



This is the documentation for [Lozinski's Calendar](http://www.davelozinski.com), last updated for the Version 11.10 release.

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***"Some people dream of accomplishments; others stay awake to make them happen."***

**<http://www.davelozinski.com>**



## Important Notes for People Upgrading!

### UPGRADES ARE FREE TO REGISTERED USERS WITH A VALID REGISTRATION NUMBER!

#### Free upgrade conditions:

- **YOU MUST INCLUDE YOUR REGISTRATION NUMBER with your request!**  
I'm not your baby sitter people. When you receive the archive with special instructions directing you to put your number in a safe place so you do not lose it, the warning isn't kidding. **No number, no upgrade. No kidding.** Whines and excuses will no longer be accepted, and I am no longer going to take time to search through my records to find your number.
- **Registered users are only allowed to upgrade within the language version they originally purchased.** That is, users who purchased the "perl" version of my calendar cannot request nor receive a free upgrade to the latest "php" or "asp" version. Similarly, registered users who purchased the "asp" version of my calendar cannot request nor receive a free upgrade to the latest "perl" or "php" versions. If you purchased my calendar in one language and need to transition to another, you need to purchase a license for that secondary language.

### Upgrading from the free, downloadable demo version

If you are upgrading from the free, downloadable demo version, all you need do is replace the demo files with the ones in the archive. You WILL NOT lose any of the event data you have entered using your demo calendar. Once you have received your full version archive, follow the directions to [unpack](#) and then [install](#) your program.

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

## Upgrading from a Full Version 11.0 (ASP, Perl, and PHP)

*Practice good computer skills and make a backup copy of your current files before proceeding!*

### ASP:

1. Replace `calendar.asp`, `calendar_common_routines.asp`, `calendar_config_form.asp`, `calendar_day.asp`, `calendar_update_config.asp`.
2. Access the administrative interface.
3. Go to each calendar's configuration.
4. Click the button entitled "Sharing Options" to set the options.
5. Save the new settings.

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

### Perl:

1. Replace `calendar.pl`, `calendar_common_routines.pl`, `calendar_config_form.pl`, `calendar_day.pl`, `calendar_update_config.pl`.
2. Access the administrative interface.
3. Go to each calendar's configuration.
4. Click the button entitled "Sharing Options" to set the options.
5. Save the new settings.

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

### PHP:

1. Replace `calendar.php`, `calendar_common_routines.php`, `calendar_config_form.php`, `calendar_day.php`, `calendar_update_config.php`.
2. Access the administrative interface.
3. Go to each calendar's configuration.
4. Click the button entitled "Sharing Options" to set the options.
5. Save the new settings.

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

## **Upgrading from a Full Version 10.x (Perl and PHP only). NOTE that upgrading from any version prior to Version 11 will result in a loss of calendar data!**

**Perl:** You will need to replace all of your ".pl" and ".pm" files. Practice good computer skills and make a backup copy of your current files before proceeding.

1. Replace all your .pl files with those included within your archive.
2. Save the other .pl files in the same location as their associated .pm files.
3. Save the .txt files in the same location as their associated .pm files.
4. Delete all your current .pm files.
5. [Follow the installation instructions from this point forward.](#)

**PHP:** You will need to replace all of your ".php" files. Practice good computer skills and make a backup copy of your current files before proceeding.

1. Replace all your .php files with those included within your archive.
2. Save the .txt files in the same location as their associated .php files.
3. Delete .php files that the .txt files replaced.
4. [Follow the installation instructions from this point forward.](#)

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

## **Upgrading from a Full Version 9.x (Perl only). NOTE that upgrading from any version prior to Version 11 will result in a loss of calendar data!**

You will need to replace all of your ".pl" and ".pm" files with the exception of "lozcgi.pm".

1. Replace all your .pl files with those included within this archive.
2. Delete all your current .pm files and include the new ones included within this archive.
3. For best results to take in the new configuration settings, run through the configuration form for each of your current calendars and select the "Change Calendar Configuration" button.
4. There are several additional error messages in the main textual configuration file. You will need to update each of your calendar's textual config files as appropriate.

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

## Upgrading from a Full Version prior to 9.0 (Perl only)

If you are upgrading from any previous version, you will need to delete everything and start over from scratch. Unfortunately, this means your current datafiles will no longer work and need to be removed. If this presents possible problems or is not feasible, THEN DO NOT UPGRADE! Otherwise:

1. Save any necessary datafiles.
2. Erase everything associated with the calendar program.
3. [Follow the installation instructions from this point forward](#).

If you encounter any problems during the installation, please read the section on [common problems](#).

If you still have issues, then [go to the support/feedback section](#).

*"The great pleasure in life is doing what people say you cannot do."*

<http://www.davelozinski.com>



## About the Version 11.10 Release

### What's New?

There are new and improved options for sharing and writing data between calendars! In addition, the following improvements from the version 11.00 release:

- This is the first official ASP release of my calendar.
- txt files for cross platform, cross-technology compatibility
- Statistical information now available!
- Enhanced date selection functionality!
- Improved CSS style sheet usage!
- Events can be sorted!
- Export your data to Microsoft Excel, Microsoft Access, and other programs!
- Export the calendar's output to Microsoft Word and Microsoft PowerPoint!
- New configurable options such as weekend color, turning on/off event number, posted by user!

### List of Features

This feature list includes everything from the ["What's new"](#) section as well.

- **Implemented in ASP, Perl, and PHP!**
- Data and configuration files are cross-compatible! If you need to change technologies, your data isn't lost!
- **Create, Edit Move, and Delete** events with your **web browser!**
- Run **multiple calendars**, with **multiple users**, having **multiple settings**, displayed in **multiple languages**, all from the same program!
- **Add, Edit, move, and Delete** events **to/from multiple days and calendars in one click!**
- View only those events containing a keyword, entered by a user, or by the specific event number you specify!
- **Automatically send email** to people who should be notified of an event that's added, edited, moved, or deleted!
- View events in *calendar* **OR** *tabular* **formats!**
- **Works with the https protocol and secure intranets!**

- **View any month or year!**
- **Highlights the current day!**
- **View the details for any date** in a separate pop-up window, within the same window, or on the calendar itself!
- **Supports unlimited calendars, users, and events!**
- 3 levels of calendar users -- "Administrator", "Webmasters", and regular "users".
- **Set the user permissions on each calendar!** Specify if the users on each calendar can "edit" events, "move" events, "delete" events, or any combination thereof!
- Calendar **scales to fit** on your web page!
- **Supports both header and footer templates!**
- Users can edit, move, or delete only those entries users originally added!
- Both **military and standard time** supported!
- Can **check for conflicting times** to make sure your events don't conflict with each other!
- Easily include **links and images** with your postings!
- Each calendar can have its own set of graphics and icons!
- **Supports "icons"** for your postings for quick references on your calendar!
- **Easily modify or customize the graphical list of icons** your calendar supports!
- It's *fast!*
- **JavaScript and DHTML enhanced with Cascading Style Sheets!**
- Fully **compliant HTML, DHTML, JavaScript, and Cascading Style Sheet** output!
- **Installs in minutes!**
- **Can be restricted to authorized users only!**
- **Search for events** based on the user who entered the event, keywords within the heading and description, or the event's specific reference number!
- **Customize the images and verbiage** to your liking!

## Limitations of the Free, Downloadable Demo

The downloadable demo is the same as the full-featured version with the following limitations:

- There is no HTML configuration form or web-based interface
- Only two viewing modes are available: "headings only" and "both headings and details".

The other viewing options:

- current month and the next 11 months
- only remaining events
- just the current week's details
- in-line day view window

have been removed.

- Weekends have been removed. Only the days Monday-Friday are displayed.
- Events are shown in random order.
- "Move", "Edit", and "Delete" functionality has been removed.
- Can only add events.
- Can only add events at most one month in advanced from the currently viewed month.

- No email functionality.
- Limited to just one calendar.
- There is no "sharing" of calendars.
- Users cannot provide heading links, icons, or images with their postings.
- Cannot restrict the calendar to only authorized users.
- Cannot view the calendar in "tabular" format.
- Times are shown in Military Time only
- Does not support header/footer templates.
- No "cookie" functionality to remember userids or passwords.
- Next month and previous month data will not be shown when viewing the current month.
- No statistical functionality.

***"I am like no other... I stand alone."***

<http://www.davelozinski.com>



## License Conditions

**THIS PROGRAM COMES AS IS, AND MAKES NO WARRANTIES, EITHER EXPRESSED OR IMPLIED. USE AT YOUR OWN RISK!**

**The purchaser is free to further develop and/or modify the source code to fit the purchaser's needs.** If the source code is modified by anyone and/or anything, the original ASP/PHP/Perl header-comments must remain intact.

**The purchaser MAY NOT resell and/or redistribute, nor allow anyone and/or anything to resell and/or redistribute, the source code in any way, manner, method, fashion, or form without my hand-written consent!**

This license grants the purchaser of this archive the permission to have an unlimited number of users use "Lozinski's Calendar" at any time.

Likewise, the purchaser may have any number of copies of "Lozinski's Calendar" running as long as the media that these programs are stored on or run from are owned by the purchaser. **If not, more licenses MUST be purchased.**

Examples:

1. If you have your own webserver hosting your various customers, you only need once license to run the code on your webserver to provide the calendar to your clients hosted on your server.
2. If you are designing websites for 3 individual clients, each of which wants the calendar functionality, and each of which will be hosting their websites and calendar on their own server, then you need to purchase 3 licenses.

**IF IN DOUBT, ASK!**

***"An error does not become a mistake until you refuse to correct it."***

<http://www.davelozinski.com>



## Requirements

### List of System Requirements to run Lozinski's Calendar:

#### ASP Version

ASP for your server's operating system:

- Windows NT: the version of ASP that's shipped with NT 4 Server or installed with Personal Web Server (PWS)
- Windows 2000: ASP shipped with Windows 2000 Server
- [Disclaimers](#)

#### Perl Version

Perl for your server's operating system:

- Windows NT/2000: ActivePerl 5.6. (or later) or Perl version 5.003 (or later)
- Unix: Perl version 5.003 (or later)
- [Disclaimers](#)

#### PHP Version

PHP for your server's operating system:

- PHP version  $\geq$  4.2.1
- [Disclaimers](#)

#### To use Email functionality

- **ASP:** Must have an SMTP server enabled on the same machine the files will be executed on. The CDONTS object must also be installed.
- **Perl:** You must have "Net::SMTP" module installed. Only email using SMTP with this

module is supported. **DO NOT** write me asking if this program will work with "Qmail", "sendmail", or any other of the hundreds of email programs out there! I do not know, have not programmed for any of them, and do not have the time nor the inclination to investigate.

- **PHP:** You must have the "mail" function enabled.

## Browsers

- An HTML 4.0 compliant browser. Examples are Netscape 4.x, Netscape 6.x, Netscape 7.x, IE 4.x, IE 5.x, IE 6.x (or later)
- **For a JavaScript, DHTML, and CSS enhanced experience:** A javascript and CSS1 compliant browser. Typically this means Netscape v4.5 (or later) or IE4.5 (or later) with JavaScript enabled.
- **Opera and AOL users:** See [disclaimers](#)

## Testing has been conducted under the following environments and conditions:

- **ASP:** Windows NT 4.0 and Windows 2000 Server running IIS 4 and 5 respectively using ASP shipped with those versions.
- **Perl:**
  - i. Windows NT 4.0 and Windows 2000 Server running IIS 4 and 5 respectively using Active State's Active Perl 5.6.
  - ii. Linux running Apache and Perl version 5.003.
  - iii. *I cannot and have not tested the Perl version using mod-Perl. I make no guarantees when using mod-Perl!*
- **PHP:**
  - i. Windows NT 4.0 running IIS 4 and PHP 4.3.4
  - ii. Windows 2000 Server running IIS 5 and PHP 4.2.1
  - iii. Linux running Apache and PHP 4.3.4
- **You must have either a Unix-based operating system, WindowsNT 4.0, or Windows 2000.**
- **Windows '95, '98, ME, XP users:** I have heard from people who have successfully installed

and run Perl/PHP on these platforms. Unfortunately, I cannot guarantee nor support those platforms because I do not have access to those operating systems to test. If you can download and successfully run the demo, then I suspect the full version will run as well.

- **Opera users:** I have not obtained a copy of this browser to test with. This calendar program is HTML, CSS, and JavaScript compliant as best I could make it. My best advice is to try the demo before using!
- **AOL users:** I do not have AOL or access to any AOL browser, and thus do not know how well my program works with the AOL browser.

*"Destiny, fate, fortune - they're all just ways of claiming your successes without claiming your failures."*

<http://www.davelozinski.com>



## Unpacking the Documentation

1. Copy the archive to a directory on your web server.
2. To unpack:

### the Unix archive:

- i. Gunzip the file. Do this by typing:  
`gunzip Lozinski_Calendar_User_Manual.tar.gz`
- ii. Untar the tar file. This can be done by typing:  
`tar -xvf Lozinski_Calendar_User_Manual.tar`
- iii. Verify that everything is extracted.

### the Windows archive:

- i. Double-click on the archive or run "WinZip".
- ii. From "WinZip" locate the "Lozinski\_Calendar\_User\_Manual.zip" archive on your system and choose the "Extract" option.
- iii. Extract the archive to the desired location.
- iv. Verify that everything is extracted.

When everything is extracted, you should have an "docs" directory.

Now just access the documentation on your server through a URL similar to the following:

`http://www.your_server.com/docs/`

or

`http://www.your_server.com/docs/index.html`

*"Backing up files is for sissies. I upload the files to my ftp server and let the world replicate."*

<http://www.davelozinski.com>



## Unpacking the Images

1. Copy the archive to the images directory on your web server.
2. To unpack:

### the Unix archive:

- i. Gunzip the file. Do this by typing:  
`gunzip Lozinski_Calendar_Images.tar.gz`
- ii. Untar the tar file. This can be done by typing:  
`tar -xvf Lozinski_Calendar_Images.tar`
- iii. Verify that everything is extracted.

### the Windows archive:

- i. Double-click on the archive or run "WinZip".
- ii. From "WinZip" locate the "Lozinski\_Calendar\_Images.zip" archive on your system and choose the "Extract" option.
- iii. Extract the archive to the desired location.
- iv. Verify that everything is extracted.

When everything is extracted, you should have an "images" directory with the following contents:

- i. The following gif files:

add.gif	cal.gif	cal_add.gif
cal_copy.gif	cal_delete.gif	cal_edit.gif
cal_feedback.gif	cal_preview.gif	cal_save.gif
cal_stats.gif	cal_support.gif	cal_word.gif
delete.gif	edit.gif	left_arrow.gif
move.gif	printer.gif	reset.gif
right_arrow.gif	save.gif	spacer.gif
trash.gif		

- ii. A "months1", "months2", and "months3" directory with the following contents in each:

April.gif	August.gif	December.gif
February.gif	January.gif	July.gif
June.gif	March.gif	May.gif
November.gif	October.gif	September.gif
next_month.gif	prev_month.gif	

Note that even though they are called the same thing in each directory, each image is different! That is, each directory has a different "theme". So no, I didn't send you duplicate copies of the same files. You can use these images for your calendar, or provide your own. **Read the documentation when providing your own images and/or changing languages.**

iii. An "icons" directory with the following contents:

Feedback.gif	Happy.gif	Heart.gif
Note.gif	Rose.gif	Warning.gif

If you think any cool icons you think would make a great addition to the calendar, [send me some feedback and let me know! :\)](#)

*"The oil's in Texas, but the dipsticks are in Washington. No wonder we have a shortage."*

<http://www.davelozinski.com>



## Unpacking the ASP Version

1. Copy the archive to the cgi-bin directory (or whatever directory you have allocated that asp scripts can run in) on your web server.
2. To unpack:

Full Version	Free Downloadable Version
<ul style="list-style-type: none"> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar110_asp.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar_demo110_asp.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>

**When everything is extracted, you should have the following files** (those files and directories marked with an asterisk \* below are NOT included in the free demo!):

1. The follow asp files:

<b>calendar.asp</b>	=> Main program.
<b>calendar_addeditdelete.asp</b>	=> Used to add, edit, move, and delete events to/from the calendar.
<b>calendar_common_routines.asp</b>	=> Contains functions shared by at least two of the .asp files.
<b>* calendar_config_common.asp</b>	=> Common routines I wrote that I share with config forms in some of my other programs.
<b>* calendar_config_form.asp</b>	=> Displays the HTML form to "Administrators" and "Webmasters" to configure their calendar through an HTML interface.
<b>calendar_day.asp</b>	=> Used to display a day's events.
<b>* calendar_stats.asp</b>	=> Computes and displays the statistical information for each calendar.
<b>* calendar_update_config.asp</b>	=> Takes the information from the config form and updates the main calendar_config.pm file and/or the configuration files for any of the specified calendars.
<b>calendar_config.asp</b>	=> Contains the configuration information which is set by the "Administrators" and applies to every calendar.
<b>calendar_util.asp</b>	=> Contains misc date functions specific to the calendar's operations.

---

2. You should see a "data" directory. I included this directory as a place to store the datafiles generated.

**DEMO USERS:** You will find a file entitled "demo\_counter.txt" within this directory. You need to make sure this file and directory have world write permissions!

---

3. You should have a "config\_files" directory with the following contents:

\* calendar\_master\_text.txt => Is the "Master Copy" text-language module. All calendars that are created have their text initially taken from this module.

calendar\_config.asp => Contains the "global" config items needed by every calendar.

**DEMO USERS:** in place of the file "calendar\_master\_text.txt", you will have the following two files:

demo\_configs.txt => Contains all the configurable settings for the demo calendar.

demo\_calendar\_text.txt => Is the text file that the demo calendar reads from.

---

4. You should see a "templates"\* directory with the following contents:

\* header\_template.html => The "header template" file contents

\* footer\_template.html => The "footer template" file contents

---

5. The documentation is no longer included with the code (the archives were becoming too big to email). [Download the documentation in the desired format](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/>.

---

6. The images are no longer included with the code (the archives were becoming too big to email). [Download the image archive you desire](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/> and selecting either the WinZip or GZip archive.

**\* - Note that those files/directories marked with an asterisk \* are NOT included in the free demo!**

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## Unpacking the Perl Version

1. Copy the archive to the cgi-bin directory (or whatever directory you have allocated that perl scripts can run in) on your web server.
2. To unpack:

Full Version	Free Downloadable Version
<ul style="list-style-type: none"> <li>● <b>the Unix archive:</b> <ol style="list-style-type: none"> <li>i. Gunzip the file. Do this by typing  <code>"gunzip calendar110_perl. tar.gz"</code>.</li> <li>ii. Untar the tar file. This can be done by typing  <code>"tar -xvf calendar110_perl. tar"</code>.</li> <li>iii. Verify that everything is extracted.</li> </ol> </li> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar110_perl.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>the Unix archive:</b> <ol style="list-style-type: none"> <li>i. Gunzip the file. Do this by typing  <code>"gunzip calendar_demo110_perl. tar.gz"</code>.</li> <li>ii. Untar the tar file. This can be done by typing  <code>"tar -xvf calendar_demo110_perl. tar"</code>.</li> </ol> </li> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar_demo110_perl.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>

**When everything is extracted, you should have the following files** (those files and directories marked with an asterisk \* below are NOT included in the free demo!):

1. The follow perl files:

<b>calendar.pl</b>	=> Main program.
<b>calendar_addeditdelete.pl</b>	=> Used to add, edit, move, and delete events to/from the calendar.
<b>calendar_common_routines.pl</b>	=> Contains functions shared by at least two of the .pl files.
<b>* calendar_config_common.pl</b>	=> Common routines I wrote that I share with config forms in some of my other programs.
<b>* calendar_config_form.pl</b>	=> Displays the HTML form to "Administrators" and "Webmasters" to configure their calendar through an HTML interface.
<b>calendar_day.pl</b>	=> Used to display a day's events.
<b>* calendar_stats.pl</b>	=> Computes and displays the statistical information for each calendar.
<b>* calendar_update_config.pl</b>	=> Takes the information from the config form and updates the main calendar_config.pm file and/or the configuration files for any of the specified calendars.
<b>calendar_config.pl</b>	=> Contains the configuration information which is set by the "Administrators" and applies to every calendar.
<b>calendar_util.pl</b>	=> Contains misc date functions specific to the calendar's operations.
<b>lozcgi.pl</b>	=> Contains the common CGI functions such as getting the form information and altering cookies. This module is freely available from my website: <a href="http://www.davelozinski.com">http://www.davelozinski.com</a>

2. You should see a "data" directory. I included this directory as a place to store the datafiles generated.

**DEMO USERS:** You will find a file entitled "demo\_counter.txt" within this directory. You need to make sure this file and directory have world write permissions!

3. You should have a "config\_files" directory with the following contents:

* calendar_master_text.txt	=>	Is the "Master Copy" text-language module. All calendars that are created have their text initially taken from this module.
calendar_config.pl	=>	Contains the "global" config items needed by every calendar.

**DEMO USERS:** in place of the file "calendar\_master\_text.txt", you will have the following two files:

demo_configs.txt	=>	Contains all the configurable settings for the demo calendar.
demo_calendar_text.txt	=>	Is the text file that the demo calendar reads from.

---

4. You should see a "templates"\* directory with the following contents:

* header_template.html	=>	The "header template" file contents
* footer_template.html	=>	The "footer template" file contents

---

5. The documentation is no longer included with the code (the archives were becoming too big to email). [Download the documentation in the desired format](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/>.

---

6. The images are no longer included with the code (the archives were becoming too big to email). [Download the image archive you desire](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/> and selecting either the WinZip or GZip archive.

\* - Note that those files/directories marked with an asterisk \* are NOT included in the free demo!

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<http://www.davelozinski.com>



## Unpacking the PHP Version

1. Copy the archive to the cgi-bin directory (or whatever directory you have allocated that php scripts can run in) on your web server.
2. To unpack:

Full Version	Free Downloadable Version
<ul style="list-style-type: none"> <li>● <b>the Unix archive:</b> <ol style="list-style-type: none"> <li>i. Gunzip the file. Do this by typing  <code>gunzip calendar110_php. tar.gz</code>.</li> <li>ii. Untar the tar file. This can be done by typing  <code>tar -xvf calendar110_php. tar</code>.</li> <li>iii. Verify that everything is extracted.</li> </ol> </li> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar110_php.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>the Unix archive:</b> <ol style="list-style-type: none"> <li>i. Gunzip the file. Do this by typing  <code>gunzip calendar_demo110_php. tar.gz</code>.</li> <li>ii. Untar the tar file. This can be done by typing  <code>tar -xvf calendar_demo110_php. tar</code>.</li> </ol> </li> <li>● <b>the Windows archive:</b> <ol style="list-style-type: none"> <li>i. Double-click on the archive or run "WinZip".</li> <li>ii. From "WinZip" locate the "calendar_demo110_php.zip" archive on your system and choose the "Extract" option.</li> <li>iii. Extract the archive to the desired location.</li> <li>iv. Verify that everything is extracted.</li> </ol> </li> </ul>

**When everything is extracted, you should have the following files** (those files and directories marked with an asterisk \* below are NOT included in the free demo!):

1. The follow php files:

<b>calendar.php</b>	=> Main program.
<b>calendar_addeditdelete.php</b>	=> Used to add, edit, move, and delete events to/from the calendar.
<b>calendar_common_routines.php</b>	=> Contains functions shared by at least two of the .php files.
<b>* calendar_config_common.php</b>	=> Common routines I wrote that I share with config forms in some of my other programs.
<b>* calendar_config_form.php</b>	=> Displays the HTML form to "Administrators" and "Webmasters" to configure their calendar through an HTML interface.
<b>calendar_day.php</b>	=> Used to display a day's events.
<b>* calendar_stats.php</b>	=> Computes and displays the statistical information for each calendar.
<b>* calendar_update_config.php</b>	=> Takes the information from the config form and updates the main calendar_config.pm file and/or the configuration files for any of the specified calendars.
<b>calendar_config.php</b>	=> Contains the configuration information which is set by the "Administrators" and applies to every calendar.
<b>calendar_util.php</b>	=> Contains misc date functions specific to the calendar's operations.

---

2. You should see a "data" directory. I included this directory as a place to store the datafiles generated.

**DEMO USERS:** You will find a file entitled "demo\_counter.txt" within this directory. You need to make sure this file and directory have world write permissions!

---

3. You should have a "config\_files" directory with the following contents:

\* calendar\_master\_text.txt => Is the "Master Copy" text-language module. All calendars that are created have their text initially taken from this module.

calendar\_config.php => Contains the "global" config items needed by every calendar.

**DEMO USERS:** in place of the file "calendar\_master\_text.txt", you will have the following two files:

demo\_configs.txt => Contains all the configurable settings for the demo calendar.

demo\_calendar\_text.txt => Is the text file that the demo calendar reads from.

---

4. You should see a "templates"\* directory with the following contents:

\* header\_template.html => The "header template" file contents

\* footer\_template.html => The "footer template" file contents

---

5. The documentation is no longer included with the code (the archives were becoming too big to email). [Download the documentation in the desired format](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/>.

---

6. The images are also no longer included with the code for the same reason. [Download the image archive you desire](http://www.davelozinski.com/scripts/calendar/) by going to <http://www.davelozinski.com/scripts/calendar/> and selecting either the WinZip or GZip archive.

**\* - Note that those files/directories marked with an asterisk \* are NOT included in the free demo!**

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<http://www.davelozinski.com>



## Installing the ASP Version

Every ".asp" file has a delimiter line in it, which looks similar to the following:

```
'#### NOTHING BELOW THIS LINE SHOULD NEED TO BE CONFIGURED ####'
```

This line is present to help show you where the items are located in each file that may need to be configured for your system.

1. In the file "calendar\_config.asp", edit the line which looks like:  
CGI\_DIR = "/cgi-bin/calendar/"  
to a partial URL which points to the location of the calendar php files on your system.
2. If your system is configured such that your php files need to end with another extension such as ".cgi" instead of ".asp", edit the line which looks like:  
FILE\_NAME\_EXTENSION = ".asp"  
to reflect the extension you need. NOTE that if you do change the value, you will need to rename ALL of the files ending in ".asp" to have the same file extension as you provided!
3. Set the appropriate file access permissions.
  - i. On Windows, make sure each asp file has the appropriate read and execute permissions.
  - ii. **The file "calendar\_config.asp" and the directory it is stored in will need to have appropriate write permissions so that php can write to it for updates when called through the web!** This typically means the file calendar\_config.asp and the directory it is located in must have world-write permissions.

You should now be good to go (unless you are configuring the DEMO VERSION - [see below](#))!

See the configuration section [Create A New Calendar](#) after the system has been configured, or [walk through the tutorial](#) to create your first calendar!

---

## DEMO USERS:

Since the demo only supports one calendar, it has already been "created" and configured. However, you need to edit a few more items.

In the file "config\_files/demo\_configs.txt":

1. The values for IMAGE\_DIRECTORY and MONTH\_DIRECTORY directory need to be edited to reflect the location of the images on your system. The values should be either a partial or full URL. That is, it should start with either "http://" or just "/". The string should have a trailing "/" character, and the value should be enclosed in quotes!

Examples:

- IMAGE\_DIRECTORY="/calendar/images/"  
MONTH\_DIRECTORY="/calendar/images/months1/"
- IMAGE\_DIRECTORY="http://www.yourdomain.com/wherever/gfx/"  
MONTH\_DIRECTORY="/wherever/gfx/months/"

2. Besides the default "administrator" and "webmaster" logins, the default user assigned to the calendar is "user1" with a password of "password". To add, edit, or delete users, you need to edit the value for CALENDAR\_USERS. The format for this value is username::password with multiple entries separated by a comma. The entire string should be enclosed in quotes.

Examples:

- CALENDAR\_USERS = "user1::password1,user2::password2,user3::password3"
- CALENDAR\_USERS = "joe::blow"

3. Finally, you need to specify the FULL OPERATING SYSTEM PATH to the directory where the datafiles will be stored -- that is, the "data" directory that came with the demo. DO NOT SPECIFY A URL!!!

The value you need to change is for CALENDAR\_DATA.

Examples:

- CALENDAR\_DATA = "C:/webroot/calendar\_demo/data/"
- CALENDAR\_DATA = "D:/Inetpub/wwwroot/cgi-bin/calendar\_demo/data/"

4. Read through the file "calendar.asp" to see the other configuration items you can set in the "demo\_configs.txt" file.

Once you have set the configurations, you can access your calendar through a URL similar to the following:

`http://www.yourdomain.com/cgi-bin/calendar_demo/calendar.asp?dept=demo`

**The query string "?dept=demo" MUST be present to run!**

Enjoy!

*"This project isn't over-budget. It's under-funded!"*

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## Installing the Perl Version

Every ".pl" file has a delimiter line in it, which looks similar to the following:

```
#### NOTHING BELOW THIS LINE SHOULD NEED TO BE CONFIGURED ####
```

This line is present to help show you where the items are located in each file that may need to be configured for your system.

1. Change the first line of each file from "#!/usr/local/bin/perl" to the location of perl on your system! Users running the calendar on a Microsoft Windows server probably will not have to do this.
2. In the file "calendar\_config.pl", edit the line which looks like:  
`$CGI_DIR = "/cgi-bin/calendar/";`  
to a partial URL which points to the location of the calendar perl files on your system.
3. If your system is configured such that your perl files need to end with another extension such as ".cgi" instead of ".pl", edit the line which looks like:  
`$FILE_NAME_EXTENSION = ".pl";`  
to reflect the extension you need. NOTE that if you do change the value, you will need to rename ALL of the files ending in ".pl" to have the same file extension as you provided!
4. Set the appropriate file access permissions.
  - i. On Unix, set the permissions of each perl file to 755 (rwxr-xr-x). This can be done through the command "chmod 755 \*.pl".
  - ii. On Windows, make sure each perl file has the appropriate read and execute permissions.
  - iii. **The file "calendar\_config.pl" and the directory it is stored in will need to have appropriate write permissions so that perl can write to it for updates when called through the web!** This typically means the file calendar\_config.pl and the directory it is located in must have world-write permissions.

You should now be good to go (unless you are configuring the DEMO VERSION - [see below](#))!

See the configuration section [Create A New Calendar](#) after the system has been configured, or [walk](#)

[through the tutorial](#) to create your first calendar!

---

## DEMO USERS:

Since the demo only supports one calendar, it has already been "created" and configured. However, you need to edit a few more items.

In the file "config\_files/demo\_configs.txt":

1. The values for `IMAGE_DIRECTORY` and `MONTH_DIRECTORY` directory need to be edited to reflect the location of the images on your system. The values should be either a partial or full URL. That is, it should start with either "http://" or just "/". The string should have a trailing "/" character, and the value should be enclosed in quotes!

Examples:

- `IMAGE_DIRECTORY="/calendar/images/"`  
`MONTH_DIRECTORY="/calendar/images/months1/"`
- `IMAGE_DIRECTORY="http://www.yourdomain.com/wherever/gfx/"`  
`MONTH_DIRECTORY="/wherever/gfx/months/"`

2. Besides the default "administrator" and "webmaster" logins, the default user assigned to the calendar is "user1" with a password of "password". To add, edit, or delete users, you need to edit the value for `CALENDAR_USERS`. The format for this value is `username::password` with multiple entries separated by a comma. The entire string should be enclosed in quotes.

Examples:

- `CALENDAR_USERS = "user1::password1,user2::password2,user3::password3"`
- `CALENDAR_USERS = "joe::blow"`

3. Finally, you need to specify the **FULL OPERATING SYSTEM PATH** to the directory where the datafiles will be stored -- that is, the "data" directory that came with the demo. **DO NOT SPECIFY A URL!!!**

The value you need to change is for `CALENDAR_DATA`.

Examples:

- **Unix:**  
`CALENDAR_DATA = "/usr/local/httpd/cgi-bin/calendar_demo/data/"`

- Windows:  
CALENDAR\_DATA = "D:/Inetpub/wwwroot/cgi-bin/  
calendar\_demo/data/"

4. Read through the file "calendar.pl" to see the other configuration items you can set in the "demo\_configs.txt" file.

Once you have set the configurations, you can access your calendar through a URL similar to the following:

`http://www.yourdomain.com/cgi-bin/calendar_demo/calendar.pl?dept=demo`

**The query string "?dept=demo" MUST be present to run!**

Enjoy!

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## Installing the PHP Version

Every ".php" file has a delimiter line in it, which looks similar to the following:

```
#### NOTHING BELOW THIS LINE SHOULD NEED TO BE CONFIGURED ####
```

This line is present to help show you where the items are located in each file that may need to be configured for your system.

1. In the file "calendar\_config.php", edit the line which looks like:  
`$CGI_DIR = "/cgi-bin/calendar/";`  
to a partial URL which points to the location of the calendar php files on your system.
2. If your system is configured such that your php files need to end with another extension such as ".cgi" instead of ".php", edit the line which looks like:  
`$FILE_NAME_EXTENSION = ".php";`  
to reflect the extension you need. NOTE that if you do change the value, you will need to rename ALL of the files ending in ".php" to have the same file extension as you provided!
3. Set the appropriate file access permissions.
  - i. On Unix, set the permissions of each php file to 755 (rwxr-xr-x). This can be done through the command "chmod 755 \*.php".
  - ii. On Windows, make sure each php file has the appropriate read and execute permissions.
  - iii. **The file "calendar\_config.php" and the directory it is stored in will need to have appropriate write permissions so that php can write to it for updates when called through the web!** This typically means the file calendar\_config.php and the directory it is located in must have world-write permissions.

You should now be good to go (unless you are configuring the DEMO VERSION - [see below](#))!

See the configuration section [Create A New Calendar](#) after the system has been configured, or [walk through the tutorial](#) to create your first calendar!

## DEMO USERS:

Since the demo only supports one calendar, it has already been "created" and configured. However, you need to edit a few more items.

In the file "config\_files/demo\_configs.txt":

1. The values for `IMAGE_DIRECTORY` and `MONTH_DIRECTORY` directory need to be edited to reflect the location of the images on your system. The values should be either a partial or full URL. That is, it should start with either "http://" or just "/". The string should have a trailing "/" character, and the value should be enclosed in quotes!

Examples:

- `IMAGE_DIRECTORY="/calendar/images/"`  
`MONTH_DIRECTORY="/calendar/images/months1/"`
- `IMAGE_DIRECTORY="http://www.yourdomain.com/wherever/gfx/"`  
`MONTH_DIRECTORY="/wherever/gfx/months/"`

2. Besides the default "administrator" and "webmaster" logins, the default user assigned to the calendar is "user1" with a password of "password". To add, edit, or delete users, you need to edit the value for `CALENDAR_USERS`. The format for this value is `username::password` with multiple entries separated by a comma. The entire string should be enclosed in quotes.

Examples:

- `CALENDAR_USERS = "user1::password1,user2::password2,user3::password3"`
- `CALENDAR_USERS = "joe::blow"`

3. Finally, you need to specify the **FULL OPERATING SYSTEM PATH** to the directory where the datafiles will be stored -- that is, the "data" directory that came with the demo. **DO NOT SPECIFY A URL!!!**

The value you need to change is for `CALENDAR_DATA`.

Examples:

- **Unix:**  
`CALENDAR_DATA = "/usr/local/httpd/cgi-bin/calendar_demo/data/"`
- **Windows:**  
`CALENDAR_DATA = "D:/Inetpub/wwwroot/cgi-bin/calendar_demo/data/"`

4. Read through the file "calendar.php" to see the other configuration items you can set in the "demo\_configs.txt" file.

Once you have set the configurations, you can access your calendar through a URL similar to the following:

```
http://www.yourdomain.com/cgi-bin/calendar_demo/calendar.php?  
dept=demo
```

**The query string "?dept=demo" MUST be present to run!**

Enjoy!

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## Overview

### Accessing a particular calendar

Every calendar can be accessed through a URL similar to the following:

Examples:

- **ASP:** `http://www.yourdomain.com/scripts/calendar/calendar.asp?dept=abbr_name`
- **Perl:** `http://www.yourdomain.com/cgi-bin/calendar/calendar.pl?dept=abbr_name`
- **PHP:** `http://www.yourdomain.com/scripts/calendar/calendar.php?dept=abbr_name`

where "abbr\_name" is the unique, abbreviated name assigned to the calendar when it was created through the administrative configuration form. When a calendar is successfully created, the configuration form will provide the URL to access the new calendar.

### 3 levels of users

With each calendar, there are 3 levels of users. What they are and how they work is described below:

#### 1. "administrator"

- has access to the administrator configuration form. DOES NOT have access to the webmaster login interface, only the administrative interface.
- can add an event to any calendar
- can do anything to any calendar. If an event is entered by any other user the administrator can edit, move, or delete the event.
- there is one "administrator" per calendar system. That is, you cannot have administrators with multiple logins and passwords.
- can access any calendar, regardless of whether it is restricted or not

#### 2. "webmaster"

When each calendar is created, it also has a "webmaster" assigned to it. The webmaster:

- can modify most of the configurations for each calendar. The webmaster DOES

NOT have access to the administrative configuration form.

- can only add events to the webmaster's assigned calendar
- can edit, move, delete any event entered by any "user" for their particular calendar, but not an event added, edited, moved, or deleted by an "administrator".
- there is one "webmaster" per calendar. You cannot have multiple logins and passwords for a webmaster.
- can only access their particular calendar. If other calendars are restricted, they will not be able to access those calendars.

### 3. "user"

With each calendar comes a default user. It is up to the webmaster or administrator to add/edit/delete users from a calendar. Once a user has an account:

- cannot modify the configurations to any calendar
- if a calendar is restricted, can only access the calendar they have an account on
- can add events only to the calendars they have an account on and the calendar is enabled to allow users to add events
- can edit, move, delete events only on the calendars that:
  - i. they have access to
  - ii. have the "edit", "move", and/or "delete" permission to ([See Security Options for more information](#))
  - iii. have only those events the user originally entered

***"An error does not become a mistake until you refuse to correct it."***

<http://www.davelozinski.com>



## Creating and Configuring Your First Calendar

To create and configure your calendar system, follow these steps:

1. Load the calendar's configuration form administrative interface. To access the form as an "administrator":
  - **ASP:** call the file "calendar\_config\_form.asp" with a specific URL, which varies depending on where your files are located on your webserver. By default, the URL to access the config form as an "administrator" (not a "webmaster") should look similar to:  
`http://www.yourdomain.com/scripts/calendar/calendar_config_form.asp?administrate`
  - **Perl:** call the file "calendar\_config\_form.pl" with a specific URL, which varies depending on how you may have already configured your system. By default, the URL to access the config form as an "administrator" (not a "webmaster") should look similar to:  
`http://www.yourdomain.com/cgi-bin/calendar/calendar_config_form.pl?administrate`
  - **PHP:** call the file "calendar\_config\_form.php" with a specific URL, which varies depending on how you may have already configured your system. By default, the URL to access the config form as an "administrator" (not a "webmaster") should look similar to:  
`http://www.yourdomain.com/scripts/calendar/calendar_config_form.php?administrate`

This should bring up a login screen where the "administrator" can log in:

Please Log In!

Your calendar userID:

Your calendar password:

2. Log in using the default username of "administrator" and default password of "password".
3. Click the "Administrative Settings" button in the left column.
4. Supply the FULL SYSTEM PATH to the location where you would like the config files saved to each of the calendars.
  - **ASP:** the files "calendar\_config.asp" and "calendar\_master\_text.txt" need to be located in this directory.

- **Perl:** the files "calendar\_config.pl" and "calendar\_master\_text.txt" need to be located in this directory.
- **PHP:** the files "calendar\_config.php" and "calendar\_master\_text.php" need to be located in this directory.

**This value SHOULD NOT be a URL!** It should be the operating system path from the root node of your file system.

## Lozinski Calendar Maintenance

Menu	Administrative Settings
<b>Administrative Settings</b>	<p><b>Admin (superuser) ID:</b>  <input type="text" value="administrator"/></p> <p><b>Admin (superuser) Password:</b>  <input type="password" value=""/></p> <p><b>Admin URL:</b> What you enter here <b>MUST</b> be appended to the URL "http://www.your_domain.com/calendar/config_form.pl" in order to access this form. The default value is "administrator". Thus, the URL to access this form by default is "http://www.your_domain.com/calendar/config_form.pl?administrator"  <input type="text" value="administrator"/></p> <p><b>Email Admin with Every Update?</b> Select "yes" if the administrator should receive an email everytime an event is added, moved, edited, or deleted from ANY calendar  <input type="radio"/> No  <input checked="" type="radio"/> Yes</p> <p><b>Administrator Email:</b> if you have the "email admin" option enabled, you must supply an email address  <input type="text" value=""/></p> <p><b>Image URL:</b> URL (full or partial) to the directory where the calendar's images are located. This will serve as the default image location for any new calendar created and will be used by the admin scripts. After a calendar is created, you can specify a different image URL for that particular calendar if you wish to use different images. This URL must have a trailing "/" character!            Example:            "calendar/images"            "http://www.your_domain.com/calendar/images"            If this is set correctly, you should see an image to the right of this line </p> <p><b>URL for the CGI-BIN directory where all of the Calendar Perl files are located:</b> Must have a trailing "/" character!            Example: "http://www.your_domain.com/cgi-bin/calendar/"  <input type="text" value="http://www.your_domain.com/cgi-bin/calendar/"/></p> <p><b>Program File Extension:</b> The standard is for perl files to end with ".pl". If your IIS requires your cgi programs to end with a different extension, such as ".cgi", change the value here. Note that if you change the setting below, you will have to rename all the files that end with ".pl" to end with the new setting below <input type="text" value=".pl"/></p>
<b>Create New Calendar</b>	
<b>Update a Calendar</b>	
<b>Copy a Configuration</b>	
<b>View Statistics</b>	
<b>Support</b>	
<b>Feedback</b>	

**Location of Calendar Config Files:** Full operating system path to the location where the configuration files for each calendar will be kept. This directory should have similar permissions. Path should have a trailing "/" character. Based on your system, the

**Location of Calendar Config Files:** Full operating system path to the location where the configuration files for each calendar will be kept. This directory should have 777, 733, or similar permissions. Path should have a trailing "/" character. Based on your system, the recommended setting is:

D:/inetpub/cgi-bin/calendar/config\_files/

**Documentation URL:** URL (full or partial) to the calendar's documentation. This URL must have a trailing "/" character!

Examples:

"calendar/docs"

"http://www.your\_domain.com/calendar/docs"

5. Click the "Update the Administrative Settings!" button.

If everything saved properly, you are now ready to create your first calendar! Below are the steps for creating and configuring new calendars:

1. Click the "Create New Calendar" button on the left.
2. Enter the full name of your new calendar.  
Example: "My First Calendar"
3. Enter the abbreviated name. NO SPACES! Use only alphanumeric characters!  
Example: "mfc"
4. Click the "Create My New Calendar" button.

# Lozinski Calendar Maintenance

The screenshot shows a web interface for calendar maintenance. On the left is a 'Menu' with buttons for 'Administrative Settings', 'Create New Calendar', 'Update a Calendar', 'Copy a Configuration', 'View Statistics', 'Support', and 'Feedback'. The 'Create New Calendar' button is highlighted with a pink box and a pink arrow labeled 'Step 1'. The main area is titled 'Create a NEW calendar!' and contains two text input fields. The first field is labeled 'Enter the full name of your new calendar:' and contains the text 'My First Calendar', with a pink arrow labeled 'Step 2' pointing to it. The second field is labeled 'Enter an abbreviated name (Ex: Human Resources might be "hr")' and 'Only use alpha-numeric characters! NO SPACES!', and contains the text 'mfc', with a pink arrow labeled 'Step 3' pointing to it. Below the second field is a button labeled 'Create My New Calendar!', with a pink arrow labeled 'Step 4' pointing to it.

5. Click the link indicated to configure your new calendar.

The screenshot shows a confirmation message: 'Thank you! Your modifications have been saved.' Below this is a green link: 'Click here to go back and configure your calendar!' with a pink arrow labeled 'Click here' pointing to it. Below the link is the text: 'MAKE SURE TO HIT THE "RELOAD" OR "REFRESH" BUTTON IN YOUR BROWSER TO SEE THE NEW SETTINGS!'. A horizontal line separates this from the next section. Below the line is the text: 'The URL you will need to reference this calendar is:' followed by the code: '<A HREF="/cgi-bin/calendar/calendar.pl?dept=mfc">'. Below this is another green link: 'Click here to view "My First Calendar!"'.

6. Click the "Update A Calendar" button
7. Click the "Edit Configuration" button next to "My New Calendar" on the screen's right-hand side.  
Most of the fields will be completed with default values, but there are some that need to be configured.
8. Click the "Webmaster Options" button.
9. Edit the value for "Webmaster Email"
10. Edit the values for the "Webmaster Login" and "Webmaster Password". These are the values your assigned

"webmaster" can use to later log into this config form and edit this particular calendar. Your "webmaster" will also use this login and password to edit events on the calendar.

11. Click the "Save Calendar Configuration" button. You should see the following screen again:

Thank you! Your modifications have been saved.

[Click here to go back and configure your calendar!](#) **← Click here**

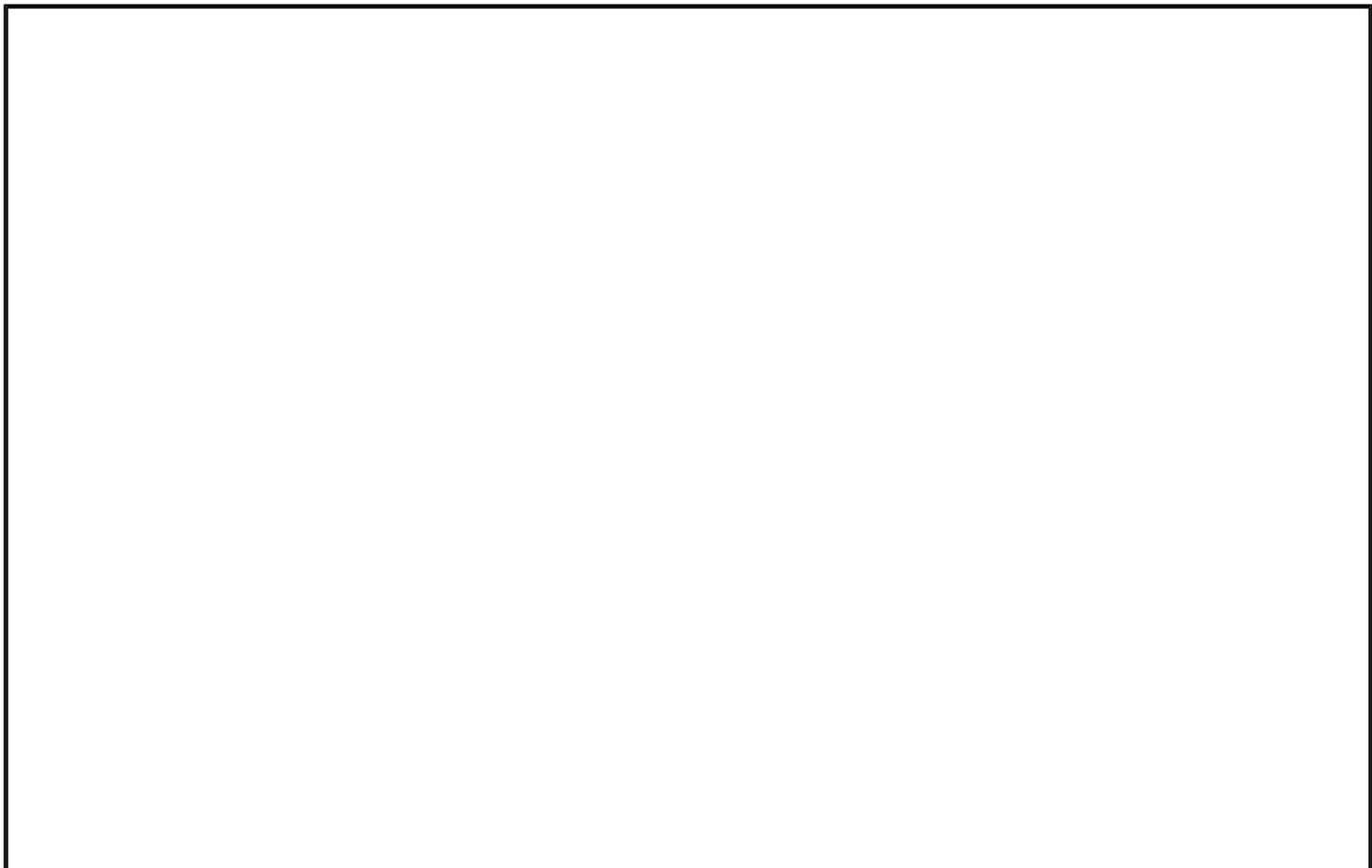
**MAKE SURE TO HIT THE "RELOAD" OR "REFRESH" BUTTON IN YOUR BROWSER TO SEE THE NEW SETTINGS!**

---

The URL you will need to reference this calendar is:  
<A HREF="/cgi-bin/calendar/calendar.pl?dept=mfc">

[Click here to view "My First Calendar"!](#)

12. Click the link indicated to configure your new calendar.
13. Click the "Data Options" button.
14. Edit the value for "Datafile Directory". This must be the FULL OPERATING SYSTEM PATH (NOT A URL!!!!) to the directory where you would like the datafiles (calendar entries) saved for this calendar.
15. Click the "Save Calendar Configuration" button.



## Lozinski Calendar Maintenance

<b>My First Calendar Options Menu</b>  HTML Options Image Options Viewing Options Template Options Time Options Sharing Options Email Options Webmaster Options Security Options  Data Options  Export Data  Update a Calendar	<b>DATA OPTIONS:</b>	
	<b>Department (Calendar) Name:</b> Example- Lozinski Calendar	<input type="text" value="My First Calendar"/>
	<b>Datafile Directory.</b> The full operating system path to the directory of this calendar's data file, with a trailing "/" character. The directory should allow world write and executable access, but only grant the user read access. In Unix, the associated permissions would be 733 (rwx-wx-wx). Examples- NT: D:/inetpub/wwwroot/yourwebsite/calendar/data/ Unix: /var/users/htdocs/calendar/	Based on your system, the recommended setting is: D:/inetpub/cgi-bin/calendar/data/ <input type="text" value="NEED TO SPECIFY YOUR DATA DIRECTORY!"/>
	<input type="button" value="Save Calendar Configuration!"/>	<input type="button" value="Reset Form"/>

If everything saved properly, you are now ready to access your calendar!

To access your calendar, type in a URL similar to the following (or you can click on the link displayed after successfully saving your changes) :

<http://www.yourdomain.com/scripts/calendar/calendar.asp?dept=mfc>

<http://www.yourdomain.com/cgi-bin/calendar/calendar.pl?dept=mfc>

<http://www.yourdomain.com/scripts/php/calendar/calendar.php?dept=mfc>

where "mfc" is the "abbreviated name" you entered when initially creating your calendar.

Thank you! Your modifications have been saved.

[Click here to go back and configure your calendar!](#)

MAKE SURE TO HIT THE "RELOAD" OR "REFRESH" BUTTON IN YOUR BROWSER TO SEE THE NEW SETTINGS!

---

The URL you will need to reference this calendar is:

<A HREF="/cgi-bin/calendar/calendar.pl?dept=mfc">

[Click here to view "My First Calendar"!](#)

**← Click here**

Note that you probably will not see images on your calendar. Now is the time to go back and configure your calendar fully, setting everything up (fonts, colors, images, icons, etc) just the way you want it. :)

*"What separates junk from treasure is imagination."*

<http://www.davelozinski.com>



## Adding An Event To Your First Calendar

To add an event to your first calendar, follow these steps:

1. Access your calendar by typing in a URL similar to the following (or you can click on the link displayed after successfully saving your changes) :

`http://www.yourdomain.com/scripts/calendar/calendar.asp?dept=mfc`

`http://www.yourdomain.com/cgi-bin/calendar/calendar.pl?dept=mfc`

`http://www.yourdomain.com/scripts/php/calendar/calendar.php?dept=mfc`

where "mfc" is the "abbreviated name" you entered when initially creating your calendar.

Thank you! Your modifications have been saved.

[Click here to go back and configure your calendar!](#)

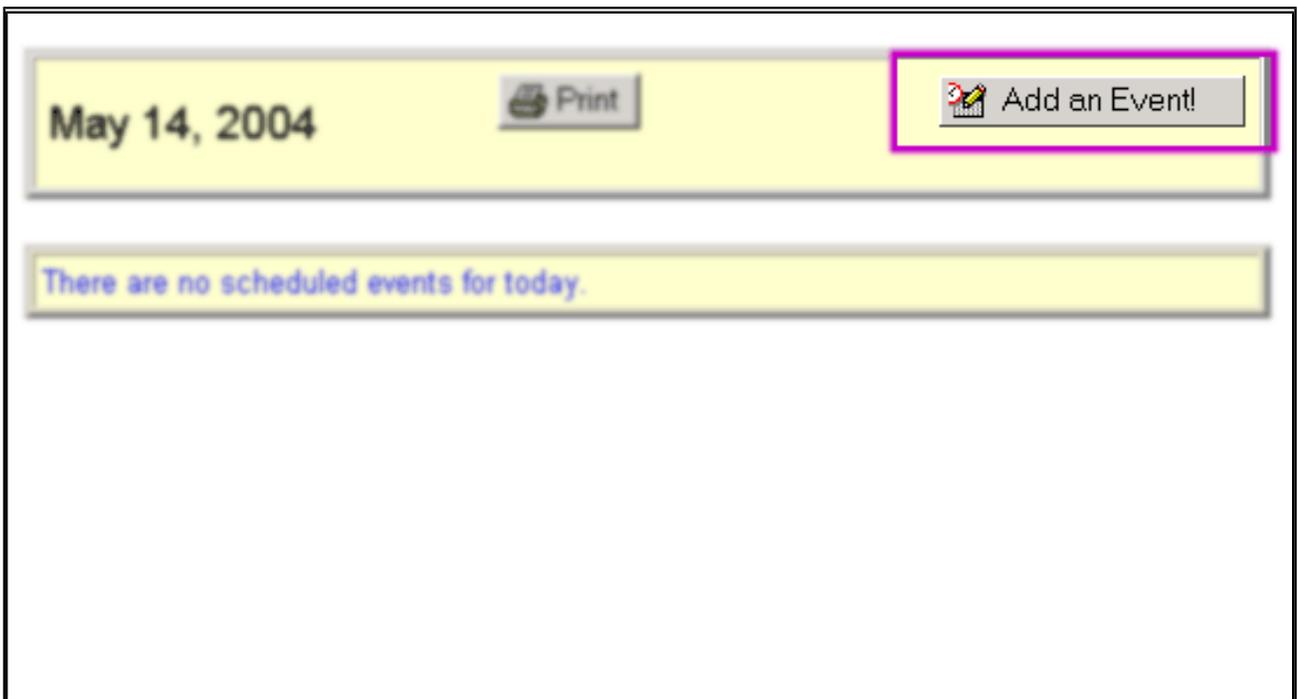
**MAKE SURE TO HIT THE "RELOAD" OR "REFRESH" BUTTON IN YOUR BROWSER TO SEE THE NEW SETTINGS!**

---

The URL you will need to reference this calendar is:  
<A HREF="/cgi-bin/calendar/calendar.pl?dept=mfc" >

[Click here to view "My First Calendar"!](#) <- **Click here**

2. Click on a date you wish to add an event to.
3. In the pop-up window, click the "Add An Event" button:



4. Type "userid" in the "Username" field.
5. Type "password" in the "Password" field.
6. Type "My First Entry" in the "Heading" field.
7. Type "Hello World!" in the "Description" field.
8. Click the "Add to ..." button.



May 14, 2004

**Step 4** ->  
**Step 5** ->

Your userID:

Your password:

You are now **ADDING** an event.  
Click the "ADD" button when finished.

Heading Information:

**Heading:**  <- **Step 6**  
**Heading Link:**   
**Heading Image:**

Description Information:

**Description: (text only)**  
 <- **Step 7**  
**Description Image:**

Date/Time Information:

**Date(s):**   
**Start Time:**   
**End Time:**

Email addresses, one per line, to be notified:



<- **Step 8**

Both the pop-up window and main calendar windows should refresh showing the latest entry:

May 14, 2004



### Details for today's events:

\* **My First Entry**

Hello World!

*Last modified by user: userid*

*Event number: 1*



# My First Calendar

Show me  2004 with Headings only including Weekends  
whose heading contains  in Calendar format

← April  June →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="text" value="25"/>	<input type="text" value="26"/>	<input type="text" value="27"/>	<input type="text" value="28"/>	<input type="text" value="29"/>	<input type="text" value="30"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>
<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11"/>	<input type="text" value="12"/>	<input type="text" value="13"/>	<input type="text" value="14"/> * My First Entry	<input type="text" value="15"/>
<input type="text" value="16"/>	<input type="text" value="17"/>	<input type="text" value="18"/>	<input type="text" value="19"/>	<input type="text" value="20"/>	<input type="text" value="21"/>	<input type="text" value="22"/>
<input type="text" value="23"/>	<input type="text" value="24"/>	<input type="text" value="25"/>	<input type="text" value="26"/>	<input type="text" value="27"/>	<input type="text" value="28"/>	<input type="text" value="29"/>
<input type="text" value="30"/>	<input type="text" value="31"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>

Show me  2004 with Headings only including Weekends  
whose heading contains  in Calendar format

This calendar is maintained by [your\\_email@your\\_domain.com](mailto:your_email@your_domain.com)

*"What separates junk from treasure is imagination."*

<http://www.davelozinski.com>



## Basic Operations

These are the basic functional items which do not change regardless how a calendar is configured.

**TEST CALENDAR**

Show me  2001 with Headings only  containing the keyword  in Calendar format

[February](#) [April](#)

[2000](#) [2001](#) [2002](#)

Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">1</a>	<a href="#">2</a>
<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a> * 0900AM - 1030AM : Meeting today!	<a href="#">8</a>	<a href="#">9</a>
<a href="#">12</a>	<a href="#">13</a> ⚠ 0400PM - 0600PM : * 0900AM - ? : Dental Appointment * ? - 0130PM : Lunch <a href="#">[there's more]</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>
<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a> ☺ Day off!	<a href="#">23</a>
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>

**Date Links**

## User Form for selecting viewing options

This form may appear at the top of the calendar, the bottom, in both places, or neither depending on how the calendar is configured. This form allows users to choose their viewing options, format, and style.

[See the screenshot for an example of how the form may look.](#)

[See the section "Main Calendar Form" for more details.](#)

## Date links

Clicking on a date link (except when viewing in "in line day view" mode) will always link to a detailed informational window displaying all the entry details for that day. If the "inline day view window" option is selected, clicking on the date link will reload the current calendar, with the "inline day view" window displaying the details for the day selected. It is from either the "inline day view window" or the detailed informational window users can add, move, edit, or delete events on the current day (if the option to allow users to do so is enabled).

[See the screenshot for an example of date links.](#)

### A "quick link" to the next month

Clicking this link will display the next month, preserving the current view settings.

[See the screenshot for an example.](#)

### A "quick link" to the previous month

Clicking this link will display the previous month, preserving the current view settings.

[See the screenshot for an example.](#)

### A link to view the current month in the next year

Clicking this link will display the current month in the next year, preserving the current view settings.

[See the screenshot for an example.](#)

### A link to view the month in the previous year

Clicking this link will display the current month in the previous year, preserving the current view settings.

[See the screenshot for an example.](#)

### A link from a message indicating there are more entries for day on the

## calendar

This appears when there are more entries for the day than are configured to be displayed. For example, if the calendar is configured to display a maximum of 5 entries per day, and there are 6 or more entries, this notice will appear. Clicking this link (except with the "inline day window" view) will launch the detailed informational window displaying all entries and details.

If viewing in the "inline day window" mode, clicking this link will reload the calendar with the details for that day displayed in the "inline day view" window.

[See the screenshot for an example.](#)

***"Being the best usually means having to prove it to everyone."***

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## Running - Main Calendar Form

The screenshot shows the main calendar form with the following elements and callouts:

- 1**: Month selector dropdown menu (currently showing "March")
- 2**: Year input field (currently showing "2001")
- 3**: "with Headings only" dropdown menu
- 4**: "excluding Weekends" dropdown menu
- 5**: "containing the keyword" dropdown menu
- 6**: Keyword input field
- 7**: "in Calendar format" dropdown menu
- 8**: "GO!" button

If enabled (shown), the main calendar form, pictured above, provides users a variety of options allowing users to view their calendar outside of the default settings.

### 1) Month Selector

This menu allows users to select the month to view. The month currently being viewed is selected by default.

The screenshot shows the main calendar form with the month selector dropdown menu open. The menu lists the following months: January, February, March, April, May, June, July, August, September, October, November, and December. The "GO!" button is visible to the right of the dropdown menu.

### 2) Year Input

This is where a user inputs the year they wish to view. Only 4 digit years are accepted. For example, if to view a month in the year 2002, "2002" must be entered, NOT "02". By default, the current year being viewed is displayed.

### 3) Display Options

There are 6 possible display options: "with Headings only", "showing both Headings and Details", "just current Week's Details", "only Remaining Events", "and the Next 11 Months", and "with Inline Day View Window".

The screenshot shows a web interface for displaying calendar events. It includes a form with the following elements: a "Show me" label, a month dropdown menu set to "March", a year input field with "2001", a dropdown menu for "containing the keyword", a dropdown menu for "with Headings only" (which is currently open and highlighted in purple), a dropdown menu for "excluding Weekends", and a "GO!" button. A red number "3" is positioned above the "with Headings only" dropdown menu. The open menu lists six options: "with Headings only", "with both Headings and Details", "just current Week's Details", "only Remaining Events", "and the Next 11 Months", and "with Inline Day View Window".

Each option is described more fully below:

- **"with Headings only"** - Whenever a new calendar is created, this is the default option. Selecting this option will show only the heading information to events on the calendar.
  1. Heading information can include any of the following: a "heading icon", a user supplied "heading image", a start time and/or end time for the event, and/or an actual textual heading as a clickable link.
  2. At the minimum, a user must supply a "heading icon", "heading image", or "heading text" when entering an event. "Heading icons" and "heading images" may not be enabled depending on how your calendar is configured. If this is the case, "heading text" must be supplied.
  3. Start and end times are always optional. However, if either is supplied, but not both, a "?" character will be displayed to inform users this event does not have a specified start time or end time.
  4. Clicking the date links will show a detailed informational window which displays all details to all events for the selected day.

[See the section on the detailed informational window for more details on the input fields](#)

- **"showing both Headings and Details"** - this option will show all details for the events within the main calendar. This includes all the heading information plus:
  1. An optional user supplied event "description".
  2. An optional "description image" the user wants included with their description.
  3. Clicking date links will show the detailed informational window with all details to all events for the selected day.

[See the section on the detailed informational window for more details on the input fields](#)

- **"just current Week's Details"** - This will show the details to the current week only. If the user is viewing another month the current week is not in, the calendar will show the selected month, with this option removed from the drop down menu.
- **"only Remaining Events"** - This option is the same as "with headings only", except that only the events from the current day forward in the currently viewed month will be displayed. For example, if viewing March 2001 and the current date is the 13th, selecting this option will only display events in the March 2001 calendar from March 13th onwards.
- **"and the Next 11 Months"** - This option is the same as "with headings only" except that the calendar will show the current month's heading information along with that of the next 11 months. For example, if the current month is March 2001, selecting this option will show the heading details for March 2001 through February 2002.
- **"with Inline Day View Window"** - Selecting this option will force the calendar to show a separate "inline" window, similar to that of the detailed informational window, on the left hand side of the calendar.
  1. The days in the calendar will show heading information only.
  2. The "inline" window will show every detail for every event for the selected day.
  3. Clicking on date links will reload the calendar view, with the details for the day selected displayed within the "inline" window.

## 4) Weekend Selector

There are two options: "including Weekends" and "excluding Weekends".

The screenshot shows a calendar configuration interface. It includes a 'Show me' label, a month dropdown (March), a year dropdown (2001), a view dropdown (with Headings only), and a weekend selector dropdown (excluding Weekends). Below these are a search dropdown (containing the keyword), a search input field, and a format dropdown (in Calendar format). The weekend selector dropdown is open, showing 'including Weekends' and 'excluding Weekends' options. A pink number '4' is placed above the 'excluding Weekends' option.

- **"including Weekends"** - the calendar will show all 7 days of the week.
- **"excluding Weekends"** - the calendar will show weekdays only. This option is especially beneficial for businesses that do not have a lot of weekend events, thus saving space in the calendar display.

## 5) Search Option

There are 5 options from this menu: "whose heading contains", "whose description contains", "heading & description contain", "entered by user", and "listing event number".

1. "whose heading contains" - the calendar will display only those events whose heading contains the specified text. The search performed is case-insensitive.
2. "whose description contains" - the calendar will display only those events whose description contains the specified text. The search performed is case-insensitive.
3. "Whose heading and description contain" - the calendar will display only those events whose heading OR description contain the specified text. The search performed is case-insensitive.
4. "entered by user" - will show all events entered by the user specified.
5. "listing event number" - will show all events that match the event number specified.

## 6) Search Input

The textual input field supplying the value for the search option. If left blank, no search is performed.

## 7) Format Selector

There are 2 options to this menu: "in Calendar format" and "in Tabular format".

1. "in Calendar format" - displays the calendar in the traditional calendar format.
2. "in tabular format" - displays the calendar in a descending "table" format. That is, each day will be listed on an individual row, with the beginning of the month at the top, and the last day of the month at the bottom. Any "overlapping" days from the next or previous months will not be shown.

## 8) Submit Button

Click to view the calendar with the specified settings.

## Scaling Factor

There are 3 possible settings to adjust the calendar's scaling factor, minimizing the amount of display space the calendar utilizes. Below are two snapshots showing how the form will look when the scaling factor is set to "a little" and "a lot" respectively. Notice how various options "disappear" as the scaling factor increases. These missing options will be set automatically.

Scaling factor set to "a little":

A screenshot of a web form for generating a calendar. The form is enclosed in a black border. It contains the following elements: a blue link "Show me" on the left; a dropdown menu (1) with "March" selected; a text input field (2) with "2001"; a dropdown menu (4) with "excluding Weekends" selected; a dropdown menu (5) with "containing the keyword" selected; an empty text input field (6); a dropdown menu (7) with "in Calendar format" selected; a grey "GO!" button (8) centered below the input fields.

Scaling factor set to "a lot":

A screenshot of the same web form as above, but with a smaller scaling factor. The form is enclosed in a black border. It contains the following elements: a blue link "Show me" on the left; a dropdown menu (1) with "March" selected; a text input field (2) with "2001"; a dropdown menu (7) with "in Calendar format" selected; and a grey "GO!" button (8) centered below the input fields. The "containing the keyword" dropdown and the empty text input field are absent.

*"We always look upon our first creations as masterpieces, no matter how awful they are."*

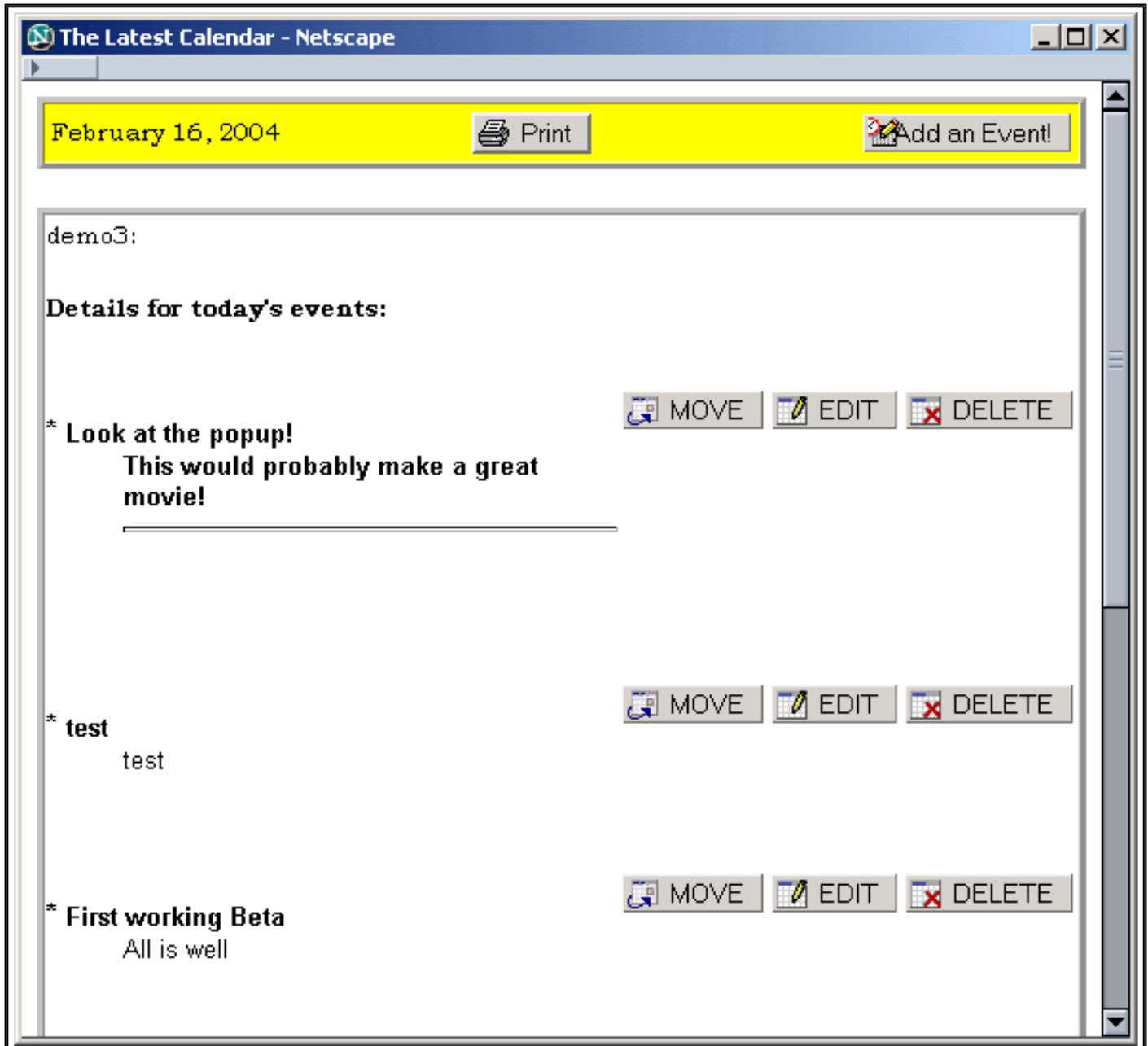
<http://www.davelozinski.com>



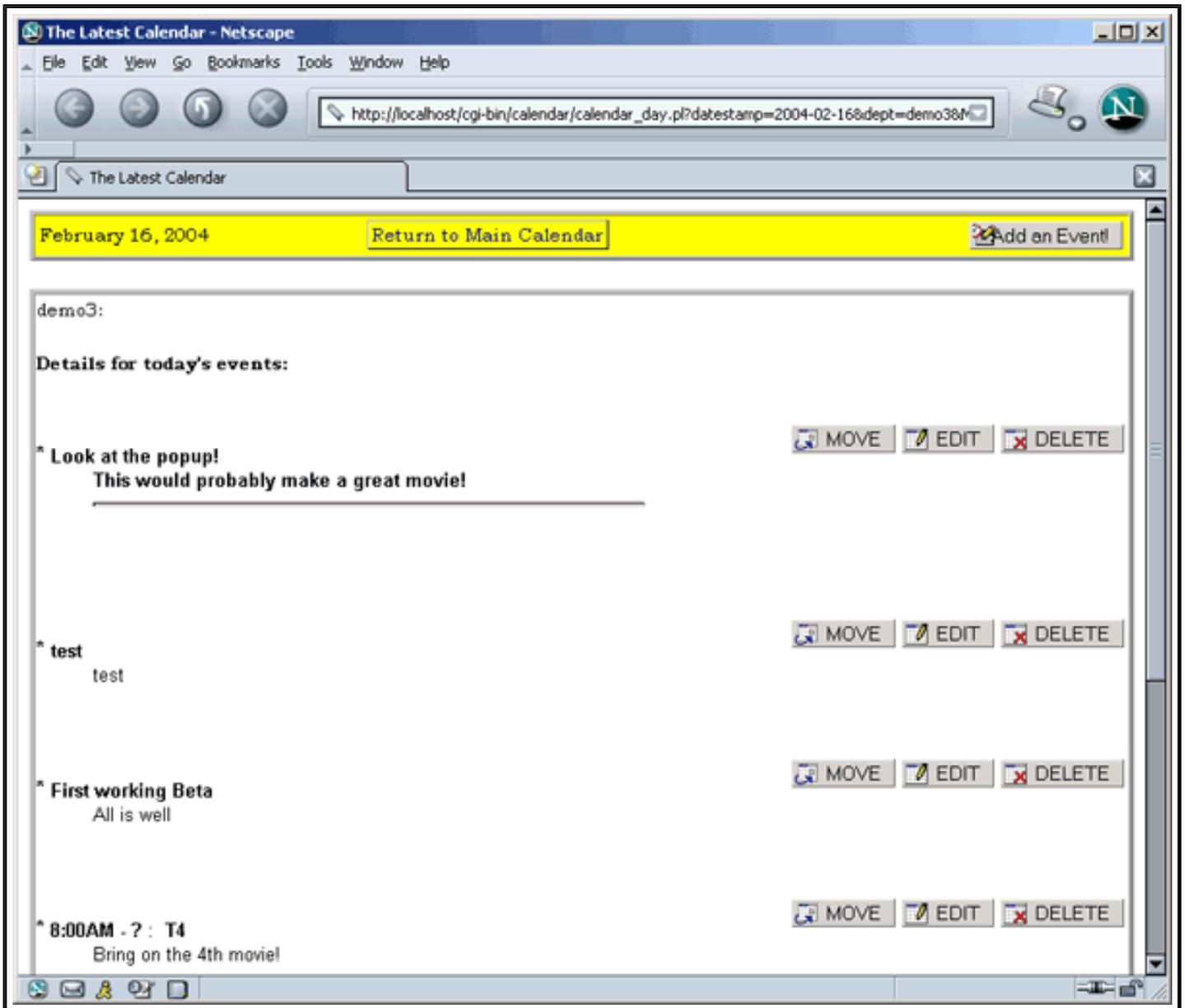
## Running - viewing complete details for a day's events

Clicking any "date link" within the main calendar view will do one of the following:

- If the configuration item "[Use PopUp Window](#)" is enabled, it will launch the detailed "pop-up" information window with the selected day's details:



- If the configuration item "[Use PopUp Window](#)" is disabled, the main calendar window will show the selected day's details:



To learn more about these windows, see the section entitled [Detailed Informational Window](#).

*"Helping people is a matter of teaching them to help themselves."*

<http://www.davelozinski.com>



## Detailed Informational Window

This is the window where users can:

- view every detail to all the selected day's events
- add, move, edit, or delete events on the given day provided these options are enabled

If the option "[Use PopUp](#)" is enabled, the detailed informational window will "popup" in a separate browser window.

### Displaying all the Events and Details for the Selected Day

The separate detailed informational window always displays every event and all the supplied information for that event, regardless of what value is set for the configuration item "[Max Number of Entries to Display](#)". However, what the user sees is dependent on whether user editing is allowed.

#### Main Day View with User Editing Disabled

If user editing is disabled, the detailed informational window will display all of the fields for each event as entered by the user: heading, heading icon, heading image, description, description image, user who last modified the particular event, and email contacts.

The display will also include the associated event number which is generated automatically by the program.

There will be no option allowing users to add new events, or move, edit, and delete events currently listed:



demo3:

**Details for today's events:****\* Look at the popup!****This would probably make a great movie!**

---

**\* test**

test

**\* First working Beta**

All is well

**\* 8:00AM - ? : T4**

Bring on the 4th movie!

The "webmaster" for the selected calendar and the "administrator" can ALWAYS edit the calendar, regardless if user editing is disabled.

To do so as:

**Administrator:**

1. Log into the administrative form
2. Click the "Update a Calendar" button
3. Click the "View/Edit Event(s)" button next to the calendar to update
4. Select the day to edit the details for
5. Edit the day's details

**Webmaster:**

1. Log into the webmaster configuration form
2. Click the "Edit Calendar's Events" button at the top of the page
3. Click the day to edit the details for
4. Edit the day's details

**Main Day View with User Editing Enabled**

If user editing is enabled, the detailed informational window will display all the information as described in section "[Main Day View with User Editing Disabled](#)", along with the following buttons:

- an "add" button to allow users the ability to add a new event to the selected day

- "move", "edit", and "delete" buttons next to each event currently listed for the selected day, depending on what permissions users were granted in the [User Permissions](#) section of the configuration form.

Clicking the:

- "move" button will bring up the form allowing users to move the event from the current day to any number of other selected days. This action will delete the event from the current day.
- "edit" button will bring up the form fields prepopulated with the current values to allow for easier editing.
- "delete" button will bring up the form with most of the information not being editable. This screen serves more or less as a "confirmation" screen before actually deleting the event.

February 16, 2004

Print Add an Event!

demo3:

**Details for today's events:**

\* **Look at the popup!**  
This would probably make a great movie!

\* **test**  
test

\* **First working Beta**  
All is well

\* **8:00AM - ? : T4**  
Bring on the 4th movie!

**It is important to note that unless an event was edited by the "webmaster" or the "administrator" for the current calendar, only the user who originally entered the selected event has permission to move, edit, or delete the selected event!**

If the event was entered by a user, and subsequently moved or edited by the "webmaster", only the "webmaster" or "administrator" can perform further actions on the event!

If the event was entered by a user or "webmaster", and subsequently moved/edited by an "administrator", only the "administrator" can perform further actions on the event!

## Adding an Event

The steps to "add" an event to a calendar. Each user will need to select values and provide information as appropriate:

1. Click on a date link to launch the detailed informational window
2. Click the "Add" button
3. Enter the username
4. Enter the user's password
5. Type in a "heading", select a "heading icon", or provide a URL to a "heading image"
6. Click the "add this event" button

The event should be added to the calendar, with the detailed informational window and the main calendar window refreshing to reflect the latest changes.

## Editing an Event

The steps to "edit" an event on a calendar. Each user will need to select values and provide information as appropriate:

1. Click a date link to launch the detailed informational window
2. Click the "Edit" button next to the event to be edited
3. Enter the username
4. Enter the user's password
5. Select the days the edits are to be applied to
6. Edit the information in the fields as appropriate
7. Click the "edit this event" button

The event should be edited on the calendar, with the detailed informational window and the main calendar window refreshing to reflect the latest changes.

## Moving an Event

The steps to "move" an event from one day to several on a calendar:

1. Click a date link to launch the detailed informational window
2. Click the "Move" button next to the event to be moved
3. Enter the username
4. Enter the user's password
5. Select the days to move the event to
6. Click the "move this event" button

The event should be moved to the specified days on the calendar, with the detailed informational window and the main calendar window refreshing to reflect the latest changes.

# Deleting an Event

The steps to "delete" an event to a calendar:

1. Click a date link to launch the detailed informational window
2. Click the "Delete" button next to the next to be deleted
3. Enter the username
4. Enter the user's password
5. Select the days to delete the event from
6. Click the "delete this event" button

The event should be deleted from the calendar, with the detailed informational window and the main calendar window refreshing to reflect the latest changes.

## Form View with Fields for User Editing - the Juicy Details

### What Fields are Editable When?

If enabled, this is the window which displays the input fields allowing users to add, edit, move, or delete an event for the selected day on the calendar. Below is a table detailing which field values are "N"ot Editable (fixed) or "E"ditable, depending on the whether the user is adding, editing, moving, or deleting the event:

	Add	Edit	Move	Delete
<b>Username</b>	E	E	E	E
<b>Password</b>	E	E	E	E
<b>Heading</b>	E	E	N	N
<b>Days</b>	E	E	E	E
<b>Description</b>	E	E	N	N
<b>Start Time</b>	E	E	N	N
<b>End Time</b>	E	E	N	N
<b>Heading Link</b>	E	E	N	N
<b>Heading Image</b>	E	E	N	N
<b>Heading Icon</b>	E	E	N	N
<b>Description Image</b>	E	E	N	N
<b>Email List</b>	E	E	E	N
<b>Calendars Affected</b>	E	E	E	E

Below is an explanation of each input field. When describing the type of input the field accepts, it is assumed to be in a mode where the field is editable as shown in the above table:

May 18, 2004

[Go Back](#)

Your userID:

Your password:

You are now **ADDING** an event.  
Click the "ADD" button when finished.

Heading Information:

Heading:

Heading Link:

Heading Icon:  None            

Heading Image:

Description Information:

Description: (HTML accepted)

Description Image:

Date/Time Information:

Date(s):

Start Time:

End Time:

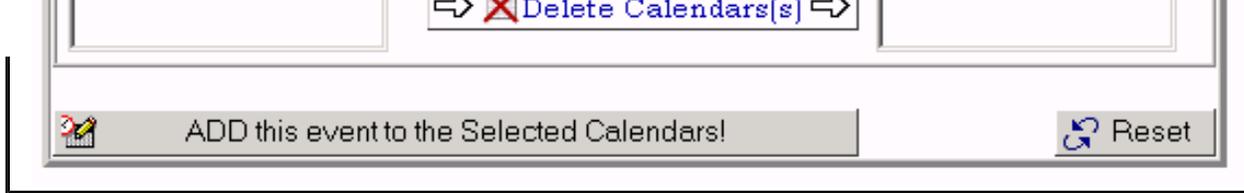
Email addresses, one per line, to be notified:

Select the calendars this should apply to:

The Latest Calendar

Demo Calendar #1

Demo Calendar #2



- **Username**

This field is required for every action for every user takes unless the option [Allow Anonymous Postings](#) is enabled.

If the option "[Use "cookies" to remember userIDs?](#)" is enabled, this field may be prepopulated with the user's id.

- **Password**

This field is required for every action for every user takes unless the option [Allow Anonymous Postings](#) is enabled.

If the option "[Use Cookies to remember user passwords](#)" is enabled, this field may be prepopulated with the user's password.

**Users cannot change their passwords! Only the "webmaster" for the current calendar or an administrator can change a password for a user.**

- **Heading**

The heading is a textual title for the event. No HTML input is allowed in the heading. When a user initially adds an event to the calendar, they must supply a heading, provide a heading image, or select a heading icon.

The heading field is displayed in every calendar view.

The size of the heading may vary as follows depending on how the "[Scaling Factor](#)" configuration for the calendar is set:

- i. "none" - The heading can be a maximum of 30 characters
- ii. "a little" - The heading can be a maximum of 20 characters
- iii. "a lot" - the heading can be a maximum of 10 characters

- **Heading Link**

An optional field. Allows users to input a URL so when a heading, heading icon, and/or heading image is supplied, it can be clicked to take the calendar viewer to this supplied URL.

The URL can be any valid URL -- a link to another web page, the mailto option, image, movie, or anything else you can provide a URL to.

No protocols are supplied. That is "http://", "https://", "mms://", "ftp://", or any other protocols are not automatically inserted.

This field works the same way as if setting the HREF attribute in an anchor tag. For example, to link to another page on the current server, any of the following will work:

- i. `http://yourdomain.com/the_page.html`
- ii. `/the_page.html`

To link to another page on another website, DO NOT enter "www.that\_website.com" as that is NOT a valid URL! The user will have to enter "http://www.that\_website.com"!

- **Heading Icon**

When a user initially adds an event to the calendar, they must either supply a heading, provide a heading image, or

select a heading icon. The list of icons displayed comes from the images residing in the specified "icons" directory for this calendar. A heading icon is displayed as part of the overall heading for this event in the main calendar view (regardless of the selected viewing format) and the detailed informational window.

Heading icons are not displayed if:

- "[Use images for this calendar?](#)" is set to "no"  
**OR**
- "[Use images for this calendar?](#)" is set to "yes" and the item "[Post event image options](#)" is set to either "None" or "Images Only"

- **Heading Image**

When a user initially adds an event to the calendar, they must either supply a heading, provide a heading image, or select a heading icon. The heading image field allows users to input a URL to an image that will be displayed next to the heading for this event.

Heading images will be displayed in the main calendar view (regardless of the viewing options set) and within the detailed informational window.

It is strongly suggested that heading images are not huge so they do not take up a lot of space in the main calendar view.

Heading images are not displayed if:

- "Use Images" is set to "no"  
**OR**
- "[Use images for this calendar?](#)" is set to "yes" and the item "[Post event image options](#)" is set to either "None" or "Icons Only"

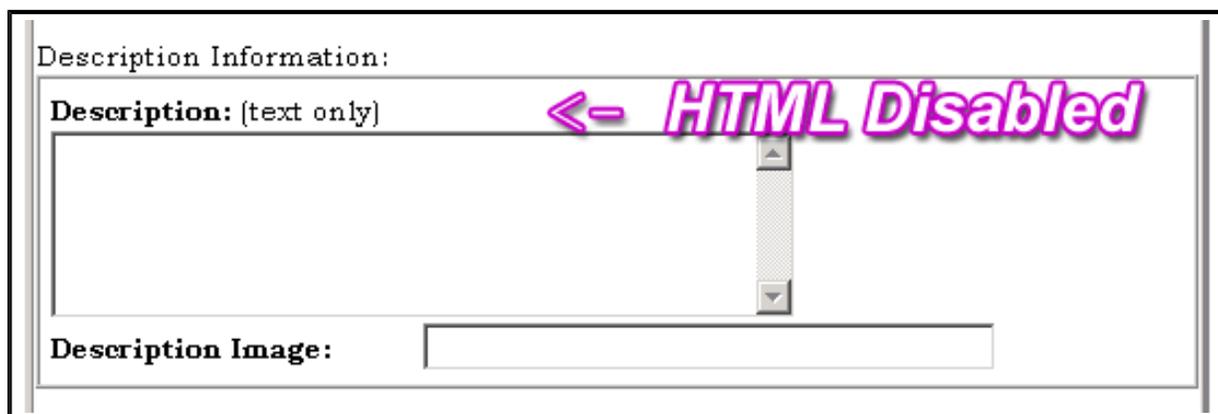
- **Description**

An optional field.

Descriptions are not affected by the scaling configuration option.

The configuration item "[Allow HTML tags in description field](#)" determines if the description may allow HTML input, or just accept plain text.

A short note is displayed next to the title of this field informing users of the format options:



Description Information:

**Description:** [HTML accepted]  Preview  **HTML Enabled**

**Description Image:**

- **Description Image**

An optional field. The description image field allows users to input a URL to an image that will be displayed next to the description for this event.

This image will only be displayed on the main calendar view if "Use Images" is set to "yes" AND the user has selected any of the following viewing options:

- "with both Headings and Details"
- "just current week's details"
- "with inline day view window"

The description image will always be displayed in the detailed informational window.

If the "[Use images for this calendar?](#)" configuration option is disabled for this calendar, this field will not be present, and any previously entered images will not be shown.

- **Dates**

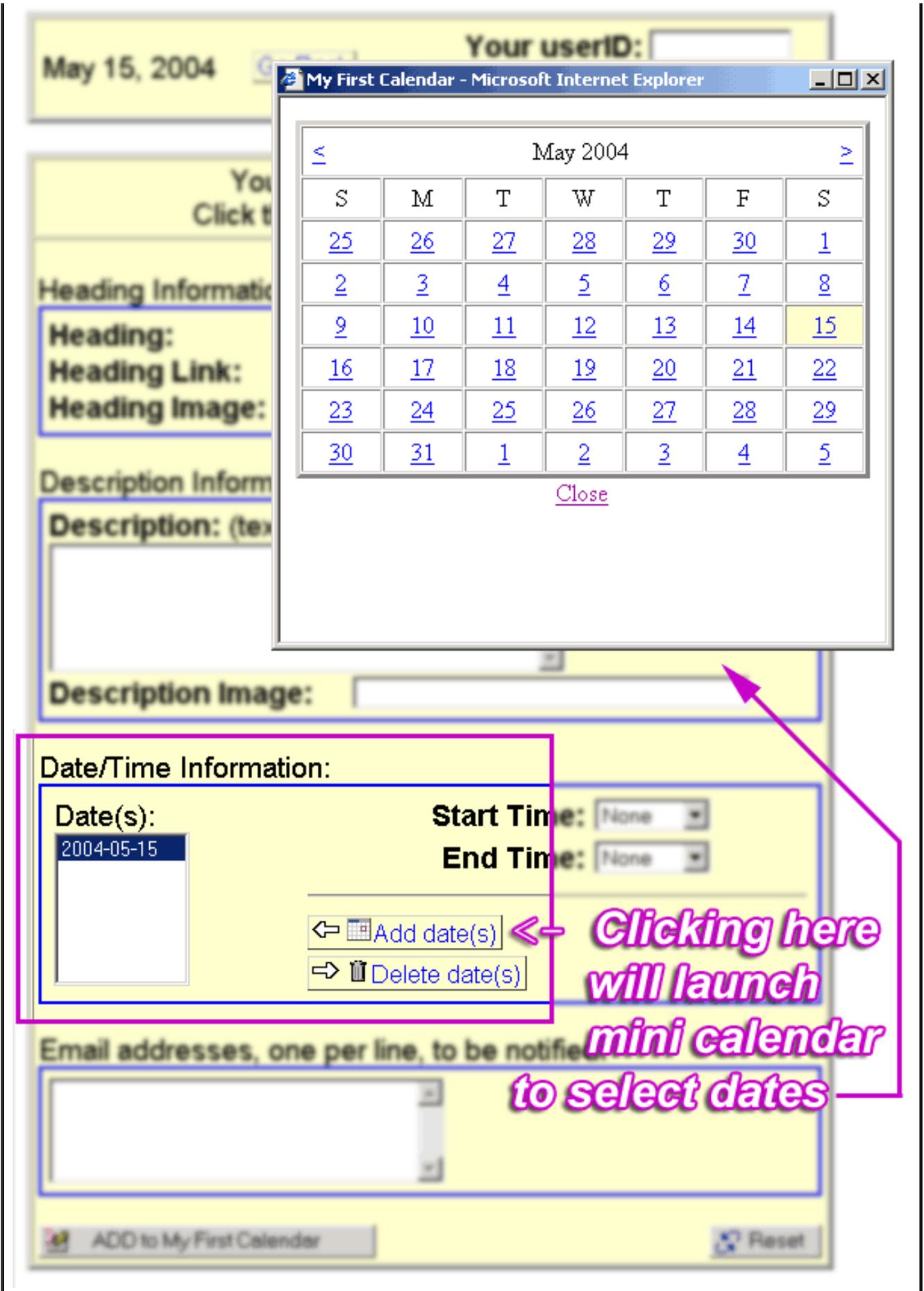
This field is required for every action. The current day is selected by default.

The user will have the option to select days from the current month up through 11 months in advance depending on how the item [Max Number of Months after the Current Month to Display for selecting dates on which to add, edit, move, or delete an event](#) is set.

**To ADD Dates:**

- If the option [Use PopUp](#) is enabled, the user may select multiple days from a "mini" calendar by clicking "Add Dates" button and then clicking the desired dates:





- If the option [Use PopUp](#) is disabled, the user may select/deselect multiple days from the drop-down list.

To do so:

- i. **Windows:** hold down either "ctrl" or "shift" to select/deselect individual days or a group of days respectively.
  
- ii. **Macintosh:** hold down the "command" or "option" keys to select/deselect multiple days
  
- iii. **Unix:** the "ctrl" and "shift" keys provide similar functionality as that on a windows platform.

Depending on whether a user is adding, editing, moving, or deleting an event, the days selected will have different meanings, as described below:

i. **Adding** - will add the event to all of the days selected from the list.

ii. **Editing** - will edit the event only on those days selected.

If the event exists on days NOT selected, the edited changes will NOT be applied to those days.

If a day is selected that the event does not exist on, no changes will be applied to the affected date.

Edited changes will only take effect on the days selected where the selected event actually exists.

iii. **Moving** - will delete the event from the date currently being viewed, and move the event to the selected dates.

If the event already exists on a target date, the user will be prompted to first remove the event from the target date before moving the event to that target date. This helps to ensure an event is not accidentally over-written.

iv. **Deleting** - will delete the event from the selected days only.

If the event exists on days that are not selected, the event will NOT be deleted from those days.

If the event does not exist on a selected day, no action is taken on that day.

#### **To DELETE Dates:**

- If the option [Use PopUp](#) is enabled:
  - i. click the desired dates to remove
  - ii. click the "Delete Dates" button.
  
- If the option [Use PopUp](#) is disabled:
  - i. click to the desired dates to remove
  - ii. ensure they are deselected.

#### ● **Start time**

An optional field. The configuration item "[Military or Standard time](#)" determines if this is displayed in "military" time or "standard" time.

Increments are allowed in 5, 10, 15, 20, or 30 minute intervals.

A 4-digit time is always displayed. If configured to be displayed in "standard" time, "AM" or "PM" will be displayed next to each time. Thus 3am in standard time will be displayed as "0300 AM".

By default, the current start time (if editing an event) is displayed.

The start time is always displayed as part of the heading information.

If no start time is specified, but an end time is specified, then the start time in the heading information will be displayed as a question mark "?" character. Think of it as meaning you don't know when things are going to start.

- **End Time**

Same properties and functionality as [start time](#), except that if a start time is specified, but no end time is specified, then the end time information will be displayed as a question mark "?" character. Think of it as meaning you know when the event is going to start, but have no idea when it'll end.

- **Email List**

An optional field. Allows the user to enter the email addresses that should be notified **ONLY** when the current event is added, edited, or moved. The list of email addresses is fixed when a user chooses to delete the event.

**There is no option to set up "reminders"** (ie, 2 days before the event is scheduled to happen, 2 hours before, etc)!

Email addresses should be entered one per line. Do NOT separate email addresses with commas, semicolons, or any other character!

- **Calendars to apply to**

If the "[Allow this calendar to be shared with others](#)" option is enabled for this calendar, this selection list will display the name of the current calendar and that of any other calendars that have this option enabled as well.

By default, the current calendar is selected. Depending on whether a user is adding, editing, moving, or deleting an event, the calendars selected will have different meanings, as described below:

- i. Adding - will add the event to all of the calendars selected from the list.
- ii. Editing - will edit the event only on those calendars selected. If the event exists on calendars NOT selected, the edited changes will NOT be applied to those calendars. If a calendar is selected that the event does not exist on, no changes will be applied.
- iii. Moving - will delete the event from the date currently being viewed, and move the event to the selected dates on the selected calendars.

Events CANNOT be moved from one calendar to another!

- iv. Deleting - will delete the event from the selected days on the selected calendars only.

If the event exists on calendars that are not selected, the event will NOT be deleted from those calendars.

If the event does not exist on a selected calendar, no action is taken on that calendar.

***"It got us what we wanted. That's all that matters."***

<http://www.davelozinski.com>



## Administrative Configuration Items

### Accessing

The default URL for accessing the administrative interface to the configuration form is the following:

- **ASP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.asp?administrate`
- **Perl:** `http://www.yourdomain.com/cgi-bin/calendar/calendar_config_form.pl?administrate`
- **PHP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.php?administrate`

Note that this URL may vary depending on your system. What is important is the "?administrate". This tells the program to specifically access the administrator interface to the configuration form, and is known as the "Admin URL". After you have your system up and running I **STRONGLY** suggest you change this configuration item, so other individuals will not know how to access the administrative interface.

For example, if you change the setting for "Admin URL" from "administrate" to "openup", then the respective URLs to access the administrator interface would be similar to:

- `http://www.yourdomain.com/scripts/calendar/calendar_config_form.asp?openup`
- `http://www.yourdomain.com/cgi-bin/calendar/calendar_config_form.pl?openup`
- `http://www.yourdomain.com/scripts/calendar/calendar_config_form.php?openup`

You will then be prompted for your username and password. Only the administrator username and password are valid! **Any webmaster cannot log into the administrator configuration form, and the administrator cannot log into the webmasters' configuration form!**

### Administrative Settings

These settings pertain to every calendar.

#### Screenshot of "Administrative Settings" Interface

# Lozinski Calendar Maintenance

## Menu

Administrative Settings

Create New Calendar

Update a Calendar

Copy a Configuration

View Statistics

Support

Feedback

## Administrative Settings

**Admin (superuser) ID:**

administrator

**Admin (superuser) Password:**

XXXXXXXXXX

**Admin URL:** What you enter here MUST be appended to the URL "/cgi-bin/calendar/calendar\_config\_form.php?" in order to access this form. The default value is "administrate". Thus, the URL to access this form by default is "/cgi-bin/calendar/calendar\_config\_form.php?administrate":

administrate

**Email Admin with Every Update?** Select "yes" if the administrator should receive an email everytime an event is added, moved, edited, or deleted from ANY calendar.

- No  
 Yes

**Administrator Email:** if you have the "email admin" option enabled, you must supply an email address:

your\_email@yourdomain

**Image URL:** URL (full or partial) to the directory where the calendar's images are located. This will serve as the default image location for any new calendar created and will be used by the admin scripts. After a calendar is created, you can specify a different image URL for that particular calendar if you wish to use different images. This URL must have a trailing "/" character!

Examples:

"/calendar/images/"

"http://www.your\_domain.com/calendar/images/"

If this is set correctly, you should see an image to the right of this line. 

/calendar/images/

**URL for the CGI-BIN directory where all of the Calendar Perl files are located:** Must have a trailing "/" character!

Examples: "/cgi-bin/calendar/" and "http://www.your\_domain.com/cgi-bin/calendar/"

/cgi-bin/calendar/

**Program File Extension:** The standard is for php files to end with ".php". If your ISP requires your cgi programs to end with a different extension, such as ".cgi", change the value here. Note that if you change the setting below, you will have to rename all the files that end with ".php" to end with the new setting

below. .php

**Location of Calendar Config Files:** Full operating system path to the location where the configuration files for each calendar will be kept. This directory should have 777, 733, or similar permissions. Path should have a trailing "/" character. Based on your system, the recommended setting is:

D:/inetpub/cgi-bin/calendar/config\_files/

D:/inetpub/cgi-bin/calendar/config\_files/

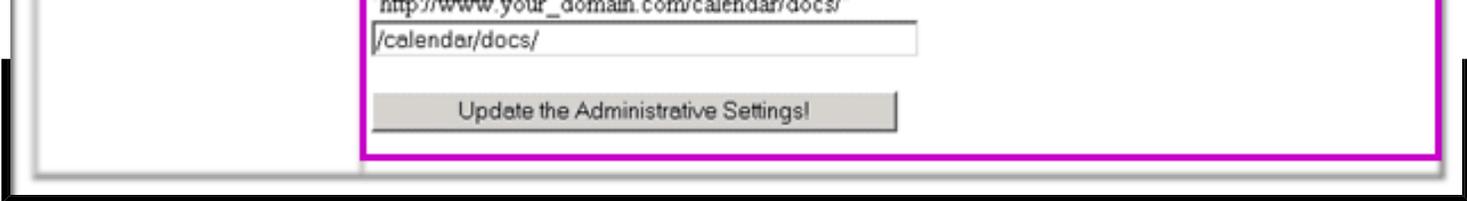
**Documentation URL:** URL (full or partial) to the calendar's documentation. This URL must have a trailing "/" character!

Examples:

"/calendar/docs/"

"http://www.your\_domain.com/calendar/docs/"

/calendar/docs/



- **Admin ID**

The username for the administrator. This is the username the administrator will use when:

1. Logging into the administrator configuration form
2. Logging in to view any calendar that's "restricted" to only authorized users
3. Adding an event to any calendar
4. Editing, moving, or deleting any event from any calendar, even if the event is not one the administrator originally added.

The default value is "administrator".

- **Admin Password**

The password the administrator must provide when any of the above actions described under "Admin ID" is performed. The default value is "password".

- **Admin URL**

This value **MUST** be appended to the URL for accessing the calendar\_config\_form in order to access the administrative interface. This value should contain alpha-numerica characters only! That is, only the letters A through Z, a through z, digits 0-9, or the underscore "\_" character. Anything else will be rejected. See the section "[Accessing](#)" for further information.

- **Email Admin with Every Update**

If enabled, the administrator will receive an email every time an event is added, edited, moved, or deleted from ANY calendar.

If "yes" is selected, the administrator will receive emails even if the "Allow Email Notification" option is disabled on the individual calendars.

[See the Email Requirements section](#) for further details on what's required for your server to use the email functionality.

- **Administrator Email**

The administrator's email address. All emails sent from the calendar to the administrator will be sent to this pecified email address.

- **Image URL**

A URL to the directory where a set of the calendar's images are kept. The URL should have a trailing slash "?" character. If this is set correctly, then an image should load (to the right of the input field) the next time the form is viewed.

- **URL for the CGI-BIN directory where all of the calendar files are located**

- **ASP:** provide the URL to the directory where your calendar.asp files are located, with a trailing "/" character.

For example, if the asp files are kept in a "calendar" subdirectory within your "wwwroot" directory, then your URL should look similar to either of the following:

`http://www.yourdomain.com/calendar/` OR  
`/calendar/`

- **Perl:** provide the URL to the directory where your calendar.pl files are located, with a trailing "/" character.

For example, if the perl files are kept in a "calendar" subdirectory within your "cgi-bin" directory, then your URL should look similar to either of the following:

`http://www.yourdomain.com/cgi-bin/calendar/` OR  
`/cgi-bin/calendar/`

- **PHP:** provide the URL to the directory where your calendar.php files are located, with a trailing "/" character.

For example, if the php files are kept in a "calendar" subdirectory within your "scripts" directory, then your URL should look similar to either of the following:

`http://www.yourdomain.com/scripts/calendar/` OR  
`/scripts/calendar/`

- **Program File Extension**

If your files need to end with a different extension, specify that extension here. Most webservers are configured to run asp files with a ".asp" extension, perl files with a ".pl" extension, and php files with a ".php" extension. However, there are some servers which will only run files with a ".cgi" or other extension. If so, specify the extension here. NOTE that if this value is changed, all the asp, perl, or php files WILL need to be renamed appropriately!

For example, changing the extension from ".pl" to ".cgi", then calendar.pl will need to be renamed to calendar.cgi, calendar\_config\_form.pl to calendar\_config\_form.cgi, etc.!

- **Location of Calendar Config Files**

This should be the full operating system path (NOT A URL!) to the directory where the configuration files for all of the calendars will be kept.

- **ASP:** the files "calendar\_config.asp" and "calendar\_master\_text.txt" need to reside in this directory. The file "calendar\_config.asp" should also have "world" write permissions.
- **Perl:** the files "calendar\_config.pl" and "calendar\_master\_text.txt" need to reside in this directory. The file "calendar\_config.pl" should also have "world" write permissions.
- **PHP:** the files "calendar\_config.php" and "calendar\_master\_text.txt" need to reside in this directory. The file "calendar\_config.php" should also have "world" write permissions.

This directory should have appropriate write permissions so the system can add/remove files from the directory. Typically this means granting "world" write permissions.

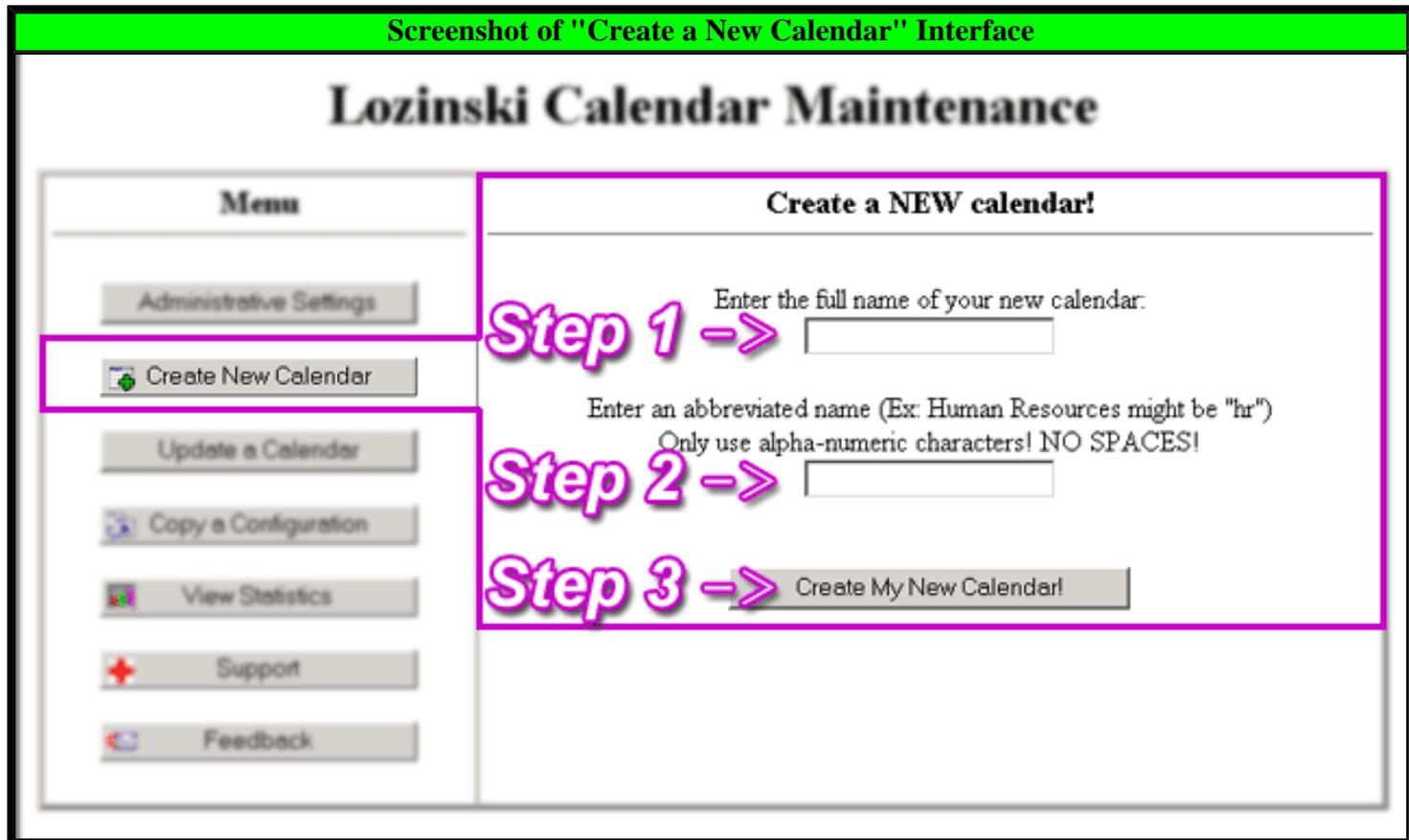
- **Documentation URL**

A URL pointing to documentation associated with the calendar system. By default, this value is <http://www.davelozinski.com/scripts/calendar/docs/>. If a copy of the documentation is stored locally, set this value to point to the local copy.

Example: `http://www.yourdomain.com/calendar/docs/`

## Create a New Calendar

This section of the administrator form allows the administrator to create a new calendar.



There are two values which must be supplied for any calendar to be created:

- **Full Name**

Spell out the full calendar name. The word "calendar" is not automatically appended to any name, so if a name is to be shown as "My Calendar", then "My Calendar" needs to be specified as the name.

- **Abbreviated Name**

The abbreviation you will need to use when referencing your calendar through a URL with the "dept=" parameter. Only alpha-numeric characters are allowed. That is, only the letters A through Z, a through z, 0-9, and the underscore "\_" character. For example, if a calendar is going to be called "My Calendar", the abbreviated name might be "mc", and thus would use a URL similar to the following examples to access the calendar:

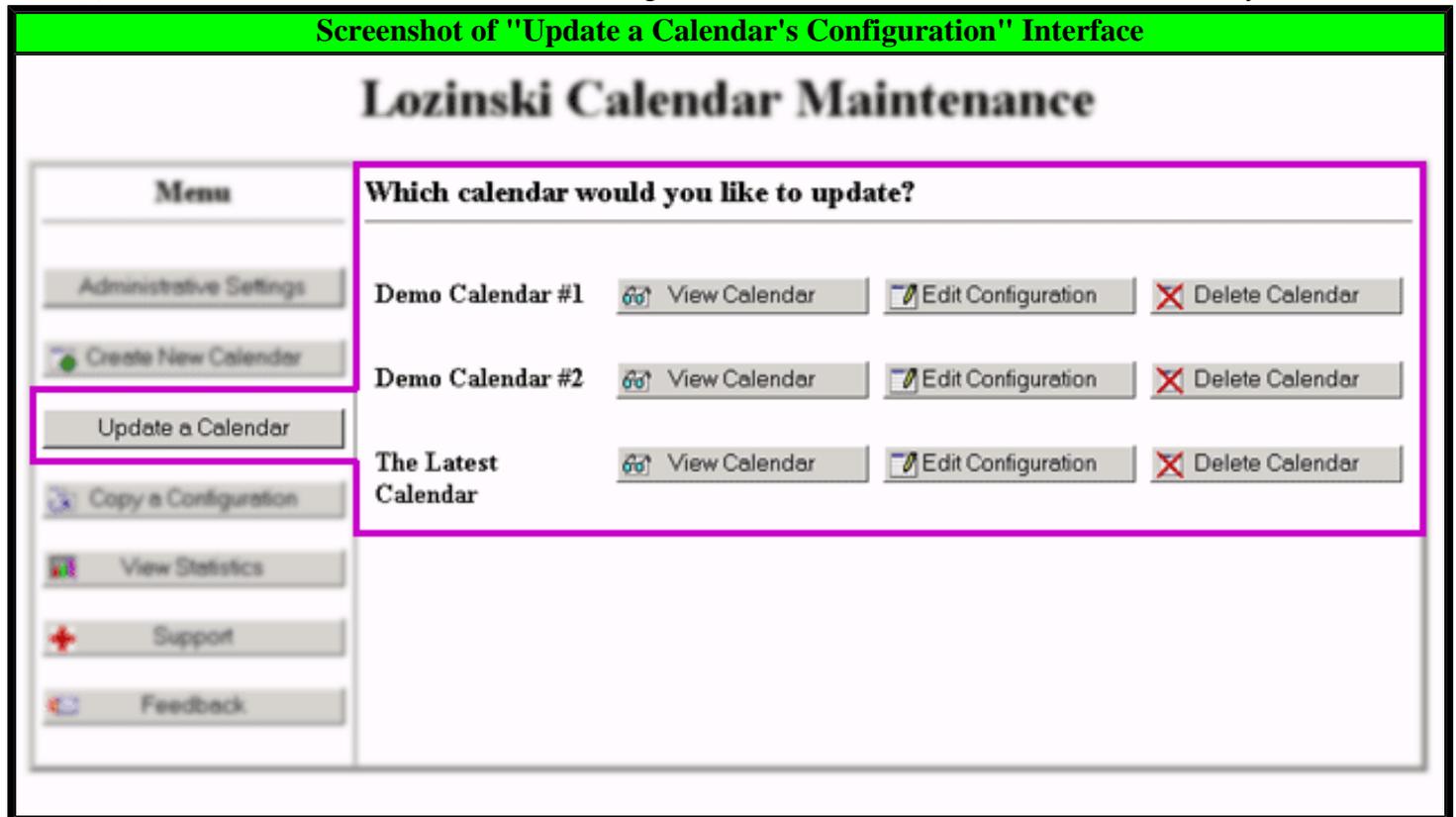
- **ASP:** <http://www.yourdomain.com/scripts/calendar/calendar.asp?dept=mc>
- **Perl:** <http://www.yourdomain.com/cgi-bin/calendar/calendar.pl?dept=mc>
- **PHP:** <http://www.yourdomain.com/scripts/calendar/calendar.php?dept=mc>

The steps for creating a calendar are as follows:

1. Type in the full calendar name as it will appear on the calendar
2. Type in the calendar's abbreviated name that will be used to reference the calendar
3. Click on the "Create" button

## Update a Calendar

Selecting this option will present a screen which shows every calendar on the system, with options to "view/edit event(s)" on that calendar, edit the calendar's configuration items, or delete the calendar from the system.



Selecting:

- **View/Edit Event(s)** will launch the calendar in a separate window, allowing the administrator to view the calendar, and edit any events displayed on the calendar as needed.
- **Edit Configuration** will bring up the calendar's specific configuration form allowing the administrator to change the settings for the calendar.

See the section [Individual Calendar Configuration Items Explained in Detail](#) (or the more specific subsection) for an explanation on each of these items.

- **Delete Calendar** will delete the calendar. ***THERE IS NO CONFIRMATION!*** So make sure BEFORE the "delete" button is clicked that the specified calendar is the one to be deleted!

[See the section entitled "Delete a Calendar" for the specifics on what the delete operation does.](#)

## Copy a Configuration

This action will copy the ENTIRE configuration for one calendar to another. This option is especially useful if there are several calendars which will be similar. One configuration can be copied to more than one destination calendars.



# Lozinski Calendar Maintenance

**Menu**

- Administrative Settings
- Create
- Update a Calendar
- Copy a Configuration**
- View Statistics
- Support
- Feedback

**Copy a calendar's configuration to another calendar(s)!**

Select the calendar's configuration you wish to copy from:

Select the calendar(s) you wish to have the configuration applied to:

- Demo Calendar #1
- Demo Calendar #2
- The Latest Calendar

Once you hit the "copy" button below, the action CANNOT be undone! Only the operational configuration settings will be copied, NOT the textual config file with any language translations!

Copying a configuration will replace all of the current settings for the destination calendars! So when the operation completes, the settings to the destination calendar should be verified!

The steps for copying a configuration are as follows:

1. Select the calendar's configuration to copy
2. Select the destinations calendar(s) to apply the configurations to
3. Click on the "Copy" button

## Delete a Calendar

To delete a calendar, select the calendar (or calendars) from the list, and click the "delete" button.

### Screenshot of "Delete a Calendar" Interface

# Lozinski Calendar Maintenance

Menu

Administrative Settings

Create New Calendar

Update a Calendar

Copy a Configuration

View Statistics

Support

Feedback

Which calendar would you like to update?

Demo Calendar #1 View Calendar Edit Configuration Delete Calendar

Demo Calendar #2 View Calendar Edit Configuration Delete Calendar

The Latest Calendar View Calendar Edit Configuration Delete Calendar

**Deleting a calendar cannot be undone!** When a calendar is selected for deletion, the following files should be removed:

1. The config file for the specific calendar(s)
2. The textual config file for the specific calendar(s)
3. The datafiles for the specific calendar(s)

The steps for deleting a configuration are as follows:

1. Click the [Update a Calendar](#) button.
2. Click the "Delete" button next to the calendar you wish to delete

## Support/Feedback

Where to go for technical support, ask questions, and send me feedback on my product. For this to function, the value for [Documentation URL](#), must be set correctly.

*"In war, as in society, position is everything."*

<http://www.davelozinski.com>



## Webmaster Configuration Form

This part of the configuration form provides an interface to allow a calendar's "webmaster" to configure solely that calendar.

### Accessing

A "webmaster" can only access the configuration form once a calendar has been created that they are designated the "webmaster" of. The webmaster interface will only show the interface allowing a webmaster to configure specific items for the calendar, as well as allowing the webmaster to "View/Edit Event(s)" on the calendar. The default URL for accessing the webmaster interface to the configuration form is similar to the following:

- **ASP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.asp?dept=calendar_webmaster_of`
- **Perl:** `http://www.yourdomain.com/cgi-bin/calendar/calendar_config_form.pl?dept=calendar_webmaster_of`
- **PHP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.php?dept=calendar_webmaster_of`

where "calendar\_webmaster\_of" is the "abbreviated name" of the calendar the webmaster is assigned to. Thus, if the webmaster is assigned to the "hr" calendar, then the url to access the specific configuration form for the hr calendar should be similar to :

- **ASP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.asp?dept=hr`
- **Perl:** `http://www.yourdomain.com/cgi-bin/calendar/calendar_config_form.pl?dept=hr`
- **PHP:** `http://www.yourdomain.com/scripts/calendar/calendar_config_form.php?dept=hr`

Note that this URL may vary depending the server's configuration. What is important is the "dept=". This

tells the program to specifically access the webmaster portion of the configuration form. **The administrator cannot log into the webmaster configuration form, just like the webmaster cannot log into the administrator configuration form!**

The default webmaster username and password for a newly created calendar is "webmaster" and "password" respectively. **It is strongly recommended changing these default values after the first login!**

Once the assigned "webmaster" has accessed their calendar, they can set their calendar's settings, and/or view/edit events on the specific calendar.

There is one minor difference between the configuration form the "webmaster" sees as compared with what the "administrator" can see, and is shown in the screen shot below:

## Lozinski Calendar Maintenance

The Latest Calendar Options Menu	HTML OPTIONS:	
<a href="#">Edit Calendar's Events</a>	Normal Text:	Color: <input type="text" value="DEFAULT"/> Font: <input type="text" value="Arial"/> Size: <input type="text" value="10 point"/>
<a href="#">HTML Options</a>		<a href="#">Test My Settings</a>
<a href="#">Image Options</a>	"Today" Text:	Color: <input type="text" value="DEFAULT"/> Font: <input type="text" value="Arial"/> Size: <input type="text" value="10 point"/>
<a href="#">Viewing Options</a>		<a href="#">Test My Settings</a>
<a href="#">Template Options</a>	Calendar Specific Text:	Color: <input type="text" value="Black"/> Font: <input type="text" value="Bookman Old Style"/> Size: <input type="text" value="10 point"/>
<a href="#">Time Options</a>		<a href="#">Test My Settings</a>
<a href="#">Sharing Options</a>	Calendar Specific Link Text:	Color: <input type="text" value="Blue"/> Font: <input type="text" value="Bookman Old Style"/> Size: <input type="text" value="10 point"/>
<a href="#">Email Options</a>		<a href="#">Test My Settings</a>
<a href="#">Webmaster Options</a>	Normal Day Color:	<input type="text" value="White"/>
<a href="#">Security Options</a>	"Today" Day Color:	<input type="text" value="Yellow 1"/>
<a href="#">Data Options</a>	Weekend Day Color:	<input type="text" value="Khaki - dark"/>
<a href="#">Export Data</a>	Calendar Border Size:	<input type="text" value="3"/>
	Calendar Border Color:	
	Note: As of this release this setting only works in Internet Explorer.	<input type="text" value="DEFAULT"/>
	Calendar Gridline Size:	<input type="text" value="0"/>
	Calendar Grid Padding Amount:	<input type="text" value="1"/>
	Web Page Background Color:	<input type="text" value="White"/>

Padding Amount:	1	Test My Settings
Web Page Background Color:	White	Test My Settings
Background Image URL:		Test My Settings
Save Calendar Configuration!		BACK TO TOP
		Reset Form

The "Edit Calendar Events" button only appears when the "webmaster" logs in. This is for the following reasons:

1. The "administrator" form already had a button allowing the "administrator" to view/edit events for a particular calendar
2. Gives the "webmaster" easy access to their calendar so they can view it right away
3. If this particular calendar is configured such that users are NOT allowed to enter events, the "webmaster" needs a button allowing him/her to do so.

See the subsections to [Individual Calendar Configuration Items Explained in Detail](#) for an explanation to each configuration item.

***"All men want power. The more they have, the more they want."***

<http://www.davelozinski.com>



## HTML Options

This section of the configuration form allows for the configuration of the "HTML Options" for a particular calendar. A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

The Latest Calendar Options Menu		HTML OPTIONS:	
HTML Options	Normal Text:	Color: DEFAULT Font: Arial Size: 8 point	<a href="#">Test My Settings</a>
Image Options	"Today" Text:	Color: DEFAULT Font: Arial Size: 8 point	<a href="#">Test My Settings</a>
Viewing Options	Calendar Specific Text:	Color: Black Font: Bookman Old Style Size: 8 point	<a href="#">Test My Settings</a>
Template Options	Calendar Specific Link Text:	Color: Blue Font: Bookman Old Style Size: 8 point	<a href="#">Test My Settings</a>
Time Options	Normal Day Color:	White	<a href="#">Test My Settings</a>
Sharing Options	"Today" Day Color:	Yellow 1	<a href="#">Test My Settings</a>
Email Options	Weekend Day Color:	Khaki - dark	<a href="#">Test My Settings</a>
Webmaster Options	Calendar Border Size:	3	<a href="#">Test My Settings</a>
Security Options	Calendar Border Color:	Note: As of this release this setting only works in Internet Explorer. DEFAULT	<a href="#">Test My Settings</a>
Data Options	Calendar Gridline Size:	0	<a href="#">Test My Settings</a>
Export Data	Calendar Grid Padding Amount:	1	<a href="#">Test My Settings</a>

Size:		
Calendar Grid Padding Amount:	1	Test My Settings
Web Page Background Color:	White	Test My Settings
Background Image URL:		Test My Settings
Save Calendar Configuration!		BACK TO TOP
		Reset Form

## Normal Text

Sets the color, font, and font size to the text for events that appear on days that are not "today".

## "Today" Text

Sets the color, font, and font size to the text for events that appear on "today". It is recommended picking a font size slightly larger than that chosen for the "normal" text to help the events for "today" to stand out.

## Calendar Specific Text

Sets the color, font, and font size to the text the calendar uses. An example of this text would be the day labels - Monday, Tuesday, etc.

## Calendar Specific Link Text

Sets the color, font, and font size to the text the calendar uses as links. An example of this text would be the date links.

## Normal Day Color

Sets the color to any calendar day shown except "today". This color will also serve as the primary background color to the detailed informational window and inline day view window when a day is selected that is not "today".

## "Today" Day Color

Sets the color to be displayed as "today" on the calendar. This color will also serve as the primary background color to the detailed informational window and inline day view window when "today" is selected.

## **Weekend Day Color**

Sets the weekend highlight color. This color will be overridden by the "today" color if "today" happens to fall on a weekend. To not have the weekends highlighted in a different color than the normal weekdays, select the same color for both.

## **Calendar Border Size**

The "thickness" of the calendar's border outline.

## **Calendar Border Color**

The "color" of the calendar's border outline. As of this writing, only Internet Explorer supports this feature.

## **Calendar Gridline Size**

The "thickness" of the lines (grids) between each calendar day.

## **Calendar Grid Padding Amount**

The amount of "space" -- a buffer in pixels -- between the gridlines and the actual content displayed within.

## **Web Page Background Color**

Sets the overall calendar webpage background color. Basically, this option just sets the BGCOLOR attribute to the HTML BODY tag.

## **Background Image URL**

Sets the tiled background image to the calendar's webpage. Basically, this option just sets the BACKGROUND attribute to the HTML BODY tag.

## **Testing Your Settings**

Located next to each HTML configuration item is a "test" button. Clicking this button will launch a separate popup window displaying an example with the currently selected settings.

Below is a sample screen shot of the "test" window showing the settings specified in the "HTML Options" screen:

<b>Weekend Day</b>	<b>Normal Day</b>	<b>"Today" Day</b>
Normal Text. Background color is the "weekend day" color.	Normal Text. Background color is the "normal day" color.	Today Text. Background color is the "today day" color.
Calendar Specific Normal Text	Calendar Specific Normal Text	Calendar Specific Normal Text
<u>Calendar Specific Link Text</u>	<u>Calendar Specific Link Text</u>	<u>Calendar Specific Link Text</u>

Close this test window

*"With power comes isolation."*

<http://www.davelozinski.com>



## Image Options

This section allows the administrator or webmaster to configure the "Image Options" for the particular calendar.

### Lozinski Calendar Maintenance

IMAGE OPTIONS:	
<b>Calendar</b>	<p><b>Use images for this calendar?</b> Setting this option to "no" will not allow any images to be displayed for this calendar. That includes the monthly images and any a user supplies with their event listing. Setting this option to "yes" will allow all images to be displayed.</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p>
<b>Icons</b>	<p><b>URL to the Calendar's Images:</b> Must have a trailing "/" character!</p> <p>Examples: /calendar/images/ http://www.your_domain.com/cal/images/</p> <p><input type="text" value="/calendar/images/"/></p>
<b>Options</b>	<p><b>URL to this Calendar's Month graphics:</b> Must have a trailing "/" character!</p> <p>If you leave this field blank, the program will use the textual representation of months. This is especially handy for international users who need the calendar in a language other than English and cannot edit the graphics.</p> <p>Examples: /calendar/images/months/ http://www.your_domain.com/cal/images/months/</p> <p><input type="text" value="/calendar/images/months1/"/></p>
<b>Calendar</b>	<p><b>Post Event Image Options</b> When posting events, allow users to: 1) supply their own images for event headings, 2) use only the icons specified in the "icons" directory for event headings, 3) use both, 4) allow none? When a user posts an event, they have the option to supply a "heading image" or select an "icon". These are displayed on the main calendar and can be interpreted as a graphical representation of an event rather than textual. For example, someone may choose to display a "present" to remind them it's someone's birthday. Selecting the option "Use images only" will allow users to post only their images, not using any of the mini icons. Selecting the option "Use icons only" will only allow the icons found in the "icons" directory to be used. <b>Not that if the option "allow images for this calendar" is not enabled, no images will be displayed regardless of what's specified here.</b></p> <p><input type="radio"/> None <input checked="" type="radio"/> Both <input type="radio"/> Icons Only <input type="radio"/> Images Only</p>

icons. Selecting the option "Use icons only" will only allow the icons found in the "icons" directory to be used. Note that if the option "allow images for this calendar" is not enabled, no images will be displayed regardless of what's specified here.

**URL to this Calendar's Icons:** Must have a trailing "/" character!

In order to use icons, the option "Use images for this calendar?" must be enabled!

Examples:

/calendar/images/icons/

http://www.your\_domain.com/cal/images/icons/

/calendar/images/icons/

**Full OPERATING SYSTEM PATH to this Calendar's Icons:** Must have a trailing "/" character and SHOULD NOT be a URL!

Examples:

NT -

d:/inetpub/wwwroot/websites/calendar/images/icons/

Unix - /users/home/www/cal/images/icons/

D:/inetpub/wwwroot/calendar/images/icons/

 Save Calendar Configuration!

[BACK TO TOP](#)

 Reset Form

## Use Images for this Calendar

Setting this option to "no" will not allow any images be displayed. This includes the monthly graphics. The only way images might be displayed is if the option [Allow Users to enter HTML in the Description](#) is set to "yes" and the user inputs an HTML IMG (image) tag.

Setting "Use Images for this Calendar" to yes will allow all images to be displayed.

## URL to the Calendar's Images

Must be a valid URL to the calendar's main image directory. The URL should have a trailing slash "/" character.

Examples:

- o /images/calendar/
- o http://www.yourdomain.com/image\_directory/cal/

## URL to this Calendar's Months Graphics

Set to a valid URL containing the monthly graphics to be used. The directory this URL points to should include the following files:

April.gif	August.gif	December.gif
February.gif	January.gif	July.gif
June.gif	March.gif	May.gif
November.gif	October.gif	September.gif
next_month.gif	prev_month.gif	

The URL should have a trailing slash "/" character. If no URL is entered and the ["Use images" option](#) is enabled, then a textual representation for the month will be shown.

Example URLs:

- o /images/calendar/month\_graphics/
- o http://www.yourdomain.com/image\_directory/cal/months/

See the section [Images are not displaying](#) if the specified URL does not display the images.

See the section [Other Configurable Items](#) on how to include custom images and/or not use those included with the archive.

## Post Event Image Options

This feature determines whether a user can:

- select an icon to post with or use as their heading (icons only)
- provide a URL to an image to display with or use as their heading (images only)
- all of the above (both icons and images)
- none of the above (none)

The option ["Use Images"](#) must be enabled or the desired setting will be ignored. For example, if "icons only" is selected and the ["Use Images"](#) option is disabled, the icons will NOT be displayed.

Selecting "icons only" provides greater control over what images the user can post with their event (s)... users will only be able to select from the icons installed in the directory specified by the options "URL to this Calendar's Icons" AND "Full Operating System Path to this Calendar's Icons".

See the section ["Common Problems"](#) if images are enabled, but they will not display.

See the section ["Other Configurable items"](#) on how to include custom icons and/or not use those included with the archive.

## URL to this Calendar's Icons

If users are allowed to use icons, the URL to their location needs to be specified here. The URL should end with a trailing slash "/" character.

Examples:

- o /images/calendar/icons/
- o [http://www.yourdomain.com/image\\_directory/cal/icons/](http://www.yourdomain.com/image_directory/cal/icons/)

See the section "[Common Problems](#)" if images are enabled, but are not loading.

See the section "[Other Configurable items](#)" on how to include custom icons and/or not use those included with the archive.

## Full Operating System Path to this Calendar's Icons

If users are allowed to use icons, the full operating system path to the icon directory must be provided, with a trailing slash "/" character. The system path should start from the root node of the server's operating system. THIS VALUE SHOULD NOT BE A URL!!!

Examples:

- o **Unix:** /var/users/htdocs/images/calendar/icons/
- o **Windows:** D:/Inetpub/wwwroot/mywebsite/image\_directory/cal/icons/

See the section "[Common Problems](#)" if icons will not display.

See the section "[Other Configurable items](#)" on how to include custom icons and/or not use those included with the archive.

*"Like a boomerang, a lie always returns - be careful how you catch it."*

<http://www.davelozinski.com>



## View/Formatting Options

This section of the configuration form allows the administrator or webmaster to configure the default viewing options for the particular calendar.

\* Fields denoted by an asterisk \* character can be changed by the end user through the [Main Calendar Form](#) (if selected to be shown). Note that the values can be changed by the user only after the calendar is viewed. Changing the values in the "Main Calendar Form" DOES NOT change the default calendar settings.

A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

<b>My First Calendar Options Menu</b> <hr/> HTML Options <hr/> Image Options <hr/> Viewing Options <hr/> Template Options <hr/> Time Options <hr/> Sharing Options <hr/> Email Options <hr/> Webmaster Options <hr/> Security Options <hr/> Data Options <hr/> Export Data <hr/> Update a Calendar	<b>VIEW/FORMAT OPTIONS:</b>	
	<b>Scaling factor for this calendar:</b>	<input checked="" type="radio"/> None <input type="radio"/> A little <input type="radio"/> A lot
	<b>Minimum Day Width:</b>	<input type="text" value="80"/>
	<b>Do you want to enable the separate "pop up" window?:</b> Using the "pop up" window requires your users to have a javascript enabled browser for the calendar to fully function.	<input checked="" type="radio"/> No <input type="radio"/> Yes
	<b>Width of the "Pop Up" Day View Window:</b>	<input type="text" value="570"/>
	<b>Height of the "Pop Up" Day View Window:</b>	<input type="text" value="570"/>
	<b>Max Number of Entries to Display per Day:</b> This is within the main calendar view only. The "day view" pop-up window will always display all of the events listed for a particular day.	<input type="text" value="10"/>
	<b>Max Number of Months after the Current Month to Display for selecting dates on which to add, edit, or delete an event:</b> In the "Day View Window", there's a scrollable list of possible dates, starting from "today", that a user can select to add, edit, or delete their event. The number here specifies how far in advance they can select a date.	<input type="text" value="1"/>
	<b>List Entries with a specified</b>	

delete their event. The number here specifies how far in advance a user can select a date.	
<b>List Entries with a specified "start-time" first?:</b> Selecting "yes" will display events with specified start-time first. Selecting "no" will list those events last.	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Extra Information to show when viewing an event's "details":</b> If checked, these details will be shown with the rest of the event's description.	<input checked="" type="checkbox"/> User who last modified the event <input checked="" type="checkbox"/> Event number <input checked="" type="checkbox"/> Email addresses notified
<b>When the calendar is initially brought up, do you want the weekend information shown?:</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Search Option Default:</b>	Search event headings containing a keyword
<b>Default calendar style:</b>	Show Heading information only
<b>Default View Format?:</b>	<input checked="" type="radio"/> Calendar <input type="radio"/> Tabular
<b>Location of the Viewing Options Menus?:</b>	Show at TOP and BOTTOM of calendars
<b>Do you want this calendar's week to start on Sunday or Monday?:</b>	<input type="radio"/> Sunday <input checked="" type="radio"/> Monday
<b>Show last few days of previous month's data on current month?:</b> If enabled and the 1st of the current month starts on a Wednesday (for example), then this will force the calendar to show the last two days of the previous month (or 3 if weekends are enabled) to account for Tuesday and Monday (and Sunday if weekends are enabled).	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Show first few days of next month's data on current month?:</b> If enabled and the current month ends on a Thursday (for example), then this will force the calendar to show the first day of the next month (or 2 days if weekends are enabled) to account for Friday (and Saturday if weekends are enabled).	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>	

## Scaling Factor for this Calendar

Sets how much "stuff" should be displayed. Below are three screen shots of the same calendar.

1. Original with no "scaling"
2. with scaling set to "a little"
3. the second with scaling set to "a lot"

No "Scaling":

**The Latest Calendar**

Show me  2004 with Headings only  including Weekends   
 whose heading contains  in Calendar format

← January
March →

[2003](#) | [2004](#) | [2005](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  2:00AM - 2:40AM : <a href="#">First PHP test updated</a>	3	4	5	6	7
8	9	10	11 * 3:00AM - 7:00AM : <a href="#">Perl's first test</a>	12 * Test Entry w/o tEsT day window * Test Entry w/o TEST day window	13	14
15	16 * Look at the popup! * test * First working Beta <a href="#">[more]</a>	17	18	19	20 * dave's test in asp * 11:00AM - 12:00PM : dave's php move test * 12:40PM - 6:00PM : <a href="#">another edit test</a>	21
22	23 * hello cookies * thi's perl edit test	24	25	26	27	28
29	1	2 * 11:00AM - 6:00PM : Yearly view test	3	4	5	6

Show me  2004 with Headings only  including Weekends   
 whose heading contains  in Calendar format

This [calendar](#) is maintained by [test@test.com](mailto:test@test.com)

"Scaling" set to "a little":

**The Latest Calendar**

Show me  ,  including Weekends

whose heading contains  in Calendar format



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2  2:00AM - 2:40AM : <a href="#">First PHP test updat</a>	3	4	5	6	7
8	9	10	11 * 3:00AM - 7:00AM : <a href="#">Perl's first te</a>	12 * Test Entry w/o tEsT * Test Entry w/o TEST	13	14
15	16 * Look at the popup! * test * First working Beta <a href="#">[more]</a>	17	18	19	20 * dave's test in * 11:00AM - 12:00PM : dave's php move * 12:40PM - 6:00PM : <a href="#">another edit test</a>	21
22	23 * hello cookies * thi""	24	25	26	27	28
29	1	2 * 11:00AM - 6:00PM : Yearly view test	3	4	5	6

Show me  ,  including Weekends

whose heading contains  in Calendar format

When set to "a little":

- The day names are abbreviated to the first 3 characters
  - Headings (excluding times, icons, and pics) are restricted to being a length of 20 characters
  - The "quick links" to the next month, previous month, next year, and previous year are removed
  - The view options form is sized down. [See the scaling details on the Main Form for more information](#) on how
- Lozinski's Calendar User Manual  
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June 26, 2005

scaling affects the main form.

### "Scaling" set to "a lot":

**The Latest Calendar**

Show me  ,  in  .

S	M	T	W	T	F	S
1	2  2:00AM - 2:40AM : <a href="#">First PHP</a>	3	4	5	6	7
8	9	10	11 * 3:00AM - 7:00AM : <a href="#">Perl'</a>	12 * Test Entry	13	14
15	16 * Look at th * test * First work <a href="#">[more]</a>	17	18	19	20 * dave' * 11:00AM - 12:00PM : dave' * 12:40PM - 6:00PM : <a href="#">another ed</a>	21
22	23 * hello cook * thi'&	24	25	26	27	28
29	1	2 * 11:00AM - 6:00PM : Yearly vie	3	4	5	6

Show me  ,  in  .

This [calendar](#) is maintained by [test@test.com](mailto:test@test.com)

When set to "a lot":

- The day names are abbreviated to the first character
- Headings (excluding times, icons, and pics) are restricted to being a length of 10 characters
- The "quick links" to the next month, previous month, next year, and previous year are removed
- The monthly graphics are no longer displayed
- The view options form is sized down significantly. [See the scaling details on the Main Form for more](#)

[information](#) on how scaling affects the main form.

## Minimum Day Width

Set the minimum width of each calendar day "column", in pixels.

## Use PopUp

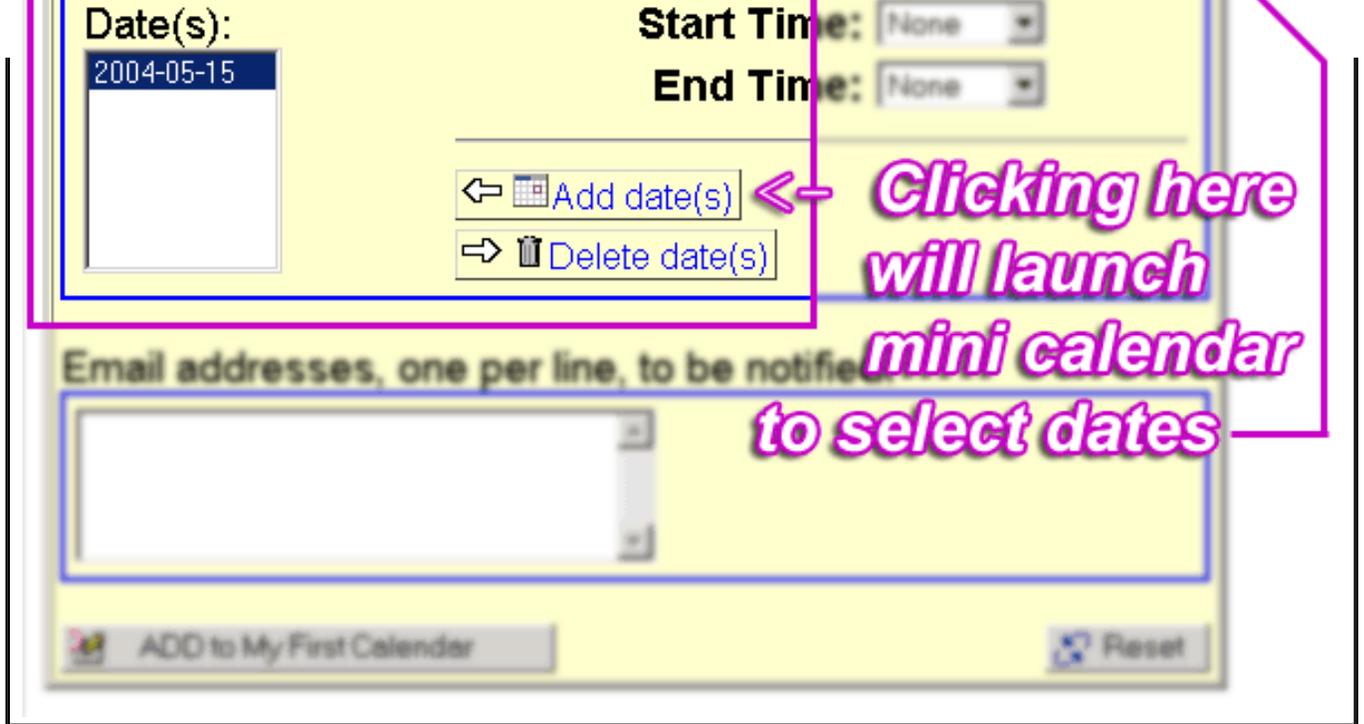
When a user clicks on a "datelink" for more information:

- Selecting "yes" for this option will:
  1. show the information in a separate, independent "pop up" window detailing the information for the selected day. If "yes", users **MUST** have a javascript enabled browser!
  2. allow users to select the dates affected in a smaller, mini calendar
  3. display the "preview" link if the option [Allowing HTML in the Description](#) field is enabled.

The screenshot shows a web form with a pop-up window titled "My First Calendar - Microsoft Internet Explorer". The pop-up window displays a calendar for May 2004. The calendar has a header with "<" and ">" symbols and the text "May 2004". The days of the week are listed as S, M, T, W, T, F, S. The dates are arranged in a grid, with the date 15 highlighted in yellow. Below the calendar is a "Close" button. A purple arrow points from the "Close" button to the "Date/Time Information" section of the main form.

Background form fields visible:

- May 15, 2004
- Your userID:
- Click t
- Heading Information:
  - Heading:
  - Heading Link:
  - Heading Image:
- Description Information:
  - Description: (text area)
  - Description Image:
- Date/Time Information:
  - Date(s):
  - Start Time:
  - End Time:



- Selecting "no" will:
  1. show the detailed day information within the current browser window
  2. force the users to select the dates affects from a scrollable list
  3. hide the "preview" link if the option [Allowing HTML in the Description](#) field is enabled.

May 14, 2004 [Go Back](#) Your userID:   
 Your password:

You are now **ADDING** an event.  
 Click the "ADD" button when finished.

Heading Information:

Heading:   
 Heading Link:   
 Heading Image:

Description Information:

Description: (HTML accepted)  ← **“Preview” link unavailable**

Description Image:

Date/Time Information: ← **Dates must be selected from a scrollable list**

Date(s):  
 Tuesday, May 11, 2004  
 Wednesday, May 12, 2004  
 Thursday, May 13, 2004  
 Friday, May 14, 2004  
 Saturday, May 15, 2004  
 Sunday, May 16, 2004

Start Time:   
 End Time:

Email addresses, one per line, to be notified:

## Width of Day View Window

Set the width of the individual day view popup window (if enabled), in pixels. This setting will also affect the width of the inline day view window in the main calendar view by forcing the inline window to be at least half the size specified here. The popup window will always be the full size specified.

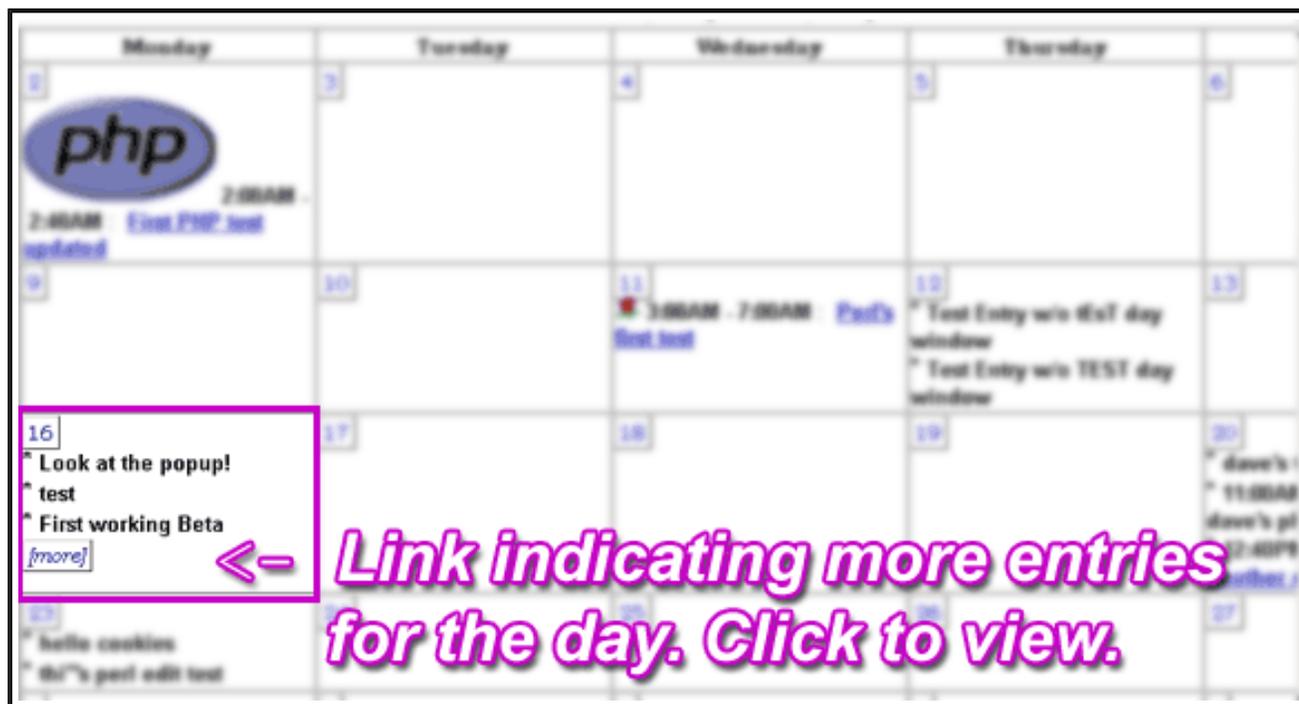
## Height of Day View Window

Set the height of the individual day view popup window (if enabled), in pixels. This has no effect on the inline day view window.

## Max Number of Entries to Display per Day

Set the maximum number of events shown per day in the main calendar view. If the number of entries on any given day exceeds this amount, a message will be shown alerting the user there are more entries. To view the additional entries, do any of the following:

- click on the date link associated with that day
- click on the message indicating there are more entries



## Max Number of Months after the Current Month to Display for selecting dates on which to add, edit, move, or delete an event

This option affects the list of days in the detailed informational window when adding, editing, moving, or deleting an event.

Setting this value to zero (0) will show the user only the days in the current month.

Selecting a value greater than zero will list all the days in the current month plus those all of the days in the selected number of months after the current month.

For example, if the current month is November, and this value is set to "2", then days in November will be shown, plus the 31 days of December and 31 days of January (of the next year).

## List Entries with a Specific Start Time First

If enabled, the calendar will display events with specified start and end times first (in chronological order) followed those events with any specified times.

If disabled, events without any specified times will be listed first, followed by the events with specified start and end times.

## Extra Information to show when viewing an event's "details"

This section consists of three checkboxes which enable (checked) or disable the display of the following information associated with events:

- User who last modified the event
- Event number
- Email Addresses Notified

VIEW/FORMAT OPTIONS:	
Scaling factor for this calendar:	<input checked="" type="radio"/> None <input type="radio"/> A little <input type="radio"/> A lot
Minimum Day Width:	<input type="text" value="180"/>
Do you want to enabled the separate "pop up" window? Using the 'pop up' window requires your users to have a javascript enabled browser for the calendar to fully function.	<input type="radio"/> No <input checked="" type="radio"/> Yes
Width of the "Pop Up" Day View Window:	<input type="text" value="590"/>
Height of the "Pop Up" Day View Window:	<input type="text" value="680"/>
Max Number of Entries to Display per Day: This is within the main calendar view only. The 'day view' pop-up window will always display all of the events listed for a particular day.	<input type="text" value="3"/>
Max Number of Months after the Current Month to Display for selecting dates on which to add, edit, or delete an event: In the 'Day View Window', there's a scrollable list of possible dates, starting from 'today', that a user can select to add, edit, or delete their event. The number here specifies how far in advance a user can select a date.	<input type="text" value="0"/>
List Entries with a specified "start-time" first? Selecting 'yes' will display events with specified start-time first. Selecting 'no' will list those events last.	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Extra Information to show when viewing an event's "details":</b> If checked, these details will be shown with the rest of the event's description. <small>Lozinski's Calendar User Manual http://www.davelozinski.com</small>	<input checked="" type="checkbox"/> User who last modified the event <input checked="" type="checkbox"/> Event number <input checked="" type="checkbox"/> Email addresses notified

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If checked, these details will be shown with the rest of the event's description.	<input checked="" type="checkbox"/> Event number <input checked="" type="checkbox"/> Email addresses notified
When the calendar is initially brought up, do you want the weekend information shown?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Search Option Default:	Search event headings containing a keyword
Default calendar style:	Show Heading information only
Default Value of uninitialized value in concatenation (,) or string at D:\inetpub\log-bia\calendar\calendar_config_form.pl line 1984, ew Format?	<input checked="" type="radio"/> Calendar <input type="radio"/> Tabular
Location of the Viewing Options Menu?	Show at TOP and BOTTOM of calendars
Do you want this calendar's week to start on Sunday or Monday?	<input checked="" type="radio"/> Sunday <input type="radio"/> Monday
Show last few days of previous month's date on current month? If enabled and the 1st of the current month starts on a Wednesday (for example), then this will force the calendar to show the last two days of the previous month (or 3 if weekends are enabled) to account for Tuesday and Monday (and Sunday if weekends are enabled).	<input checked="" type="radio"/> No <input type="radio"/> Yes
Show first few days of next month's date on current month? If enabled and the current month ends on a Thursday (for example), then this will force the calendar to show the first day of the next month (or 2 days if weekends are enabled) to account for Friday (and Saturday if weekends are enabled).	<input checked="" type="radio"/> No <input type="radio"/> Yes
<input type="button" value="Save Calendar Configuration"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>	

### \* Show Weekend Information

Selecting "yes" will show the weekend days (Saturday and Sunday) by default. Otherwise, set to "no". This feature is especially useful to businesses that conduct most of their events Monday-Friday and have no need to see the days Saturday or Sunday on their calendar.

[This value can be changed by the user on the view options form](#) after the calendar is brought up.

### \* Search Option Default

If the view options form is shown above/below the calendar, what should the default setting be that users search on? This is only the default value, and [can be changed by the user from the pull-down option list](#).

**\* Default Calendar Style**

Sets the default style when a user initially views the calendar. The user can change the view of the calendar by selecting a different option from the drop down menu item on the view options form.

[See the "Display Options" section of the view options menu for more information on each setting.](#)

**\* Default View Format**

This option affects the initial display of the calendar. Selecting "calendar" will show events in the traditional "calendar" format.

Selecting "tabular" will show the calendar in a "tabular" format. In tabular format, the days are shown in a verticle table -- the first day of the month is at the top, and the last day is at the bottom.

← January



March →

2003 | **2004** | 2005

Sunday	1	
Monday	2	 2:00AM - 2:40AM : <a href="#">First PHP test updated</a>
Tuesday	3	
Wednesday	4	
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	
Wednesday	11	 3:00AM - 7:00AM : <a href="#">Perl's first test</a>
Thursday	12	* Test Entry w/o tEst day window * Test Entry w/o TEST day window
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	* Look at the popup! * test * First working Beta
Tuesday	17	

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[The user can change their view by selecting a different option from the view options form.](#)

## Location of the Viewing Options Menus

Set the location, if any, to display the calendar's ["view options menu"](#). This form allows end users to change some of the viewing options for the calendar after it is initially brought up. The options and functionality are described in detail in the [Main Form section](#).

## Do you want this calendar's week to start on Sunday or Monday

Select "Monday" for Monday to be shown as the first day of the week. Otherwise, set to Sunday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14 * My First Entry	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## Show last few days of previous month's data on current month

Enabling this feature will show any day's events from the preceeding month on the current calendar. For example, if the current month starts on Tuesday, then by enabling this feature, events from Sunday and Monday of the previous month will be shown.

## Show first few days of next month's data on current month

Enabling this feature will show any day's events from the next month on the current calendar. For example, if the current month ends on Thursday, then by enabling this feature, events from Friday and Saturday of the next month will be shown.

*"You must learn to master the ways of effortless effort."*

<http://www.davelozinski.com>



## Template Options

This section of the configuration form allows the administrator or webmaster to configure the template options for the particular calendar.

Note that any asp/php/perl code located with template files will NOT be executed! The calendar will just read in each line of text, and output each line to the web browser as it appears in your template files!

A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

<b>The Latest Calendar Options Menu</b>  <input type="button" value="HTML Options"/>  <input type="button" value="Image Options"/>  <input type="button" value="Viewing Options"/>  <input type="button" value="Template Options"/>  <input type="button" value="Time Options"/>  <input type="button" value="Sharing Options"/>  <input type="button" value="Email Options"/>  <input type="button" value="Webmaster Options"/>  <input type="button" value="Security Options"/>  <input type="button" value="Data Options"/>  <input type="button" value="Export Data"/>  <input type="button" value="Update a Calendar"/>	<b>TEMPLATE OPTIONS:</b>	
	If you answer yes to any of the next two questions, you must specify the appropriate "template" directory. * <i>Unix</i> systems, these can be relative to your .asp files. Example: templates/header_template.html * <i>NT</i> users will probably have to specify the full directory path. Example: d:/inetpub/wwwroot/cal/h_temp.html	
	If you wish to use a "header template" file, enter the header-template name and location relative to the calendar php files. Leaving this value blank assumes you DO NOT wish to use a "header template" file.	Based on your system, the recommended setting is: D:/inetpub/cgi-bin/calendar/templates/header_template.txt  <input type="text"/>
	If you wish to use a "footer template" file, enter the footer-template name and location relative to the calendar php files. Leaving this value blank assumes you DO NOT wish to use a "footer template" file.	Based on your system, the recommended setting is: D:/inetpub/cgi-bin/calendar/templates/footer_template.txt  <input type="text"/>
	<input type="checkbox"/> Save Calendar Configuration! <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>	

A screenshot of a web interface. At the top, there is a button labeled "Export Data". Below it, there is a larger button labeled "Update a Calendar". The interface is enclosed in a thin black border.

See the section entitled "[Common Problems](#)" if you have trouble getting your templates to show.

## Full Operating System Path to Header-template file

If a header template file is desired, specify the full operating system path to the header-template file. This path should start from the root node of the server's operating system! The template file can be in any format, but will be treated as a plain ascii-text file.

If left blank, the calendar assumes there is no header-template file.

Examples:

- **Unix:** /var/yourwebsite/htdocs/calendar/templates/header\_template.html
- **Windows:** D:/inetpub/wwwroot/calendar/templates/header\_template.txt

## Full Operating System Path to Footer-template file

If a footer template file is desired, specify the full operating system path to the footer-template file. This path should start from the root node of the server's operating system! The template file can be in any format, but will be treated as a plain ascii-text file.

If left blank, the calendar assumes there is no footer-template file.

Examples:

- **Unix:** /var/yourwebsite/htdocs/calendar/templates/footer\_template.html
- **Windows:** D:/inetpub/wwwroot/calendar/templates/footer\_template.txt

*"The curious merely amass knowledge. The ambitious use it."*

<http://www.davelozinski.com>



## Time Options

This section of the configuration form allows the administrator or webmaster to configure the time options for the particular calendar.

A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

#### The Latest Calendar Options Menu

HTML Options

Image Options

Viewing Options

Template Options

Time Options

Sharing Options

Email Options

Webmaster Options

Security Options

Data Options

Export Data

Update a Calendar

#### TIME OPTIONS:

**Offset from Calendar Server:** This variable is for those people who are using the calendar in one time zone while the machine that's running their calendar is in another. Set the offset accordingly. For example, if the calendar is hosted on a machine on the East Coast of the USA, but the user is in the UK, then the offset for that particular calendar should be set to "+5" because the UK is 5 hours ahead of the Eastern US. Again, if the host machine is in the Eastern US, but the users are on the West Coast of the US, then the offset for their particular calendar should be set to "-3" because the West Coast people are 3 hours behind the East Coast.

0

#### Do you want times displayed in Military or Standard format?

Select "Military" if you want the time displayed in military time. That is, 0000-2400. Select "Standard" otherwise to display normal time. That is, 1200AM, 100PM, etc.

Standard  
 Military

**Check for conflicting times?** Select "yes" to have the program check for possible time conflicts with other events scheduled on the selected calendar(s). The calendar will NOT report a time conflict against a particular event if the event has no specified start or end time! Select "no" otherwise.

No  
 Yes

**Time Increment** Select the value for the time increments displayed in multiples of 5 minutes. Selecting "60" will display the time in full-hour increments.

20



Save Calendar Configuration!

[BACK TO TOP](#)



Reset Form

## Offset from Calendar Server

If the users using this calendar are located in a different time zone than the server the calendar software resides on, compensate for the time difference by entering the offset here.

Example: if users are located on the west coast of the United States (GMT -8), and the server the calendar resides on is located on the east coast of the USA (GMT -5), then the offset would be set to "-3", because the USA's west coast is 3 hours behind the USA's east coast.

## Displayed in Military or Standard Time format

Select whether the time for events is to be displayed in military (0000 hours - 2400 hours) format or standard (1200am - 1200pm) format.

All times are displayed as 4 digits when in military time.

Standard Times are displayed in the format hour:minutes followed by am or pm. Thus, "1 pm" would be represented as "1:00 PM".

## Check for Conflicting Times

If enabled for a calendar, it will check to see if the event currently being added, edited, or moved (either on this calendar or *to* this calendar) conflicts with another listed event for the date selected. The calendar **WILL NOT** notify of a conflict if a scheduled event does not have a specified "start time" or "end time".

## Time Increment

Set the value for the time increments. Increments can be in 5, 10, 15, 20, 30, or 60 minutes.

Selecting 60 will display the time menus in full hour increments.

***"Never plan... be spontaneous."***

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## Sharing Options

This section of the configuration form allows the administrator or webmaster to configure the sharing options for the particular calendar.

Prior to Version 11, this was known as "Multiple Post Options".

These options are **NOT** dynamic and must be reset if changes are made.

For example:

1. two calendars called calA and calB
2. calB has "Allow This Calendar to be Shared with Others" enabled.
3. calA selects calB in the "Calendars Whose Data to Show on this Calendar" section.
4. calB disables "Allow This Calendar to be Shared with Others"
5. calB events will still show on calA until the configuration for calA is updated!

A screen shot of these configurable items can be seen below, followed by a description of each:

# Lozinski Calendar Maintenance

<b>Demo Calendar #1 Options Menu</b>  <input type="button" value="HTML Options"/> <input type="button" value="Image Options"/> <input type="button" value="Viewing Options"/> <input type="button" value="Template Options"/> <input type="button" value="Time Options"/> <input type="button" value="Sharing Options"/> <input type="button" value="Email Options"/> <input type="button" value="Webmaster Options"/> <input type="button" value="Security Options"/> <input type="button" value="Data Options"/> <input type="button" value="Export Data"/>  <input type="button" value="Update a Calendar"/>	<b>SHARING OPTIONS:</b>	
	<b>Allow this calendar's data to be shared with others?:</b> Selecting "yes" will allow this calendar to be selected in the configuration of other calendars for its data to be displayed on those calendars.	<input type="radio"/> No <input checked="" type="radio"/> Yes
	<b>Calendars whose data to show on this calendar:</b> Select any number of available calendars whose data is to be shown this calendar.	None <input checked="" type="checkbox"/> Demo Calendar #2 <input type="checkbox"/> Demo Calendar #3
	<b>Allow this calendar to be written to from others?:</b> Selecting "yes" will allow users the option to post events to this calendar (provided they have the permissions to do so) from other calendars if this calendar is selected in the other calendars' "Calendars that can be written to from this calendar" configuration.	<input type="radio"/> No <input checked="" type="radio"/> Yes
	<b>Calendars that can be written to from this calendar:</b> Select any number of available calendars to allow users the option to posting events to (provided they have permissions to do so on the selected calendar(s)).	None <input checked="" type="checkbox"/> Demo Calendar #2 <input type="checkbox"/> Demo Calendar #4
<input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>		

## Allow This Calendar to be Shared with Others

If enabled, this calendar's data can be displayed on other calendars through the configuration interface.

## Calendars Whose Data to Show on this Calendar

The calendars whose data to show on this particular calendar. Only those calendars who have their [Allow This Calendar to be Shared with Others](#) option enabled will be displayed in this list.

When viewing events on this particular calendar, this calendar's events will be listed first, followed

by those of the other calendars.

Keep in mind that if the total number of events for a particular day is greater than that specified by the [Max number of entries to display per day](#) setting, events to the other calendars will not immediately be shown. Instead, the user will need to click on the link to view the day's details to view every event.

## Allow This Calendar To Be Written To From Others

If enabled, this calendar can have events written to it from other calendars provided the user has the appropriate permissions to do so or their request will be denied!!

When adding, editing, moving, or deleting an event, users must then select this calendar from the respective forms.

## Calendars That Can Be Written To From This Calendar

The list of calendars users have the option to add events to other than the current calendar.

The user **MUST HAVE** appropriate permissions on the selected calendar(s) in order their actions to take place! For example, if the user selects to add an event simultaneously to the current calendar, the user must have permission to add events to the additional selected calendar(s) or their request will be denied!

***"Free market competition does not determine which product is better -- only which one is left."***

<http://www.davelozinski.com>



## Email Options

This section of the configuration form allows the administrator or webmaster to configure the email options for the particular calendar.

A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

The Latest Calendar Options Menu	
HTML Options	
Image Options	
Viewing Options	
Template Options	
Time Options	
Sharing Options	
Email Options	
Webmaster Options	
Security Options	
Data Options	
Export Data	
Update a Calendar	

EMAIL OPTIONS:	
Allow Email Notifications?:	<input type="radio"/> No <input checked="" type="radio"/> Yes
<input type="button" value="Save Calendar Configuration!"/>	<input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>

## Allow Email Notification

This option only affects normal users, not "webmasters" or "administrators". Selecting "yes" allows users to enter email addresses to individuals who should be notified when a particular event is added, edited, moved, or deleted.

**This option will only work if the [email requirements](#) have been met!**

**This feature does not send "reminders"! Emails are only sent when an event is added, edited, moved, or deleted!** Thus, the calendar CANNOT be programmed to send a reminder about an event x-number of days beforehand!

If this option is set to "no", then users will not be allowed to specify email addresses, and no email notifications will be sent. There are two cases when this is not true, and they are as follows:

1. if under the [webmaster options](#) the "[email webmaster](#)" option is enabled, then the webmaster will receive emails when an event is added, edited, moved, or deleted.
2. if under the [administrator options](#) the "[Email Admin with Every Update](#)" option is enabled, then the administrator will receive emails when an event is added, edited, moved, or deleted.

See the section entitled "[Common Problems](#)" for possible causes and solutions if you are not receiving emails.

*"Too many choices will always distract a greedy beast."*

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## Webmaster Options

This section of the configuration form allows the administrator or webmaster to configure the webmaster options for the particular calendar.

A screen shot of these configurable items can be seen below, followed by a description of each:

### Lozinski Calendar Maintenance

<p><b>The Latest Calendar Options Menu</b></p> <p>HTML Options</p> <p>Image Options</p> <p>Viewing Options</p> <p>Template Options</p> <p>Time Options</p> <p>Sharing Options</p> <p>Email Options</p> <p><b>Webmaster Options</b></p> <p>Security Options</p> <p>Data Options</p> <p>Export Data</p> <p>Update a Calendar</p>	<b>WEBMASTER OPTIONS:</b>	
	<b>Webmaster Email:</b>	webmaster@some_domain.com
	<b>Webmaster Login:</b> Your "login" when logging in to this configuration form or editing this calendar.	webmaster
	<b>Webmaster Password:</b> Your "password" when logging in to this configuration form or editing this calendar.	password
	<b>Email Webmaster with every update?:</b> Select "yes" if the webmaster for this calendar should receive an email everytime an event is added, moved, edited, or deleted from this calendar. Note that if you select "yes", you will receive emails even if the "Allow Email Notification" option is disabled.	<input checked="" type="radio"/> No <input type="radio"/> Yes
	<input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>	

## Webmaster Email

The email address to this calendar's "webmaster". The address should be provided even if all email options are disabled because most error messages generated by the calendar instruct users to email the webmaster if they run into a problem.

## Webmaster Login

The login for this webmaster. This login will be needed for any of the following:

- Adding, editing, moving, or deleting any event (except those entered by the administrator)
- Accessing the webmaster configuration form

## Webmaster Password

The password for this webmaster. This password will be needed for any of the following:

- Adding, editing, moving, or deleting any event (except those entered by the administrator)
- Accessing the webmaster configuration form

## Email Webmaster with every Update

Select "yes" if this webmaster is to be emailed everytime an event is added, edited, moved, or deleted from this webmaster's calendar. If "yes", the webmaster will be emailed even if the setting "[Allow email notification](#)" for this calendar is disabled.

See the section entitled "[Common Problems](#)" for possible causes and solutions if you are not receiving emails.

*"I'm too modest a wizard to reveal my true capabilities."*

<http://www.davelozinski.com>



## Security Options

This section of the configuration form allows the administrator or webmaster to configure the security options for the particular calendar.

A screen shot of these configurable items can be seen below, followed by a description of each:

Lozinski Calendar Maintenance	
SECURITY OPTIONS:	
Use "cookies" to remember userIDs?:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Use "cookies" to remember user passwords?: Because of the security implications involved, passwords stored in cookies will expire as soon as all browser windows are closed.	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Show fields to allow a user to add events?</b> This variable controls whether or not the fields that allow a user to edit the calendar in the separate pop-up window are displayed to any user who views this calendar. If you set this value to "no", then no one (except the administrator or webmaster) will see the fields to add, edit, or delete events. In order for either the "webmaster" or "administrator" to be able to access the fields to add/ edit/ move/ delete events, they MUST access the calendar through a special URL. The URL is the same as the usual URL, except the string "&ao=0" MUST be appended to it. DO NOT GIVE THAT URL TO YOUR USERS! Example: Your users would have: /cgi-bin/calendar/calendar.asp?dept=demo3 Your webmaster/administrator would use: /cgi-bin/calendar/calendar.asp?dept=demo3&ao=0	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Allow Anonymous Postings?</b> If enabled, users do NOT have to supply a username and password to post events to this calendar.	<input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Individual Calendar Users/Passwords:</b> The userID and password of each user allowed to edit this calendar. Enter one userid/password combination per line. Usernames and passwords must be separated by a double semicolon ";;". Do not put spaces unless the	<input type="text" value="user1::password"/>

<p>edit this calendar. Enter one userid/password combination per line. Usernames and passwords should be separated by a double semicolon ";;". Do not put spaces unless the user has a space in their name! If you're on a secure network, the username should match the user's login to the HTTPS network.</p> <p>Example #1: Example #2:  user1        me@mydomain.com::mepassword  user2        myself::mypassword</p>	<pre>user1::password</pre>
<p><b>Calendar User Permissions:</b> Assign the permissions you want to give to the users of this calendar. These permissions only affect the particular event(s) that the individual user entered. By default, all users can add an event when the option "Show fields to allow a user to edit an event?" is enabled. Note that the "administrator" can do anything to any calendar, and the "webmaster" for this calendar can do anything to this particular calendar.</p>	<input checked="" type="checkbox"/> Edit events <input checked="" type="checkbox"/> Move events <input checked="" type="checkbox"/> Delete events
<p><b>Allow users to enter HTML in the event "Description" field?:</b></p>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<p><b>Restrict Access to only the above Calendar Users?</b> If enabled, only those users specified above will be able to view the calendar, and only after entering their username and password.\n</p>	<input checked="" type="radio"/> No <input type="radio"/> Yes
<p> <input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/> </p>	

## Use Cookies to Remember UserIDs

Set this option to "yes" if the calendar is to automatically populate the "username" field in the popup window with the last username entered. This will save end users about 4 seconds of typing time.

## Use Cookies to Remember User Passwords

Set this option to "yes" if the calendar is to automatically populate the "password" field in the popup window with the last password entered. This will save end users about 4 seconds of typing time. This value is stored in a browser cookie, which should not last when the browser is closed. Enabling this option leaves open a potential security hole as user's passwords will be retrieveable if users do not close their browser window!

## Show Fields to allow a user to edit an event

Selecting "yes" will display the appropriate buttons and fields to allow a user to add an event. If enabled, ALL users for the particular calendar can add an event.

To disable, select "no". Disabling this feature will allow only the "administrator" and "webmaster" (for this

calendar) to add events.

In order for either the "webmaster" or "administrator" to be able to access the fields to add/edit/move/delete events, they **MUST** access the calendar through a special URL. The URL is the same as the usual URL, except the string "&ao=0" **MUST** be appended to it. **DO NOT GIVE THAT URL TO YOUR USERS!**

Examples:

If you have a calendar whose abbreviation is "demo1", you would provide the following link to your regular users:

- **ASP:** <A HREF="/scripts/calendar/calendar.asp?dept=demo1">
- **Perl:** <A HREF="/cgi-bin/calendar/calendar.pl?dept=demo1">
- **PHP:** <A HREF="/scripts/calendar/calendar.php?dept=demo1">

Your webmaster/administrators would thus need to access the calendar via the following URL in order to add, edit, move, or delete events:

- **ASP:** <A HREF="/scripts/calendar/calendar.asp?dept=demo1&ao=0">
- **Perl:** <A HREF="/cgi-bin/calendar/calendar.pl?dept=demo1&ao=0">
- **PHP:** <A HREF="/scripts/calendar/calendar.php?dept=demo1&ao=0">

Note that even if users know this "bypass" and call up the form with the input options, they still must provide a valid webmaster/administrator username and password to do actually make changes.

## Allow Anonymous Postings

If enabled, a user can add events without supplying a username and password. However, an "anonymous" user can only move, edit, or delete events that have been entered by another anonymous user. That is, if an event has a username associated with it, then only that user, the calendar's "webmaster", or the "administrator" can move, edit, or delete the event.

## Individual Calendar Users/Passwords

This is where the usernames::passwords are specified for each of your calendar users. Enter one username::password per line. Usernames and passwords **MUST** be separated by double colons "::".

Users have no ability to sign themselves up or automatically remove themselves from a calendar. Only "webmasters" and "administrators" have this ability.

Users have no ability to change their passwords. Only "webmasters" and "administrators" can change passwords to individual users.

## Calendar User Permissions

Select the permissions users should have for this particular calendar. The "administrator" and "webmaster" can do anything to this calendar, and are not affected by these permission settings.

- Select "edit" if users should be able to edit events they originally added to this calendar. If this option is unchecked, a user cannot go back and edit one of their events.
- Select "move" if users should be able to move events (from one day to another) they originally added to this calendar. If this option is unchecked, a user cannot go back and move one of their events.
- Select "delete" if users should be able to delete events they originally added to this calendar. If this option is unchecked, a user cannot go back and delete one of their events.

The above permissions are specific to the calendar they are assigned to. For example, if there are two calendars "Number1" and "Number2", and "delete" is enabled for "Number1" but not for "Number2", then if a user chooses to delete an event from both "Number1" and "Number2", they will not be able to delete the event from "Number2"!

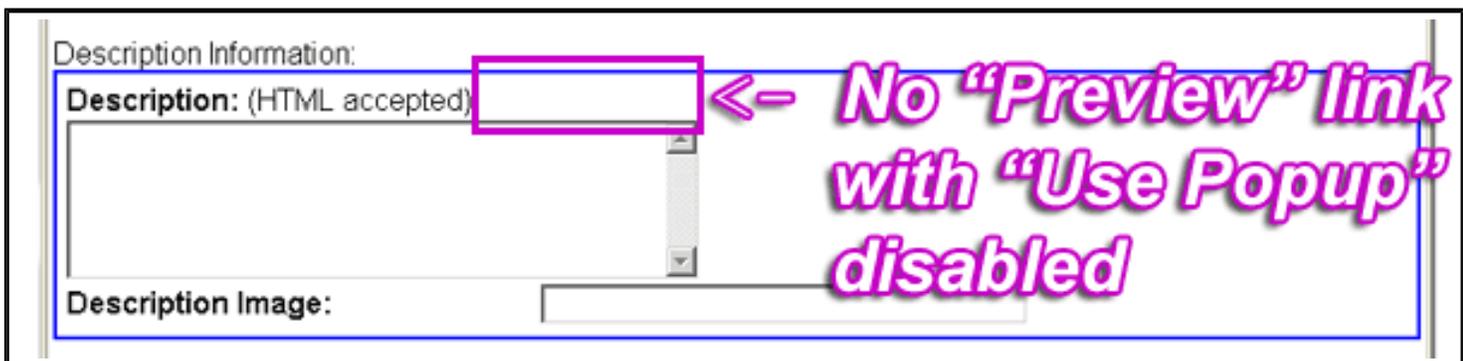
## Allow users to enter HTML in the event "Description" field

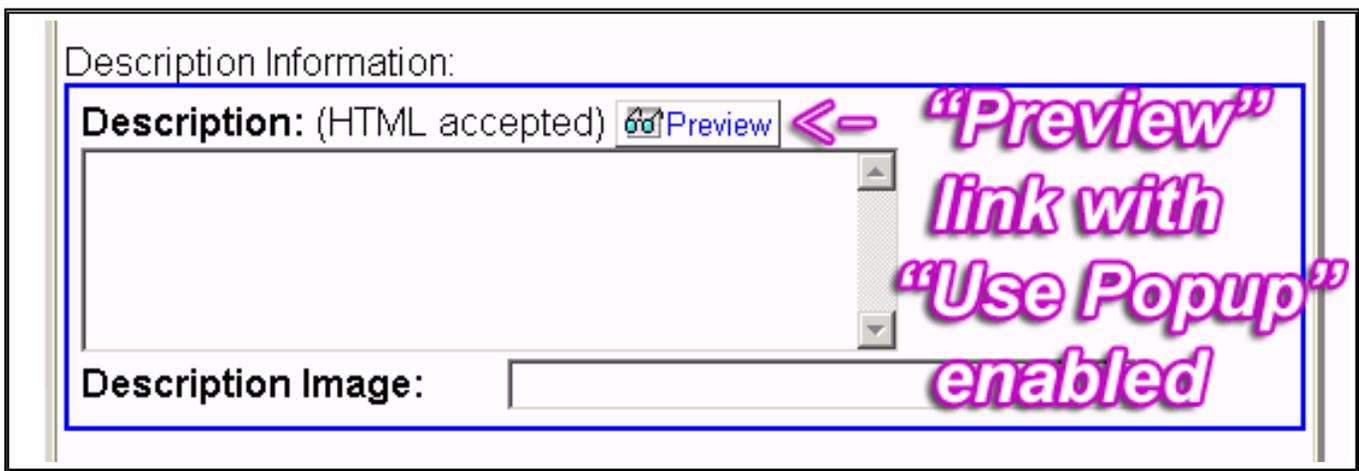
Select "yes" if users should be able to enter HTML codes within the description field for their event. Otherwise, set to "no", and plain text only will be accepted.

A short message next to the "Description" field will be displayed informing the user whether plain text is expected, or if HTML can be entered. If enabled, a "preview" button will appear next to the description field allowing users to preview their posting.

If the [Use PopUp](#) option is disabled, then the preview link will NOT be available because it uses a popup window to display the preview.

HTML input is NOT allowed for any other input field.





## Restrict Access to only the above Calendar Users

Set to "yes" if it is NOT ok for the general population to view this calendar. The only individuals which will be able to view this calendar are the [users specified for this calendar](#), the webmaster, and the administrator (who can view any calendar).

When access is restricted, users will be prompted for a username and password before proceeding to the calendar. Anonymous users will NOT be allowed to access the calendar!

**Netscape Users!:** It is important to note that Netscape either has a "bug" or "security enhancement" with its implementation of javascript (depending on your point of view). If you enable this option and also the "use popup window", then you will potentially have to relogin everytime you add, edit, move, or delete an event from the calendar. This is because the javascript "reload()" function DOES NOT repost (resend) form data when instructing the browser to reload a page (despite the fact hitting the "reload" button does). This is NOT a bug in my program, and there are no secure work arounds that I know of. However, please send me an email if you know how to do it! :)

*"It's not 'eaves dropping'. I prefer the term 'heightened-observation'."*

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## Data Options

This section of the configuration form allows the administrator or webmaster to configure the data options for the particular calendar.

A screen shot of these configurable items can be seen below, followed by a description of each:

Lozinski Calendar Maintenance									
<p>Best Calendar Options Menu</p> <p>Calendar Options</p>	<table border="1"> <thead> <tr> <th colspan="2">DATA OPTIONS:</th> </tr> </thead> <tbody> <tr> <td> <b>Department (Calendar) Name:</b>            Example-            Lozinski Calendar         </td> <td> <input type="text" value="The Latest Calendar"/> </td> </tr> <tr> <td> <b>Datafile Directory.</b> The full operating system path to the directory of this calendar's data file, with a trailing "/" character. The directory should allow world write and executable access, but only grant the user read access. In Unix, the associated permissions would be 733 (rwx-wx-wx).            Examples-            NT:            D:/inetpub/websites/yourwebsite/calendar/data/            Unix: /var/users/htdocs/calendar/         </td> <td>           Based on your system, the recommended setting is:  <input type="text" value="D:/inetpub/cgi-bin/calendar/data/"/> </td> </tr> <tr> <td colspan="2"> <input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/> </td> </tr> </tbody> </table>	DATA OPTIONS:		<b>Department (Calendar) Name:</b> Example- Lozinski Calendar	<input type="text" value="The Latest Calendar"/>	<b>Datafile Directory.</b> The full operating system path to the directory of this calendar's data file, with a trailing "/" character. The directory should allow world write and executable access, but only grant the user read access. In Unix, the associated permissions would be 733 (rwx-wx-wx). Examples- NT: D:/inetpub/websites/yourwebsite/calendar/data/ Unix: /var/users/htdocs/calendar/	Based on your system, the recommended setting is: <input type="text" value="D:/inetpub/cgi-bin/calendar/data/"/>	<input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>	
DATA OPTIONS:									
<b>Department (Calendar) Name:</b> Example- Lozinski Calendar	<input type="text" value="The Latest Calendar"/>								
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<input type="button" value="Save Calendar Configuration!"/> <input type="button" value="BACK TO TOP"/> <input type="button" value="Reset Form"/>									

### Department (Calendar) Name

The calendar's full name as it is to appear when this calendar is displayed. The word "calendar" is NOT automatically included in the name. Thus, if a calendar is to be entitled "The Lozinski Calendar", then "The Lozinski Calendar" must be provided as the full name, not just "The Lozinski".

### Datafile Directory

The full operating system path, starting from the server's root file system node, with a trailing slash "/" character.

**DO NOT SPECIFY A URL!** This directory needs to have the appropriate "Write" permissions so the system can save this calendar's events.

Examples:

- **Unix:** /var/httpd/htdocs/thewebsite/datafiles/
- **Windows:** d:/inetpub/wwwroot/website/cgi-bin/calendar/datafiles/

See the section entitled "[Common Problems](#)" for possible causes and solutions if an event cannot be added to a calendar.

*"I'm amused by wasted effort when it's not my own."*

<http://www.davelozinski.com>



## Other Configurable Items

This section explains how you can configure any of the following options which cannot be changed by any simple configuration form and involve some sort of manual involvement between the person doing the configuring and either the operating system and/or individual configuration files. However, don't let that scare you from taking advantage of these absolutely cool features! :

- [Changing calendar text verbiage](#)
- [Translating into other languages\\*](#)
- [Running multiple calendars in multiple languages\\*](#)
- [Using your own set of monthly images](#)
- [Add your own icons, edit those listed, or delete those currently used](#)
- [Editing the colors to the color selection menus on the configuration forms](#)
- [Editing the fonts listed in the font selection menus on the configuration forms](#)

\* The configuration form (which is used to configure every calendar) is the only program which does not have a separate language module. It can still be translated into a foreign language, but only by modifying the original code, and not a separate language module.

---

## Changing calendar text verbiage

The file "calendar\_master\_text.txt" is the main verbiage template that all subsequently created calendar text modules are generated from.

To change the text for the calendar and have it take effect on subsequent calendars (such as the weekday names, error messages presented, etc), this is the file to modify.

When a new calendar is created, a new textual module is generated, which is created from the "calendar\_master\_text.txt" template. Any subsequent modules follow the naming scheme:

<calendarabbreviation>\_calendar\_text.txt

where the part <calendarabbreviation> is the short abbreviation chosen when the calendar was created.

For example, if the abbreviation chosen is "vacation", then the text module that's generated will be called:

```
vacation_calendar_text.txt
```

These text modules can be modified with any simple text editor such as "Notepad" on Windows or "VI" on Unix.

Note that you must follow file's format -- as a hint I strongly suggest you just modify the text between quotes.

HTML tags can be used when modifying the verbiage, but only where noted within the file.

Important note! : If the months are renamed for whatever reason, then monthly graphics will have to be renamed as well! The calendar loads the month graphics based on the name stored in this module.

For example, if "December" is changed to "Dec", then file "December.gif" needs to be changed to to "Dec.gif"!

## Translating into other languages

If all the calendars are to be in a language other than English, then translate the calendar into the required language by translating the text in the file "calendar\_master\_text.txt".

Creating any new calendars will automatically take on the new language.

Important note! : If the months are renamed for whatever reason, then monthly graphics will have to be renamed as well! The calendar loads the month graphics based on the name stored in this module.

For example, if "December" is changed to "Dec", then file "December.gif" needs to be changed to to "Dec.gif"!

## Running multiple calendars in multiple languages

To run multiple calendars in multiple languages, translate the separate language file for each calendar.

Then there will be multiple calendars in multiple languages, all running from the same source

code.

## Using your own set of monthly images

To use custom monthly graphics:

1. create a directory where the monthly graphics will be kept
2. copy the monthly graphics into this new directory
3. make sure to also have a "prev\_month.gif" and "next\_month.gif" graphic in this directory!
4. edit the option [URL to this Calendar's Months Graphics](#) to point to the custom images
5. DO NOT change the url for "images directory"!

## Add your own icons, edit those listed, or delete those currently used

The calendar uses the icons specified in the [Full Operating System Path to this Calendar's Icons](#).

To:

- add custom icons, just copy the icon(s) into this directory
- edit the icons, just edit the particular icon image file within this directory
- delete an icon, just delete the icon image from the directory

If a new directory is chosen for the custom icons, make sure to change BOTH the [Full Operating System Path to this Calendar's Icons](#) AND the [URL to this Calendar's Icons](#) configuration items!

## Editing the colors to the color selection menus on the configuration forms

To change the color names or codes from the menus on the configuration forms, modify the following file depending on the language:

- **ASP:** `calendar_config_common.asp`
- **PHP:** `calendar_config_common.php`
- **Perl:** `calendar_config_common.pl`

To add in a new color, follow these steps:

1. open the file in a text editor
2. select a line which already has a color defined
3. copy and paste the entire line just below another line
4. edit the name and hex values as appropriate

To delete a color, just delete the entire line from the file.

## Editing the fonts listed in the font selection menus on the configuration forms

To use other fonts with your calendar:

1. open the file:
  - **ASP:** `calendar_config_common.asp`
  - **PHP:** `calendar_config_common.php`
  - **Perl:** `calendar_config_common.pl`

in a text editor

2. look for the listing of fonts at the top of the file
3. following the pattern, add in the name of the new font
4. save the file

To remove a font, simply delete it from the listing.

Reload the configuration form.

Note that text in any of these fonts will only be displayed if the end user has the font on their system! If the font is not on the end user's system, their browser will use a substitute font!

*"To the undiscerning eye, justice and vengeance look the same."*

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## Exporting Data and the Display

This section of the configuration form allows the administrator or webmaster to do one of the following:

- exporting the datafile to another program
- exporting the calendar's display to another program

All Microsoft applications are required to be versions "2000" or later, and must be installed on the client (not the server) where the request is made.

A screen shot of these items can be seen below:

The screenshot shows the 'Lozinski Calendar Maintenance' interface. On the left is a 'My First Calendar Options Menu' with buttons for HTML Options, Image Options, Viewing Options, Template Options, Time Options, Sharing Options, Email Options, Webmaster Options, Security Options, Data Options, Export Data, and Update a Calendar. The main area is titled 'Export Data and/or Display:' and contains two sections:

- Export the "My First Calendar" datafile to:**
  - 2004 [Excel icon] Microsoft Excel
  - 2004 [Word icon] Microsoft Word
  - 2004 [Text Editor icon] Text Editor
  - Microsoft Access [\(See documentation\)](#)
- Export the "My First Calendar" display to:**
  - May [Month dropdown] 2004 [Year dropdown] [Word icon] Microsoft Word
  - May [Month dropdown] 2004 [Year dropdown] [PowerPoint icon] Microsoft Power Point

To access the export screen as:

- **Administrator:**

1. Log into the configuration form
2. Click the "Update A Calendar" button
3. Click the "Edit Configuration" button next to the particular calendar whose data is to be exported
4. Click the "Export Data" button

- **Webmaster:**

1. Log into the configuration form
2. Click the "Export Data" button

## Exporting Data

When exporting data, all applications (with the exception of the plain text editor) will receive the information in tab-delimited format. The plain text editor (Notepad, Wordpad, etc) will receive the datafile in pipe "|" delimited format.

**DO NOT MAKE CHANGES AND THEN OVERWRITE THE EXISTING DATAFILE UNLESS YOU KNOW WHAT YOU ARE DOING!**

Follow the steps listed below for the particular application the calendar's raw data is to be exported to:

- **Microsoft Excel:**

1. Select the year of data to export
2. Click the "Microsoft Excel" button

- **Microsoft Word:**

1. Select the year of data to export
2. Click the "Microsoft Word" button

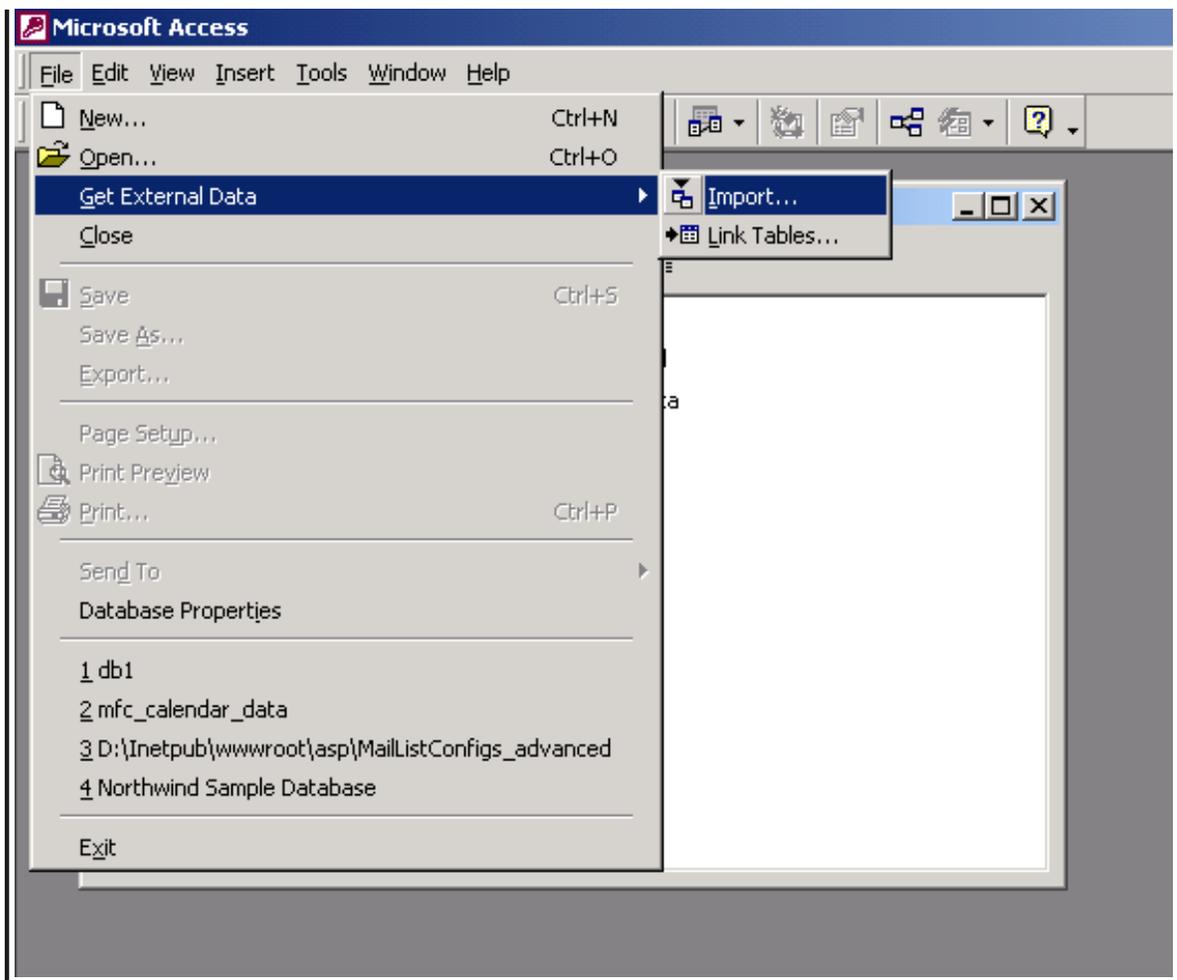
- **Text Editor:**

1. Select the year of data to export
2. Click the "Text Editor" button

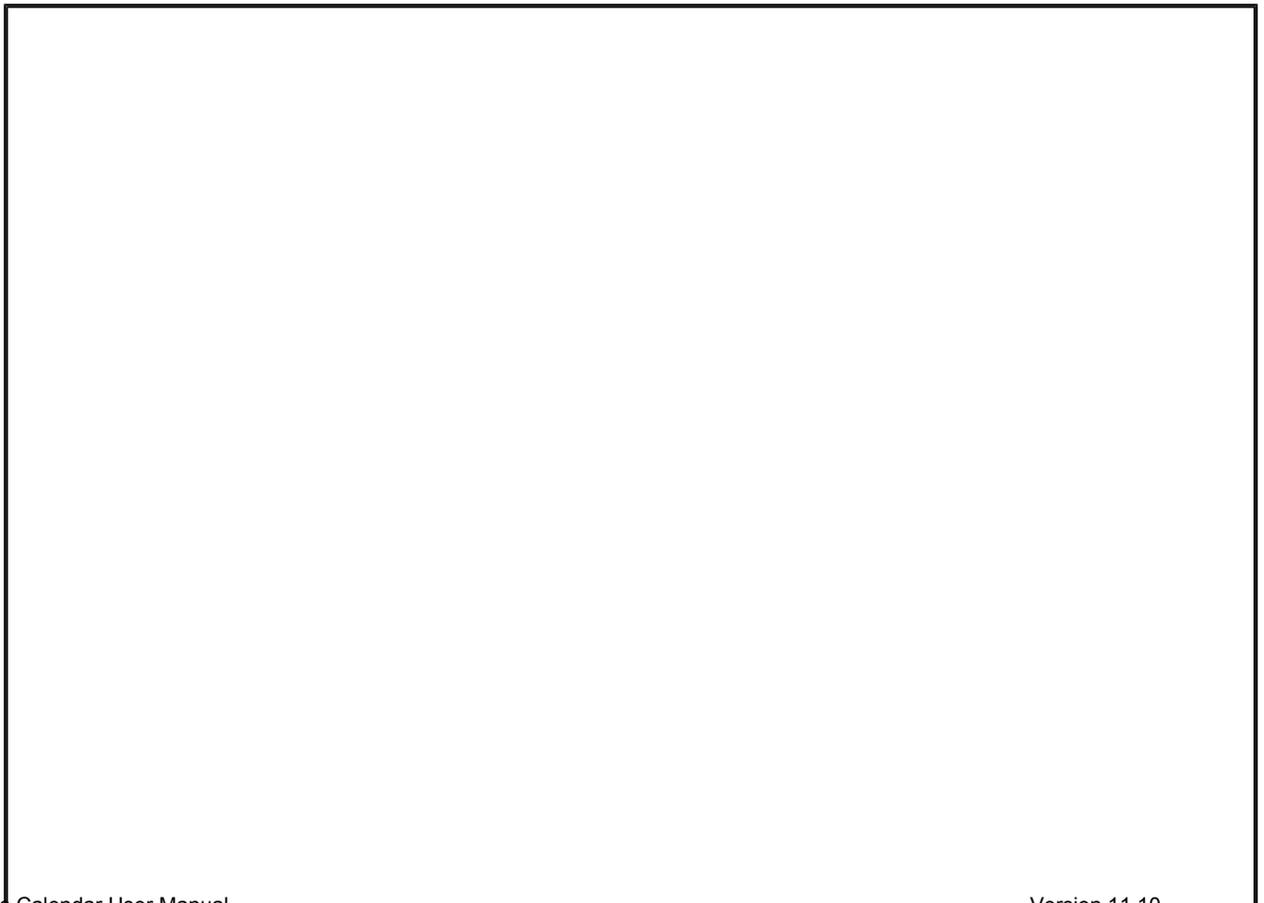
- **Microsoft Access:**

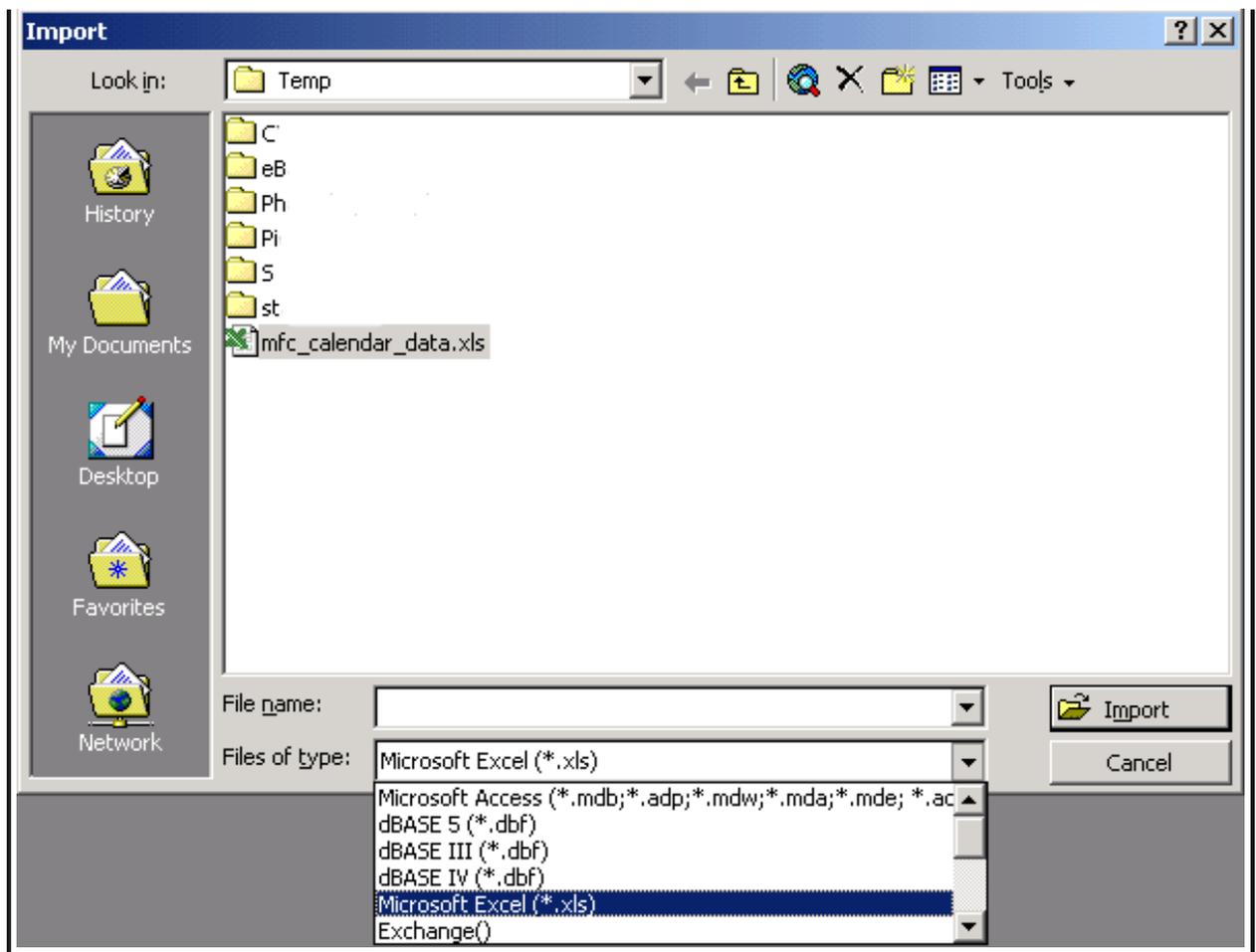
1. Select the year of data to export
2. Click the "Microsoft Excel" button
3. Save the Excel spreadsheet as an Excel ".xls" file
4. Launch Microsoft Access
5. Select the option to create a new database
6. Select "File | Get External Data | Import" as shown below:



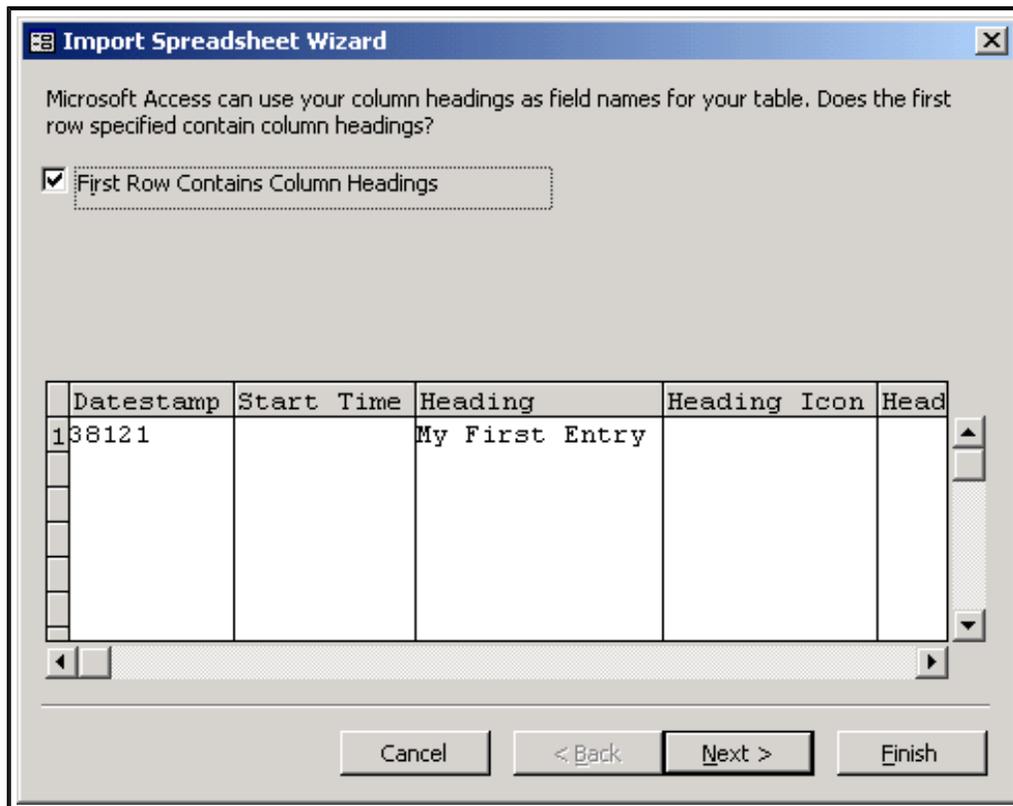


7. From the "Files of Type" drop-down menu, select "Excel .xls" files:





8. Select the file saved in step 3
9. Click the "Import" button
10. Check the box "First row contains column headings" as shown below:



11. Click the "Next" button
12. Continue with the import steps selecting the options that suit your needs best

The data should import into a new MS Access Table named after the calendar the data came from.

## Exporting Display

This allows the user to take the HTML output and feed it into another application for editing. **Different applications will obviously display the output differently and may not always be what you expect!**

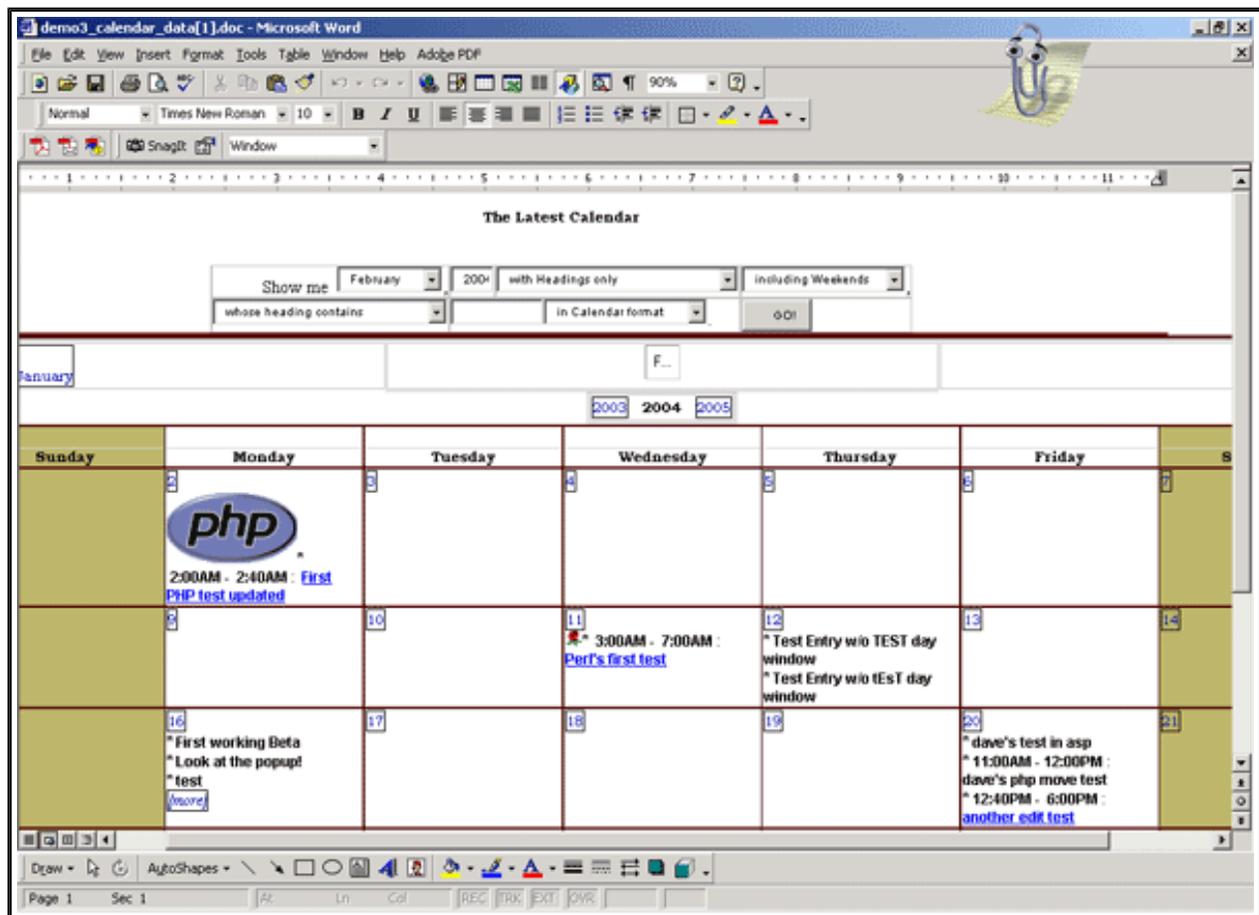
Note that images and other fancy items may not transfer properly, especially if *partial* URLs are used (ex: "/images/gfx1.gif") as opposed to *full* URLs (ex: <http://whatever.com/images/gfx1.gif>). This is entirely dependent on the end application and is beyond my control. To resolve this issue, it is suggested to turn off the configuration item [Use Images](#) before selecting to export the display.

- **Microsoft Word**

1. Select the month to view
2. Select the year to view
3. Click the "Microsoft Word" button

An example display is shown below. Compare with the [Microsoft Power Point](#) export.

Note that some images don't appear, which illustrates the difference between using "partial" and "full" URLs:

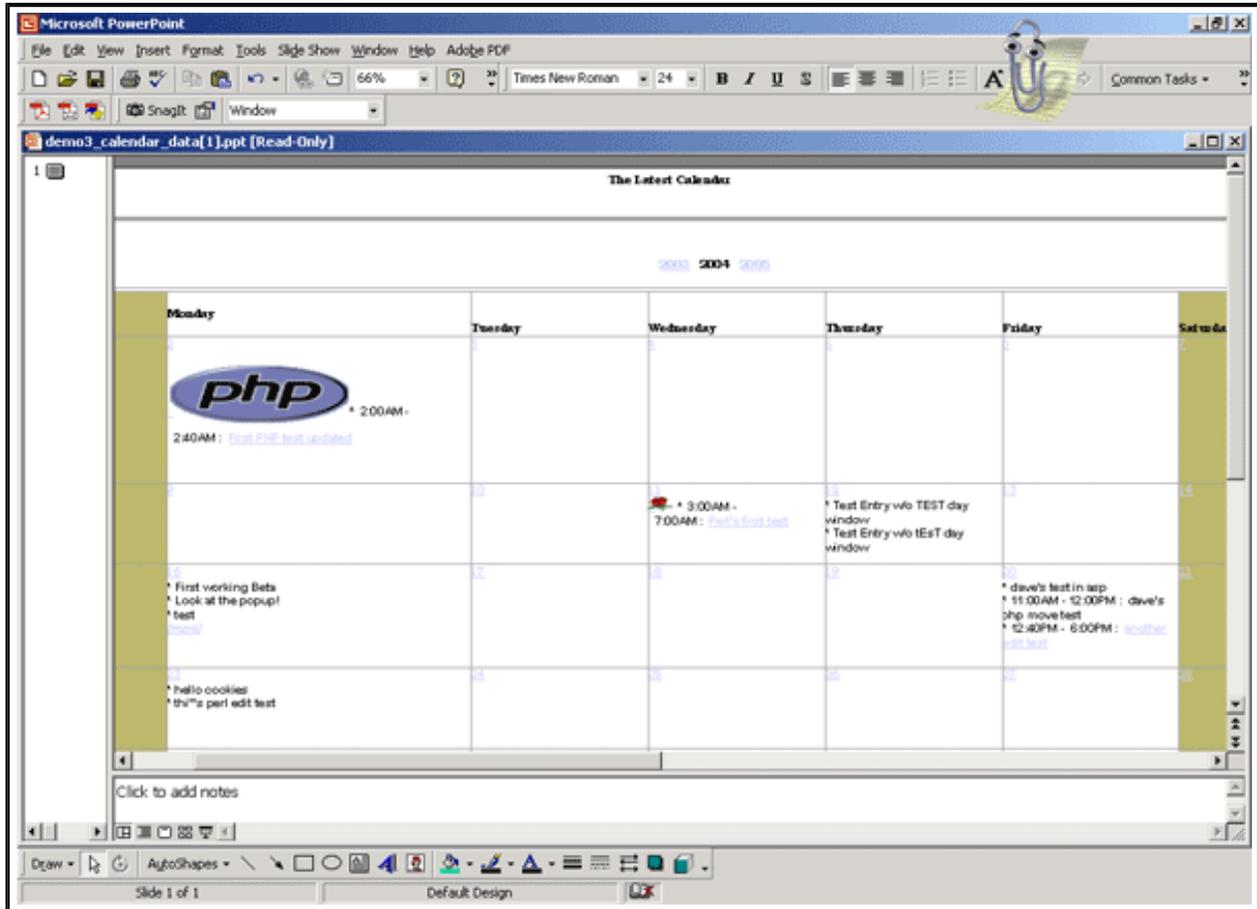


- **Microsoft Power Point**

1. Select the month to view
2. Select the year to view
3. Click the "Microsoft Power Point" button

An example display is shown below. Compare with the [Microsoft Word](#) export.

Note that some images don't appear, which illustrates the difference between using "partial" and "full" URLs:



***"'Cult' is a bigot's term for a religious minority."***

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## Common Problems and Questions

- i. [I'm receiving an "Internal Server Error". Help!](#)
- ii. [Premature end of script headers](#)
- iii. [When I try to run the program, I receive a "Forbidden Error".](#)
- iv. [When running the calendar, I get nothing but the perl code in my browser displayed as text, or my browser tries to download the file](#)
- v. [I cannot access the configuration form](#)
- vi. [Cannot save the calendar configurations](#)
- vii. [Images are not displaying](#)
- viii. [User specified images are not displaying](#)
- ix. [Icons are not displaying](#)
- x. [My "template files" are not displaying](#)
- xi. [Cannot save events to the calendar](#)
- xii. [Cannot move, edit, or delete an event](#)
- xiii. [Emails aren't working](#)
- xiv. [I need to change the file extension to my scripts to end with ".cgi" \(or something else\)](#)
- xv. [How do I stop the "Last modified by" displaying?](#)
- xvi. [How do I turn off the detailed "popup" window?](#)
- xvii. [Can I export the data to other programs, such as Microsoft Excel?](#)
- xviii. [I only want the administrator and webmaster to be able to post events. How do I do this?](#)
- xix. [Can users sign up to join a calendar automatically?](#)

---

### I'm receiving an "Internal Server Error". Help!

This error can be caused by any number of hundreds of reasons (depending on which language is being used) and can be hard to trace. Some possible reasons for this error message are:

- a simple syntax error in the program, possibly from edits. ASP and PHP are generally more friendly than Perl in this respect and tend to point out where the error lies.

- incorrect path to perl specified on the first line of the ".pl" file. Make sure the first line of each ".pl" file reflects the correct path to perl (this is especially important for Unix users).
- incorrect file permissions -- the scripts don't have "execute" permissions. Make sure the files, as well as the directory they are located in, have the proper permissions for scripts to run.
- file uploaded to the server in "binary" rather than "ascii" or "text" mode. Some "smart" ftp programs aren't that smart, and will occasionally upload the files in "binary" mode rather than "ascii text" mode. Make sure the files were uploaded to the server in "ASCII TEXT" mode.
- script files not having the proper extension (ex: some web servers will only run perl files if they end in an extension other than ".pl"). Check with the system administrator if the file extensions need to be changed.

If none of the above seem to work, to track down the possible cause of this error, try to do one of the following:

1. view the server's error logs and see if it provides a more specific cause for the error.
2. if using perl, run the perl script from the DOS or Unix shell. Perl has no issue with spitting out the reason it doesn't want to run
  - In Windows, go to the "Start Menu", the "Programs", and select "Command Prompt". When the DOS window appears, change to the directory where perl is installed, and type the name of the perl file.
  - In Unix, either telnet or SSH into your account. Change to the directory where the perl file is located, and type "./calendar.pl" (or the name of whatever perl file you are trying to run).

If you cannot do this, ask your system administrator to do so. In either instance, if the program will not run, perl will give you detailed feedback as to why the program will not run.

## Premature end of script headers

See above, "Internal Server Error"

## Forbidden Error

Either the program itself, or the directory it is located in does not have appropriate "read" and

"execute" permissions. Double check the permissions.

## When running the calendar, I get nothing but the perl code in my browser displayed as text, or my browser tries to download the file

This generally only affects Perl users, and indicates a configuration problem with the webserver in that it is either not configured to:

1. execute perl files
2. execute perl files with the given extension you have on the perl files
3. the perl files are not located in a directory where the webserver is "allowed" to execute perl files (typically in a cgi-bin directory)

Check with your system administrator for your server's specifications and requirements.

## I cannot access the configuration form

If you do not get the login screen for the particular configuration form you are trying to access, then you are providing an incorrect URL.

- To access the Administrative Configuration Form:  
see the section [accessing the administrative configuration form](#).
- To access the Webmaster Configuration Form:  
see the section [accessing the webmaster configuration form](#)

## Cannot save the calendar configurations

This generally happens for any of the following reasons:

1. Double check the permissions on the directory specified in the [Location of Calendar Config Files](#) setting. The directory needs to have the appropriate "write" permissions.
2. The path to the directory is incorrect. Double check the operating system path to the directory specified. **IT SHOULD NOT BE A URL!**

## Images are not displaying

All the images for the calendar do not display. This may be happening because:

1. The [Use Images](#) option is not enabled. Enable images from the calendar's configuration form.
2. The images or the directory they are in do not have proper "read" permissions. Check and correct as appropriate.

3. The URL specified for the images is incorrect. Double check the URL. Try accessing the images directly from the browser.

For example, if the images are located in the "months" directory within a "calendar" subdirectory, the type:

```
http://www.yourdomain.com/calendar/months/image_name.gif
```

If the image is there but does not display, then check the file permissions (as noted above) or move on to the next possible cause below

4. The images may have to be moved to another location on the server. If the images are located in a subdirectory within a "cgi-bin" subdirectory, that could be the problem. Some servers are configured to execute ANYTHING within the cgi-bin directory. Thus, when the images are called, the server might be trying to run them as an executable file. Since they are not an executable, they don't run, and hence no image is displayed.

Test this by trying to access the images directly.

For example, `http://www.yourdomain.com/cgi-bin/calendar/images/months/April.gif`.

If the image does not display, then move all the images outside of the cgi-bin subdirectory on the webserver.

## User images do not display

Images that users specify do not display. This may be happening because:

1. The [Use Images](#) option is not enabled for the calendar. Enable this option.
2. The [Use Images](#) option is enabled for the calendar, but the [Post Event Image Options](#) is not set properly.
3. The URL the user provided to the image is not correct

## Icons are not displaying

Possible causes:

1. The [Use Images](#) option is not enabled for the calendar.
2. The [Use Images](#) option is enabled for the calendar, but the [Post Event Image Options](#) is not set properly.

3. The [URL to this Calendar's Icons](#) is not correct.
4. The [Full Operating System Path to this Calendar's Icons](#) is not correct.
5. The file permissions for the directory containing the icons is not correct.
6. The file permissions for the icons themselves are not correct.

## My "template files" are not displaying

1. Are the template options enabled for the calendar? See the section [Template Options](#)
2. Is the full operating system path to the template files correct? No URLS should be specified!
3. Do the template files and the directory they are stored in have correct "read" permissions?

## Cannot save events to the calendar

This is generally caused by either of the following issues:

1. A URL and not an operating system path was specified for the [Datafile Directory](#). To correct, provide a **full operating system path, NOT a URL**.
2. The specified [Datafile Directory](#) does not have appropriate "write" permissions allowing the program to save information. Double-check the file permissions on the directory.

## Cannot move, edit, or delete an event

The user trying to do this must be the one who originally entered the event or modified it last unless the user is a webmaster or administrator.

Viewing the event in the detailed information window will show the last user was that modified the event provided this information is enabled under [Extra Information to show when viewing an event's "details"](#).

## Emails aren't working

- There **MUST** be an SMTP email server located on the same machine as the webserver.

- The SMTP server isn't running or enabled.
- If sending emails to an ISP account, the ISP may not be accepting emails from your server or domain. Try specifying a local email account.

## **I need to change the file extension to my scripts to end with ".cgi" (or something else)**

See "Program File Extension" under [Administrative Settings](#).

## **How do I stop the "Last modified by" displaying?**

See the section [Extra Information to show when viewing an event's "details"](#)

## **How do I turn off the detailed "popup" window?**

Disable the feature [Use Popup](#)

## **Can I export the data to other programs, such as Microsoft Excel?**

Yes. See the section [Exporting Data and the Display](#)

## **I only want the administrator and webmaster to be able to post events. How do I do this?**

1. Disable the option [Show Fields to allow a user to edit an event](#).
2. Access the calendar using the special URL as described in the section [Show Fields to allow a user to edit an event](#)

## **Can users sign up to join a calendar automatically?**

No. There are no plans to implement this.

***"An error does not become a mistake until you refuse to correct it."***

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## Lozinski Calendar Support and Feedback!

I will do the best I can to respond promptly to your emails. Keep in mind that I do have a life, a family, and work full time. Thus, I do not live on email 24 hours/day 7 days/week -- it may take a day or two for me to get back to you.

**Make sure that when you submit your email that you select to receive a copy in return!** If you do not receive a copy in return, chances are I did not receive your email. This most often happens because people do not provide their correct email address, or their email system/server/whatever is not functioning properly.

**I do not collect nor sell email addresses to any third party, and do not use your email for anything other than responding to you!** Thus, you do not have to worry about receiving junk/spam mail from me, or someone else obtaining your email from me.

[\[Comments/Suggestions\]](#) [\[General Questions\]](#) [\[Technical Support\]](#) [\[Bug/Error Report\]](#)

---

### Comments or Suggestions for Improvement

By all means let me know your comments on my product and any suggestions you may have for improving it further to make it stand out among the competition! Remember, it's because of user feedback that this has become the kick-ass product it is today. :-)

---

### General Questions

If you have a general question regarding the calendar that does not require technical assistance, let me know. Such questions might include those like, "Do I need another license?" or "Does my calendar have functionality xyz."

---

## Technical Support

Before writing me for technical issues, take the time to read the documentation that came with your archive, especially the section detailing common problems. If I find you're experiencing a problem that's common among users, and have not read the documentation, your email will be of lowest priority since the answer is right in front of you. In other words, please don't waste my time. Otherwise, definitely send me a message.

---

## Bug/Error Reports

If you believe you found a bug or error in my program, documentation, display, or anything, let me know! Please try to be as specific as possible! The more specific you can be, the quicker and easier I can find and correct the issue!

**Before writing, please see if you can reproduce the problem on any one of my demo calendars on my website!** The code to the live demo calendars on my website is what's shipped in the original archives.

**If you modified/customized your code, and don't experience the issue on my live demo calendars, chances are that it's something you did to my code and I cannot guarantee a resolution to the problem although I will try to solve it with you.**

*"I'm doing the best I can with what I got."*

<http://www.davelozinski.com>



## Final Words/Credit

This program started as a simple hack a long time ago in a galaxy far, far away. It has since evolved into a mature product. You will see ideas, layouts, and functionality (how many different ways can you design a calendar?) that I've incorporated into this program similar to others I've seen and like from around the web.

I just love looking at the free online demos from the competition. :-)

**MANY THANKS TO EVERYONE WHO GAVE ME ALL SORTS OF SUGGESTIONS AND IDEAS FOR IMPROVEMENTS!** You know who you are and I appreciate it! There have been so many of you, a list of names is not feasible, but I still wanted to express my gratitude.

For those customers who kept requesting a similar ASP version, your wish has been granted! This was definitely a lot of fun porting my product to ASP!

For those of you who have started calling for a JSP version... who knows?

I think I've created a beast of a hybrid and with your help, a kick-ass product.

Enjoy!

[And keep the feedback coming!](#)

*"The art of war does not determine who is right... only who is left."*

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## Program History: ASP Version

This section contains the history of each asp module I've created for my calendar program.

- [calendar.asp](#)
- [calendar\\_day.asp](#)
- [calendar\\_common\\_routines.asp](#)
- [calendar\\_master\\_text.txt](#)
- [calendar\\_config\\_form.asp](#)
- [calendar\\_config\\_common.asp](#)
- [calendar\\_update\\_config.asp](#)
- [calendar\\_stats.asp](#)
- [calendar\\_config.asp](#)
- [calendar\\_util.asp](#)

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### calendar.asp

#11.10	07/22/04	Updated to take advantage of improved "sharing" options.
#11.00	06/05/04	Initial release.

### calendar\_day.asp

#11.10	07/22/04	Updated to take advantage of improved "sharing" options.
#11.00	06/05/04	Initial release.

### calendar\_addeditdelete.asp

#11.00	06/05/04	Initial release.
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### calendar\_common\_routines.asp

#11.10	07/22/04	Updated to take advantage of improved "sharing" options.
#11.00	06/05/04	Initial release.

### calendar\_master\_text.txt

#11.00	06/05/04	Initial release.
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## calendar\_config\_form.asp

#11.10 07/22/04 Updated to configure improved "sharing" options.  
#11.00 06/05/04 Initial release.

## calendar\_config\_common.asp

#11.00 06/05/04 Initial release.

## calendar\_update\_config.asp

#11.10 07/22/04 Updated to configure improved "sharing" options.  
# Fixed a bug that allowed users to create calendars  
without  
# providing name or dept abbr.  
#11.01 06/26/04 Fixed a bug that wasn't properly setting the  
# "extra event information"  
#11.00 06/05/04 Initial release.

## calendar\_stats.asp

#11.00 06/05/04 First release. Implemented after user feedback.

## calendar\_config.asp

#11.00 06/05/04 Initial release.

## calendar\_util.asp

#11.01 02/01/05 Corrected a date calculation bug which incorrectly  
# added days instead of hours via the offset.  
#11.00 06/05/04 Initial release.

***"The only way to predict the future is to create it."***

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## Program History: Perl Version

This section contains the history of each perl module I've created for my calendar program.

- [calendar.pl](#)
- [calendar\\_day.pl](#)
- [calendar\\_common\\_routines.pl](#)
- [calendar\\_master\\_text.txt](#)
- [calendar\\_config\\_form.pl](#)
- [calendar\\_config\\_common.pl](#)
- [calendar\\_update\\_config.pl](#)
- [calendar\\_stats.pl](#)
- [calendar\\_config.pl](#)
- [calendar\\_util.pl](#)

---

### calendar.pl

```
#11.10 07/22/04 Updated to take advantage of improved "sharing" options.
#11.00 06/05/04 Added several new significant features, and fixed some bugs.
#10.01 03/29/02 Corrected a Netscape alignment issue.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 Minor code enhancements. Fixed the "admin only" bug.
#9.1 10/14/01 Added in calendar border and grid sizes; weekend
# color highlights; check for conflicting times if enabled;
# individual "edit", "move", and "delete" permissions for each
calendar
#9.0 05/01/01 Rewrote most of the code from the ground up, adding in a host
# of new features, streamlining, and removing repeated code
# to put in other commonly-shared modules. List of new features
# to numerous to mention.
#8.0 11/17/99 Added in time fields and integrated with lozcgi.pm
#7.02 08/24/99 Fixed a bug affecting the "next 11 months" feature.
#7.01 08/21/99 Enhanced the init routine.
#7.0 07/24/99 Added in new search by events containing keyword
# and user.
#6.5 03/17/99 Added in $ADMIN_DEFAULT, $DEFAULT_FORMAT,
# $VIEW_OPTIONS_MENU
#6.0 03/01/99 Can view the calendar in "calendar" or "tabular"
# format. Select to view only those entries with
# certain keywords. Calendar_search.pl is now
# obsolete. Compressed a lot of code and removed
# several subroutines. Form is located at both
# the top and bottom of the calendar.
#5.50 02/05/99 Changed the way the years are gotten from the OS,
# and also added user checking so only the user
```

```

# who added an event can edit/delete it besides
# the "superuser".
#5.31 12/18/98 Fixed 'next' and 'prev' arrow buttons to
# increment/decrement the years. Added
# $USE_COOKIES option, $SHOW_WEEKENDS_BY_DEFAULT,
# and $DEFAULT_STYLE. Also modified color values
# so they can take hex and/or names.
#5.30 12/08/98 Added in email notification functionality.
#5.20 10/20/98 Removed repeated code, added in subroutines.
#5.10 09/11/98 Can now view current month plus the next 11.
#5.01 09/09/98 Can now actively view HTML codes in the detail
# listing.
#5.0 08/28/98 Can now view the details for the first few days
# and last few days of the previous month and
# next months respectively. Removed a lot of
# wasteless, excess code. Fixed a few bugs.
#4.1 08/27/98 Added ability to view only the remaining events
# for the month.
#4.0 08/11/98 Added ability to add to, edit, and delete events
# on multiple calendars on multiple days.
# Included the SCALED_DOWN functionality.
# Now users can edit preferences through an
# HTML Interface.
#3.02 08/03/98 Added in "edit" feature on the calendar_day
# module. Fixed a bug that displayed negative
# numbers when viewing the current week. Moved
# HTML form printing stuff into own subroutine.
#2.5 07/24/98 Increased the amount of error checking.
#2.01 07/23/98 Redid the user interface for the form at the
# bottom.
#2.0 07/17/98 Added in ability to view calendar 3 different
# ways: 1) Full month including weekends
# 2) Full month w/o weekends
# 3) Current work week with all the details
#1.2 04/17/98 Added in ability where this program reads/creates
# files with a better name. For example,
# syseng_1998_calendar_events.txt. If that file
# doesn't yet exist, it'll make it.
#1.1 02/26/98 Added a form so the user can select a specific month
# and year to view.
#1.0 01/18/98 Edited and put online.

```

## calendar\_day.pl

```

#11.10 07/22/04 Updated to take advantage of improved "sharing" options.
#11.00 06/05/04 Added several new significant features, and fixed some bugs.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 Minor code enhancements. Fixed the "admin only" bug.
#9.1 10/14/01 Added code to check for users' permission on a particular
# calendar, and only display the actions allowed. For example,
do
#
# not show the "Edit" button if users do not have "edit"
permissions
#
# on the calendar.
#9.0 05/01/01 Removed most of javascript requirements. Added in feature so

```

```

# popup window is not required. Added in "move" functionality.
# Redesigned user interface.
#4.0 11/17/99 Added in time fields and integrated with lozcgi.pm
#3.62 08/24/99 Fixed bug that prevents the help information from
# being displayed.
#3.61 08/21/99 Fixed the cookie feature so it works.
#3.60 07/24/99 Released to coincide with the calendar.pl upgrades.
#3.50 03/17/99 Added in $ADMIN_DEFAULT
#3.25 03/05/99 Broke the help subroutine down to several
# smaller ones to make code more efficient.
#3.22 01/12/99 Put in $USE_COOKIES feature and updated for hex
# color changes.
#3.21 12/07/98 Users can now supply email addresses to people
# who should receive notification of the addition/
# modification/deletion of an event.
#3.20 10/26/98 Now shows the help information in a separate
# window. Any links created are opened in a new
# window.
# Now uses cookies to save userID so users don't
# have to keep reentering that information.
#3.10 10/20/98 Changed display around so now heading/description
# images show, and allows for user input of
# such images as well as a link from the heading.
#3.01 09/10/98 Changed detail printing around so HTML codes
# such as links are now printed.
#3.0 08/11/98 Adjusted input form to allow ability to add, edit
# and delete an event on multiple calendars on
# multiple days.
#2.01 07/22/98 No longer loop through and print out HTML tags
# detailing today's events if there are no events.
#2.0 07/15/98 Added in checkboxes to give people the option
# to add to more than one calendar at once if
# they have permissions to. This is only done
# for departments defined in
# MULTIPLE_POST_CALENDAR_LIST and if
# $ALLOW_MULTIPLE_POSTINGS = 1.
#1.5 03/03/98 Added "delete" functionality and significant
# JavaScript checks.
#1.0 01/18/98 Original version.

```

## calendar\_addeditdelete.pl

```

#11.00 06/05/04 Added several new significant features, and fixed some bugs.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 Minor code enhancements. Fixed the "admin only" bug.
#9.1 10/14/01 Added code to check for users' permission on a particular
# calendar, and only display the actions allowed. For example,
do not
# allow users to delete from a calendar if they do not have
the
# permissions. Also now checks for conflicting times. SMTP
support
# removed from perl version.
#9.0 05/01/01 Code rewritten, removed shared subroutines, and added in the
# "move" functionality.

```

```

#5.0    11/17/99    Added in time fields and integrated with lozcgi.pm
#4.21   10/25/99    Updated to work with an SMTP server
#4.20   ???        Stupid me forgot this entry. :P
#4.11   02/24/99    HTML codes are no longer displayed when emails are sent.
#4.10   02/05/99    Now saves the userID information so only the person
#         #         who entered an event can edit/delete it besides the
#         #         "superuser".
#4.02   01/12/99    Put in $USE_COOKIES feature.
#4.01   12/07/98    Now sends an email to any recipients specified when
#         #         this program is invoked.
#4.0    10/20/98    can now update/delete entries with a mixture of
#         #         HTML and the special inputs from the form. Combined
#         #         all three, add-edit-delete operations into this
#         #         one file since most of the code was the same.
#3.02   10/19/98    Fixed a bug which wouldn't allow a user to edit
#         #         when an image was added. Problem was saving \r\n|\n
#         #         characters to the datafile.
#3.01   09/10/98    Fixed a bug which wouldn't allow a user to edit
#         #         if HTML chars were passed in.
#3.0    08/11/09    Can now edit/delete an event on multiple calendars on
#         #         multiple days at once. Also removed the calendar_edit.pl
#         #         perl file and combined that functionality in
#         #         the calendar_delete file.
#2.1    07/27/98    Added in $LOTS_OF_ENTRIES checking when adding/creating
#         #         new files. Naming scheme can now be either:
#         #         -
#         #         or
#         #         ___
#2.0    07/17/98    Added code to modify file following the name
#         #         scheme:
#         #         -
#1.1    03/03/98    Added delete functionality.
#1.0    01/18/98    Original Version

```

## calendar\_common\_routines.pl

```

#11.10  07/22/04    Updated to take advantage of improved "sharing" options.
#11.00  06/05/04    Added several new significant features, and fixed some bugs.
#10.0   02/01/02    Updated to coincide with the first PHP release.
#9.2    11/29/01    Minor code enhancements. Fixed the "admin only" bug.
#9.1    10/14/01    No major changes.
#9.0    05/01/01    Completely new. Holds all of the routines that are shared
#         #         between several of the main program files.

```

## calendar\_master\_text.txt

```

#11.00  06/05/04    Reworked so language settings are no longer stored in
#         #         arrays. Easier to edit, and HTML tags can be included. Also
#         #         added in more text, including the numeric "dates".
#10.0   02/01/02    Updated to coincide with the first PHP release.
#9.2    11/29/01    No major changes.
#9.1    10/14/01    New error messages added.
#9.0    05/01/01    Completely new. Is the "Master copy" text file of most of
#         #         the calendar's verbiage.

```

## calendar\_config\_form.pl

```
#11.10 07/22/04 Updated to configure improved "sharing" options.
#11.00 06/05/04 Added several new significant features, and fixed some bugs.
#10.0 02/01/02 Updated to coincide with the first PHP release. Corrected
# minor HTML tag bugs.
#9.2 11/29/01 Minor code enhancements. Fixed the "admin only" bug and
# "webmaster" only configuration bug.
#9.1 10/14/01 Added in new user security permissions; added several config
# options to calendar's "table" settings; increased error
checking;
# oremoved SMTP ption in perl version.
#9.0 05/01/01 Code rewritten. Form design and interface entirely redesigned
# to allow for both administrators and webmasters. Common
# subroutines that can be used for my other programs have been
# put in their own separate module.
#4.0 11/17/99 Added in time fields and integrated with lozcgi.pm
#3.02 10/25/99 Replaced EMAIL_PROGRAM with SMTP_SERVER
#3.01 08/24/99 Fixed a bug with the allow_email_notification
# feature not being saved.
#3.0 06/24/99 Updated to support latest calendar features.
#2.0 03/18/99 Added in $VIEW_OPTIONS_MENU, $DEFAULT_FORMAT,
# $ADMIN_DEFAULT,$LINK_COLOR, $VLINK_COLOR
# Can now match against certain word color names.
# Added in $USE_HEADER_TEMPLATE,$USE_FOOTER_TEMPLATE,
# $HEADER_TEMPLATE_FILE,$FOOTER_TEMPLATE_FILE.
#1.10 02/05/99 Added in ADMIN_ID field.
#1.02 01/12/99 Added $USE_COOKIES to HTML form. Also
# allows people to set the $DEFAULT_STYLE
# and $SHOW_WEEKENDS_BY_DEFAULT and updated
# the color value entries.
#1.01 12/07/98 Added $ALLOW_EMAIL_NOTIFICATION and
# $EMAIL_PROGRAM to the HTML form.
#1.0 06/08/98 Implemented after user feedback.
```

## calendar\_config\_common.pl

```
#11.00 06/05/04 Added in some new colors from user feedback.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 No changes.
#9.1 10/14/01 No major changes.
#9.0 05/01/01 Brand new module. Contains the code removed from the
# calendar_config_form program that I can use with other
# programs of mine.
```

## calendar\_update\_config.pl

```
#11.10 07/22/04 Updated to configure improved "sharing" options.
# Fixed a bug that allowed users to create calendars without
# providing name or dept abbr.
#11.01 06/26/04 Fixed a bug that wasn't properly setting the
# "extra event information"
```

```

#11.00 06/05/04 Added several new significant features, and fixed some bugs.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 Minor code enhancements. Fixed "webmaster" only
# configuration bug.
#9.1 10/14/01 Updated to reflect the new changes in the config_form.
#9.0 05/01/01 Updated to reflect the latest changes from the config_form
#4.0 11/17/99 Added in time fields and integrated with lozcgi.pm
#3.01 10/25/99 Updated to work with SMTP_SERVER
#3.0 ??? Stupid me forgot to make this entry. :P
#2.0 03/17/99 Added in $ADMIN_DEFAULT, $DEFAULT_FORMAT,
# $LINK_COLOR,$VLINK_COLOR,$VIEW_OPTIONS_MENU
#1.03 01/12/99 Added update for $USE_COOKIES, $DEFAULT_STYLE,
# and $SHOW_WEEKENDS_BY_DEFAULT, and to hex
# color values.
#1.10 02/05/99 Added in $ADMIN_ID field.
#1.02 12/07/98 Added update for $ALLOW_EMAIL_NOTIFICATION
# and $EMAIL_PROGRAM
#1.01 08/21/98 Now check for the colon ":" separator in the
# Department Names, Individual Calendar Users,
# Calendar Datafile Directories, and
# Calendar Prefixes fields.
#1.0 08/08/98 Implemented after user feedback.

```

## calendar\_stats.pl

```

#11.00 06/05/04 First release. Implemented after user feedback.

```

## calendar\_config.pl

```

#11.00 06/05/04 Took some items out, and added others in.
#10.0 02/01/02 Updated to coincide with the first PHP release.
#9.2 11/29/01 No changes.
#9.1 10/14/01 No major changes.
#9.0 05/01/01 Completely gutted. Now only has the essential configurations
# that apply to every calendar. Everything else is stored in
# a config file for the calendar it applies to.
#3.11 10/25/99 Replaced EMAIL_PROGRAM with SMTP_SERVER
#3.0 - 3.1 ??? Forgot to make these entries. :P
#2.50 03/17/99 Added in $VIEW_OPTIONS_MENU,$DEFAULT_FORMAT,$ADMIN_DEFAULT,
# $USE_HEADER_TEMPLATE,$USE_FOOTER_TEMPLATE,
# $HEADER_TEMPLATE_FILE,$FOOTER_TEMPLATE_FILE.
# Remove self_check feature.
#2.33 02/05/99 Added in the $ADMIN_ID variable.
#2.32 01/12/99 Added $USE_COOKIES feature, $DEFAULT_STYLE, and
# $SHOW_WEEKENDS_BY_DEFAULT. Color values now
# in both hex and words. Hex colors must have a '#'.
#2.31 12/07/98 Added $ALLOW_EMAIL_NOTIFICATION and $EMAIL_PROGRAM.
#2.3 08/11/98 Added in SCALED_DOWN ability.
#2.2 07/28/98 Added in $LOTS_OF_ENTRIES checking when adding/creating
# new files. Naming scheme can now be either:
#
# — or
#
# —
#2.1 07/27/98 Added in $SELF_CHECK option.

```

```

#2.0    07/22/98    Added in $ALLOW_MULTIPLE_POSTINGS,
#        #        %DEPARTMENT_NAMES, and
#        #        @MULTIPLE_POST_CALENDAR_LIST.
#1.2    04/21/98    Added in $IMAGE_DIRECTORY
#1.15   03/20/98    Added in $SECURE_NETWORK and $WEBMASTER
#1.1    02/14/98    Added Associative arrays of users for each dept
#1.0    01/18/98    Edited and put online.

```

## calendar\_util.pl

```

#11.00  06/05/04    Small minor change with the way variables are handled.
#10.0   02/01/02    Updated to coincide with the first PHP release.
#9.2    11/29/01    No changes.
#9.1    10/14/01    No major changes.
#9.0    05/01/01    Completely gutted except for the essential date routines.
#3.0    11/17/99    Removed redundant subroutines and
#        #        integrated with lozcgi.pm
#2.35   03/16/99    Prints the calendar name in the title bar and
#        #        before the calendar. Now reads optional
#        #        header/footer templates.
#2.33   02/24/99    Changed the encoding of the pipe character from
#        #        &pipe; to #124 (decimal encoding) because of
#        #        problems with the former.
#2.32   02/05/99    Added in the GetYears procedure.
#2.31   01/12/99    Minor change for color hex color values.
#2.3    10/27/98    Added in getCookies and setCookie methods.
#2.2    10/20/98    Added toHTML and fromHTML methods.
#2.1    08/11/98    Updated for SCALED_DOWN in image swapping.
#2.0    07/20/98    Added in "calendar_header" and "calendar_footer"
#        #        routines.
#1.0    01/18/98    Original version.

```

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## Program History: PHP Version

This section contains the history of each php module I've created for my calendar program.

- [calendar.php](#)
- [calendar\\_day.php](#)
- [calendar\\_addeditdelete.php](#)
- [calendar\\_common\\_routines.php](#)
- [calendar\\_master\\_text.php](#)
- [calendar\\_config\\_form.php](#)
- [calendar\\_config\\_common.php](#)
- [calendar\\_update\\_config.php](#)
- [calendar\\_stats.php](#)
- [calendar\\_config.php](#)
- [calendar\\_util.php](#)

---

### calendar.php

#11.10	07/22/04	Updated to take advantage of improved "sharing" options.
#11.00	06/05/04	Added several new significant features, and fixed some bugs.
#		Also upgraded to work with the latest versions of PHP.
#10.02	10/11/02	Fixed a "next 11 months" viewing bug which gave multiple warnings.
#		
#10.01	03/29/02	Fixed a search bug and Netscape alignment issue.
#10.0	02/01/02	First official release!

### calendar\_day.php

#11.10	07/22/04	Updated to take advantage of improved "sharing" options.
#11.00	06/05/04	Added several new significant features, and fixed some bugs.
#		Also upgraded to work with the latest versions of PHP.
#10.01	10/26/02	Corrected a bug that displayed extra slashes in the desc when HTML input was set.
#10.0		02/01/02 First official release!

### calendar\_addeditdelete.php

#11.01	07/20/04	Corrected a bug that didn't allow a different user to add an event if cookies were enabled (it used previous cookie info)
#		
#		
#11.00	06/05/04	Added several new significant features, and fixed some bugs.
#		Also upgraded to work with the latest versions of PHP.

```

#10.04  11/10/02  Correct a bug that didn't strip newlines
#10.01  10/26/02  Corrected a bug that added "slashes" to
                    input when HTML was allowed.
                    Had to make $USE_COOKIES global in scope.
#10.0   02/01/02  First official release!

```

### **calendar\_common\_routines.php**

```

#11.11  08/06/04  Fixed a bug displaying slashes in the description.
#11.10  07/22/04  Updated to take advantage of improved "sharing" options.
#11.01  06/26/04  Fixed the javascript bug that didn't allow the
#                    print icon to work. Window.echo() -> window.print()
#11.00  06/05/04  Added several new significant features, and fixed some bugs.
#                    Also upgraded to work with the latest versions of PHP.
#10.02  10/26/02  Fixed the cookie bug. Had to make HTTP_COOKIE_VARS global
#10.01  04/22/02  Minor "global" variable bug corrected in PrintTopDayWindow.
#10.00  02/01/02  First official release!

```

### **calendar\_master\_text.txt**

```

#11.00  06/05/04  Reworked so language settings are no longer stored in
#                    arrays. Easier to edit, and HTML tags can be included. Also
#                    added in more text, including the numeric "dates".
#10.0   02/01/02  First official release!

```

### **calendar\_config\_form.php**

```

#11.10  07/22/04  Updated to configure improved "sharing" options.
#11.00  06/05/04  Added several new significant features, and fixed some bugs.
#                    Also upgraded to work with the latest versions of PHP.
#10.0   02/01/02  First official release!

```

### **calendar\_config\_common.php**

```

#11.00  06/05/04  Added several new significant features, and fixed some bugs.
#                    Also upgraded to work with the latest versions of PHP.
#10.0   02/01/02  First official release!

```

### **calendar\_update\_config.php**

```

#11.10  07/22/04  Updated to configure improved "sharing" options.
#                    Fixed a bug that allowed users to create calendars without
#                    providing name or dept abbr.
#11.01  06/26/04  Fixed a bug that wasn't properly setting the
#                    "extra event information"
#11.00  06/05/04  Added several new significant features, and fixed some bugs.
#                    Also upgraded to work with the latest versions of PHP.
#10.0   02/01/02  First official release!

```

## calendar\_stats.php

#11.00 06/05/04 First release. Implemented after user feedback.

## calendar\_config.php

#11.00 06/05/04 Added several new significant features, and fixed some bugs.  
# Also upgraded to work with the latest versions of PHP.  
#10.0 02/01/02 First official release!

## calendar\_util.php

#11.00 06/05/04 Added several new significant features, and fixed some bugs.  
# Also upgraded to work with the latest versions of PHP.  
#10.0 02/01/02 First official release!

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