

ITS Short Course

Managing Oracle Calendar with Web client

<http://ctime.uri.edu/ctime>

Charlene Yang (ITcourse@etal.uri.edu) Oct 29, 2008

Oracle Calendar Contacts

- € Louise Richmond lrichmond@uri.edu application support
- € Karol Leuzarder karol@uri.edu system support

Test account – account name `sctestcal`, password `tset`.

This account is a shared account for testing only. The data entered might be changed by others without your knowledge.

Download the desktop client, connector for Outlook, Sync for Pocket PC and Sync for Palm from:















<http://www.oracle.com/technology/software/products/cs/htdocs/clientsoft.html>

You must click "Accept License Agreement" to download the software of your choice.

In this class, you will learn:

- € Calendar Toolbar
- € Schedule and Edit a Meeting
- € Access Rights
- € Publish your Calendar on the Web

Calendar Toolbar

Icon	Function
	Access the Daily View
	Access the Weekly View
	Access the Monthly View
	Access the Task View
	Create a Meeting
	Create a Task
	Create a Day Event
	Create a Daily Note
	Open the Scheduler
	View another user's Agenda and manage Favorites
	Use Accessible Agenda
	Use Standard Agenda
	Open the Calendar Administrator (only available for users with Server Administration rights)
	Edit Access Rights (for entries you own)
	Access the Manage Groups page



Change Password

To create a meeting:

Click the Create a Meeting button on the Calendar toolbar.

New Meeting

General Details Notification People & Resources Repeating

Title

Location

Tentative

Date 28 October 2008

Time 9:00 a.m.

Duration 1 : 00

Importance Normal

Access

- Personal
- Confidential
- Normal**
- Public

To edit an existing meeting:

Click the Meeting icon from the Daily List or the meeting title in Planner Mode.

Repeat entries

General Details Notification People & Resources **Repeating**

Repeat

Start and end dates

Start

Until

For

Additional date

Repeating date list (1)

Include
 Saturdays Sundays Holidays

Scheduler

General Details Notification **People & Resources** Repeating

Search for

User Information

Scheduler

Pick this date & time Cancel

Date 29 October 2008 Time 9:00 a.m. Duration 1:00

Refresh Remove Unselected Start 08:00 a.m. End 06:00 p.m.

60 min.	08:00 a.m.	08:30 a.m.	09:00 a.m.	09:30 a.m.	10:00 a.m.	10:30 a.m.	11:00 a.m.	11:30 a.m.	12:00 p.m.	12:30 p.m.	01:00 p.m.	01:30 p.m.	02:00 p.m.	02:30 p.m.	03:00 p.m.	03:30 p.m.	04:00 p.m.	04:30 p.m.	05:00 p.m.	05:30 p.m.
Combined																				
ITS-Lab-Chaf208	<input checked="" type="checkbox"/>																			
ITS-Short-Course	<input checked="" type="checkbox"/>																			

Viewable Entries Non-viewable Entries


Busy Unconfirmed Requires approval Awaiting approval

Country Facility Resource type

Select an item Select an item Select an item

Show only available resources

Managing Groups

Click  to organize users and resources you book frequently into different groups for your convenience.

To create a group:

1. Click **New**.
2. In the New Group page, specify the group name and type. Private groups are available to their creator. Members-Only groups are available to all members of the group.
3. Select **People**, **Resources** or **Groups** from the **Search for** drop-down menu.
4. To search for a name, enter it in the **User Information**, **Group name** or **Resource name** field.
6. Click **Find**.
If the system finds an exact match, the user, resource or group appears in the left-hand list box.
If the system finds more than one match, another list box appears on the right. Select the user, resource or group you want and click **Add Selected**.
If you add a group, all members of that group are added to the group you are creating or editing.
7. Click **Create** when you finish adding users, resources or groups to the group.


Access Rights –



Owner - give rights to your designate to manage your calendar

Enter your designate's account name in the "User Information" field and click 'Find'. Your designate's full name will appear in the box below. Highlight the name and click "Edit Access Rights".

Access Rights

User Information 

Default Access Rights

Charlene Yang

ITS-Lab-Chaf208

Users with default Access Rights are marked with an asterisk (*)

Click 'Customize' underneath the 'Designate' part, and click the radio buttons in the Modify column depending if you allow the designate to create/edit/delete meetings with Normal access, Confidential access, Personal access and Public access.

Access Rights for Charlene Yang

Viewing

Meetings, Day Events, Daily Notes

	None	View Entries	View times only
Normal:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Confidential:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personal:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Use defaults](#)

Tasks

	None	View
	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>

[Use defaults](#)

Designate

Meetings, Day Events, Daily Notes

	None	Modify	View/Reply	View times only
Normal:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidential:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public:	<input type="radio"/>	<input checked="" type="radio"/>		

[Use defaults](#)

Tasks

	None	Modify
	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>

Scheduling

Can invite me to Entries [Customize](#)

Designate –

Login to your own account. Add the other account you are designated to modify in the Favorites as below.


Click the "View Agenda" icon, .

Enter the other account in the "User Information" field and click 'Find'. In this example, ITS-Short-Course is entered and subsequently appeared in the box at the lower-left corner. Click "Add to favorite with designate rights". The account name will show in the box at the lower-right corner. Click "Act as designate".

View Agendas

Search for ▼








User Information



<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ITS-Short-Course</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="button" value="View"/> <input type="button" value="Add to favorites"/> <input type="button" value="Add to favorites with designate rights"/> <input type="button" value="Information"/> </div>	<p>Favorites:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">ITS-Short-Course (D)</div> <div style="display: flex; flex-direction: column; gap: 5px;"> <input type="button" value="View"/> <input type="button" value="Act as designate"/> <input type="button" value="Delete"/> <input type="button" value="Information"/> </div>
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Then when you login, you will see a pull down menu with a selection of your calendar and the calendar(s) you are designated to work with. You are free to select the appropriate calendar to manage.

ORACLE[®] Collaboration Suite Calendar

Test Calendar ▼

Daily View
Planner Mode | List Mode

ITS-Short-Course (D)

Making Your Agenda Available Globally (publish your calendar on the web)

You can make the contents of your Agenda viewable to people who are not users of Calendar. You do this by e-mailing them a link with which they can open your agenda. Users can view entries in your Agenda but cannot modify them.

To e-mail a link with which users can open your Agenda:

1. Click **Preferences** on the Global toolbar and select **Edit Preferences**.
2. Click **Security** and select **Allow Global Agenda Viewing**.
3. Click **OK**.
4. When you return to your Agenda, click the **E-mail Agenda** link that now appears in your Agenda.
5. On the E-mail Agenda page, enter the e-mail addresses of the people you want to view your Agenda, separating each address with a comma. Include message text with the e-mail if you wish. Include your own email address if you need the link to insert into a document or a web page.
6. Click **Send** when you are finished.
7. Retrieve the URL from the email, such as Oracle Calendar: ITS-Short-Course has sent you the following Agenda link:
<http://speedthief.uri.edu:80/ocas-bin/ocas.fcgi?sub=web&web=gbl&viw=xSShqJ5s5UYTWG83fziiBCKByUYyHAR6&xen=aZOD2DgNNZg%3d&server=tbtzPzHLjyw%3d&ver=2>
8. Make sure you copy every character in the long string of URL when you refer the link.

Note: Any Web user can access your Agenda data using the link you provide. For security reasons, use this feature with caution.