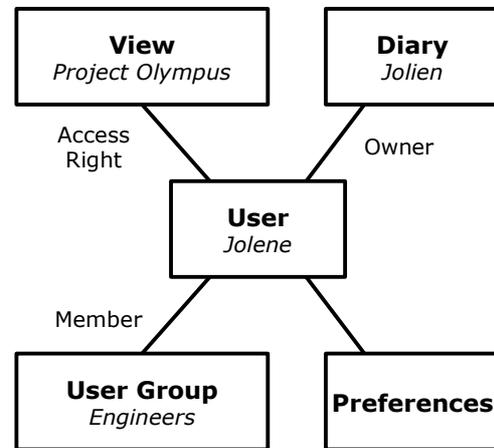
User

A user is a person who logs in with a user name and a password.

You control the access right for each diary view. A user may be a member of one user group. When a user is a member of a user group, then the access rights of both the user and the user group determine the access level to the diary views. See chapter Access Rights for more information.

A user can be the owner of one or more diaries. A user always has write access to the diaries he owns.

You choose the default preferences for all users. Each user, yourself included, can optionally choose his own, personal preferences. Personal preferences, when activated, replace the default preferences.



A user can be either active or inactive. A user may only log in when he's active.

Being an administrator you are also a user. Each user may be promoted to administrator. You can control these settings in the "user administration" menu.

Beware! You can demote each user, yourself included, from administrator. When nobody is appointed as an administrator anymore, AxiCal becomes unmanageable as you can't change any settings.

Preferences

A user can change his preferences at any time.

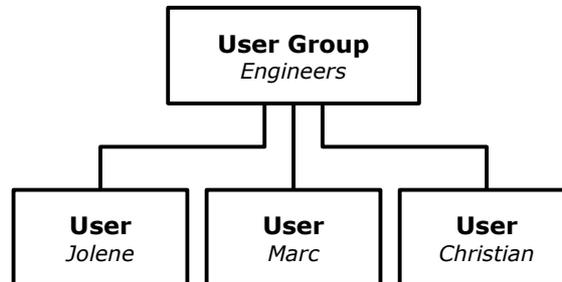
One sets preferences for the colors of diaries and diary views, the date/time format, and the language.

Every user is subject to preferences. AxiCal offers two levels of preferences:

- Default preferences: You set these preferences for all users.
- Personal preferences: Each user has the possibility to set its own preferences.

User Group

A user group is a collection of users.

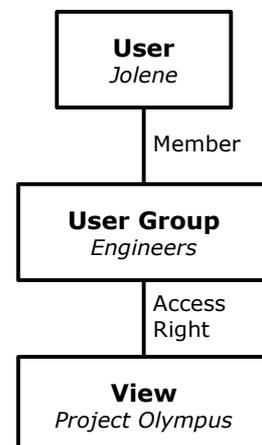


User groups are optional.

A user can be member of one user group.

A user group offers access rights for diary views. The access rights of a user group and the access rights of the group's users combined determine the access to the diaries in a diary view.

A user group enables you to easily set specific access to diaries in a diary view for various users. For example, you can give the user group read access to a diary view, meaning all members of the user group may browse the diaries of the view. You can give certain users add access to the view allowing them to add bookings. You can give certain users write access to the view allowing them to remove bookings.



Access Rights

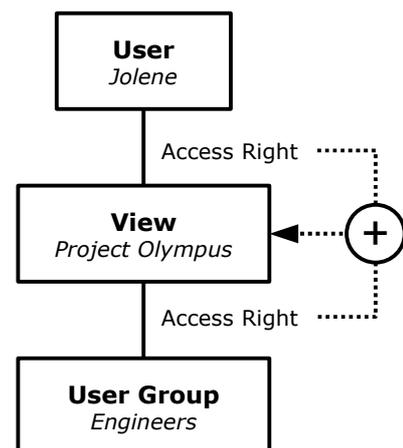
Each user has one certain access right to each diary. This is AxiCal's base principle of the system of access rights.

There are four levels of access rights:

	Description	User's access to diary
0	Access denied	<ul style="list-style-type: none"> None.
1	Read	<ul style="list-style-type: none"> Browse the diary.
2	Add	<ul style="list-style-type: none"> Read. Add bookings and notes. Edit and delete own bookings and notes.
3	Write	<ul style="list-style-type: none"> Add. Edit and delete bookings and notes owned by other users.

The following attributes determine a user's specific access right to a diary:

- A user has a certain access right to each diary view. This access right applies to all diaries in the diary view.
- A user group has a certain access right to each diary view. This access right applies to all diaries in the diary view.
- When a user is a member of a user group then the access right to a diary view is set to the highest level of the access rights. Put differently, the access right of the user and the access right of the user group are additive. See the image to the right.
- The owner of a diary always has write access to the diary.
- An administrator always has write access to all diaries no matter how the access rights are set.
- Linked bookings don't influence the access rights.



Even when users have write or add access to certain views and diaries, you can disallow them from adding, editing and deleting bookings and notes in the past by locking past bookings and notes older than a specified number of days. You can disallow all users globally or individual users. The setting for individual users overrides the global setting.

2 Settings



The screenshot shows the administrator interface for WINTERBERG Engineering. The user is logged in as Alan Seltzer. The interface includes a 'Select view:' dropdown menu currently set to 'Meeting rooms'. Below the menu are three calendar views for July, August, and September 2011. The August calendar shows the 1st as a red square, indicating a selected date.

When you log in as an administrator in the PC user environment, you're always directed to the day overview of today's diary view, the same as for normal users. However, were a normal user can click the [Preferences] link, you can click the [Settings] link.

When you click [Settings], AxiCal shows the settings menu to the left and the user administration to the right. Each time you click a menu item on the left AxiCal shows the corresponding section to the right.

Below the settings menu you can click Personal preferences. This link is equivalent to the [Preferences] link of normal users.

Click [Main page] to return to the overview.

Settings are only accessible from the PC user environment.



The screenshot shows the administrator interface for WINTERBERG Engineering. The user is logged in as Alan Seltzer. The interface includes a 'Select view:' dropdown menu currently set to 'Meeting rooms'. Below the menu are three calendar views for July, August, and September 2011. The August calendar shows the 1st as a red square, indicating a selected date.

User administration
List of rights per view
Views and diaries
Booking types
Media management
Date/time format
General settings
Color settings
System statistics
Database maintenance
Personal preferences

© Axiris
 Software version: 1.0 07/2010
 Revision: 0

User Administration

In this section you can set up users, user groups, and access rights to diary views.

The list starts with all user groups , followed by all users  the administrators included . For each user group and user you can set up the access rights to every diary view. You can't set up the access rights of an administrator because an administrator already has full access to all diary views.

User administration					
Search users: <input type="text"/>					
 	First name/Last Name	Admin		Active	
 	Engineers				  
>>>	Conference rooms				Add
>>>	Project managers				Read
>>>	Engineers				Read
 	Project managers				  
 	Alan Seltzer	Alan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Christine Butzler	Christine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Conrad McClure	Conrad	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Darius Harden	Darius	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Debra Chen	Debra	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Katherine Macomber	Katherine	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Sara Ann Wilson	Sara	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Sebastian Phillips	Sebastian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
 	Timothy Retzer	Timothy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	  

The icons have the following function:

-  : Search users.
-  : Add a user.
-  : Add a user group.
-  : Show user details.
-  : Edit a user or a user group.
-  : Delete a user or a user group.
-  : Show access rights.
-  : Hide access rights.

AxiCal shows up to 15 users and/or user groups in the list. If there are more users and/or user groups, then you can click a link at the bottom to show a specific selection.

Add User

Add new user

Username:

Password:

Retype password:

First name/Last Name:

Start diary for mobile access:

User group:

User has administrator rights:

User is active:

Create diary for this user:

Diary view:

Diary name: 

Diary photo:

Enable work schedule

View rights

Copy view rights from user:

>>> Conference rooms	Access denied
>>> Project managers	Access denied
>>> Engineers	Access denied

In this section you can add a new user to the booking system.

AxiCal requires you to specify a password. It's not allowed to add a user that doesn't have a password.

You can optionally create a diary that the new user will own. Click the  icon to generate a diary name that's based on the given first name and last name.

Click to  icon to add the new user.

Click to  icon if you don't want to add the new user.

User Details

User details

Username: Sara

First name/Last Name: Sara Ann Wilson

Start diary for mobile access: Engineers/Sara Ann Wilson

User group: **Engineers**

User has administrator rights:

User is active:

Items owned by this user: Engineers/Sara Ann Wilson

View rights

>>> Conference rooms	Access denied
>>> Project managers	Access denied
>>> Engineers	Access denied

Statistics

Total number of bookings:	1
Date of first booking:	02/02/2011
Date of last booking:	02/02/2011

AxiCal shows the user details as follows:

- General information.
- The access right to each diary view.
- Statistics.

Click the  icon to return to the user administration.

Click the  icon to print the user details.

Edit User

[Edit user](#)

Username:

Password:

Retype password:

Leave password fields blank if you don't want to change the user's password

First name/Last Name:

Start diary for mobile access:

User group:

User has administrator rights:

User is active:

[Past bookings](#)

Use general settings:

Lock past bookings:

Lock past bookings older than:

In this section you can edit the settings of a user.

If you want to change the user's password, then enter the new password in the fields Password and Retype password. Leave these fields empty if you don't want to change the user's password.

It's possible to move the user to another user group.

Click the  icon to save the changes.

Click the  icon if you don't want to save to changes.

Delete User

[Delete user](#)

Username: KRO

First name/Last Name: Kimberly Rose

Start diary for mobile access: Meeting rooms/Acancagua room

User group: -- no user group --

User has administrator rights:

User is active:

Items owned by this user:

[View rights](#)

>>> Meeting rooms	Read
>>> Sales team	Read
>>> Engineering team	Add

Attention: if a user is deleted, all past bookings made by this user will be marked as "Booked by deleted user". If you don't want this, please consider deactivating the user instead of deleting the user. You can also remove all bookings made by this user by ticking the checkbox below.

Remove user's bookings:

AxiCal shows the most important user information.

Optionally, you can delete all bookings the user owns.

Click the  icon if you don't want to delete the user.

Click the  icon to delete the user.

Add User Group

Add new user group

User group name:

View rights

>>> Conference rooms	Access denied
>>> Project managers	Access denied
>>> Engineers	Access denied

In this section you can add a user group.

Click the  icon to add the new user group.

Click the  icon if you don't want to add the new user group.

User Group Details

User group details

User group name: Engineers

User group members: [Conrad McClure](#) - Conrad
[Katherine Macomber](#) - Katherine
[Sara Ann Wilson](#) - Sara
[Sebastian Phillips](#) - Sebastian

View rights

>>> Conference rooms	Add
>>> Project managers	Read
>>> Engineers	Read

AxiCal shows the user group details as follows:

- General information.
- Access right to each diary view.

Click the  icon to return to the user administration.

Click the  icon to print the user group details.

Edit User Group

Edit user group

User group name:

Click the  icon to save the changes.

Click the  icon if you don't want to save the changes.

Delete User Group

Delete user group

User group name: Engineers

User group members: [Conrad McClure](#) - Conrad
[Katherine Macomber](#) - Katherine
[Sara Ann Wilson](#) - Sara
[Sebastian Phillips](#) - Sebastian

View rights

>>> Conference rooms	Add
>>> Project managers	Read
>>> Engineers	Read

Attention: if a user group is deleted, all group members will lose their membership.

In this section you can delete a user group.

AxiCal shows the most important information on the user group you're about to delete.

Click the  icon if you don't want to delete the user group.

Click the  icon to delete the user group.

List of Rights per View

In this section you manage the access rights of each user and user group to the various diary views.

You can't set up the access rights of an administrator because an administrator already has full access to all diary views.

AxiCal shows up to 15 users and/or user groups in the list. If there are more users and/or user groups, then you can click a link at the bottom to show a specific selection.

List of rights per view

Select view: Conference rooms

First name/Last Name	View rights
Engineers	Add
Project managers	Add
Alan Seltzer Alan	Access denied
Christine Butzler Christine	Write
Conrad McClure Conrad	Access denied
Darius Harden Darius	Access denied
Debra Chen Debra	Access denied
Katherine Macomber Katherine	Access denied
Sara Ann Wilson Sara	Access denied
Sebastian Phillips Sebastian	Access denied
Timothy Retzer Timothy	

1-11

Views and Diaries

In this section you manage the diary views and the diaries in the booking system.

The icons have the following function:

- : Add a diary view.
- : Add a diary.
- : Show details.
- : Edit.
- : Delete.
- : Show diaries.
- : Hide diaries.

Views/diaries administration

View name	Abbreviation	View type	Order	Active	
Conference rooms	CNF	facilities	10	<input checked="" type="checkbox"/>	
>>> [0] Aconcagua room		owner: none [active]			
>>> [0] Athena room		owner: none [active]			
>>> [0] Clervaux		owner: none [active]			
>>> [0] The mezzanine		owner: none [active]			
Project managers	PRJ	co-workers	20	<input checked="" type="checkbox"/>	
Engineers	ENG	co-workers	30	<input checked="" type="checkbox"/>	

1-3

AxiCal shows up to 15 diary views in the list. If there are more diary views, then you can click a link at the bottom to show a specific selection.

Add View

Add new view

View row order: (0-999)

View type: resources

View name:

Abbreviation: (mobile access - 3 characters)

View is visible:

Start of day/end of day

Use general settings:

Start of day:

End of day:

In this section you can add a new diary view.

Normally, AxiCal shows diary views in alphabetical order. You can control the view order by setting a specific order value.

Click the icon to add the diary view.

Click the icon if you don't want to add the diary view.

View Details

View details

View row order: 10
 View type: facilities
 View name: Conference rooms
 Abbreviation: CNF (mobile access - 3 characters)
 View is visible:

View diary: 1/4

Owner: -- no owner --
 Diary row order: 0
 Diary name: Aconcagua room
 Diary photo: aconcagua.jpg



Work schedule enabled:
 Visible:

View diary: 2/4

Owner: -- no owner --
 Start diary for user(s): Timothy Retzer
 Diary row order: 0
 Diary name: Athena room
 Diary photo: athena.jpg



Work schedule enabled:
 Visible:

AxiCal shows the view's general information followed by the details of each diary.

Click the  icon to print the details of the diary view.

Note that  icon occurs multiple time. All these icons have the same function.

Click the  icon to return to the Views and Diaries section.

Note that the  icon occurs multiple time. All these icons have the same function.

Edit View

Edit view

View row order: (0-999)

View type:

View name:

Abbreviation: (mobile access - 3 characters)

View is visible:

Start of day/end of day

Use general settings:

Start of day:

End of day:

In this section you can edit a diary view.

The abbreviation is shown in the mobile user environment to denote the diary view.

Click the  icon to save the changes.

Click the  icon if you don't want to save the changes.

Delete View

Delete view

View row order: 0

View type: resources

View name: Project managers

Abbreviation: PRJ (mobile access - 3 characters)

View is visible:

In this section you can delete a diary view.

Click the  icon if you don't want to delete the diary view.

Click the  icon to delete the diary view.

Add Diary

Add new diary

Owner:

Make start diary for owner: (mobile access)

Diary view:

Diary is shortcut for:

Diary row order: (0-999)

Diary name:

Diary photo:

Enable work schedule:

Diary is visible:

In this section you can either add a primary diary or a shortcut to a diary.

Normally, AxiCal shows diaries in alphabetical order. You can control the view order by setting a specific order value.

Click the  icon to add the new diary

Click the  icon if you don't want to add the new diary.

Diary Details

Diary details

Owner: -- no owner --
 Diary view: Conference rooms
 Diary row order: 0
 Diary name: Aconcagua room
 Diary photo: aconcagua.jpg



Work schedule enabled:
 Visible:

Statistics

Total number of bookings: 3
 Total number of notes: 0

AxiCal shows the diary's general information followed by the diary's statistics.

Click the  icon to print the diary details.

Click the  icon to return to the Views and Diaries section.

Edit Diary

In this section you can edit a diary. AxiCal shows specific screens for a primary diary and a shortcut to a diary.

Edit diary

Owner: -- no owner --
 Diary view: Conference rooms
 Diary row order: 0 (0-999)
 Diary name: Aconcagua room
 Diary photo: aconcagua.jpg
 Enable work schedule:
 Diary is visible:

Here you edit a primary diary.

Click the  icon to save the changes.

Click the  icon if you don't want to save the changes.

Edit diary

Diary view: Engineers
 Diary row order: 0 (0-999)
 Diary name: Debra Chen
 Diary photo: debra.jpg

Here you edit a shortcut to a diary.

Click the  icon to save the changes.

Click the  icon if you don't want to save the changes.

Delete Diary

Delete diary

Owner: -- no owner --
Diary view: Conference rooms
Diary row order: 0
Diary name: Aconcagua room
Diary photo: aconcagua.jpg



Work schedule enabled:
Visible:

Attention: if you proceed, this diary, all shortcuts, all bookings, all notes and all work_schedules for this item will be erased permanently !!!

In this section you can delete a diary.

AxiCal shows the most important information on the diary you're about to delete.

Click the  icon if you don't want to delete the diary.

Click the  icon to delete the diary.

Booking Types

In this section you manage the booking types.

The icons have the following function:

-  : Add a booking type.
-  : Edit a booking type.
-  : Delete a booking type.

AxiCal shows up to 15 booking types. If there are more booking types, then you can click a link at the bottom to show a specific selection.

Booking types

Booking type view: Engineers

Description	Color	Order	Any view	
administrative tasks	#808080	0	<input type="checkbox"/>	
construction site visit	#7fffd4	0	<input type="checkbox"/>	
ill	#ff4500	0	<input type="checkbox"/>	
meeting	#adff2f	0	<input checked="" type="checkbox"/>	
on-call duty	#dda0dd	0	<input type="checkbox"/>	
training	#ffd700	0	<input checked="" type="checkbox"/>	
vacation	#ffa500	0	<input type="checkbox"/>	

1-7

Add Booking Type

Add new booking type

Booking type view: Meeting rooms

Booking type row order: (0-999)

Booking type color: 

Description:

Preview

00.00	+	Lorem ipsum	+	+
00.00	+	dolor sit amet	+	+
00.00	+	dolor sit amet	+	+
00.00	+	dolor sit amet	+	+
00.00	+	dolor sit amet	+	+
00.00	+	Donec maurus nisl	+	+
00.00	+	Aliquam et erat et mi fringilla semper a molestie libero.	+	+
00.00	+	Maurus luctus eleifend venenatis.	+	+
00.00	+		+	+
00.00	+		+	+
00.00	+		+	+

In this section you can add a new booking type.

Normally, AxiCal shows booking types in alphabetical order. You can control the view order by setting a specific order value.

The color field expects you to enter an RGB value in a 6-digit hexadecimal representation. Alternatively you can click the  icon to open a popup window with a color picker.

Click the  icon to add the booking type.

Click the  icon if you don't want to add the booking type.

Click the  icon to display an example of your color choice.

Edit Booking Type

Edit booking type

Booking type view: Meeting rooms ▼

Booking type row order: 0 (0-999)

Booking type color: #f7e32c ✎

Description: meeting

Preview

	Lorem ipsum		Lorem ipsum
00.00		+	
	<i>dolor sit amet</i>	+	
00.00		+	<i>dolor sit amet</i>
		+	
00.00		+	
		+	<i>dolor sit amet</i>
00.00		+	Donec maurus nisl
		+	Aliquam et erat et mi fringilla semper a molestie libero.
00.00		+	Maurus luctus eleifend venenatis.
		+	
00.00		+	
		+	
00.00		+	
		+	

In this section you can edit a booking type.

Click the  icon to save the changes.

Click the  icon if you don't want to save the changes.

Click the  icon to display an example of your color choice.

Delete Booking Type

Delete booking type

Booking type view: Meeting rooms

Booking type row order: 0

Booking type color: #f7e32c

Description: meeting

In this section you can delete a booking type.

Click the  icon if you don't want to delete the booking type.

Click the  icon to delete the booking type.

Media Management

The media management enables you to manage images in AxiCal. These images are mainly used as diary photos.

To add an image, enter the path and name of the image file, or click the browse button for an interactive file picker. Next click  to add the image file to the media management.

Click the  icon to delete the image. Beware! When you click the icon, the image is immediately removed from the media management without further notice.

The image files must meet the following requirements:

- File type JPG or PNG. AxiCal checks the file extension.
- File size of diary photos: preferably less than or equal to 50 kB.
- Width of diary photos for co-workers: preferably 150 pixels.
- Width of diary photos for resources and facilities: preferably 300 pixels.

Some images have special meaning. See the installation manual for more information.

Date/Time Format

Date/time format

Date format:

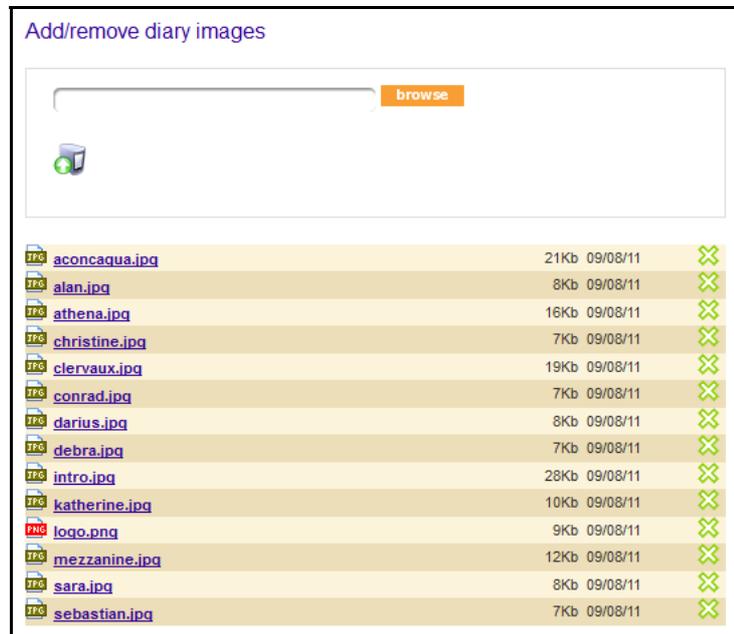
Week starts on:

Time format:



In this section you can adjust the date format and the time format. These settings are part of the general settings so they apply to all users who don't have activated personal preferences.

Click the  icon to save the changes.



General Settings

General settings

Language: US English ▼

Show pop-up messages:

Start of day: 08:00 (global setting)

End of day: 23:00 (global setting)

Lock past bookings:

Lock past bookings older than: 7 days ▼

Show refresh countdown:

Refresh interval: 2 minutes ▼



The settings for language, show pop-up messages, start of day and end of day are part of the general settings hence they apply for each user who hasn't activated personal preferences.

Click the  icon to save the settings.

Color Settings

Color settings

Select color scheme: -- do not change/default values -- ▼

Header background color: #686b7b 

Header text color: #fd7e7 

Table text color: #242737 

Table row 1 color: #fd7e7 

Table row 2 color: #f7edd3 

Work schedule inactivity color: #d0c1a2 

Preview

00.00	Lorem ipsum	00.00	Lorem ipsum
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet
00.00	dolor sit amet	00.00	dolor sit amet

The color settings are part of the general settings hence they apply for each user who hasn't activated personal preferences.

You can choose from a set of predefined color schemes. When you select a color scheme, AxiCal will update the RGB values in the corresponding color fields.

The color field expects you to enter an RGB value in a 6-digit hexadecimal representation. Alternatively you can click the  icon to open a popup window with a color picker.

Click the  icon to save the color settings.

Click the  icon to render an example of the currently set color values.

System Statistics

The system statistics give an overview on the overall use of AxiCal.

System statistics	
Number of views:	15
Number of diaries allowed:	unlimited
Number of diaries:	82
Number of diary shortcuts:	12
Total number of bookings:	39327
Date of first booking:	03/02/2009
Date of last booking:	31/01/2013
Total number of notes:	134
Number of user groups:	5
Number of active users:	56
Number of inactive users:	9
Active sessions:	2
Users currently online:	Timothy - Timothy Retzer

Database Maintenance

Database maintenance

Remove bookings before: 

This operation will remove all bookings, notes and work schedules before the given date permanently.

You can remove booking, notes and work schedules from AxiCal's database. The removal applies to all diaries over a period before a certain date.

Pick a date and click Continue to proceed.

Database maintenance

Remove bookings before:

Warning ! This operation will remove all bookings, notes and work schedules before the given date permanently.

Next, click Remove to confirm the removal.

Personal Preferences

This section is identical to the section [Preferences] of users who aren't administrator. Refer to the user manual for more information.

3 Hints and Scenarios

Users and Diaries

In AxiCal, users and diaries are two different concepts. You manage users and diaries separately.

Usually you provide a personal diary for each user and you set up the user as the owner of his personal diary. You can give the same name to the user and his personal diary.

Hint !

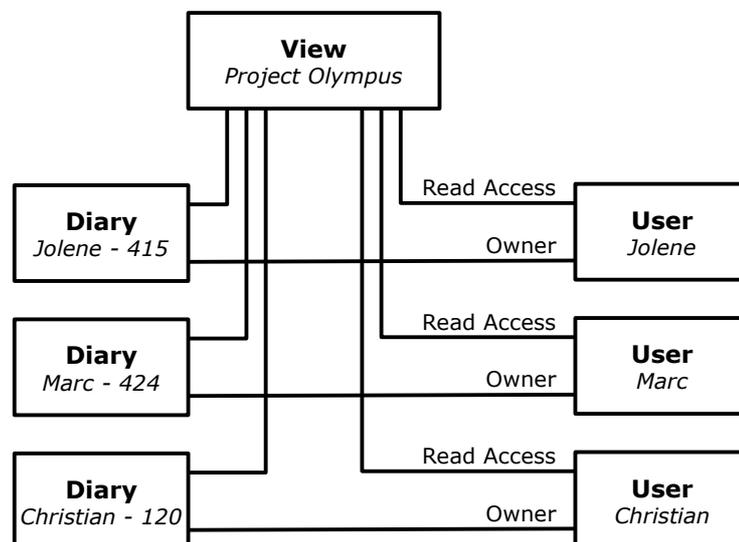
If you are an AxiCal administrator for an organisation where co-workers have their personal telephone numbers, then you may choose to display these telephone numbers in the diaries of the co-workers. You can easily make this happen by updating the name of the diary with the co-worker's telephone number (see chapter Edit Diary).

Example scenario

Co-workers Jolene, Marc and Christian jointly work for project Olympus. Each co-worker has its own, internal 3-digit telephone number.

You provide a diary view for the project. Each co-worker has full access to his personal diary but has only read access to the other diaries of the other co-workers.

The scheme to the right shows the structure of this scenario. Each co-worker has read access to the diary view meaning he may browse the diaries of the other co-workers. Furthermore, each co-worker owns his personal diary so he has full access to his own diary.



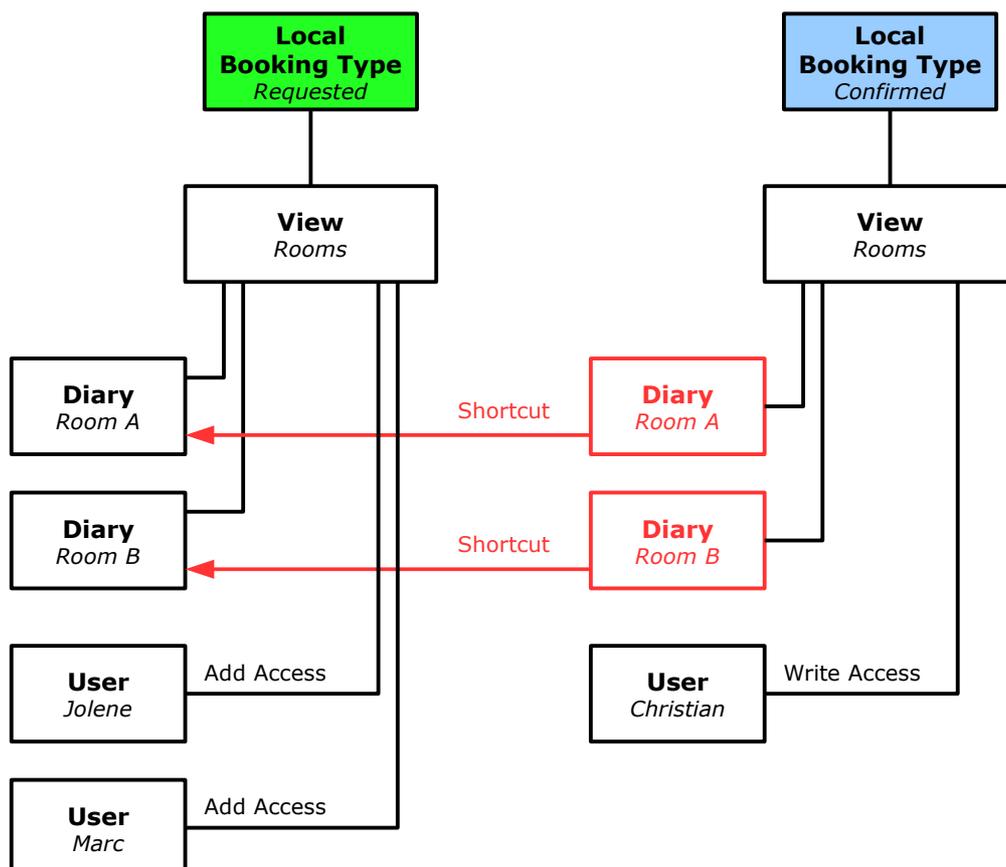
The name of a each personal diary is a concatenation of the owner's name and his internal telephone number. When an internal telephone number changes you can easily update the diary name.

Requesting and Confirming Rooms

In this scenario, we assume users can request rooms. One particular user, we'll call him the room administrator, confirms the individual room requests.

To create this infrastructure you need to perform the following actions:

- Create a first diary view and a local booking type (for example: "Requested" in green color).
- Create new diaries for the various rooms and add these diaries to the first diary view.
- Give all users that are allowed to request rooms the right to add bookings (add access) to the first diary view.
- Create a second diary view and a local booking type (for example: "Confirmed" in blue color).
- In the second diary view, add shortcuts to the diaries of the rooms. Thus the second diary view becomes identical to the first diary view.
- Give write access right to second diary view for the user who'll serve as the room administrator.



Note that multiple diary views can have the same name.

Requesting and confirming rooms works as follows:

- A user adds a booking to the diary of the room he wants to request. The user chooses booking type "Requested". The booking is displayed in green. This action occurs in the first diary view.
- The room administrator runs through the requested room in the second diary view. When the room administrator decides to confirm a requested room, he takes ownership of the booking and changes the booking type to "Confirmed". The booking is then shown in blue. Optionally he can adjust the booking times. Once the booking type has been changed the user who requested the room can't change the booking anymore.
- The user who requested the room checks the status of his request in the first diary view. De reservation of the room is confirmed as soon as the booking is shown in blue.