Getting Started

What's New in this Release

This release of the Oracle Calendar Web client includes the following new features.

- Search capability has been improved, and the new "Advanced Search" feature provides an even more accurate and specific way of searching for users.
- More details are displayed in the Agenda views, and you can customize the level of detail you want printed and displayed.
- Under Preferences, printouts can now be set to include your entries in a detailed, tabular list.
- Various improvements have been made to the Scheduler: Tool tips have been improved, the Scheduler grid now automatically gets populated with the most recent resource search results, user and resource names can be clicked for more information, and time slots can be clicked to see the entries they contain.
- Icons can now be clicked to show more details about entries or to change the reply status for events.
- The Daily List and Daily Planner are now referred to as the "List Mode" and "Planner Mode" of the Daily View. The same change applies to the Weekly List and Weekly Planner.
- The Date Control Bar now includes a link to today's date.
- You can now choose a default Calendar view under Preferences.
- Day Events and Daily Notes can span multiple days.
- You can create personal notes - information only you or a designate can see - in an entry, or in selected instances of a repeating entry.
- You can attach a file to an instance of a repeating event.
- When you book a resource, you can choose to automatically fill in the "Location" field of the meeting with the name of the resource.
- You can set default start and due times for tasks, under Preferences.

Using the Toolbars

The Oracle Calendar Web client includes two toolbars. The one that appears at the top is referred to as the global toolbar. The one that appears just below the global toolbar is referred to as the Calendar toolbar.

Note: The global toolbar only appears as part of Oracle Collaboration Suite.

Global Toolbar

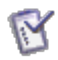
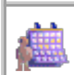
The global toolbar includes the following links:

- **Return to Portal** - Return to the Oracle Collaboration Suite portal.
- **Preferences** - Change the way the Oracle Calendar Web client works.
- **Logout** - Log out of Oracle Collaboration Suite.
- **Help** - View online help for the Oracle Calendar Web client.

Calendar Toolbar

The following table shows each icon on the Calendar toolbar and describes its function.

Note: If you are connecting to an older version of the Calendar server, some of these icons may not appear as described here.

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

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/.

The Oracle Calendar Web client can be used in Accessible or Standard mode. Accessible mode is intended for users of assistive technology. The default is Standard mode. However, there are two links visible only to screen readers placed at the top of the main page of Calendar that enable those using screen readers to immediately switch to Accessible mode.

The Accessible Agenda and Standard Agenda icons on the Calendar toolbar can also be used to switch between Accessible and Standard mode.

Working in the Default View

The default view of the Web client is the Daily View Planner Mode. This displays one day's worth of entries in a graphical format. You can changed the default view under Preferences.

If anyone has booked you for a meeting, or if you scheduled a meeting yourself, those meetings appear in the appropriate time slot. See Creating or Editing a Meeting for more information.

Entries that remind you of things to do or day-long events that do not block time in your Agenda appear in the **Daily Notes & Day Events** section. See Creating or Editing a Daily Note or Day Event for more information.

You can create tasks and track their progress. These entries appear in the **Tasks** section of the Daily View. See Creating or Editing a Task for more information.

See also:

- About the Agenda Views
- Setting Your Preferences

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Working in Your Agenda

About the Agenda Views

The Oracle Calendar Web client offers different views to help you manage information in your Agenda. The Daily and Weekly Views have two different modes: List Mode, which displays information in a list format, and Planner Mode, which offers a graphical representation of your calendar data. The Monthly View allows you to view and edit time-based content in a list format. The Task View allows you to view, edit and create tasks in one window.

Using the Date Control Bar

The Date Control Bar can be used in the Daily View, Weekly View and Monthly View. It appears in the center of the top section of your Agenda. Use the Date Control Bar to find a particular date quickly and conveniently.

Icon	Function
◀ ▶	Move backward or forward: • One day in Daily View • One week in Weekly View • One month in Monthly View
◀◀ ▶▶	Move backward or forward: • One week in Daily View • Four weeks in Weekly View • Six months in Monthly View
Today	Show today's date.
	Open the **Pick a date** page, which allows you to pick a specific date to view.

The Daily View

- Daily View List Mode
- Daily View Planner Mode

The Daily View displays one day of information in the following ways:

- **List Mode**: Displays your entries in a scrollable list.
- **Planner Mode**: Displays your entries in a split view.

You can move between these two views by clicking the **List Mode** or **Planner Mode** links below the Calendar toolbar.

Daily View List Mode

In List Mode, the Daily View displays your entries in a list. Meetings are shown first, followed by daily notes, day events, holidays and tasks.

- To create an entry, click the appropriate icon on the Calendar toolbar.
- To edit an existing entry, click its icon. Other symbols may appear next to the entry. See Entry Symbols to find out how symbols represent different types of information in your Agenda.
- To mark a task as completed, click the check box above its title and select the **Completed on** option in the **Status** section of the Edit Task page.

Daily View Planner Mode

In Planner Mode, the Daily View displays your meetings in the time slots they occupy. Daily notes, day events, holidays and tasks are shown in separate sections.

The Planner Mode grid shows events during your preferred display hours, which you set in the **Display** section of the Edit Preferences page. Meetings scheduled outside these times are indicated by a red arrow next to the day, and are listed in the **Other Meetings** section.

You can toggle the Planner Mode grid's time slots between values of 30 or 60 minutes by clicking **30 min** or **60 min**, respectively.

In Planner Mode, the Daily View uses different colors to indicate the Importance level, Ownership or Attendance status of a meeting, depending on the color scheme and preferences selected (see Color-Codes for more information).

Note: In Planner Mode, the Daily View displays up to three concurrent meetings in a time slot. If you have additional conflicting meetings at a particular time, the time is bolded in your Daily View and the extra meetings are displayed in the **Other Meetings** section.

- To create an entry, click the appropriate icon on the Calendar toolbar.
- To create a meeting directly from a time slot, click the + sign next to the time slot. The New Meeting page opens with a default start time corresponding to the time slot you have chosen.
- To edit an existing entry, click its title.
- To mark a task as completed, click the check box beside its title.

If you cannot view a task in the Daily View:

Only active tasks are displayed in the Daily View. Active tasks include:

- Incomplete tasks with no start date, or with start dates on or before the current day.
- Any task marked as completed on a given day; such tasks are considered active for the duration of that day. This even applies to tasks with no start date or with start dates in the future. In other words, the Daily View displays completed tasks when the completion date is the day you are currently viewing.

The Weekly View

- Weekly View List Mode
- Weekly View Planner Mode

The Weekly View displays one week of Agenda information in the following ways:

- **List Mode**: Displays your entries in a scrollable list.
- **Planner Mode**: Displays your entries in a graphical view.

You can move between these two views by clicking the **List Mode** or **Planner Mode** links below the Calendar toolbar.

Note: The Weekly View does not display tasks.

If you have an entry booked on Saturday or Sunday but cannot find it in your Agenda:

Your preferences may be set to hide Saturdays and Sundays. Click **Preferences** on the global toolbar and select **Edit Preferences**. In the **Display** section, make sure that **Show Saturday** and **Show Sunday** are selected.

Weekly View List Mode

In List Mode, the Weekly View displays your entries in a list. Meetings are shown first, with daily notes, day events and holidays appearing at the bottom of each day column.

- To create an entry, click the appropriate icon on the Calendar toolbar.
- To edit an existing entry, click the icon that appears next to the entry title.
- To obtain a Daily View for a particular day, click the date next to the day you want to view.

Weekly View Planner Mode

In Planner Mode, the Weekly View displays your entries in a graphical view. Meetings are shown in the time slots they occupy. Daily notes, day events and holidays are shown at the bottom of each day column.

You can toggle the Planner Mode grid's time slots between values of 30 or 60 minutes by clicking **30 min** or **60 min**, respectively.

The Planner Mode grid shows events during your preferred display hours, which you set in the **Display** tab of the Edit Preferences page. A red arrow beside a day indicates that there are entries that fall before or after those times. Meetings scheduled outside the grid hours appear in the bottom section of the Weekly View.

In Planner Mode, the Weekly View uses different colors to indicate the Importance level, ownership or attendance status of a meeting, depending on the color scheme and preferences selected (see Color-Codes for more information).

Note: In Planner Mode, the Weekly View displays up to two concurrent meetings in a time slot. Any other meetings in that time slot are displayed at the bottom of the corresponding day column.

- To create an entry, click the appropriate icon on the Calendar toolbar.
- To create a meeting directly from a time slot, click the + sign next to the time slot. The New Meeting page opens with a default start time corresponding to the time slot you selected.
- To edit an existing entry, click its title.

The Monthly View

The Monthly View displays one month of Agenda information in a scrollable list. Tasks are not displayed in this view.

- To edit an entry in the Monthly View, click the clock icon that appears next to the entry title.
- To obtain a Daily View for a particular day, click the date next to the day you want to view.
- To obtain a Weekly View for a particular week, click the week number next to the beginning of the week you want to view.

The Task View

The Task View allows you to manage your tasks from one central location, track their completion status and even create tasks directly from the page itself, without having to access another entry page.

- To edit a task, click its title.
- To mark a task as completed, click the check box beside the task title.
- To change which tasks are displayed, click one of the four links found below the Calendar toolbar:
  - **Show Active Tasks**: Displays active tasks only. Active tasks are incomplete tasks with no start date, or with start dates on or before the current day. Active tasks also include completed tasks for the duration of the day on which they are completed.
  - **Show All Tasks**: Displays all tasks, including completed tasks.
  - **Show Completed Tasks**: Displays completed tasks only.
  - **Show Incomplete Tasks**: Displays incomplete tasks only.
- To change the sorting method, click the **Title**, **Priority**, **Start**, **Due** or **Complete** links. Clicking these links again toggles the sorting of your tasks between ascending and descending order.
- To create a task from the Task View, enter a title in the edit field and click the Create icon next to the field. You can assign a priority level and completion level by selecting a value from each drop-down menu.

See also:

- Creating or Editing a Task

Entry Symbols

In any Agenda view, a symbol accompanies each entry, representing the entry type.

Note: If you are connecting to an older version of the Calendar server, some of these icons may not appear or work as described here.

Symbol	Meaning
	Meeting
	Web conference (click to join)
	Daily Note

	Day Event
	Active Task
	Overdue Task
	Completed Task

A number of other symbols may also appear next to an entry. Click these icons to see more details or make changes to entries.

Symbol	Meaning
	You have accepted the entry.
	You have accepted the entry but are free to be booked for other meetings.
	You have declined the entry and are not free to be booked for other meetings.
	You have declined the entry and are free to be booked for other meetings.
	You have not decided whether to accept or decline the entry.
	The entry has more than one attendee.
	The entry includes a file attachment.
	The entry contains details or personal notes or both.
	The entry has repeating instances.

The following table lists the various Importance levels of a meeting and their accompanying symbols.

Importance level	Symbol
Highest	
High	
Normal	No symbol
Low	
Lowest	

See also:

- Creating or Editing a Meeting
- Creating or Editing a Daily Note or Day Event
- Creating or Editing a Task
- Replying to a Meeting
- Changing the Display Status of a Daily Note or Day Event

Color-Codes

The Web client color-codes your meetings by importance level, attendance status or ownership, depending on what you select in the **Display** tab of the Edit Preferences page. Typical colors are:

Importance level		Attendance status		Ownership	
Color	**Meaning**	**Color**	**Meaning**	**Color**	**Meaning**
Red	Highest	Green	Accepted meeting	Yellow	Meeting you own
Pink	High	Light green	Accepted tentative meeting	Light yellow	Tentative meeting you own
Yellow	Normal	Red	Refused meeting	Blue	Meeting you do not own
Light blue	Low	Pink	Refused tentative meeting	Purple	Tentative meeting you do not own
Blue	Lowest	Blue	Unconfirmed meeting		
		Light blue	Unconfirmed tentative meeting		

These colors can be customized by your system administrator.

Note: Meetings only appear color-coded in Planner Mode.

See also:

- Changing Display Preferences
- Creating or Editing a Meeting

Creating or Editing a Meeting

- General Options
- Setting Notification Options
- Adding People and Resources to a Meeting
- Creating a Repeating Meeting
- Updating or Deleting a Repeating Meeting
- Working with Web Conferences

Meetings are the building blocks of your Agenda. Use them to reserve time in your schedule for any type of activity with a start and end time. You can also use meetings to block off time in your agenda for an entire day or more, such as for conferences or vacations.

To create a meeting:

Click the Create a Meeting button on the Calendar toolbar.

To edit an existing meeting:

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

General Options

The New Meeting page includes tabs for entering information about the meeting.

To create a standard meeting, make sure **Standard Meeting** is selected in the **Type** drop-down menu on the New Meeting page. To create a Web conference, select **Web conference** as described in Working with Web Conferences.

Aside from the standard information you would include with a meeting (date, time, duration and location), you can also:

- Mark the meeting as **tentative** in the **General** tab if you think you might need to change the time or date later.
- Add up to 32 KB of plain text in the **Details** field of the **Details** tab.
- Add up to 32 KB of personal text in the **Personal Notes** field of the **Details** tab. Only you or a designate can see or edit this text.
- Include hypertext links in the fields of the **Details** tab (see Including Hypertext Links with an Entry).
- Assign an access level to the meeting in the **General** tab. Depending on the access level you set, different users may or may not be able to view information about the entry (see Editing Access Rights).
- Assign an Importance level to the meeting in the **General** tab. An icon representing the Importance level will appear in the Daily View, Weekly View and Monthly View. The Daily View and Weekly View's Planner Modes use different colors to indicate Importance level (if you have chosen to color-code your meetings by Importance level). See Color-Codes for more information.

	Choose a date from the **Pick a date** page.
	Choose a start time from the **Pick a time** page.

Note: If you want users to be able to book you for other meetings at this time, return to your agenda view, click this meeting to edit it, and select **Free** in the **Show time as** drop-down menu. (If you are connecting to an older version of the Calendar server, the **Show time as** feature is not available.) Keep in mind that if you do this, you will appear to other users as "Available" in the Scheduler.

To attach a file to a meeting:

1. Click the paperclip icon in the **Details** tab.
2. Browse to the file you want to attach and select it.
3. Click **Upload**.

Note: You can only attach one file to entries. Consult your system administrator to find out the maximum size of file attachments permitted on your system, and what file extensions your system supports.

See also:

- Setting Notification Options
- Changing Display Preferences
- Adding People and Resources to a Meeting
- Creating a Repeating Meeting
- Working with Web Conferences

Setting Notification Options

Click the **Notification** tab in the New or Edit Meeting page. Use the options in this tab to include different types of notifications with the meeting. Additionally, you can set e-mail or wireless reminders for yourself and even specify when you should be reminded of the meeting.

Sending E-Mail with a Meeting

If you want to send an e-mail to attendees and anyone with an external e-mail address whenever you create, edit or delete a meeting, select **Send e-mail to attendees** in the **Notification** tab. The e-mail that is sent includes the title, time and date of the meeting. You can include comments with the e-mail notification by entering them in the **Message text** box. You can also attach meeting information as vCalendar or iCalendar data for non-calendar users to paste into their own time management applications, provided your preferences are configured so that you can do this.

To use e-mail notifications, make sure your preferences are set appropriately, as described in Setting E-mail Notification Preferences.

The e-mail address you entered in the **E-mail Notification** tab of the Preferences page appears when you send other users e-mail regarding an entry. Make sure the e-mail address you entered is valid because Calendar does not verify this for you.

See also:

- Making Your Agenda Available Globally
- Setting E-mail Notification Preferences

Adding People and Resources to a Meeting

- Checking Attendance Status
- Suggesting a Date or Time for a Meeting
- Checking for Scheduling Conflicts

Click the **People & Resources** tab in the New or Edit Meeting page. Use the options on this tab to invite users, resources or groups (including e-mail distribution lists in Collaboration Suite installations) to meetings and check to see if anyone has scheduling conflicts. Optionally, have the Web client suggest a date or time convenient for everyone, or open the Scheduler to see everyone's daily schedules (see Using the Scheduler).

To add a user, resource or group to the list of attendees:

1. Select **People**, **Resources** or **Groups** from the **Search for** drop-down menu. Depending on what you select, different fields and controls appear.
2. To search for a name, enter it in the **User Information**, **Group name** or **Resource name** field. If you are not sure of the name, you can use partial entries; for example, enter "s" to see a list of names beginning with the letter "s".
   (If you are searching for a resource and you know its number, or a portion of its number, enter it in the **Resource number** field.)
3. If the previous step does not provide satisfactory results, try the following tips, depending on what you selected in Step 1.
   - **People**: For a more accurate search, enter the person's full e-mail address in the **User Information** field.
     If the user is external to Oracle Calendar, just type in their full e-mail address. Make sure the external address is correct - it will be added to the list of attendees when you click **Find**, without being validated.
     For more advanced search controls, click the Advanced Search icon. See Using Advanced Search for details.
   - **Groups**: If you know the Group type, select the appropriate check box.
   - **Resources**: Use the drop-down lists to generate a list of appropriate resources.
4. Click **Find**.
5. If the system finds an exact match for the criteria you entered, 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. Choose the name you want and click **Add Selected**, or click **Add All**.
   If you searched for groups, clicking **Add Selected** for a particular group (or e-mail distribution list) adds all members of that group to the attendee list for the meeting.
   If you add a resource that requires approval, a notice will be sent to that resource's designate, who must then approve the use of that resource.
   If you added an external user, the e-mail address you entered is added to the left-hand list box.
6. To add a resource name to the **Location** field, select the resource name and click **Add as Location**.

7. To show details about a person or resource at any time, select the name of the person or resource and click **Information**. (This feature is not available if you are connecting to an older version of the Calendar server.)
8. Repeat steps 1 to 7 for each person, resource or group you want to add.

Checking Attendance Status

If you are editing an existing meeting, the Web client lists all attendees with a symbol next to each name. You can also view attendance statuses by clicking the Attendees icon beside an entry in your Agenda. The following table illustrates each symbol and describes its meaning.

Symbol	Meaning
+	The user has accepted the Meeting.
+*	The user has accepted but would prefer another time.
-	The user has declined the Meeting.
-*	The user has declined and would prefer another time.
?	The user has not yet confirmed his attendance status.
?*	The user has not yet confirmed his attendance status but would prefer another time.

Suggesting a Date or Time for a Meeting

If you are having trouble finding a time or date when all attendees are free, the Web client can suggest a date and time based on criteria you specify. From the **People & Resources** tab of the New or Edit Meeting page, click **Suggest Date & Time**.

To search for a date or time:

1. Specify a date range using the **Date between** fields and controls, or click the Calendar icon next to each date field to use the **Pick a date** page to choose a date.
2. Specify a time range using the **Time between** fields and controls, or click the Clock icon next to each time field to use the **Pick a time** page to choose a time.
3. Set the duration of your meeting.
4. Choose whether to include Saturdays, Sundays and/or holidays in your search.
5. Set the maximum number of suggestions to return.
6. Click **List Suggestions**. The Web client only provides suggestions that do not cause a scheduling conflict for any of the attendees.
7. Select the suggestion you want and click **OK**, or if you did not obtain any satisfactory results, repeat steps 1-6 using different criteria.

Note: Click **Scheduler** in the New or Edit Meeting page to obtain a visual representation of times when all attendees are available for a meeting (see Using the Scheduler). You cannot add users to a meeting when you open the Scheduler from the New or Edit Meeting page.

Checking for Scheduling Conflicts

From the **People & Resources** tab of the New or Edit Meeting page, click **Check Conflicts**. The Web client shows any users or Resources with a scheduling conflict in a separate list box.

If you cannot invite a user or resource:

You may not have rights to book the user or resource for entries.

See also:

- Managing Groups
- Editing Access Rights

Creating a Repeating Meeting

A repeating meeting occurs on a regular basis, according to how you specify it when you create the meeting. Use this feature to schedule any type of activity that takes place regularly over an extended period of time. Once you generate repeating dates for a meeting, the **Suggest Date & Time** and **Scheduler** buttons become disabled.

You can only make a meeting a repeating meeting when you create it. You cannot add recurrences to existing meetings. Once you have created a repeating meeting, you can choose to delete one or all of its instances.

To create a repeating meeting:

1. Click the New Meeting icon on the Calendar toolbar.
2. Add the appropriate details in the **General**, **Details**, **Notification** and **People & Resources** tabs.
3. Click the **Repeating** tab.
4. Change the **Don't Repeat** option to the frequency you want. Depending on your choice, different frequency settings appear to the right of the list box.
5. Enter or select the appropriate frequency setting using the controls that appear.
6. Select a start date and end date (in the **Until** field) for the instances of the repeating meeting. You can also choose to make the meeting repeat for a fixed amount of time without setting a specific end date by selecting the appropriate number of days, weeks, months or years in the **For** field.
7. Select whether to include Saturdays, Sundays and/or holidays for the entry.
8. Click **List Dates** to list the recurrences. You can use the **Additional date** controls afterward to add dates that do not conform to the recurrence rule you used. You can also select a date and click **Delete** to remove it from the list.
   Note: If you click **List Dates** again after adding or removing dates, your changes will be lost.

If you want to check for conflicts:

- Click the **People & Resources** tab and click **Check Conflicts**.

See also:

- Creating or Editing a Meeting

Updating or Deleting a Repeating Meeting

Use the **Update**, **Update All**, **Delete** and **Delete All** buttons to modify or delete one or all instances of a repeating meeting. Changes you can make to repeating meetings are limited if you did not create the meeting.

Updating a Repeating Meeting

1. Select an instance of the meeting you want to update by clicking its icon or title (depending on the view) in your Agenda.
2. Make your desired changes.
3. To update that instance, click **Update**. To update all instances of the meeting, click **Update All**.
   If **Send e-mail to attendees** is selected, an e-mail containing event details is sent to all attendees.

Not all characteristics of a repeating meeting are updated the way you would expect when using Update and Update All after making changes. The exceptions are summarized in the following table.

Modified Characteristic of Repeating Meeting	Effect of Clicking Update All	Effect of Clicking Update

Date	Has **no** effect	Works as expected (Date is changed for that instance only)
Importance	Works as expected (Importance is changed for all instances)	Affects **all** instances
Access	Works as expected (Access is changed for all instances)	Affects **all** instances
Fields in the Details tab	Changes are only applied to **the instance you are editing**	Works as expected (changes are applied to the instance you are editing)
Attachment	Changes are only applied to **the instance you are editing**	Works as expected (changes are applied to the instance you are editing)

Deleting a Repeating Meeting

1. Select an instance of the meeting you want to delete by clicking its icon or title (depending on the view) in your Agenda.
2. Click **Delete** to delete that instance, or click **Delete All** to delete all instances of the meeting.

Note: You can only delete meetings created by you.

Working with Web Conferences

You create and edit Web conference in much the same way as you do standard Calendar meetings. When you create a Web conference, just make sure to select **Web Conference** as your meeting type from the drop-down menu on the **New Meeting** page. When you do this, Web conference-specific fields appear.

Note: This feature of Oracle Calendar is only available as part of the Oracle Collaboration Suite. If you are connecting to an older version of the Calendar server, this feature may not be available.

When creating a Web conference, you should:

- Enter the Web conference key and dial-in information in the **General** tab. The Web conference key is the code attendees will use to join the conference. Dial-in information is the number that attendees can dial to participate in a conference call during the Web conference. Both of these fields are optional, but if you do not specify a Web conference key, one will be generated for you.
- Select a Web conference type in the **General** tab. Regular Web conferences can be attended by anyone with Internet access and can be publicized on a Web page. Restricted Web conferences can only be attended by users who have been invited and who have Oracle Web Conferencing accounts.
- In the **Notification** tab, select **Insert Web Conference details in e-mail** if you want attendees to be able to join by clicking a link in an e-mail. This is useful if you have attendees who are not part of your organization.

Note: Your administrator may have disabled the ability to invite external users to Web conferences. If this is the case, you cannot list Web conferences on a Web page, and you cannot use the Web client to invite external users to regular Web conferences.

To join a Web conference:

1. In your Daily View, click the **Join Web Conference** link inside the scheduled Web conference. If you received your invitation by e-mail, click the **Join the Web Conference** link in your e-mail message.
2. In the Web page that opens, follow the instructions to join the Web conference.

See also:

- Creating or Editing a Meeting

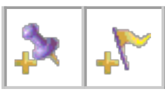
Creating or Editing a Daily Note or Day Event

A daily note reminds you about things you need to do over the course of a day. A day event lasts for at least an entire day but does not block time in your Agenda.

- General Options
- Notification Options
- Sending a Daily Note or Day Event to Other Users
- Creating a Repeating Daily Note or Day Event
- Updating or Deleting a Repeating Daily Note or Day Event

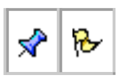
To create a daily note or day event:

Click the Create a Daily Note or Create a Day Event icon on the Calendar toolbar.



To edit an existing daily note or day event:

Click the entry icon or title (depending on the view) in your Agenda.



General Options

Aside from setting the date and title of the entry, you can also:

- Add up to 32 KB of plain text in the **Details** field of the **Details** tab.
- Add up to 32 KB of personal text in the **Personal Notes** field of the **Details** tab. Only you or a designate can see or edit this text.
- Include hypertext links in the fields of the **Details** tab (see Including Hypertext Links with an Entry).
- Make the entry span multiple days using the **Duration** field in the **General** tab.
- Assign an access level to the entry in the **General** tab. Depending on the access level you set, different users may or may not be able to view information about the entry (see Editing Access Rights).

	Choose a date from the **Pick a date** page.

To attach a file to a daily note or day event:

1. Click the paperclip icon above the **Details** field of the **Details** tab.
2. Browse to the file you want to attach and select it.
3. Click **Upload**.

Note: You can only attach one file to entries. Consult your system administrator to find out the maximum size of file attachments permitted on your system, and what file extensions your system supports.

Notification Options

Click the **Notification** tab in the New or Edit Daily Note or Day Event page. Use the options in this tab to include different types of notifications with the entry. Use the **Reminder options** to set e-mail or wireless reminders for yourself and specify when you should be reminded of the entry.

Sending E-mail with an Entry

If you want to send an e-mail to attendees and anyone with an external e-mail address whenever you create, edit or delete an entry, select **Send e-mail to attendees** in the **Notification** tab. The e-mail that is sent includes the title and date of the entry. You can include comments with the e-mail notification by entering them in the **Message text** box. You can also attach entry information as vCalendar or iCalendar data for non-calendar users to paste into their own time management applications, provided your preferences are configured so that you can do this.

To use e-mail notifications, make sure your preferences are set appropriately, as described in Setting E-mail Notification Preferences.

The e-mail address you entered in the **E-mail Notification** tab of the Preferences page appears when you send other users e-mail regarding an entry. Make sure the e-mail address you entered is valid because Calendar does not verify this for you.

See also:

- Making Your Agenda Available Globally
- Setting E-mail Notification Preferences

Sending a Daily Note or Day Event to Other Users

Click the **People & Resources** tab in the New or Edit Daily Note or Day Event page. Use the options on this page to send your entry to other users, resources and groups (including e-mail distribution lists in Collaboration Suite installations).

To add a user, resource or group to the list of recipients:

1. Select **People**, **Resources** or **Groups** from the **Search for** drop-down menu. Depending on what you select, different fields and controls appear.
2. To search for a name, enter it in the **User Information**, **Group name** or **Resource name** field. If you are not sure of the name, you can use partial entries; for example, enter "s" to see a list of names beginning with the letter "s".
   (If you are searching for a resource and you know its number, or a portion of its number, enter it in the **Resource number** field.)
3. If the previous step does not provide satisfactory results, try the following, depending on what you selected in Step 1.
   - **People**: For a more accurate search, enter the person's full e-mail address in the **User Information** field.
     If the user is external to Oracle Calendar, just type in their full e-mail address. Make sure the external address is correct - it will be added to the list of attendees when you click **Find**, without being validated.
     For more advanced search controls, click the Advanced Search icon. See Using Advanced Search for details.
   - **Groups**: If you know the Group type, select the appropriate check box.
   - **Resources**: Use the drop-down lists to generate a list of appropriate resources.
4. Click **Find**.
5. If the system finds an exact match for the criteria you entered, 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. Choose the name you want and click **Add Selected**, or click **Add All**.
   If you searched for groups, clicking **Add Selected** for a particular group (or e-mail distribution list)

adds all members of that group to the attendee list for the meeting.
If you add a resource that requires approval, a notice will be sent to that resource's designate, who must then approve the use of that resource.
If you added an external user, the e-mail address you entered is added to the left-hand list box.
6. To show details about a person or resource at any time, select the name of the person or resource and click **Information**. (This feature is not available if you are connecting to an older version of the Calendar server.)
7. Repeat steps 1 to 6 for each person, resource or group you want to add.

To check the display status of a daily note or day event

If you are editing an existing entry, the Web client lists all recipients with a symbol next to each name. You can also view these symbols by clicking the Attendees icon beside an entry in your Agenda.

- **+** The user has chosen to display the entry in her Agenda.
- **-** The user has chosen to hide the entry in her Agenda.
- **?** The user has not yet decided whether to show or hide the entry in her Agenda.

If you cannot send a daily note or day event to a user or resource:

You may not have the necessary rights for this user or resource.

See also:

- Managing Groups
- Editing Access Rights

Creating a Repeating Daily Note or Day Event

A repeating entry occurs on a regular basis, according to how you specify it when you create the entry. Use this feature to schedule any type of activity that takes place regularly over an extended period of time.

You can only make an entry a repeating entry when you create it. You cannot add recurrences to existing entries. Once you have created a repeating meeting, you can choose to delete one or all of its instances.

Note: Be careful when creating multi-day entries that repeat. If they overlap (for instance, if a four-day long entry is repeated every 2 days), you will have duplicate entries in your agenda.

To create a repeating daily note or day event:

1. Click the New Daily Note or New Day Event icon on the Calendar toolbar.
2. Add the appropriate details in the **General**, **Details**, **Notification** and **People & Resources** tabs.
3. Click the **Repeating** tab.
4. Change the **Don't Repeat** option to the frequency you want. Depending on your choice, different frequency settings appear to the right of the list box.
5. Enter or select the appropriate frequency setting using the controls that appear.
6. Select a start date and end date (in the **Until** field) for the instances of the repeating entry. You can also choose to make the entry repeat for a fixed amount of time without setting a specific end date by selecting the appropriate number of days, weeks, months or years in the **For** field.
7. Select whether to include Saturdays, Sundays and/or holidays for the entry.
8. Click **List Dates** to list the recurrences. Optionally, you can use the **Additional date** controls afterward to add dates that do not conform to the recurrence rule you used. You can also select a date and click **Delete** to remove it from the list.
Note: If you click **List Dates** again after adding or removing dates, your changes will be lost.

See also:

- Creating or Editing a Daily Note or Day Event

Updating or Deleting a Repeating Daily Note or Day Event

Use the **Update**, **Update All**, **Delete** and **Delete All** buttons to modify or delete one or all instances of a repeating Daily Note or Day Event. Changes you can make to these repeating events are limited if you did not create the event.

Updating a Repeating Daily Note or Day Event

1. Select an instance of the event you want to update by clicking its icon or title (depending on the view) in your Agenda.
2. Make your desired changes.
3. To update that instance only, Click **Update**. To update all instances of the event, click **Update All**. If **Send e-mail to attendees** is selected, an e-mail containing event details is sent to all attendees.

Not all characteristics of a repeating Daily Note or Day Event are updated the way you would expect when using Update and Update All after making changes. The exceptions are summarized in the following table.

Modified Characteristic of Repeating Event	Effect of Clicking Update All	Effect of Clicking Update
Date	Has **no** effect	Works as expected (Date is changed for that instance)
Access	Works as expected (Access is changed for all instances)	Affects **all** instances
Fields in the Details tab	Changes are only applied to **the instance you are editing**	Works as expected (changes are applied to the instance you are editing)
Attachment	Changes are only applied to **the instance you are editing**	Works as expected (changes are applied to the instance you are editing)

Deleting a Repeating Daily Note or Day Event

1. Select an instance of the event you want to delete by clicking its icon or title (depending on the view) in your Agenda.
2. To delete that instance, click **Delete**. To delete all instances of the event, click **Delete All**.

Note: You cannot delete daily notes or day events created by other users. You can, however, choose **Remove from agenda** as your reply, as described in Changing the Display Status of a Daily Note or Day Event.

Creating or Editing a Task

A task represents a project or work item that is either ongoing or that must be completed in a given time frame. You cannot send tasks to other users, although you can give other users viewing rights for tasks you create (see Editing Access Rights).

To create a task:

Click the Create a Task icon on the Calendar toolbar.

To edit an existing task:

- In the Daily List: Click its icon.
- In Planner Mode: Click its title.

- In the Task View: Click its title.

Aside from the standard information you would include with a task (start and due times and dates), you can also:

- Add up to 32 KB of plain text in the **Description** field. You can also include hypertext links in this field.
- Assign an access level to the entry. Depending on the access level you set, different users may or may not be able to view information about the entry (see Editing Access Rights).
- Indicate that part of your task has been completed by selecting the **% Complete** option and entering a value in the edit box (see The Task View).
- Select the **Completed on** option and enter the date on which you completed the task.

	Choose a start or due date from the **Pick a date** page.
	Choose a start or due time from the **Pick a time** page.

To attach a file to a task:

1. Click the paperclip icon above the **Description** field.
2. Browse to the file you want to attach and select it.
3. Click **Upload**.

Note: You can only attach one file to entries. Consult your system administrator to find out the maximum size of file attachments permitted on your system, and what file extensions your system supports.

Including Hypertext Links with an Entry

You can include hypertext links in the **Details, Personal Notes** or **Description** fields of entries. This is useful for "bookmarking" Web sites that relate to the entries you are creating or editing.

If you have set preferences to view entry details and icons, the URL appears in the Daily List, Weekly List and Monthly View below the entry. Click on it to open the link. All hypertext links are opened in a separate browser window, preserving your Agenda state.

In order for your links to work in Web browsers, you must type in the full URL (including "http://" for URLs and "mailto:" for e-mail addresses). The Web client does not check whether the hypertext links you enter are valid. You must encode all special characters for any URL you send.

Printing Your Agenda (Printable Page)

Click the **Printable Page** link on the right-hand side of your Daily, Weekly, Monthly or Task View to view your Agenda in a format more suitable for printing.

Note: To include a detailed tabular list of your entries at the end of your printouts, select **Enable Print all Details** under **Printable Page** in the **Preferences** page. See Setting Your Preferences for details.

Printing Your Daily View

One day's worth of meetings, daily notes, day events, tasks and holidays is converted into a format suitable for printing.

Note: The best format for printing your Daily Agenda is Portrait, with a margin of 0.5 inches on all sides. See Changing Display Preferences for information on how to set print settings.

Meeting background colors will adhere to your color-coding preferences. If you have meetings that cannot fit in the allotted space, as many as possible are displayed in the Other meetings section.

Meetings are printed by start time. Daily notes and day events are sorted by title. tasks are sorted by due date.

See also:

- The Daily View

Printing Your Weekly View

One week's worth of meetings, daily notes, day events and holidays is converted into a format suitable for printing.

Note: If you have chosen to display Saturdays and/or Sundays, you must choose the Landscape layout when printing your Weekly Agenda. See Changing Display Preferences for information on how to set printing settings.

Meeting background colors adhere to your color-coding preferences. Meetings are printed by start time. Daily notes and day events are sorted by title.

See also:

- The Weekly View

Printing Your Monthly View

One month's worth of meetings, daily notes, day events and holidays is converted into a format suitable for printing.

Note: If you have chosen to display Saturdays and/or Sundays, you must choose the Landscape layout when printing your Monthly Agenda. See Changing Display Preferences for information on how to set printing settings.

Meetings are printed by start time. Daily notes and day events are sorted by title.

See also:

- The Monthly View

Printing Your Task View

You can convert your tasks into a format suitable for printing.

A red arrow next to a column heading indicates that your tasks are sorted by that category (e.g. by Title, Priority, Start date, Due date or Completion status). To change the sort order of your tasks, return to the Task View and click the appropriate header.

Your print-out displays Active tasks, All tasks, Completed tasks or Incomplete tasks according to which display option you were using before you accessed the printable page. See Changing Display Preferences for information on how to set printing settings.

See also:

- The Task View

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