

# UICalendar

MON	TUE	WED	THU	FRI	SAT	SUN
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

## Introduction to the UICalendar Time Management System

UIC Academic Computing and  
Communications Center

# UICalendar

MR	FR	TH	WED	TUE	MO	SU
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17	18	19	20	21	22	23
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- What is UICalendar?
  - ◆ Oracle Calendar Server
    - ★ Descendent of Netscape/IPLANET Calendar and “CorporateTime” from Steltor
    - ★ Centrally administered Campus-wide time management Solution
  - ◆ Calendar server of choice for:
    - ★ *University of Illinois at Urbana-Champaign, Wisconsin, Iowa, Notre Dame, Cornell, California, Arizona and more than 75 other universities and 500 major corporations.*

# UICalendar

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- Why Oracle Calendar Server?
  - ◆ Rich client set
    - ★ Easy, no java Web client
    - ★ Native clients for Windows, Mac, Linux
    - ★ Outlook Connector – major feature
    - ★ Sync conduits for PPC, Mac/Palm Win/Palm
    - ★ Wireless possibilities
  - ◆ Blanket Site Licensing
    - ★ Free service for faculty, staff and (soon) students
  - ◆ Designed for scalability, reliability, centralized administration.

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- What can you do with UICalendar?
  - ◆ Manage your private schedule
    - ★ Fine controls for designated proxy rights and confidential or public viewing rights
    - ★ Notification/reminders via popup and/or email
    - ★ Email the URL to your calendar
    - ★ Access from web, home PC, office PC, PDA
  - ◆ Schedule meetings with others
    - ★ Group capability, conflict management
    - ★ Easy to search (even UIUC, someday)
  - ◆ Schedule rooms/resources
    - ★ Designated resource administrators
  - ◆ Tasks (to-do list), notes, contacts
  - ◆ Publish event, departmental calendars

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Let's get started. First, set up a UICalendar Account:

<http://www.accc.uic.edu>

**Quick Start**

- [Connect - Home](#)
- [Software Sales](#)
- [FaCT Computers](#)
- [Seminars](#)
- [Web Publishing](#)
- [Troubleshooting](#)
- [List of FAQs](#)
- [UpReport](#)
- [AHEAD \(HelpDesk\)](#)

**Document List**

- [By Category](#)
- [Alphabetical](#)
- [Orientation](#)

**Search For:****Accounts**

[Passwords](#) ... [Accounts](#) ...  
[Servers](#)

**Facilities**

[Labs](#) ... [Printing](#) ... [Classrooms](#)

**Network**

[Network](#) ... [LAN](#)

**Software**

[Software](#) ... [Available](#) ...  
[Services](#) ... [Docs](#) ... [Info](#)

**Education**

[Seminars and Online](#)  
[Learning](#) ... [Instr. Tech.](#)

**Email & Calendar**

[Email](#) ... [Email Tools](#) ... [UICal](#) ...  
[Comm.](#)

**Telecom**

[Voice](#) ... [Special Services](#) ... [Data](#) ...  
[Financial](#) ... [Operators](#)

**Security**

[General](#) ... [Tools](#) ... [Howto](#)

**Services**

[Web](#) ... [Special](#)

**Help**

[Help](#) ... [AHEAD](#) ... [Resources](#)

**News**

**Webmail  
downtime  
tonight at 1am,  
9/18 Sep 17**

Webmail will be down for  
approximately 2

**New UIC  
Wireless  
Locations Sep 08**

There are new UIC Wireless  
access points

**More News**

1. CLICK ON  
"ACCOUNTS"

# Accounts, Machines, Passwords

## Passwords

- ▶ [Passwords - Choosing a Safe Password](#)
- ▶ [Passwords - About Your ACCC Password](#)  
And how to change it.
- ▶ [Password Changing Utility](#) Change your ACCC password on the Web.
- ▶ [Passwords - Click Here before you forget your password](#) Save yourself a trip to the consultants; check this out **before** you forget your password!
- ▶ [Passwords - Help! I've forgotten my password!](#) If you set a Challenge/Response or an Emergency Email address, use this Web utility to change your ACCC password even if you've forgotten what your old one was.

## New Accounts

- ▶ [Accounts - Get a Netid Step 1](#) in opening an account; get your UIC netid.
- ▶ [Accounts - Activate Your Netid Step 2](#) New people, activate your netid and password.
- ▶ [Accounts - Open an ACCC Account Step 3](#) Open an ACCC account.
- ▶ [ACCC Policies](#)
- ▶ [Accounts and Passwords FAQ](#) How to get them, what they're good for, and password and login problems.
- ▶ [UNIX 101](#) How to get started.

2. CLICK  
"OPEN AN  
ACCC  
ACCOUNT

## Available Servers

# Create an ACCC Account



**If you already have an ACCC Password:**  
To Create an additional ACCC account or service, you must first login with your netid and password.

[LOGIN](#)

3. CLICK LOGIN

---

**New Students, Staff, & Faculty:**  
If you do not yet have a netid and password, then you must first activate your netid and password before proceeding.

[ACTIVATE NETID](#)

**University of Illinois at Chicago**  
**UIC WWW Identification Service**

NetID    
Enter your University NetID, then press Enter.

5.  
PRESS  
ENTER

**Things you should know...**

To protect your privacy, this service will provide your NetID only to secure applications you request on these authorized servers. The server that has just now requested your ID is shown below.

**tigger.uic.edu**  
**UIC Main server**  
**/htbin/bluestem/lb\_login.cgi/htbin/cgiwrap-auth/bin/password/pass.cgi?**  
**dispatch=acct\_panel&fakeid=**

***UIUC & UIS visitors:*** Add @uic.edu or @uis.edu to your UIUC or UIS NetID when logging in here. For example, if your UIUC NetID is joan, enter joan@uic.edu.

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*UIC WWW Identification Service - [www@uic.edu](http://www@uic.edu)*

4. ENTER  
YOUR NETID

**University of Illinois at Chicago**  
**UIC WWW Identification Service**

**Password**

**Enter**

Enter password\* for NetID [redacted], then press Enter.

\*same as for tigger/icarus/mailserv or terminal servers

7. PRESS  
ENTER

**Things you should know...**

6. ENTER  
YOUR ACCC  
PASSWORD

- Remember to quit your browser before leaving your computer.
- The only WWW servers authorized to ask for your UIC NetID password are:

**ness.uic.edu**  
**ness1.uic.edu**  
**ness2.uic.edu**

This page's URL should start with `https://` followed by one of the servers listed above. Report the URL of any other WWW server that asks for your NetID password to [www@uic.edu](mailto:www@uic.edu).

- With Netscape 4 and Microsoft Internet Explorer, the security padlock icon for this page should be closed/locked. With Netscape 3 browsers, the thin bar at the top of the document window should be blue and the key icon at the lower left corner should be unbroken.

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*UIC WWW Identification Service - [www@uic.edu](mailto:www@uic.edu)*

# Create an ACCC Account

Existing Accounts for

- Icarus
- Blackboard
- Tigger

**Email routing:** Mail sent to  is currently being routed to .  
[\(change mail routing\)](#)

## New Accounts:

You are eligible to create any of the following ACCC accounts:

Account	Type	Use
<input type="radio"/> 1) Mailserv	UNIX	Recommended email server, with spam filtering.
<input checked="" type="radio"/> 2) UICal	Corporate Time Calendar	Calendar via Web/PDA/Outlook/etc



**Which account should I choose?**

8. CLICK "UICAL" RADIO BUTTON

9. CLICK "CREATE ACCOUNT"

# Create an ACCC Account

SUCCESS.

GOOD!

- Your uical account has been successfully created.
- The password is your Common Password, which you used to login to create this account.
- Now that you have an account on uical, here are some things you may want to consider:

**Password Options**

Do you need to change your password? Or setup a challenge phrase or emergency email address for lost passwords?

**Email Routing**

You can also change your UIC email routing. Currently your UIC email at [khyman@uic.edu](mailto:khyman@uic.edu) is being routed to this account: [khyman@tigger.cc.uic.edu](mailto:khyman@tigger.cc.uic.edu).

**Learn More!**

Would you like to learn more about how to use the account you just created? Check out the ACCC's [Accounts](#) page.

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Now, your UICalendar account has been created. The easiest and simplest way to use UICalendar is via the WEB CLIENT at:

<http://uical.uic.edu/>

Or simply:

[uical.uic.edu](http://uical.uic.edu)

# UICalendar

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CorporateTime for the Web 3.1

User Name

Password

1. TYPE IN YOUR NETID

2. TYPE IN YOUR ACCC "COMMON PASSWORD"

3. CLICK "SIGN IN" BUTTON

[ACCC UICalendar Documentation](#)  
[Change your ACCC Common Password](#)

ACCC ACADEMIC COMPUTING and COMMUNICATIONS CENTER

Accounts Email Facilities Telecom Network Security Software Services Education Help

LOGOUT HELP PREFERENCES

**UICalendar**

QUICK NAVIGATION METHOD 1

QUICK NAVIGATION METHOD 2

CREATE NEW MEETING

DAILY/WEEKLY/MONTHLY VIEW

DAILY LIST/DAILY PLANNER

CALENDAR OWNER

Printer-friendly format

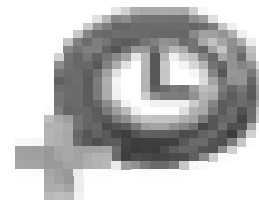
*Agenda of Seminar Demo 1*

30 min.	Sunday	Daily Notes & Day Events
7:00a.m. (+)		No Daily Notes or Day Events
8:00a.m. (+)		
9:00a.m. (+)		
10:00a.m. (+)		
11:00a.m. (+)		
12:00p.m. (+)		
1:00p.m. (+)		
2:00p.m. (+)		
3:00p.m. (+)		
		No Tasks

# UICalendar

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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OK – LET’S SCHEDULE A WEEKLY MEETING WITH SOME PEOPLE IN A RESERVED ROOM. START BY CLICKING THE “3-O’CLOCK” ICON.



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Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

**UICalendar**

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WE'LL CLICK THIS TAB NEXT TO INVITE PEOPLE AND/OR ROOMS/RESOURCES

**New Meeting**

**General** | Notification | **People & Resources** | Repeating

Title: This is a test event 1 for the DEMO calendar

Location: ROOM CMW 217

Tentative

Date: 25 September 2003

Time: 9:00 a.m.

Duration: 1:00

Importance: High

Access: Public

Notification: THIS IS DESCRIPTIVE ONLY. IF THE ROOM HAS A CALENDAR, BE SURE TO "INVITE" THE ROOM LATER

Details: These are notes for the test event one. You can even put a URL if you wish, like: <http://www.uic.edu/depts/ac>

DATE, TIME AND DURATION OF EVENT

IMPORTANCE LEVELS WILL BE DISTINGUISHABLE LATER VIA COLORS OR ICONS

PUBLIC ACCESS MEANS PEOPLE GIVEN THE URL OF YOUR CALENDAR CAN VIEW IT FROM ANY WEB BROWSER. (MORE LATER WHEN WE COVER ACCESS RIGHTS)

ACCC UICalendar Documentation  
Change your ACCC Common Password

Create | Cancel | Help

THE "GENERAL" TAB HELPS YOU SET INFORMATION ABOUT THE EVENT. WE'LL CLICK "PEOPLE AND RESOURCES" NEXT

ACCC **ACADEMIC COMPUTING and COMMUNICATIONS CENTER**

Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

**UICalendar**

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**General** | Notification | **People & Resources** | Repeating

Find | **O'Leary** |  People |  Resources |  Groups

Seminar Demo1

Remove selected

Check conflicts | Suggest time | Group view

THEN PRESS "FIND" TO SEARCH THE DIRECTORY

NOW WORKING ON THIS TAB

NEW MEETING

CREATE | CANCEL | HELP

THE "PEOPLE AND RESOURCES" TAB HELPS YOU FIND PEOPLE, ROOMS, CAMERAS ETC TO INVITE TO THE EVENT OR MEETING.

# UICalendar

					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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## New Meeting

### General

### Notification

### People & Resources

### Repeating

Find   People  Resources  Groups

Seminar Demo1

Remove selected

Check conflicts

Suggest time

Group view

David T. O'Leary  
James O'Leary  
jimotest O'Leary  
jimtest2 O'Leary  
jimtest O'Leary

Add selected

Add all

THIS LIST WAS RETURNED BY "FIND". THE MEMBERS WE WISH TO INVITE HAVE BEEN CLICKED UPON AND HIGHLIGHTED

PRESS ADD SELECTED TO INVITE HIGHLIGHTED PEOPLE OR PRESS ADD ALL TO ADD EVERYONE.

Create Cancel Help

HIGHLIGHT PEOPLE TO ADD THEN CLICK "ADD SELECTED" TO INVITE THEM TO THE EVENT OR MEETING

# UICalendar

				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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## New Meeting

### General

### Notification

### People & Resources

### Repeating

Find   People  Resources  Groups

- jimotest O'Leary
- jimtest2 O'Leary
- Seminar Demo1

OK - THESE PEOPLE WILL BE INVITED

- David T. O'Leary
- James O'Leary
- jimotest O'Leary
- jimtest2 O'Leary
- jimtest O'Leary

Add selected Add all

Remove selected

Check conflicts Suggest time Group view

You do not have permission to invite the following people/resources:

- James O'Leary

BUT THIS PERSON DID NOT GIVE YOU PERMISSION TO INVITE!

Create Cancel Help

OK – NOW THE INVITEES HAVE BEEN SELECTED. LET’S RESERVE A ROOM FOR THIS MEETING AS WELL.

LOOKING FOR ROOMS IN THE "CMW" BUILDING (BLANK TO SEE ALL RESOURCES)



# UICalendar

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**New Meeting**

**General**      **Notification**      **People & Resources**      **Repeating**

Find        People       Resources       Groups

**CMW 217 Seminar Room**  
jimotest O'Leary  
jimtest2 O'Leary  
Seminar Demo1

**WE USED "ADD SELECTED" TO "INVITE" (RESERVE) CMW217 TO THE MEETING**

**CMW 217 Seminar Room**  
CMW 219 Seminar Room  
CMW 258 Seminar Room

**THIS TIME WE ARE SEARCHING "RESOURCES", WHICH INCLUDES ROOMS, PROJECTORS ETC.**

**THESE ARE THE ROOMS IN THE CMW BUILDING THAT THE "FIND" LOCATED**

Remove selected      Add selected      Add all

Check conflicts      Suggest time      Group view

Create      Cancel      Help

ACCC UICalendar Documentation  
Change your ACCC Common Password

WE HAVE INVITED PEOPLE AND RESERVED A ROOM. LET'S CHECK FOR CONFLICTS.

# UICalendar

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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## New Meeting

General

Notification

**People & Resources**

Repeating

Find

People  Resources  Groups

CMW 217 Seminar Room  
 jimotest O'Leary  
 jimtest2 O'Leary  
 Seminar Demo1

Remove selected

Check conflicts

Suggest time

Group view

The following people/resources have a conflict.

jimotest O'Leary

WE PRESSED THE "CHECK CONFLICTS" BUTTON

AND UICALENDAR TOLD US THAT THIS PERSON IS ALREADY SCHEDULED AT THIS TIME

STILL WORKING ON "PEOPLE AND RESOURCES" TAB

Create

Cancel

Help

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Change your ACCC Common Password

WE CHECKED FOR CONFLICTS AND FOUND ONE. LET'S ASK UICALENDAR TO SUGGEST A TIME

# UICalendar

				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

27

## Suggest Date & Time

### Search for time

Date between   2003 and   2003

Time between   a.m. and   a.m.

Duration  :

Include  Saturdays  Sundays  Holidays

CUTE TOOLS FOR QUICKLY SETTING DATES AND TIMES

### Suggestions

Maximum number of suggestions

WE SET THESE RESTRAINTS ON THE UICALENDAR "SUGGESTIONS"

- Click 'List suggestions' button -

THEN WE CLICK "LIST SUGGESTIONS"

## ACCC UICalendar Documentation

WE GIVE UICALENDAR RESTRAINTS FOR SUGGESTED DATES AND TIMES AND THEN CLICK "LIST SUGGESTIONS"

# UICalendar

					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

27

## Suggest Date & Time

### Search for time

Date between 25 September 2003 and 25 September 2003

Time between 9:00 a.m. and 11:00 a.m.

Duration 1:00

Include  Saturdays  Sundays  Holidays

### Suggestions

Maximum number of suggestions 5

(1 found)

From 10:00am to 11:00am 01hr(s) 00min(s) - Thursday, 25 September 2003

Selected date 25 September 2003 at 10:00 a.m.

OK

Cancel

Help

PRESS OK TO ACCEPT

UICALENDAR WAS ABLE TO SUGGEST ONE DATE AND TIME, WITHIN THE CONSTRAINTS GIVEN, WHERE ALL COULD ATTEND.

THE CHOSEN HIGHLIGHTED SUGGESTED DATE/TIME APPEARS HERE

UICALENDAR WAS ABLE TO SUGGEST A TIME WITH NO CONFLICTS. LET'S NOTIFY THE ATTENDEES NEXT.

# UICalendar

				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

NOW WORKING ON NOTIFICATION TAB

WILL WORK ON THIS TAB NEXT

## New Meeting

### General

#### E-mail notification

Send e-mail to attendees

Send e-mail to other people (enter e-mail addresses separated by commas)

joleary@uic.edu  
somesuch@hotmail.com

Message text (optional)

Hi - I'm planning this meeting. Please send me an email response if you can make it.

### Notification

CHECK TO SEND EMAIL TO ATTENDEES CHOSEN FROM "PEOPLE AND RESOURCES"

### People & Resources

#### Reminder options

Enable e-mail reminder

Remind me 10 minute(s) before start

ADD EMAIL ADDRESSES OF PEOPLE YOU WANT TO INVITE WHO DO NOT USE UICALendar

TEXT OF EMAIL MESSAGE TO "NON-UICALendar" INVITEES

### Repeating

CHECK TO HAVE UICAL REMIND YOU ABOUT THE MEETING MINUTES, HOURS OR DAYS BEFORE

Create

Cancel

Help

FINALLY, CLICK "CREATE" TO REGISTER THE EVENT IN THE CENTRAL UICAL DATABASE

ACCC UICalendar Documentation  
Change your ACCC Common Password

YOU CAN SEND EMAIL NOTIFICATIONS TO INVITEES. OOPS. LET'S \*NOT\* CLICK "CREATE" YET... LET'S CLICK THE "REPEATING" TAB TO MAKE IT WEEKLY.

# UICalendar

					1	2
3	4	5	6	7	8	9
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NOW WORKING ON "REPEATING" TAB

WE CHOSE TO REPEAT THE MEETING WEEKLY

## New Meeting

General
Notification
People & Resources
Repeating

**Repeat**

Every  week(s)  
 Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Start and end dates**  
 Start      
 Until      
 For

**Additional date**

**Repeating date list (100)**

Thur, Sep 25, 2003 at 10:00a.m.	▲
Mon, Sep 29, 2003 at 10:00a.m.	▼
Thur, Oct 2, 2003 at 10:00a.m.	▲
Mon, Oct 6, 2003 at 10:00a.m.	▼

**Include**  
 Saturdays  Sundays  Holidays

WE CLICKED "LIST DATES" TO GET A COMPLETE LIST. INDIVIDUAL DATES CAN BE DELETED

FINALLY, LET'S CREATE THE MEETING

AND A DURATION OF 2 YEARS. UICAL CURRENTLY LIMITS YOU TO 366 REPITIONS OF AN EVENT

ACCC UICalendar Documentation  
 Change your ACCC Common Password

SET THE REPETITION VALUES, THEN CLICK "CREATE".

◀ September 2003 ▶

M	T	W	Th	F	S	S
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	1	2	3	4	5

# UICalendar

				1	2
3	4	5	6	7	8
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21	22	23	24	25	26
27	28	29	30		



## Weekly View

## Agenda of Seminar Demo1

Monday, 22 September 2003 - Sunday, 28 September 2003 - Week 39



[Weekly List](#)

[Printer-friendly format](#)

30 min.	Mon 22	Tue 23	Wed 24	Thur 25	Fri 26
8:00a.m.	(+)	(+) THE MEETING HAS BEEN CREATED. ROLL THE	(+)	(+)	(+)
9:00a.m.	(+)	(+) MOUSE OVER THE TITLE TO	(+)	(+) This is a test eve. 9:00a.m.	(+)
10:00a.m.	(+)	(+) SEE THE COMPLETE	(+)	(+)	(+)
11:00a.m.	(+)	(+) TITLE. ROLL	(+)	(+)	(+)
12:00p.m.	(+)	(+) MOUSE OVER	(+)	(+)	(+)
1:00p.m.	(+)	(+) SMALL ICONS	(+)	(+)	(+)
2:00p.m.	(+)	(+) TO SEE THEIR	(+)	(+)	(+)
3:00p.m.	(+)	(+) MEANINGS	(+)	(+)	(+)
4:00p.m.	(+)	(+)	(+)	(+)	(+)

10/16/2003

THE MEETING HAS BEEN SCHEDULED  
 EMAIL WAS SENT. ROLL MOUSE OVER  
 ANY ICON OR WORD FOR MORE DETAIL.

September 2003

M	T	W	Th	F	S	S
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	1	2	3	4	5



ACADEMIC COMPUTING and COMMUNICATIONS CENTER

- Accounts
- Email
- Facilities
- Telecom
- Network
- Security
- Software
- Services
- Education
- Help

# UICalendar

				1	2
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21	22	23	24	25	26
27	28	29	30		

CLICK ON THE WRENCH TO WORK ON YOUR SETTINGS



Weekly View

Agenda Demo1

- Edit Preferences
- Edit Access Rights
- Manage Groups

Monday, 22 September 2003 - Sunday, 28 September 2003 - Week 39



Weekly List

Printer-friendly format

30 min.	Mon 22	Tue 23	Wed 24	Thur 25	Fri 26
8:00a.m.	(+)	(+)	(+)	(+)	(+)
9:00a.m.	(+)	(+)	(+)	This is a test eve... 9:00a.m.	(+)
10:00a.m.	(+)	(+)	(+)	(+)	(+)
11:00a.m.	(+)	(+)	(+)	(+)	(+)
12:00p.m.	(+)	(+)	(+)	(+)	(+)
1:00p.m.	(+)	(+)	(+)	(+)	(+)
2:00p.m.	(+)	(+)	(+)	(+)	(+)
3:00p.m.	(+)	(+)	(+)	(+)	(+)
4:00p.m.	(+)	(+)	(+)	(+)	(+)

THERE ARE 3 TYPES OF SETTINGS. LET'S START BY CREATING A GROUP OF PEOPLE THAT WILL REGULARLY ATTEND MEETINGS. CLICK "MANAGE GROUPS"

10/16/2003

NOW LET'S LOOK AT CREATING A GROUP OF "REGULARS" THAT YOU WISH TO MEET WITH. 28  
CLICK THE "WRENCH" THEN "MANAGE GROUPS"

# UICalendar

				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

WE HAVE NO EXISTING GROUPS YET

## Manage Groups

Select a Group (0 found)

(none)

New

SO WE'LL CLICK "NEW" TO CREATE A NEW GROUP

OK Help

[ACCC UICalendar Documentation](#)  
[Change your ACCC Common Password](#)

WE WANT TO CREATE A GROUP OF PEOPLE THAT WE CAN INVITE TO EVENTS AS SINGLE UNIT

					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

# UICalendar

CHOOSE A NAME FOR YOUR GROUP.

MEMBERS ONLY MEANS ALL MEMBERS CAN INVITE GROUP. "PRIVATE" MEANS ONLY YOU CAN. THERE ARE ALSO "PUBLIC" GROUPS THAT ALL CAN SEE, BUT YOU MUST ASK UICAL

## New Group

Group name

Group type

Current members (1 found)

Seminar Demo1

People  Resources  Groups

You cannot perform blank searches or searches containing wildcards (\*).

TO SEARCH FOR PEOPLE, TYPE IN THEIR SURNAME (OR THE FIRST LETTERS OF THEIR SURNAME, THEN CLICK "ADD" TO GET A LIST OF POSSIBLE MATCHES

WE'RE SEARCHING FOR PEOPLE, BUT GROUPS COULD CONTAIN ROOMS OR EVEN OTHER GROUPS

[ACCC UICalendar Documentation](#)  
[Change your ACCC Common Password](#)



CREATE A GROUP NAME, THEN START SEARCHING FOR NAMES TO ADD. NOTE: GROUP MEMBERS MUST HAVE EXISTING UICAL ACCOUNTS.

# UICalendar

					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

## New Group

Group name: SEMINAR DEMO GROUP  
Group type: Members-Only

Add:

Current members (1 found):  
Seminar Demo1  
Remove selected

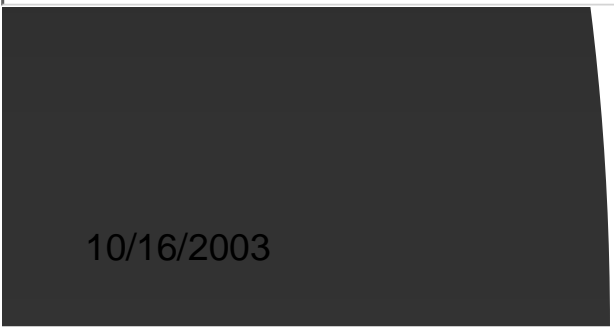
People  Resources  Groups

Search result(5 found):  
David T. O'Leary  
James O'Leary  
jimotest O'Leary  
jimtest2 O'Leary  
jimtest O'Leary  
Add selected  
Add all

HERE ARE RESULTS OF THE SEARCH. FIVE POSSIBILITIES WERE FOUND. HIGHLIGHT ANY MATCHES YOU WANT TO INCLUDE IN THE GROUP, THEN CLICK "ADD SELECTED"

Create Cancel Help

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THE SURNAME SEARCH MAY RETURN MORE THAN ONE RESULT. HIGHLIGHT THOSE YOU WISH TO ADD TO YOUR GROUP AND CLICK "ADD SELECTED"

YOU CAN CONTINUE TO ADD MORE PEOPLE, RESOURCES OR GROUPS AS MEMBERS BEFORE YOUR CREATE YOUR NEW GROUP

# UICalendar

					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

## New Group

Group name

Group type

People  Resources  Groups

Current members  
(5 found)

- James O'Leary
- jimotest O'Leary
- jimtest2 O'Leary
- jimtest O'Leary**
- Seminar Demo1

Search result(5 found)

- David T. O'Leary**
- James O'Leary
- jimotest O'Leary
- jimtest2 O'Leary
- jimtest O'Leary

WHEN YOU ARE HAPPY WITH THE LIST OF MEMBERS, CREATE THE GROUP

THESE PEOPLE/RESOURCES/GROUPS WILL BE ADDED TO THE GROUP. IF YOU WANT TO REMOVE ANY, HIGHLIGHT THEM AND CLICK "REMOVE SELECTED"

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FIND AND SELECT PEOPLE, RESOURCES AND OTHER GROUPS, THEN CLICK "CREATE" TO CREATE YOUR NEW GROUP.

# UICalendar

				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

## Manage Groups

Select a Group(1 found)

[MEM]SEMINAR DEMO GROUP

- New
- Edit
- Delete

YOUR NEW "[MEM]BERS ONLY" GROUP HAS BEEN CREATED. CLICK "EDIT" IF YOU WANT TO ADD OR SUBTRACT MEMBERS.

OK Help

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CLICK OK WHEN YOU ARE FINISHED WORKING ON YOUR GROUP(S)

ADD NEW GROUPS, EDIT EXISTING GROUPS. PRESS OK WHEN DONE.

THE NEXT TIME YOU SCHEDULE AN EVENT YOU CAN CLICK ON THE "PEOPLE AND RESOURCES" TAB AND INVITE YOUR NEW "GROUP" AS WELL AS OTHER "PEOPLE" OR RESOURCES. CLICK "FIND" AND THE "GROUP" RADION BUTTON TO GET A LIST OF GROUPS YOU CAN INVITE.

# UICalendar

				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

THE NEXT TIME YOU WANT TO INVITE PEOPLE TO A MEETING YOU CAN INVITE YOUR MEMBERS ONLY GROUP

## New Meeting

General Notification

People & Resources

Repeating

Find   People  Resources  Groups

- jimotest O'Leary
- jimtest2 O'Leary
- jimtest O'Leary
- Seminar Demo1

- CorporateTime Server Admins
- LibTestAdmin
- SEMINAR DEMO GROUP
- testadministrativegroup
- TestPublicGroup

AS BEFORE, YOY MAY CREATE THE MEETING NOW, OR WORK ON THE "GENERAL OR "NOTIFICATION" TABS BEFORE YOU CREATE THE MEETING.

HERE IS A LIST OF AVAILABLE GROUPS FROM "FIND". WE HIGHLIGHT AND SELECT OUR "SEMINAR DEMO GROUP" AND THEN CLICK "ADD SELECTED". THE OTHER GROUPS YOU SEE ARE "PUBLIC" GROUPS FOR ALL TO SEE

Remove selected

Check conflicts Suggest time Group view

You do not have permission to invite the following people/resources:

James O'Leary

EVEN THOUGH WE ADDED A "GROUP", THE GROUP HAS BEEN "EXPANDED" INTO THE LIST OF NAMES OF MEMBERS IN THAT GROUP. THIS WAY, WE CAN "REMOVE SELECTED" INDIVIDUALS, IF WE DID NOT WANT TO INVITE THE ENTIRE GROUP THIS TIME.

Create Cancel Help

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GROUPS TO MEETINGS AS WELL AS INDIVIDUAL PEOPLE AND RESOURCES. (SEE FOIL 18)

September 2003

M	T	W	Th	F	S	S
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	1	2	3	4	5

# UICalendar

					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

OK - WHAT ELSE IS BEHIND THAT WRENCH?



## Weekly View

## Agenda 6: demo1

- Edit Preferences
- Edit Access Rights
- Manage Groups

Monday, 22 September 2003 - Sunday, 28 September 2003 - Week 39



Weekly List

Printer-friendly format

30 min.	Mon 22	Tue 23	Wed 24	Thur 25	Fri 26
8:00a.m.	(+)	(+)	(+)	(+)	(+)
9:00a.m.	(+)	(+)	(+)	This is a test eve... 9:00a.m.	(+)
10:00a.m.	(+)	LET'S TOUR THE "EDIT PREFERENCES" AREA	(+)	(+)	(+)
11:00a.m.	(+)		(+)	(+)	(+)
12:00p.m.	(+)	(+)	(+)	(+)	(+)
1:00p.m.	(+)	(+)	(+)	(+)	(+)
2:00p.m.	(+)	(+)	(+)	(+)	(+)
3:00p.m.	(+)	(+)	(+)	(+)	(+)
4:00p.m.	(+)	(+)	(+)	(+)	(+)

### LET'S TOUR THE "EDIT PREFERENCES" AREA BEHIND THE "WRENCH" ICON

10/16/2003

3 START  
LOOKING  
AT THE  
GENERAL"  
OF OUR  
PREFERENCES



# UICalendar

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
30					

MORE  
PREFERENCES  
TABS YOU  
CAN LOOK AT  
BEFORE  
CLICKING

## Edit Preferences

**General**

Display

Security

E-mail Notification

Entry Defaults

### Time zone

12H  24H

### Time zone

CST6CDT

### Date format

Order  MDY  DMY  YMD

Separator: /

Century (2010 vs. 10)

### Date format

Order  MDY  DMY  YMD

Friday 1 October 2010

### Name format

John Smith  OU1  OU2  OU3  OU4

John Smith (OU1/OU2/OU3...)

John C. Smith (OU1=, OU2=, OU3=...)

John Smith, C.

Smith, John

Smith, John C.

YOU CAN  
CHANGE THE  
WAY YOU  
WANT DATES  
TO BE  
DISPLAYED

### Resource format

- Name only (Conference Room)
- Name, number (Conference Room, R30)
- Number, name (R30, Conference Room)

OK Cancel Help

TIMEZONE SHOULD BE "CST6CDT". BUT, THE FIRST TIME YOU ARE HERE, AVOID THE "URL" BUG BY: 1) SET TIMEZONE TO "CST6MEX" 2) CLICK "OK" 3) CLICK THE WRENCH AGAIN 4) SET TIMEZONE BACK TO "CST6CDT" 5) CLICK "OK" AGAIN. THIS BUG IS FIXED IN NEXT RELEASE

YOU CAN  
CHANGE THE  
WAY YOU  
WANT NAMES  
TO BE  
DISPLAYED

CLICK "OK" IF  
ALL YOUR  
PREFERENCES  
ARE SET, OR  
CLICK ANY  
OF THE 4  
OTHER  
"TABS" AT

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DONT  
CHANGE THIS  
SETTING IN  
UICAL. ALL  
ROOMS  
INCLUDE THE  
"NUMBER" IN  
THEIR  
"NAME"

THE "GENERAL" PREFERENCES TAB.  
LET'S CLICK THE "DISPLAY" TAB NEXT.

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Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

**UICalendar**

						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	

**Settings for Printed Copies**

**Edit Preferences**

**General** | **Display** | **Security** | **E-mail Notification** | **Entry Defaults**

**Start Week**  
Monday  
 Show Saturday  
 Show Sunday

**To be displayed**  
 Declined Meetings  
 Location  
 Meeting end times  
 Entry icons and details

**Printer-friendly format**  
Paper name: Letter  
Margin size: 0.50 Inch  
Event shading:  Color  Grayscale

**Color Meetings By**  
Importance level  
Highest  
High  
Normal  
Low  
Lowest

OK | Cancel | Help

AGAIN, PRESS "OK" IF FINISHED WITH ALL PREFERENCES OR PRESS ONE OF THE OTHER 4 PREFERENCE TABS AT THE TOP

HOW TO COLOR MEETINGS. NOTE THAT YOU CAN COLOR BY ATTENDANCE STATUS OR OWNERSHIP INSTEAD OF BY IMPORTANCE

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THE "DISPLAY" PREFERENCES TAB.  
LET'S CLICK THE "SECURITY" TAB NEXT.

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Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

**UICalendar**

					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

NOW WORKING ON THE "SECURITY" PREFERENCES TAB

**Edit Preferences**

General | Display | **Security** | E-mail Notification | Entry Defaults

**Sign in**  
 Enable automatic sign in

**Global Agendas**  
 Allow Global Agenda Viewing

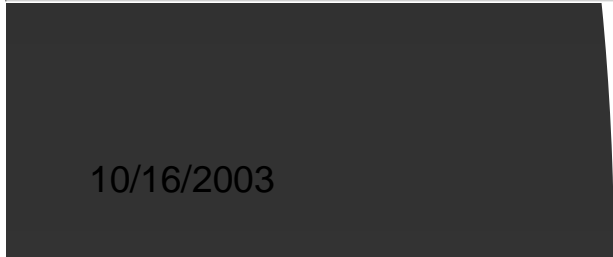
**DONT CHECK THIS ONE! IT'S A SECURITY RISK**

CHECK "ALLOW GLOBAL AGENDA VIEWING" IF YOU WANT TO BE ABLE TO EMAIL A "URL" POINTING TO YOUR WEB PAGE TO ANYONE. THESE PEOPLE WILL BE ABLE TO VIEW YOUR CALENDAR (WITH ACCESS RIGHT CONSTRAINTS) FROM A WEB BROWSER, EVEN IF THEY DO NOT HAVE UICAL ACCOUNTS.  
 THE NEXT TIME YOU VIEW YOU LOGIN TO YOUR UICAL ACCOUNT FROM THE WEB CLIENT, YOU'LL SEE A NEW "LINK" ENTITLED "E-MAIL AGENDA TO A FRIEND". WE'LL LOOK AT THIS LATER ON.

AGAIN, PRESS OK IF DONE WITH ALL PREFERENCE SETTINGS OR CLICK ANY OF THE OTHER 4 PREFERENCE TABS.

OK | Cancel | Help

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THE "SECURITY" PREFERENCES TAB.  
 LET'S CLICK THE "E-MAIL NOTIFICATION"  
 TAB NEXT.

NOW WORKING ON THE "E-MAIL NOTIFICATION" TAB UNDER "EDIT PREFERENCES"

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Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

					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

# UICalendar

**Edit Preferences**

General | Display | Security | **E-mail Notification** | Entry Defaults

**Entries sent out**  
 Send e-mail to attendees  
 When I create an Entry  
 When I edit an Entry  
 When I delete an Entry

**Entries received**  
 Allow people to send me notification by e-mail of new Entries

**When sending e-mail, automatically attach Entry data in**  
 iCalendar format  
 vCalendar format

**When creating or editing an Entry**  
 Show iCalendar & vCalendar attachment option ?

CHOOSE WHEN TO SEND EMAIL MESSAGES

DECIDE WHETHER OTHER UICAL USERS ARE ALLOWED TO EMAIL YOU WHEN INVITING YOU TO MEETINGS

AGAIN, CLICK OK IF YOU ARE FINISHED WITH ALL OF YOUR PREFERENCES OR CLICK ON ANY OF THE OTHER 4 PREFERENCE TABS ABOVE

OK | Cancel | Help

YOU CAN MAIL SPECIAL ATTACHEMENTS WITH YOUR INVITATIONS. THE RECIPIENTS CAN DRAG AND DROP THESE INTO THEIR CALENDAR

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10/16/2003

THE "E-MAIL NOTIFICATION" PREFERENCES TAB. LET'S CLICK THE "ENTRY DEFAULTS" TAB NEXT.

DEFAULT IMPORTANCE AND ACCESS LEVELS. NOTE "PUBLIC" ACCESS MEANS PEOPLE VIEWING YOUR WEB URL CAN SEE DETAILS. "NORMAL" MEANS THEY CAN ONLY SEE YOUR EVENTS AS "BUSY" TIMES

# UICalendar

					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

WORKING ON THE "ENTRY DEFAULTS" TAB UNDER PREFERENCES

Edit Preferences

General

Display

Security

E-mail Notification

Entry Defaults

### Meetings

Importance level

Normal

Access level

Normal

### Tasks

Priority level

1

### Daily Notes

Access level

Normal

### Day Events

Access level

Public

Personal  
Confidential  
Normal  
Public

DEFAULT SETTINGS FOR TASKS, DAILY NOTES AND DAT EVENTS. WE'LL TALK ABOUT THEM LATER

AS BEFORE, CLICK "OK" IF FINISHED WITH ALL PREFERENCES OR CLICK ANY OF THE OTHER 4 PREFERENCE TABS

OK Cancel Help

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COMPLETE'S OUR TOUR OF "EDIT PREFERENCES" LET'S LOOK AT ACCESS RIGHTS NEXT.

[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](#)

LET'S LOOK  
AT "EDIT  
ACCESS  
RIGHTS"  
UNDER THE  
"WRENCH"

# UICalendar

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
30					



## Weekly View

## Agenda Demo1

- [Edit Preferences](#)
- [Edit Access Rights](#)
- [Manage Groups](#)

Monday, 29 September 2003 - Sunday, 5 October 2003 - Week 40



[E-mail Agenda to a friend](#)

[Weekly List](#)

[Printer-friendly format](#)

30 min.	Mon 29	Tue 30	Wed 1	Thur 2	Fri 3
8:00a.m.	(+)	(+)	(+)	(+)	(+)
9:00a.m.	(+)	(+)	(+)	(+)	(+)
10:00a.m.	(+)	(+)	(+)	(+)	(+)
11:00a.m.	(+)	(+)	(+)	(+)	(+)
12:00p.m.	(+)	(+)	(+)	(+)	(+)
1:00p.m.	(+)	(+)	(+)	(+)	(+)
2:00p.m.	(+)	(+)	(+)	(+)	(+)
3:00p.m.	(+)	(+)	(+)	(+)	(+)
4:00p.m.	(+)	(+)	(+)	(+)	(+)

CLICK ON THE "EDIT ACCESS RIGHTS" LINK  
AFTER CLICKING ON THE "WRENCH"

# UICalendar

					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

## Access Rights

Find

Default: Any unlisted person.

Users with no Access Rights are marked with an asterisk (\*)

Edit Access Rights

Delete

Done

Help

FIRST - WE'LL SET RIGHTS FOR "ANY UNLISTED PERSON", I.E. ANY UICAL USER OR GROUP THAT HAS NOT BEEN EXPLICITLY SELECTED

WORKING ON THE "ACCESS RIGHTS" - PRIVILEGES FOR OTHERS TO VIEW OR UPDATE MY CALENDAR

CLICK THE "EDIT ACCESS RIGHTS" BUTTON TO SET THE RIGHTS FOR THE SELECTION THAT HAS BEEN HIGHLIGHTED ABOVE

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[Change your ACCC Common Password](#)

# UICalendar

					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

IDENTICAL RIGHTS ARE SET FOR MEETINGS, DAY EVENTS AND DAILY NOTES. RIGHTS FOR TASKS ARE SET SEPARATELY

THIS SHOWS WHO WE ARE GRANTING RIGHTS TO

Access Rights for Default: Any unlisted person.

**Viewing**

Meetings, Day Events, Daily Notes | **Tasks**

View view times  
None Entries only None View

Normal:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidential:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

THIS MEANS THAT THESE "UNLISTED PERSONS" CAN ONLY SEE YOUR SCHEDULED TIMES AS "BUSY". IF YOU WANT THEM TO SEE ALL DETAILS, CLICK "VIEW ENTRIES". IF YOU DON'T WANT THEM TO SEE ANYTHING, CLICK "NONE"

**Scheduling**

Can invite me to Entries

CLICK "OK" TO SAVE THE SETTINGS FOR "UNLISTED PERSONS"

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[Change your ACCC Common Password](#)

IF THIS IS CHECKED, IT MEANS "UNLISTED PERSONS ARE ALLOWED TO INVITE ME TO MEETINGS"

WHEN YOU CREATE MEETINGS YOU CAN SET THE "ACCESS LEVEL" TO "NORMAL", "CONFIDENTIAL", OR "PERSONAL" (OR "PUBLIC", BUT THAT NEEDS NO LISTING HERE). BY CLICKING THE APPROPRIATE RADIO BUTTON, YOU CAN CONTROL WHETHER "UNLISTED PERSONS" CAN SEE THE DETAILS OF YOUR ENTRIES, JUST "BUSY", OR NOTHING AT ALL.

OK – THAT TAKES CARE OF "UNLISTED PERSONS". NOW LET'S GO SET RIGHTS FOR SOMEONE EXPLICITLY

# UICalendar

					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

## Access Rights

O'Le

Find

- Default: Any unlisted person.
- \* David T. O'Leary
  - \* James O'Leary
  - \* jimtest O'Leary
  - \* jimtest2 O'Leary

Users with no Access Rights are marked with an asterisk (\*)

Edit Access Rights

Delete

Done

Help

FIRST, WE SEARCH FOR THE PERSON WE WANT TO GRANT RIGHTS TO BY TYPING THE FIRST FEW CHARACTERS OF THE SURNAME, THEN CLICKING "FIND"

THIRD, WE CLICK "EDIT ACCESS RIGHTS"

[ACCC UICalendar Documentation](#)  
[Change your ACCC Common Password](#)

SECOND, WE HIGHLIGHT THE NAME WE WISH TO GRANT RIGHTS TO

NOW WE WANT TO FIND A PERSON AND SET EXPLICIT ACCESS RIGHTS

WE'RE WORKING ON THE RIGHTS FOR THIS PERSON

Accounts | Email | Facilities | Telecom | Network | Security | Software | Services | Education | Help

# UICalendar

				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

**Access Rights for James O'Leary**

**Viewing**

	Meetings, Day Events, Daily Notes		Tasks	
	View	View times	None	View
	None	Entries only	None	View
Normal:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Confidential:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

WE CAN CUSTOMIZE THE "VIEWING" RIGHTS IN THE SAME WAY WE JUST DID FOR "UNLISTED PERSONS", SO WE WON'T LOOK AT THAT AGAIN

Customize

**Designate**

	Meetings, Day Events, Daily Notes		Tasks	
	None	View/Modify Reply	None	Modify
	None	View times only	None	Modify
Normal:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Confidential:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OR, WE CAN CUSTOMIZE "DESIGNATE" RIGHTS. THIS MEANS THAT WE CAN GIVE THIS PERSON THE RIGHT TO ADD OR MODIFY EVENTS ON OUR CALENDAR. THIS IS SOMETHING NEW, SO LET'S TRY CLICKING THIS "CUSTOMIZE" BUTTON NEXT.

Customize

**Scheduling**

[x] Can invite me to Entries Customize

OK Cancel Help

YOU CAN SET VIEWING RIGHTS IN THE SAME MANNER AS BEFORE. LET'S SET "DESIGNATE" RIGHTS FOR THIS PERSON

THIS PERSON

10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Access Rights for James O'Leary

### Viewing

#### Meetings, Day Events, Daily Notes

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

Customize

#### Tasks

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

Customize

### 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Personal:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use defaults

#### Tasks

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

THIS PERSON CAN VIEW AND MODIFY MY "NORMAL" ENTRIES; CAN VIEW OR REPLY, BUT NOT MODIFY, MY "CONFIDENTIAL" EVENTS; CAN NOT VIEW OR MODIFY MY "PERSONAL" EVENTS; CAN VIEW OR MODIFY MY "PUBLIC" EVENTS.

CLICK "OK" TO RECORD DESIGNATE SETTINGS FOR THIS PERSON

### Scheduling

Can invite me to Entries

Customize

OK

Cancel

Help

SPECIFY THE MATRIX OF DESIGNATE RIGHTS FOR A DESIGNATE

[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](#)

# UICalendar

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
30					



## Weekly View

## Agenda of Seminar Demo1

Monday, 29 September 2003 - Sunday, 5 October 2003 - Week 40



[E-mail Agenda to a friend](#)

[Weekly List](#)

[Printer-friendly format](#)

30 min.	Mon 29	Tue 30	Wed 1	Thur 2	Fri 3
8:00a.m.	(+)	(+)	(+)	(+)	(+)
9:00a.m.	(+)	(+)	(+)	(+)	(+)
10:00a.m.	(+)	(+)	<p>THIS LINK NOW APPEARS BECAUSE WE SET "ALLOW GLOBAL AGENDA VIEWING" IN THE "SECURITY PREFERENCES" (SEE FOIL 38). LET'S CLICK IT TO SEND A FRIEND A URL SO THAT THE FRIEND (WHO MAY OR MAY NOT HAVE A CALENDAR ACCOUNT, CAN VIEW MY CALENDAR</p>	(+)	(+)
11:00a.m.	(+)	(+)		(+)	(+)
12:00p.m.	(+)	(+)		(+)	(+)
1:00p.m.	(+)	(+)		(+)	(+)
2:00p.m.	(+)	(+)		(+)	(+)
3:00p.m.	(+)	(+)	(+)	(+)	(+)
4:00p.m.	(+)	(+)	(+)	(+)	(+)

BACK IN FOIL 38, WE SET CHECKED A "SECURITY PREFERENCE" CALLED "ALLOW GLOBAL AGENDA VIEWING". THIS ALLOWS US TO "E-MAIL AGENDA TO A FRIEND".

The screenshot shows a web form titled "E-mail Agenda" with a header bar containing an envelope icon and a date "24|25|26|27|28|29|30|". The form has two main input areas: "Enter e-mail addresses: (separated by commas)" with the text "joleary@uic.edu" and "Message text (optional)" with the text "Hi Jim - Here's a URL so that you can view my agenda.". Below these are "Send", "Cancel", and "Help" buttons. Three callouts provide instructions: one for the recipient address field, one for the "Send" button, and one for the message text field.

Enter e-mail addresses:  
(separated by commas)  
joleary@uic.edu

Message text (optional)  
Hi Jim - Here's a URL so  
that you can view my  
agenda.

Send Cancel Help

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TYPE COMPLETE EMAIL ADDRESS OF RECIPIENT(S) HERE. RECIPIENTS NEED NOT HAVE UICALENDAR ACCOUNTS

CLICK "SEND" TO SEND THE EMAIL WITH THE URL

THIS TEXT WILL APPEAR IN THE BODY OF THE EMAIL, NEXT TO A "CLICKABLE" URL

EMAIL A "CLICKABLE" URL TO A FRIEND SO THEY CAN VIEW YOUR CALENDAR (WITHIN THE RIGHTS OF "UNLISTED PERSONS)" FROM THEIR WEB BROWSER

Date: THU 25 SEP 2003 20:43:14 -0400

Reply-To: <uicalendar@uic.edu>

X-Oracle-Calendar: 1

Subject: Global Agenda

X-Scanned-By: MIMEDefang 2.28 (www.roaringpenguin.com/mimedefang)

X-Spam-Status: No, hits=-102.7 required=5.0

tests=BASE64\_ENC\_TEXT,BAYES\_10,NO\_REAL\_NAME,USER\_IN\_WHITELIST

version=2.54

X-Spam-Level:

Seminar Demo1 has sent you the following Agenda link: <https://uical.uic.edu:443/cgi-bin/swc/lexacal.fcgi?go=gbl&viw=%a4%bd%b4%be%be%b1%b2%ef&xen=%e5%e9%eb%ee%f4%ed%ed%ee%ef&server=%a2%b1%ba%bb%b7%b9%b3%ba%be%92%cf%81%80%ca%90%8f%84%c6%8c%8e%9e%c0%dc%de%df%c0>

Hi Jim - Here's a URL so that you can view my agenda.

HERE IS AN EXAMPLE EMAIL FROM UICAL WITH A “CLICKABLE” URL. THE URL LOOKS FUNNY, BUT WORKS. IT IS ALSO A STABLE URL THAT WILL ALWAYS LEAD YOU TO A WEEKLY VIEW. THESE URLS CAN BE INCORPORATED INTO WEB PAGES.

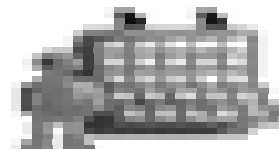
10/16/2003

17	18	19	20	21	22	23
24	25	26	27	28	29	30

OK – WE’RE ALL GETTING TIRED NOW.  
WELL I AM!

LET’S JUST TAKE A QUICK TOUR OF  
THE OTHER ICONS ON THE TOOLBAR.

LET’S START WITH “VIEW AGENDA”



# UICalendar

				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

View Agendas

Search

O'Leary

Find

- Name search
- Resource search
- Event calendar search

- David T. O'Leary
- James O'Leary
- jimotest O'Leary
- jimtest2 O'Leary
- jimtest O'Leary

View

Add to favorites

Favorites:

No Entries.....

OK - WE WANT TO VIEW AN AGENDA. FIRST TYPE IN THE SURNAME LETTERS TO SEARCH FOR, THEN CLICK "NAME SEARCH" THEN CLICK FIND

THEN HIGHLIGHT THE NAME OF THE PERSON YOU ARE INTERESTED IN AND EITHER CLICK "VIEW" TO VIEW IT OR "ADD TO FAVORITES". ADDING TO FAVORITES MAKES IT A CHOICE IN A PULLDOWN MENU NEXT TO THE "VIEW AGENDA" ICON ON YOUR TOOL BAR

5 found

OK

Cancel

Help

FINALLY, CLICK "OK" TO VIEW OR ADD TO FAVORITES

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YOU CAN EITHER VIEW ANOTHER'S AGENDA, OR ADD THAT AGENDA TO YOUR FAVORITES.

17	18	19	20	21	22	23
24	25	26	27	28	29	30

“DAY EVENTS” ARE MARKERS THAT DO NOT BLOCK OUT TIME, BUT INSTEAD “FLAG” A DAY FOR SOME REASON, SUCH AS A BIRTHDAY. TO CREATE A DAY EVENT, CLICK THE DAY EVENT ICON ON THE TOOLBAR:



# UICalendar

				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

New Day Event

General

Notification

People & Resources

Repeating

Title

132nd Anniversary of the Chicago Fire

Date 8

October

2003



Access Public

Details ?

O'Leary family celebrates their heritage.

IT'S JUST LIKE  
SETTING UP A  
MEETING,  
BUT THERE IS  
NO TIME  
PERIOD TO  
BLOCK OUT

CLICK  
"CREATE" TO  
SAVE THE  
"DAY EVENT"

Create

Cancel

Help

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CREATING A "DAY EVENT" IS JUST LIKE  
CREATING A MEETING. IT APPEARS AS A  
"FLAGGED" ENTRY ON THE AGENDA.

10/16/2003

53



Wednesday, 8 October 2003

[E-mail Agenda to a friend](#)

« ‹ 27 › »

[Daily List](#)

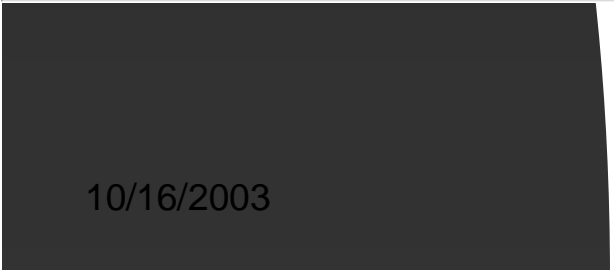
[Printer-friendly format](#)

30 min.	Wednesday	Daily Notes & Day Events
7:00a.m. (+)		  <a href="#">132nd Anniversary of the Chicago Fire</a>
8:00a.m. (+)		
9:00a.m. (+)		
10:00a.m. (+)		
11:00a.m. (+)		
12:00p.m. (+)		
1:00p.m. (+)		
2:00p.m. (+)		
3:00p.m. (+)		
4:00p.m. (+)		
5:00p.m. (+)		
6:00p.m. (+)		

Tasks
No Tasks

DISPLAY OF  
"DAY EVENT"  
ON THE  
"DAILY VIEW"



DAY EVENT APPEARS AS YELLOW FLAG. IT IS DISPLAY AS THE LAST LINE IN A DAY IF YOU SEE THE WEEKLY OR MONTHLY VIEW.

17	18	19	20	21	22	23
24	25	26	27	28	29	30

“TASKS” ARE YOUR “TO DO” LIST. YOU CAN CREATE A NEW TASK BY CLICKING THE “NEW TASK” ICON ON THE TOOLBAR:





## New Task

Title

FINISH THIS SEMINAR

Due  No due date

6 October 2003

11 30 a.m.

Start  No start date

5 October 2003

11 59 p.m.

Access Confidential

Description ?

You must stop procrastinating!

Priority 1

Status

99 % Complete

Completed on

5 October 2003

CREATING A  
NEW TASK  
(TO DO)  
ENTRY

ENTRY OF DETAILS  
IS FAIRLY OBVIOUS.  
CLICK "CREATE" TO  
RECORD TASK

Create

Cancel

Help

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CREATING A TASK, OR "TO DO" ENTRY.

M T W T F S S  
 29 30 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

# UICalendar

				1	2
3	4	5	6	7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
30	31				



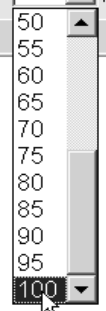
## View Tasks

Sunday, 5 October 2003

[Printer-friendly format](#)

<input checked="" type="checkbox"/> Show Active Tasks	<input type="checkbox"/> Show All Tasks	<input type="checkbox"/> Show Completed Tasks	<input type="checkbox"/> Show Incomplete Tasks	
Title	Priority ▲	Start	Due	Complete
<input checked="" type="checkbox"/> I AM DONE!	1	Today 9:00 a.m.	Today 5:00 p.m.	100 %
<input type="checkbox"/> FINISH THIS SEMINAR	1	10/05/03	No due date	

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GET THIS VIEW OF YOUR TASKS BY CLICKING THE "VIEW TASK ICON":



# UICalendar

MR	FR	TH	WED	TUE	MO	SU
					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

## Other Features:

- Native Clients for Windows, Mac and Linux
- PDA Sync capability for Palm and PocketPC. Wireless Sync in next release.
- Outlook Connector allows Outlook to use UICalendar and the standard UIC mail system.

# UICalendar

MR	FR	TU	TH	FR	SA	SU
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

- Some Information to know...
  - ◆ UICalendar web pages at:  
[www.accc.uic.edu/software/uicalendar](http://www.accc.uic.edu/software/uicalendar)
  - ◆ Vendor documents at:  
[.../uicalendar/documents](http://.../uicalendar/documents) - be sure to see the QUICK guides.
  - ◆ Client downloads at:  
[.../uicalendar/downloads](http://.../uicalendar/downloads)
  - ◆ Questions, problems, Resource name requests to:  
[UICALENDAR@UIC.EDU](mailto:UICALENDAR@UIC.EDU)
  - ◆ New Listserv Discussion:  
[UICAL-L@UIC.EDU](mailto:UICAL-L@UIC.EDU)

# UICalendar

MR	FR	TU	WE	TH	FR	SA	SU
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	

- Future Possibilities
  - ◆ Allow users to incorporate “Announce” events into their personal calendars
  - ◆ Allow users to automatically incorporate events from published event calendars into their personal calendars.
  - ◆ SyncML – sync PDA over the web
  - ◆ Wireless PDA access via WAP server
  
- And Finally...

If there is time I will walk through the Windows Native Client – which provides the same functionality as the web client, but has some crisper displays and a couple of extra features.