

6.2 FoxSuite Calendars



The FoxSuite Calendar module actually consists of four separate modules:

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

The **Main Calendar** is primarily intended to serve as the overall enterprise or company calendar. This would be the calendar all users would relate to for events and activities concerning the whole company.

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

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

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

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

6.2.1 The Main Calendar

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

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

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

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

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

Entering Events

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

Main Calendar Event: 2/22/2005 Submit

Event Information: *

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

Link:

Recurring Events

None

Daily

Weekly Weekly on: Monday

Monthly On Day: 1

Monthly On the: 1st Monday

End Date: 01/01/2006

Reserve this Resource: -Make Selection-

Send Invitations:

Event Notes: 250 char.

Submit

Recurring Events

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

Daily – each day same time.

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

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

Recurring Events

None

Daily

Weekly Weekly on: Monday

Monthly On Day: 1

Monthly On the: 1st Monday

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

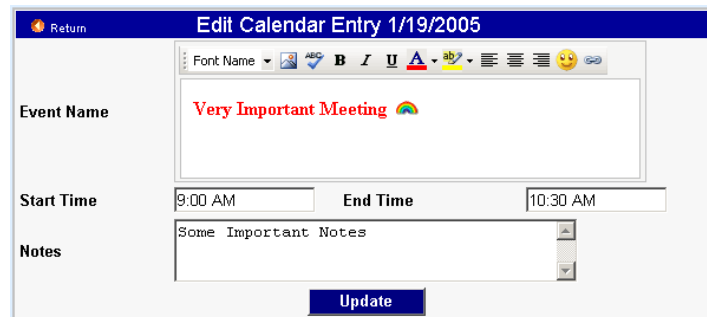
Making Reservations

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

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

Editing and Deleting Events

Events may be edited or deleted by using the screen shown below. Multiple events can also be added to the same date.



The screenshot shows a web-based form titled "Edit Calendar Entry 1/19/2005". At the top left is a "Return" button. Below the title bar is a rich text editor with a toolbar containing options for font name, bold, italic, underline, text color, background color, bulleted list, numbered list, and smiley faces. The event name field contains "Very Important Meeting" with a rainbow icon. Below this are "Start Time" (9:00 AM) and "End Time" (10:30 AM) input fields. A "Notes" field contains "Some Important Notes". At the bottom center is a blue "Update" button.

Main Calendar “Roll-up”

There may be times when you might want the Main Calendar to show a combination of Main Calendar events as well as all of the events from the various Organization Calendars. In this case the Main Calendar acts to “roll-up” and display these organization events as a kind-of hybrid calendar. To switch the Main Calendar to the “roll-up” mode change the value of the following FoxSuite Web.config file from the default value of 0 to a 1.

```
<add key="maincalrollup" value="1"/>
```

Making the Main Calendar “Public”

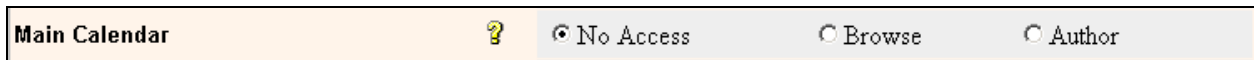
Normally a user must be logged-in to FoxSuite to see the Main Calendar – this is part of the overall FoxSuite security system. There may be times, however, where you might want to make the Main Calendar viewable to the public – without requiring a login. This would allow you, for instance, to place a calendar link on the FoxSuite login page – or to send the link to non-members. Viewing rights are

“read-only” – but this option allows you to publicize the Main Calendar outside of FoxSuite. To switch the Main Calendar to the “public” mode, change the value of the following FoxSuite Web.config file element from the default value of 0 to a 1.

```
<add key="maincalpublic" value="0"/>
```

Member Security Settings:

For new Members, the Main Calendar module has 3 overall levels of Access Permissions as shown below:



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

Advanced Security	No Access	Browse			Author
Basic Security		Guest, Basic & Advanced			Admin
View Calendar		✓	✓	✓	✓
New Entry					✓
Edit Entry					✓
Delete Entry					✓

6.2.2 Individual Calendars

When an individual logs-on to FoxSuite, their username and password triggers the start of a FoxSuite “session” unique to that individual. The session can match the log-on credentials to the individual’s name in the Member Directory and open individual “instances” of certain applications reserved for that individual. The Calendar application below allows each individual to establish their own individual calendars, and will recall stored calendar events each time the individual “returns”.

Accessing the Individual Calendar

Each user’s individual calendar can be easily accessed by clicking the **Calendars** Menu Bar item, and then selecting **Individual Calendar**. The monthly view (default) of the individual calendar is shown below. You will note that the individual’s name is highlighted on the right side of the calendar display. Dates with recorded events are shown designated by text or a combination text and icons.

Users can navigate months by clicking the right and left arrows at the top of the display. There is also a date **Go-to** field for easy access to a specific date.


Return Day Week Year List Search Jim H Smith Sharing=Yes

< July 2004 >

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

January 2003 February 2003 March 2003


Adding Events to the Individual Calendar

Clicking any date on the calendar will open the event entry screen shown below. New entries, or updates, can be entered into the text area, and icons can be added by selecting the  icon to the right of the Event Icon field.

2/24/2005 Jim H Smith Submit

Event Information: *

Show on To-Do List? No Yes

Event Type Public Private  [How Private Events Work](#)

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

Link:

Recurring Events

None

Daily

Weekly Weekly on Monday

Monthly On Day 1

Monthly On the 1st Monday

End Date 01/01/2006

Reserve this Resource -Make Selection-

Send Invitations:

Reminder Date: Remind Time: 6:00AM

Event Notes: 250 char.

Submit

You will also note that you can choose to have a calendar event also show on your “To-Do” list by selecting the “Yes” radio button under the Event Information area. A file hyperlink can also be attached to the event text by completing the Link field. Users can choose to receive an “Event Reminder” by completing the remind Date and Time fields. Reminders are sent by both Email and Instant Message.

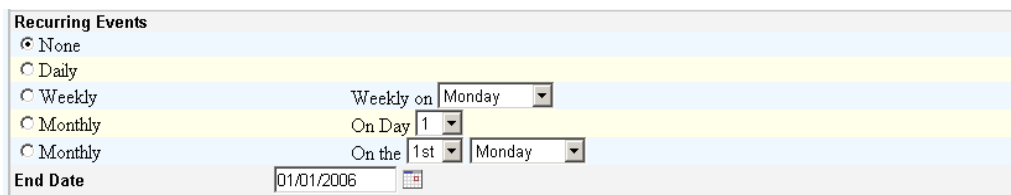
Recurring Events

FoxSuite allows users to entering recurring or repeating events on Individual and Organization calendars using the fields shown below. By default an event is initially shown as non-repeating. Users can select to have an event repeat:

Daily – each day same time.

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

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



The screenshot shows a form titled "Recurring Events" with the following options and fields:

- None
- Daily
- Weekly Weekly on
- Monthly On Day
- Monthly On the
- End Date

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

Private vs Public Events

Events on your Individual calendar are by default “Public” – meaning that if you share your calendar with others – these events are visible. You can, however, designate certain events as “Private”. These private events would then not be displayed on your shared calendar. It is recommended, however, that you use caution in using private events – and that you never put information on your calendar you would not want discovered. It is often too easy to overcome security schemes and have information be viewed by unauthorized individuals. You might, however, want to designate some non-work related events as private to un-clutter your calendar for shared viewing.

Do not use private events in conjunction with the Reservations module as the information would then be clearly visible in that module where there are no private reservations.

Making Reservations and Sending Invitations

You can use your individual calendar in conjunction with the Reservations module to reserve room or other resources. Use the pull-down menu to select a current resource and then select participants to receive an email invitation. The format of the email sent will be similar to the one shown below:

Your attendance is requested at the following meeting: Manpower Planning Meeting on 27-February-2003

Start Time is: 9:00:00 AM End Time is: 1:00:00 PM

Meeting details are:

Please let me know if you can attend at: sender@domain.com

Daily, Weekly, and Yearly Views

Individual Calendars can also display Daily, Weekly, and Yearly views as shown below. Clicking any date on the Monthly calendar will automatically bring up the Daily View as shown below. The To-do List items for the date are also displayed to help each user get a complete picture of their scheduled activities and events.

The screenshot displays a calendar application interface. At the top, there is a navigation bar with a 'Return' button, a 'Daily View' indicator, the date '3-December-2002', and buttons for 'Add' and 'Week'. The main area is divided into two columns. The left column is a time slot grid with 30-minute intervals from 7:00:00 AM to 3:00:00 PM. Three events are visible: 'event 1 with extra words to ... (8:30:00 AM - 9:30:00 AM)' in a blue slot, 'event 2 ... (11:00:00 AM - 12:00:00 PM)' in a green slot, and 'event 3 ... (1:00:00 PM - 3:30:00 PM)' in a blue slot. The right column contains a monthly calendar for December 2002, showing a grid of days with the 3rd highlighted. Below the calendar is a section titled 'To-do List Items for Today:' which is currently empty.

From the Monthly or Daily views a user can click the Week Icon to bring up the Weekly view as shown below.

Month	Week of 8 December 2002						
	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
7:00:00 AM			Issue Project Reports... (7:00:00 AM - 9:00:00 AM)	Events can have Links2... (7:00:00 AM - 9:00:00 AM)		Events can have attachments... (7:00:00 AM - 8:30:00 AM)	
7:30:00 AM							
8:00:00 AM		Event 1... (8:00:00 AM - 9:00:00 AM)					
8:30:00 AM							
9:00:00 AM			Vortrag Workflow Management... (9:00:00 AM - 11:00:00 AM)		Project Team Conference Call... (9:00:00 AM - 11:00:00 AM)		Christmas Shopping... (9:00:00 AM - 2:00:00 PM)
9:30:00 AM		Event 2... (9:30:00 AM - 10:30:00 AM)					
10:00:00 AM							

On the Weekly Calendar every event is a click-able hyperlink and each column date header can be click to bring up that date's Daily View.

The Yearly Calendar view is shown below.

<p>January 2003</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	S	M	T	W	T	F	S	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	<p>February 2003</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	S	M	T	W	T	F	S	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	<p>March 2003</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	S	M	T	W	T	F	S	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
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Sharing your Calendar

Individual Calendars can be Private or Shared. Private Calendars can be viewed only by the calendar owner. The default designation for individual calendars is Private. A user may elect, however, to share his or her calendar (read-only or read-write) by clicking *Sharing* at the top of their calendar's monthly view.

Grant Read Access to My Calendar?

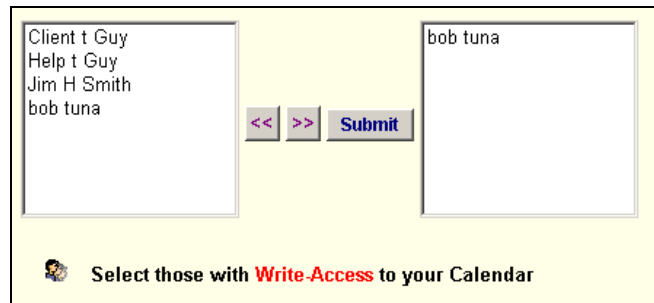
No
 Yes

To Grant additional **"Write Access"** to your calendar for one or more persons [Click Here.](#)

Submit

The most basic option here is to Grant **Read Access** – this means other persons can view your calendar down to the daily view, but cannot edit information or make additional entries.

Often, a person may want to grant **Read-Write** access to their calendar – but only to certain individuals like a colleague or administrative assistant. FoxSuite offers this option also as shown in the same screen shot above. Granting Write Access involves selecting one or more individuals from a list of all current FoxSuite users in the Directory. The selection screen will look similar to the one shown below.



Member Security Settings:

For new Members, the Individual Calendar module has 2 overall levels of Access Permissions as shown below:

Individual Calendar ?	<input checked="" type="radio"/> No Access	<input type="radio"/> Full Access
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These 2 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:


Advanced Security	No Access	No Access	Full Access		
Security Rating	Guest		Basic, Advanced & Admin		
All Indv. Calendar Functions			✓	✓	✓

6.2.3 Organization Calendars

FoxSuite allows users to create an unlimited number of Organization calendars. These calendars are in fact added automatically for any organization named in the organization pull-down box accessible from the Admin Panel. These Organization calendars are open for viewing-only by any FoxSuite user, and can be accessed from the Home Page Calendar Menu.

Member Security Settings:

For new Members, the Organization Calendar module has 3 overall levels of Access Permissions as shown below:

Group Calendar		<input checked="" type="radio"/> No Access	<input type="radio"/> Browse	<input type="radio"/> Author
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These 3 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

Advanced Security	No Access	Browse			Author
Basic Security	Guest	Basic & Advanced			Admin
View Calendar		✓	✓	✓	✓
New Entry					✓
Edit Entry					✓
Delete Entry					✓

6.2.4 Setting Calendar Start and End Times

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

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

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

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

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

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

Some Common Culture Tags:

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

6.2.6 Calendar Data Import / Export

See **Section 10.0** of this manual for information about importing and exporting FoxSuite calendars.