

Luminis Calendar Overview

What is the Luminis Calendar?

Calendar allows you to access and manage your schedule from any Web-enabled computer. You can create your own calendars and share them with colleagues. You can have separate personal and group calendars. You can integrate any or all of your calendars into a “set” of related calendars so you can see all your activities at once. You can even make your calendars send e-mail reminders to yourself or others before a scheduled event.

Types of Calendars

- **Default Personal Calendars.** One calendar will be created for you when your ID is added to the calendar users group. You can use this as you see fit—use it to contain all your types of events or reserve it for a special use.
- **Additional Calendars (user-created).** Individuals can create extra calendars and use each for different purposes.
- **Group Calendars.** When a Group Studio group is created you will generally be given access to that group’s calendar. Depending on your permissions in the group settings, you may or may not be able to add data to it.
- **Calendar Sets.** If you have access to multiple calendars you can group them into a “set” so all events show in a single view. Typically you might combine your personal calendar with the calendars for the groups you belong to or if you have access to one or more co-workers’ calendars you might combine them into one view.
A Calendar Set is not an additional calendar but a combined view of one or more separate calendars.

Calendar Features & Functions

Launching Calendar

The calendar is launched by clicking the its icon in the upper right of the myOakton screen. It may also be launched from within Group Studio.



Layout and Structure of the Calendar (Default View)

Tabs:

View shows current calendar.

Calendars. Create or subscribe to additional calendars. Set permissions on calendars

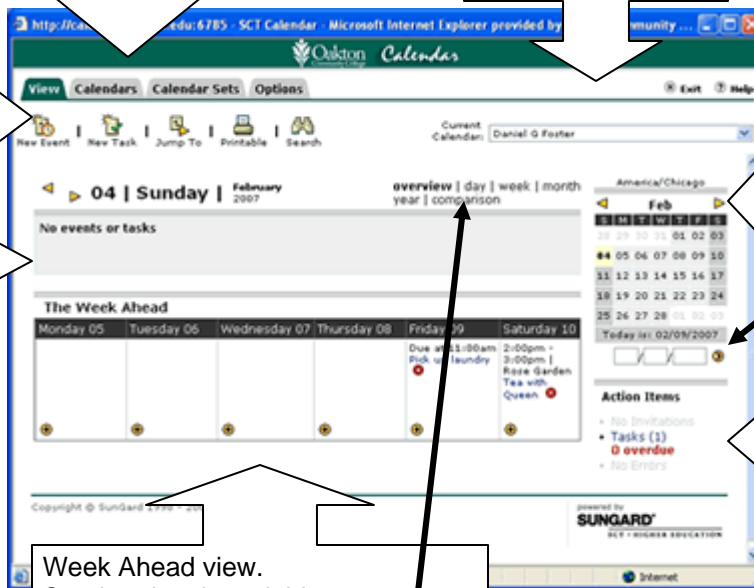
Calendar Sets. Create or edit a set of calendars.

Options. Modify calendar appearance; import/export calendars.

Choose a calendar to view from the drop menu

Click for new event or task, jump to different view, print, search for tasks

Tasks associated with this date



Date selector. Click a date or use arrows to change months. Also, type in a date to jump to.

Action Items lists the tasks you have added to the calendar or set in view.

Week Ahead view. Starting date is variable. (Can also show any of the views clickable in this area.)

Tasks vs. Events

Events and Tasks are both items that can be entered on a calendar but they have different purposes.

An **Event** is something that happens at a specific time such as a meeting, an all-day happening such as a vacation day, or a general occurrence noted on a specific day, such as someone's birthday.

Events are entered for a specific date/time or a range of dates.

A **Task** is a to-do list item, often with a deadline. All tasks will be listed in the Action Items area of the calendar (lower right) but only tasks with due dates will show on a specific date alongside events.

Creating a new Task

1. Click the New Task icon
2. The Task window will appear
3. (Optional) Choose a calendar from the pull-down menu by clicking it. The task is placed on this calendar, not the one currently being displayed.
4. Enter a name for the task in the Task Title text input box.
5. Enter a Due Date, or select the Not Due checkbox.
Tasks with no due date only appear listed under Action Items. Others will show on the date due.
6. Enter a Time in the input box, or select the No Time checkbox.
7. (Optional) Enter a location for the task.
8. (Optional) Enter a description of the task.
9. (Optional for tasks with due dates) Click the Repeat button or Change Pattern link if you want the event to repeat. *Use this method to schedule a task that spans more than one day, or one that occurs on a regular basis.*
10. The Recurrence window opens.
11. Choose how frequently and for how long you wish the task to reappear
12. Click OK
13. (Optional) Click the Reminders tab to set an e-mail reminder for the task.
14. Add multiple addresses separated by comma or semicolon.
15. Choose a time to be reminded relative to the task time OR choose a specific time on a specific date (not necessarily the due date)
16. Click OK

Creating a New Event

1. Click the New Event icon from the View tab, or from one of the other views.
2. The Edit Event window opens.
3. (Optional) Choose a calendar from the pull-down menu by clicking it. The task is placed on this calendar, not the one that was currently being displayed.
4. Enter a name for the event in the Event Title text input box.
5. Enter the date for the event in the Date input box.

You can use the Jump To icon  located to the right of the Date input box to help you select a date.

6. Enter the start time and duration for the event in the Time input box, or select the All Day checkbox. Select the All Day checkbox if you want to create an all-day event, such as a birthday, holiday or vacation day.

All-day events don't create conflicts with timed events for that day because they are not used to calculate availability. *If you want this all-day event to be used in calculating conflicts and availability, do not select the All Day checkbox. Instead, just use a large time range for the event, such as 8:00 am to 6:00 pm.*

7. (Optional) Click the Repeat button or Change Pattern link if you want the event to repeat. *Use this method to schedule a event that spans more than one day, or one that occurs on a regular basis.*
8. The Recurrence window opens.
9. Choose how frequently and for how long you wish the event to reappear
10. (Optional) Add location information in the Location input box.
11. (Optional) Enter the event description in the Description input box.

12. (Optional) If you want to invite others to this event, enter the attendees individually in the input box, or use the Quick Invite list.

To use the input box, do the following:

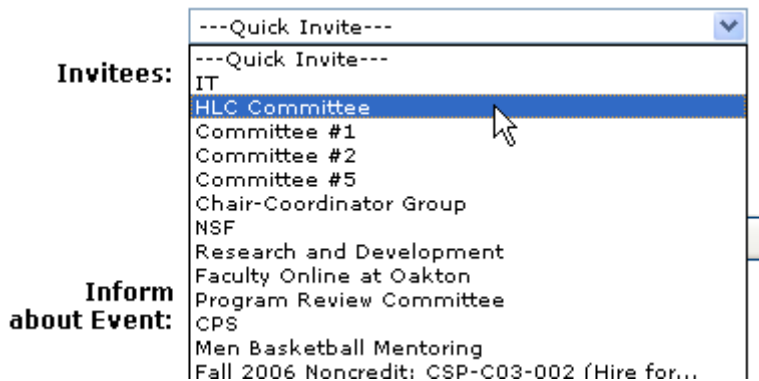
- A. Enter a user ID, a calendar ID, or an e-mail address in the User

input box. You can enter more than one at a time by separating them with semi-colons.

- B. Click Search if you don't know the exact user ID, calendar ID, or e-mail address. Click Invite.
- C. Repeat Step A and Step B until you have constructed the entire list of attendees.

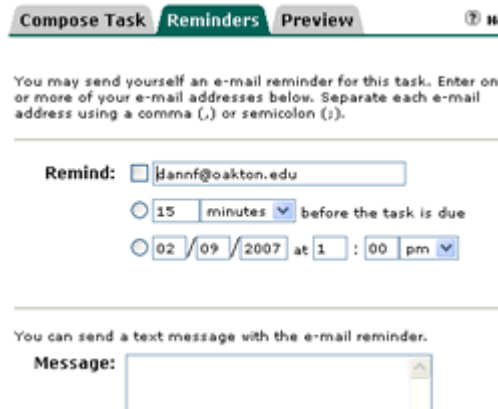
To use Quick Invite, do the following:

- 1. Click the Quick Invite pull-down menu to reveal a list of calendars and sets.
- 2. Click the calendar or set you want to invite.



If you choose a set, all members of the set are added to your attendee list. For users with both an Invite list and an Inform list, the attendees will be added to the Invite list only.

- 13. (Optional) Click the Reminders tab to set an e-mail reminder for the task.
- 14. Add multiple addresses separated by comma or semicolon.
- 15. Choose a time to be reminded relative to the task time OR choose a specific time on a specific date (not necessarily the due date)



- 17. (Optional) Click the Availability tab to determine the best time to schedule your event by checking the attendee's calendars. (See "**More on Availability**" below.)
- 18. Click OK to create the event. The Edit Event window closes and the event is added to the appropriate calendars.

On the calendars, the Quick Delete icon, a red "X" inside a circle, appears next to the event title. Clicking this icon causes the event to be deleted after you verify the request. For further instructions on using the Quick Delete icon, see [Deleting an event](#).

More on Availability (Comparing Calendars)

The Availability tab allows you to compare the calendars of all the attendees for whom there is a calendar ID in your attendee list. That is, the calendars of people you invite with only a *mailto:* will not show up here. All calendars are displayed in free-busy format. To find the best time/date to schedule your event, use the following procedure:

1. Find the free time available for all attendees.

Any time period that is free for all attendee calendars is marked with an icon (a plus sign inside a circle) located above the free time period.

2. Click the free time icon (a plus sign inside a circle), if any are available.

When you click the icon, the time is automatically adjusted in the time input box.

3. (Optional) Enter the time directly into the Time input box.

You may find it necessary to choose a time that conflicts with one or more of the attendees' calendars. Since no free time icon exists for a time that conflicts, you have to enter the time directly into the input box.

The range of times displayed for the attendees' calendars reflects your Options tab setting for the Day option (Day starts at and Day ends at). If you want to schedule an event at a time before or after these times, you can enter the time directly into the time input box.

4. (Optional) Check another date if you can't find an appropriate time for this date.

To check another date, change the date in the Date input box. There are three ways to change the date:

You can click the arrow icons to the left of the date input box. Each click moves the date forward (right arrow at the bottom) or backward (left arrow at the top) one day.

You can click the Jump To icon to the right of the date input box. Use this to move more than a day forward or backward. For instructions on using Jump To, see [Using the Jump To icon](#).

You can enter the date directly into the date input box. To have the calendars adjusted to this date, click Show Availability.

The first two ways cause both the date input box and the calendars to be adjusted to the new date automatically.

Continue checking dates and times until you have found a time that suits you.

5. (Optional) Click the Preview tab to see a summary of all the event details. If you have forgotten some part, click the appropriate tab and add the missing details.

6. When you are ready to create the event, click OK.

The event is scheduled on the attendees calendars and the Edit Event window closes.

Deleting an Event

On the calendars, the Quick Delete icon, a red "X" inside a circle, appears next to the event title. Clicking this icon causes the event to be deleted after you verify the request.

Creating a New Calendar

1. Click the Calendars tab.
2. Click New Cal. Icon.



3. The Edit Calendar window opens.
4. Enter a name for the new calendar in the Calendar input box. Each calendar must have a unique name. To ensure unique names, your user ID will be added to the front of the name you enter here.

A screenshot of the 'Edit Calendar' form. It contains the following fields and options:

- Calendar:** danfnf: [input box] Provide a short name for the calendar such as "baseball" (spaces aren't allowed).
- Display Name:** [input box] This is an optional field to remind you of the purpose of this calendar, such as "Billy's Baseball Schedule."
- Description:** [text area]
- Availability:** Include this calendar when calculating your availability

- A calendar name can't contain spaces, but can include the following characters:
- Alphabetic (a-z, A-Z) and numeric (0-9) characters
 - Special characters: period (.), underscore (_), hyphen or dash (-), apostrophe ('), percent sign (%), slash (/), or exclamation point (!)
 - (Optional) Enter a display name for this calendar in the Display Name input box.
 - This display name can remind you of the purpose of this calendar. For example, if the short name for the calendar is Personal, the display name could be something like Jane's Personal Calendar.
5. (Optional) Enter a Display Name for this calendar in the Display Name input box. This display name can remind you of the purpose of this calendar. For example, if the short name for the calendar is Personal, the display name could be something like Jane's Personal Calendar.
 6. (Optional) Enter a text description of this calendar.
 7. (Optional) Select the Availability checkbox if you want this calendar to show up when determining your availability for an event. *If you check this box, be sure Availability is checked in the Permissions tab as well, so that*

others can see your availability. This also allows others to find your calendar in Calendars Search and subscribe to it.

8. (Optional) Click the Permissions tab if you want to allow others to view or work with this calendar.
9. "Everybody" appears by default. You can't delete the Everybody entry, but you can remove all permissions from Everybody. A calendar with no Everybody permissions and no other owners is totally private.
10. Add users by typing in a user name/login ID and clicking Add User
11. Different permissions may be assigned to different people.

There are 5 permissions that allow you to share your calendar to varying extents:

Availability. Allows people to see a free/busy representation of your calendar in the Comparison view. People will not be able to see any of the details of your events and tasks. Also allows people to see your calendar in the Calendars Search window and to subscribe to your calendar.

The screenshot shows the 'Permissions' tab of a calendar application. At the top, there are tabs for 'Calendar', 'Permissions', 'Owners', and 'Time Zones'. Below the tabs, there is a section titled 'Permissions for calendar:' with a descriptive paragraph. Below this is a table with columns for 'Select', 'User', and 'Permissions' (Availability, Invite, Read, Delete, Modify). The 'Everybody' row is selected, and its permissions are: Availability (checked), Invite (checked), Read (unchecked), Delete (unchecked), and Modify (unchecked). Below the table, there is a 'Delete Selected User' button, a 'User Name:' field with 'blucas' entered, and an 'Add User' button. At the bottom, there is a copyright notice 'Copyright © SunGard 1998 - 2005.' and a 'powered by SINGARD' logo.

Invite. Allows people to add events to your calendar by inviting you.

Read. Allows people to see the details of your public events and tasks. You must combine this with the Availability permission in order for people to view your calendar in the Comparison view.

Delete. Allows people to delete events and tasks from your calendar.

Modify. Allows people to modify (edit) events and tasks in your calendar. Also allows people to enter events and tasks directly onto your calendar (not by invitation).

Note: *If you create a new calendar and set the permissions to Delete or Modify only, any subscribed users will not be able to delete or modify events or tasks since they cannot see them. To allow subscribed users to delete or modify events, you must also add Read access to the permission set.*

12. (Optional) Click the Owner Tab to create co-owners of the calendar. Co-owners have the same rights to the events and tasks on your calendar that you do. They automatically have all the permissions from the previous tab. You do not have to add them as individual users in the Permissions tab.
13. Click OK to complete creating the calendar.

Creating a New Calendar Set

A calendar set is a named collection of calendars. Rather than bringing them up separately, you can create a set and view all of the calendars at once.

To create a set:

1. Click the Calendar Sets tab.
2. Click New Set.



3. The Edit Calendar Set window opens.



4. Enter a name for your calendar set in the Set Name input box. This will be the name you see for your calendar set.

3. (Optional) Select the checkbox labeled "Open set in Day View." *When you display a set from the Sets list, Comparison view is used by default unless you specify the Day. In Comparison view, each calendar displays in a separate row. In Day view all the calendars are merged.*

* Indicates required information.

* Set Name:

Open set in Day View (By default, a calendar set opens in Comparison View.)

Calendar ID
(Enter calendar id. If you don't know the id, click Search.)

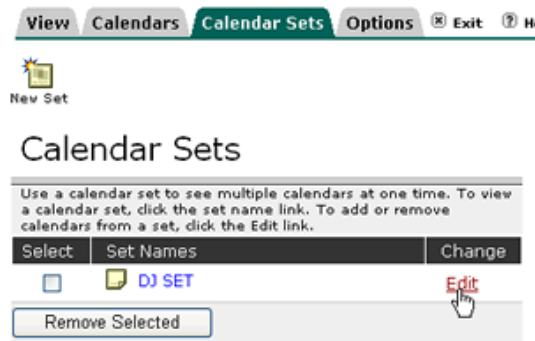
---Quick Add---

Members:

4. Select the calendars you want to put into this new set by
 - OPTION 1:** adding calendar IDs to the Set Members box.
 - A. Enter the calendar ID directly into the Calendar ID field or click Search to search for the ID.
 - B. The name appears in the Set Members box.
 - C. Repeat steps A and B until you have finished forming the set.
 - OPTION 2:** use the Quick Add pull-down menu to select calendar IDs from your Calendars list and other sets you have already created.
5. Click OK when you have completed forming the set. The Edit Calendar Set window closes and the new set appears in your Sets list in the Calendar Sets.

Editing Existing Sets

1. Click the Calendar Sets Tab
2. Click the Edit link next to the name of the set to which you want to add calendars.
3. The Edit Calendar Set window appears.



Subscribing to a Calendar

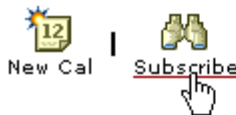
Subscribing to a calendar puts it on your Calendars list and gives you instant access to it. Subscribing to a calendar does not give you any particular permission for it. The calendar's owner always controls what permissions you have to the calendar.

To subscribe to a calendar, complete the following procedure:

1. From the Calendars tab, click Subscribe.



2. The Calendars Search window opens, allowing you to search for the calendars you wish to subscribe to.



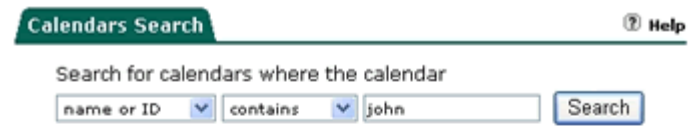
3. In the text input box, enter the calendar name, calendar ID, or user ID of the owner of the calendar you are searching for.



4. If you do not know the exact spelling, you can enter a fragment. For example, you could enter "steph" to search for John Stephensen. This search is not case sensitive.
5. (Optional) To help limit the number of search results you get back, use the pull-down menus to the left of the text input box.

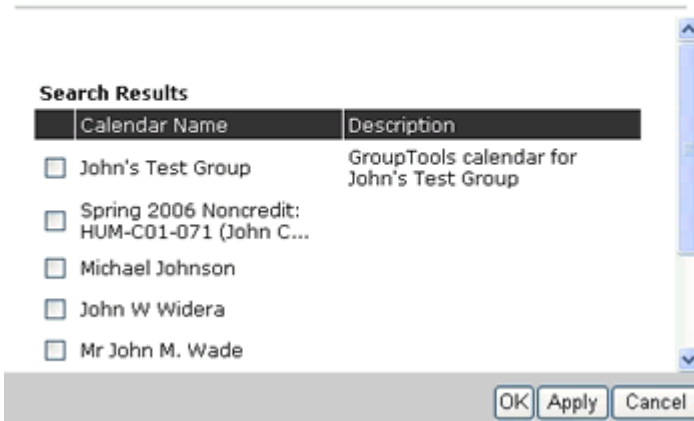
6. The left-most pull-down menu options are: name or ID, name, primary owner, ID. (Calendar ID.)

7. The right pull-down menu options are: *contains* and *begins with*.



8. Click Search.

9. The results are listed. You may see multiple results. The results are presented in a tabular format. Each calendar ID has a checkbox next to it.



10. Select one or more calendars you want to add by selecting the checkbox next to each name.

11. (Optional) Click Apply if you want to keep the Search window open and perform other searches.

12. Your selected calendars appear in a double-columned list of calendar IDs below your search results.
13. (Optional) If you change your mind, you can remove any of the already selected calendars by clicking the checkbox to deselect the calendar.
14. Click OK, when you have finished searching and selecting calendars.
15. The Calendars Search window closes and the calendar IDs you selected are added to your list of calendars in the Calendars tab

Resources

http://www.ln.edu.hk/itsc/docs/userguides/luminis/Portal_Calendar_User_Guides.pdf

<http://guide.ramapo.edu/content/luminisuserguide/calendar.html>