

Manage Calendar Events

The **Calendar Events** feature can be used to manage the many aspects of planning the enrichment programme for the academic year. For example, you can create a timeline of action required during the year, print monthly calendars etc.

The **Calendar Events** section of the main screen contains the following items:



1. New calendar event

Creating a new calendar event is very similar to the process used in programs such as Outlook or on smartphones. From the main screen, click **New Calendar Event**.

The **New Calendar Event** screen appears:

Enter the details for the new calendar event and click **Save**

2. Edit Calendar Events

Select **Edit Calendar Events** on the main screen to view a list of existing calendar events.

All Calendar Events						Print	Close
Start Date / Time	All Day?	End Date / Time	Description	Category			
07/07/2014 00:00	<input checked="" type="checkbox"/>	07/07/2014 00:00	Enrichment Week	Timetable			
11/07/2014 00:00	<input checked="" type="checkbox"/>	11/07/2014 00:00	Enrichment Week	Timetable			
09/06/2014 00:00	<input checked="" type="checkbox"/>	09/06/2014 00:00	Medical Form Return Deadline	Medical			
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Final Payment Deadline	Payments			
21/03/2014 00:00	<input checked="" type="checkbox"/>	21/03/2014 00:00	Student Choices End Date	Choices			
06/01/2014 00:00	<input checked="" type="checkbox"/>	06/01/2014 00:00	Staff Choices Start Date	Choices			
31/01/2014 00:00	<input checked="" type="checkbox"/>	31/01/2014 00:00	Staff Choices End Date	Choices			
08/04/2014 00:00	<input checked="" type="checkbox"/>	08/04/2014 00:00	Y11 Choices Start Date	Choices			
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Y11 Choices End Date	Choices			
07/10/2013 00:00	<input checked="" type="checkbox"/>	07/10/2013 00:00	Enrichment Day 1	Admin			
26/11/2013 00:00	<input checked="" type="checkbox"/>	26/11/2013 00:00	Enrichment Day 2	Admin			
29/01/2014 00:00	<input checked="" type="checkbox"/>	29/01/2014 00:00	Enrichment Day 3	Admin			
13/03/2014 00:00	<input checked="" type="checkbox"/>	13/03/2014 00:00	Enrichment Day 4	Admin			
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Enrichment Day 5	Admin			
08/07/2014 00:00	<input checked="" type="checkbox"/>	08/07/2014 00:00	Enrichment Week	Timetable			
09/07/2014 00:00	<input checked="" type="checkbox"/>	09/07/2014 00:00	Enrichment Week	Timetable			
10/07/2014 00:00	<input checked="" type="checkbox"/>	10/07/2014 00:00	Enrichment Week	Timetable			
18/11/2013 00:00	<input checked="" type="checkbox"/>	07/12/2013 00:00	Update CEW database	Timetable			
07/10/2013 00:00	<input checked="" type="checkbox"/>	25/10/2013 00:00	Issue Feedback Report	Admin			
14/10/2013 00:00	<input checked="" type="checkbox"/>	15/11/2013 00:00	Ask staff for activity ideas	Activities			

Double click a calendar event to edit it

Add New Event Clear All Filters Filter By Year: %K

Double click an event to edit or delete it:

All Calendar Events						Print	Close
Start Date / Time	All Day?	End Date / Time	Description	Category			
21/10/2013 00:00	<input checked="" type="checkbox"/>			Activities			
28/10/2013 00:00	<input checked="" type="checkbox"/>			Admin			
04/12/2013 00:00	<input checked="" type="checkbox"/>			Activities			
18/11/2013 00:00	<input checked="" type="checkbox"/>			Activities			
09/12/2013 00:00	<input checked="" type="checkbox"/>			Activities			
02/12/2013 00:00	<input checked="" type="checkbox"/>			Activities			
13/01/2014 00:00	<input checked="" type="checkbox"/>			Admin			
20/01/2014 00:00	<input checked="" type="checkbox"/>			Admin			
04/01/2014 00:00	<input checked="" type="checkbox"/>			Timetable			
22/01/2014 00:00	<input checked="" type="checkbox"/>			Timetable			
27/01/2014 00:00	<input checked="" type="checkbox"/>			Timetable			
05/01/2014 00:00	<input checked="" type="checkbox"/>			Admin			
18/02/2014 00:00	<input checked="" type="checkbox"/>			Timetable			
24/01/2014 00:00	<input checked="" type="checkbox"/>			Timetable			
10/03/2014 00:00	<input checked="" type="checkbox"/>			Choices			
08/04/2014 00:00	<input checked="" type="checkbox"/>	11/04/2014 00:00	Student activity allocation	Choices			
14/04/2014 00:00	<input checked="" type="checkbox"/>	21/04/2014 00:00	Allocate students with NAA	Choices			
28/04/2014 00:00	<input checked="" type="checkbox"/>	05/05/2014 00:00	Issue activity/payment info	Payments			
06/05/2014 00:00	<input checked="" type="checkbox"/>	09/05/2014 00:00	Issue student medical forms	Medical			
17/04/2014 00:00	<input checked="" type="checkbox"/>	02/05/2014 00:00	Chase pupils with no choices	Choices			

frmEditCalendarEvent

Edit Calendar Event

Description:

Category:

Start Date: Time: All Day?

End Date: Time:

Duration: days

Cancel Delete Save Close

Double click a calendar event to edit it

Add New Event Clear All Filters Filter By Year: %K

The list can be filtered by year and month :

View Calendar for May 2014 **Calendar Events for May 2014** Print Close

Start Date / Time	All Day?	End Date / Time	Description	Category
06/05/2014 00:00	<input checked="" type="checkbox"/>	09/05/2014 00:00	Issue student medical forms	Medical
08/05/2014 00:00	<input checked="" type="checkbox"/>	23/05/2014 00:00	Order student trip wrist bands	Trips
12/05/2014 00:00	<input checked="" type="checkbox"/>	04/07/2014 00:00	High RA activities to LA websi	Activities
14/05/2014 00:00	<input checked="" type="checkbox"/>	06/06/2014 00:00	Update contact & medical info	Medical
15/05/2014 00:00	<input checked="" type="checkbox"/>	18/07/2014 00:00	Chase payments	Payments
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Enrichment Day 5	Admin
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Enrichment Day 5	Admin
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Y11 Choices End Date	Choices
16/05/2014 00:00	<input checked="" type="checkbox"/>	16/05/2014 00:00	Final Payment Deadline	Payments
19/05/2014 00:00	<input checked="" type="checkbox"/>	23/05/2014 00:00	Update staff mobile phone info	Admin
21/05/2014 09:00	<input checked="" type="checkbox"/>	23/05/2014 16:00	Send category C risk assessmen	Risk Assessments
*	<input type="checkbox"/>			

Double click a calendar event to edit it

Add New Event Clear All Filters Filter By Year: 2014 Filter By Month: May

3. Monthly Calendar

Click the **View Monthly Calendar** button from the main screen or the View Calendar button on the screen shown above.

A monthly calendar can be displayed:

Add New Events Edit Calendar Events Calendar for April 2014 **April 2014** Calendar Style Month Week Day Print Close

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Holiday All Day	2 Holiday All Day	3 Holiday All Day	4 Holiday All Day	5
6	7 Start of Term 5 All Day	8	9	10	11	12
13	14 Allocate students with NAA 14 Apr-21 Apr	15	16 Check risk assessments 16 Apr-6 Jun	17 Chase pupils with no choices 17 Apr-2 May	18 INSET DAY (4) All Day Update trip activity leaders 18 Apr-2 May	19
20	21 Issue trip permission forms 21 Apr-25 Apr	22 Allocate staff to activities 22 Apr-2 May	23	24 Confirm coach bookings 24 Apr-2 May	25 Allocate rooms to activities 25 Apr-9 May	26
27	28 Issue activity/payment info 28 Apr-3 May	29 Disaggregated INSET Compulsory 15:30-16:30	30 Issue trip procedure advice 30 Apr-16 May			

Today's date: Monday 18 August 2014 Today Prev Month Next Month

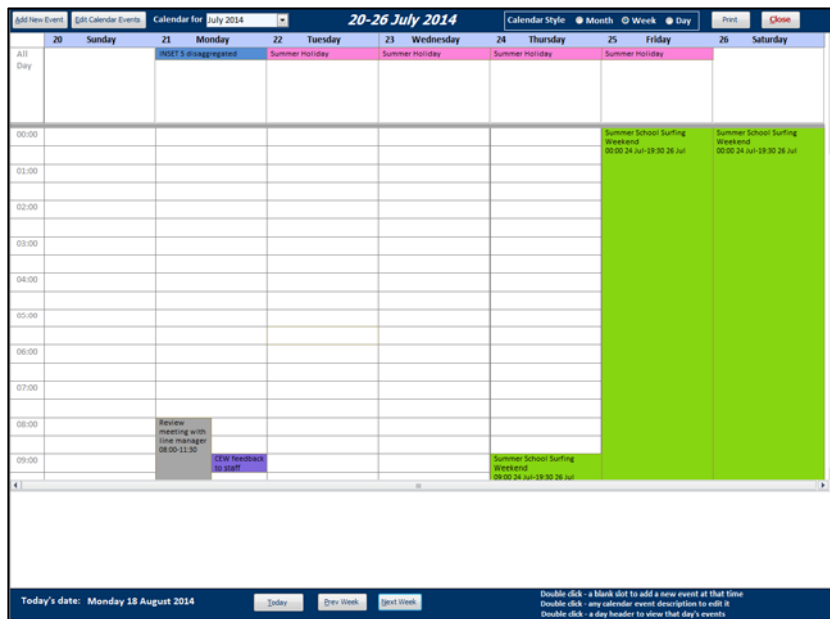
Double click - a blank slot to add a new event at that time
Double click - any calendar event description to edit it
Double click - a day header to view that day's events

Colour coding is used to denote different types of calendar event.

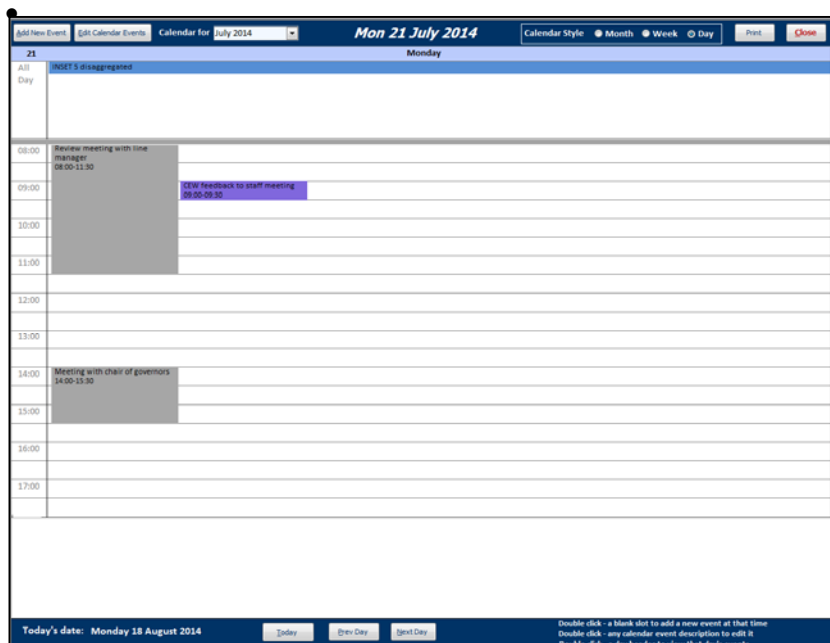
The form has been designed to allow you to change views easily:

- Change months using the Next, Previous or Today buttons or the month selector.
- Change to a weekly or daily calendar style using the style selector in the header

A weekly view can also be selected by clicking the View Week button



A specific day can also be chosen by double clicking on the blue day header



Calendar events can be edited from any of the calendar view forms:

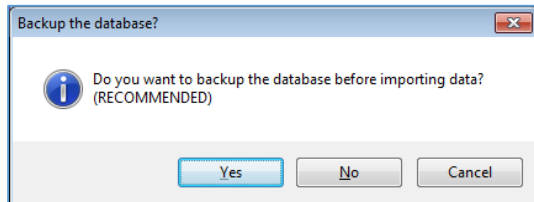
- Double click an existing calendar event to edit or delete it
- Double click a blank slot to create a new event at that time

4. **Import Calendar Events**

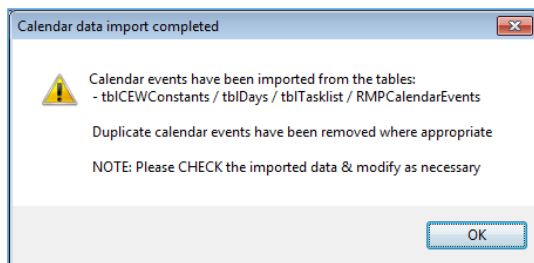
Dates for school terms and other calendar events already created can also be imported into the program to prevent duplication of work.

To do this, click the **Import Calendar Events** button on the main screen.

You are advised to backup the database before importing data



The program will then look for calendar events in various tables. Importing data should only take a few seconds. When completed, this screen appears:



You should ALWAYS check the imported data and modify as necessary

NOTE:

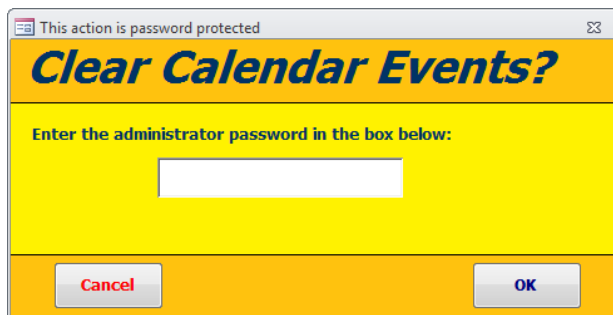
Any duplicate events data should automatically be deleted.

In case of problems, you can remove duplicate events by clicking **Remove Duplicate Calendar Data** or by editing these manually.

5. **Clear All Calendar Events**

You can delete all calendar events by selecting **Clear All Calendar Events** on the main screen. This would normally only be needed at the start of a new academic year.

To prevent accidental deletion of calendar data, this action is password protected









6. Edit Calendar Categories

This is used to edit the types of calendar event and the colour coding used for each on the monthly calendar form / report:

Calendar Categories			
Category	Cat Short	Colour Value	Colour
Activities	Act	13083315	
Admin	Adm	15709952	
Booklets	Book	683236	
Choices	Cho	62207	
Holiday	Hol	14236404	
Medical	Med	5167783	
Meeting	Mtg	10921638	
Payments	Pay	967423	
Personal	Per	9486586	
Risk Assessments	RA	10092543	
Timetable	TTbl	13995605	
Trips	Trip	123456	
▶			

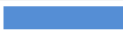


Print Close

The **Cat Short** column is displayed on the monthly calendar together with the category colour. The colour can be changed by typing a new colour value as shown below for Choices category.

Calendar Categories			
Category	Cat Short	Colour Value	Colour
Activities	Act	13083315	
Admin	Adm	15709952	
Booklets	Book	683236	
▶ Choices	Cho	2362207	
Holiday	Hol	14236404	
Medical	Med	5167783	
Meeting	Mtg	10921638	
Payments	Pay	967423	
Personal	Per	9486586	
Risk Assessments	RA	10092543	
Timetable	TTbl	13995605	
Trips	Trip	123456	
*			

Print Close

New categories can be created by adding a new record

Timetable	TTbl	13995605	
Trips	Trip	123456	
▶ Transport	Tra	1457324	
*			

Print Close