



eXo Calendar User Guide

Version 2.0

eXo Collaboration provides a rich, Web 2.0 browser-based interface with comprehensive messaging and indexing; archival and search capabilities; shared calendars, address books, emails and much more features soon.

eXo Calendar helps you organize your time in the life more easily and reasonably. It also manages your private and public agendas in your organization. eXo Calendar provides iCal support that you can use to exchange event/task information with other applications .

eXo Calendar is an open-source calendaring application that is built on the foundation of eXo WebOS with a variety of new features designed to make your eXo Calendar experience more productive and convenient. Users can easy take all helpful actions on a pop up menu or take some actions with dragging and dropping event/task. Searching events/tasks in the calendars is also very convenient with full text search and advanced search with many criteria.

Enjoy eXo Collaboration Suite

eXoTeam

Table of Contents

1 Preface.....	7
1.1 Overview.....	7
1.2 Purposes of this document.....	7
1.3 References and Related Resources.....	8
1.3.1 Related Documents	8
1.3.2 Info & Support.....	8
2 Overall introduction.....	9
3 How to use Calendar application?.....	10
3.1 Register an account.....	10
3.1.1 Sign in.....	12
3.1.2 Sign out.....	13
3.2 Access to Calendar Application.....	14
3.3 Manage Calendar Groups.....	16
3.3.1 Add a new calendar group.....	16
3.3.2 Edit a calendar group.....	19
3.3.3 Delete a calendar group.....	20
3.4 Manage Categories.....	22
3.4.1 Add a new category.....	22
3.4.2 Edit a category.....	23
3.4.3 Delete a category.....	24
3.5 Manage Calendars.....	25
3.5.1 Add a new calendar.....	26
3.5.2 Edit a calendar.....	31
3.5.3 Remove a calendar.....	33
3.5.4 Share a calendar.....	34
3.5.5 Change calendar color.....	37
3.5.6 Export calendars.....	38

3.5.7 Import calendars.....	40
3.5.8 iCal.....	44
3.6 Manage Events.....	48
3.6.1 Add a new event.....	48
3.6.2 View an event	59
3.6.3 Edit an event.....	60
3.6.4 Delete an event.....	61
3.6.5 Drag and drop an event.....	63
3.6.6 Export an event.....	64
3.6.7 Import an event.....	65
3.7 Manage Tasks.....	65
3.7.1 Add a new task.....	65
3.7.2 View a task.....	71
3.7.3 Edit a task.....	72
3.7.4 Delete a task.....	73
3.7.5 Drag and drop a task.....	74
3.7.6 Export a task.....	74
3.7.7 Import a task.....	75
3.8 Search events/tasks.....	76
3.8.1 Quick Search.....	76
3.8.2 Advanced Search.....	76
3.9 Calendar View.....	78
3.10 Calendar Settings.....	82
3.11 Generate RSS.....	84
4 Conclusion.....	88

Illustration Index

Illustration 1: The main screen of the Calendar application.....	14
Illustration 2: The anonymous home page of the classic portal.....	16
Illustration 3: Register new account form.....	16
Illustration 4: The Sign in form.....	18
Illustration 5: The Calendar groups form.....	20
Illustration 6: The confirmation message when deleting a calendar group.....	23
Illustration 7: The Event categories form.....	24
Illustration 8: The Edit category form.....	25
Illustration 9: The Calendar details tab of the Calendar form.....	27
Illustration 10: The Groups tab of the Calendar form.....	28
Illustration 11: The User selector form.....	29
Illustration 12: The Select Membership form.....	30
Illustration 13: Calendar form.....	31
Illustration 14: The Calendar form.....	32
Illustration 15: The Share calendar form.....	34
Illustration 16: The Calendar view panel with different events/tasks on different calendars.....	36
Illustration 17: The Export calendars form.....	38
Illustration 18: The download pop up on Fire Fox.....	38
Illustration 19: The Import calendars form.....	40
Illustration 20: The Quick add event form.....	44
Illustration 21: The Detail tab of the Add/Edit event form.....	45
Illustration 22: The Reminders tab of the Add/Edit event form.....	46
Illustration 23: The Select an email form.....	47
Illustration 24: The Participants tab of the Add/Edit events form.....	48
Illustration 25: The Invitations form.....	50
Illustration 26: The Select Address form`.....	50
Illustration 27: The Select users form.....	51

Illustration 28: The Schedule tab of the Add/Edit events form.....	52
Illustration 29: The Confirm form.....	53
Illustration 30: The Preview event form.....	54
Illustration 31: The Add/edit event form.....	56
Illustration 32: The Month View of the Calendar panel.....	58
Illustration 33: The Quick add task form.....	62
Illustration 34: The Detail tab of the Add/Edit tasks form.....	63
Illustration 35: The Reminders tab of Add/Edit tasks form.....	65
Illustration 36: The Search result form.....	72
Illustration 37: The Advanced Search form.....	73
Illustration 38: The Day View.....	75
Illustration 39: The Week View.....	75
Illustration 40: The Year View.....	75
Illustration 41: The List View.....	76
Illustration 42: The Work Week View.....	76
Illustration 43: The Month view.....	77
Illustration 44: The Setting tab of Calendar settings form.....	78
Illustration 45: The Displayed calendars tab of Calendar settings form.....	79
Illustration 46: The Feeds tab from the Calendar settings form.....	80
Illustration 47: The Edit Feed form.....	81

1 Preface

1.1 Overview

Beginning as an open source project in the year 2002, eXo is well-known as the industry's first Java portlet container. With the aim of dominating the potential portal market through robust and easy-to-use applications, eXo Project succeeded in attracting consumers in the whole world. eXo actually opened the floodgates to various options in many markets, and customers have been choosing eXo as the best method for their success.

The eXo Project grew into a company in 2003, as a response to customer demand. We can do this because we release our code in the open. It's how the DoD found us, when we were just university students hacking away, and it's how we choose to do business with our customers.

eXo platform™ software is a powerful Open Source corporate Portal and content management system. Users of the platform have a customized single point of accessing to the company's information system and resources. The purpose of this user guide is to help users who have knowledge for the Calendar application which is an application of the Collaboration Suite – a module of eXo portal.

eXo Collaboration Suite (CS) is an extension of eXo Platform™ products,. It provides a rich Web 2.0 browser-base interface with a suite of collaborative applications targeted at team work coordination and information sharing. The Suite is made of four applications: **Contact book, Calendar, Mail, Chat**. All applications has powerful features that help user find easy in connecting, communicating and sharing.

This documentation is an useful guide for you to learn about the **Calendar Application** in details. It gives an in-depth examples and easy explanation of using **Calendar Application**, not only allowing technical but also non-technical users to create and manage very fast and powerful website.

1.2 Purposes of this document

Welcome to the eXo Collaboration material. This document aims at guiding users of eXo Platform Calendar. This material is for anyone interested in learning and using the Calendar application of eXo Collaboration. It is also useful for the following groups:

- Users who use eXo Collaboration with the Calendar application in their work and business.
- Integrators who want to know more about the rich knowledge features in order to advise their customers to use eXo products.

This user guide will :

- Define some basic concepts used in the Calendar application.
- Show the main instructions of Calendar application.

- Guide step by step to take basic actions.

1.3 References and Related Resources

1.3.1 Related Documents

- eXo Gatein Guide
- eXo Mail User Guide v2.0
- eXo Chat User Guide v2.0
- eXo Address Book

1.3.2 Info & Support

Information

- eXo Platform Home Page: <http://www.exoplatform.com/portal/public/website/>
- eXo Platform Wiki: <http://wiki.exoplatform.com/xwiki/bin/view/Main/>

Support

- Forums: <http://forums.exoplatform.org>
- FAQ: <http://faq.exoplatform.org>

Download

- [eXo Content](#)
- [eXo Development tools](#)
- [Gatein Portal Framework](#)
- [eXo Collaboration](#)
- [eXo Knowledge](#)
- [eXo Social](#)

Resource Center

- [Video demos, tutorials, webinar archives, features & benefits tables and more](#)

2 Overall introduction

eXo Calendar is a web based agenda. This application allows users to record events/tasks, such as appointments, meetings, birthday, examination and etc on an electronic calendar. With eXo Calendar, it is easy to keep track of all important events/tasks in your life – all in one place.

Using eXo Calendar, you can add events and invitations effortlessly, share with colleagues, friends and family, or only keep things for yourself.

eXo Calendar includes the following features:

- Create multiple personal calendars, manage calendar easily with calendar groups.
- Quickly create an event or a task using a Quick Add dialog.
- Create events and tasks in details, classify events with event categories easily.
- Create all-day events.
- View other attenders 's availability schedules.
- Create recruiting events.
- Get reminders.
- View calendars by various views: day, week, month and year .
- Quickly view events day by day by navigating the mini-calendar.
- Share calendars with others.
- Import/Export calendars.
- Publish your calendars with RSS, CalDAV.
- Search events/tasks in calendars.
- Print your agenda.

3 How to use Calendar application?

Like any eXo product, eXo Collaboration portal is displayed in two modes. One is for anonymous users that does not require signing in, called 'public mode'. Another is for registered users who use registered User name and Password to sign in, called 'private mode'.

In the public mode, visitors can visit only some pages in a portal like reading news, register a new account... By registering an account, you can access the private mode of the portal and access all applications in eXo Collaboration.

3.1 Register an account

To register a new account on a portal, do as follows:

Step 1: Go to the GateIn by typing the URL in the address bar (e.g: <http://localhost:8080/portal>). The anonymous home page will be displayed :

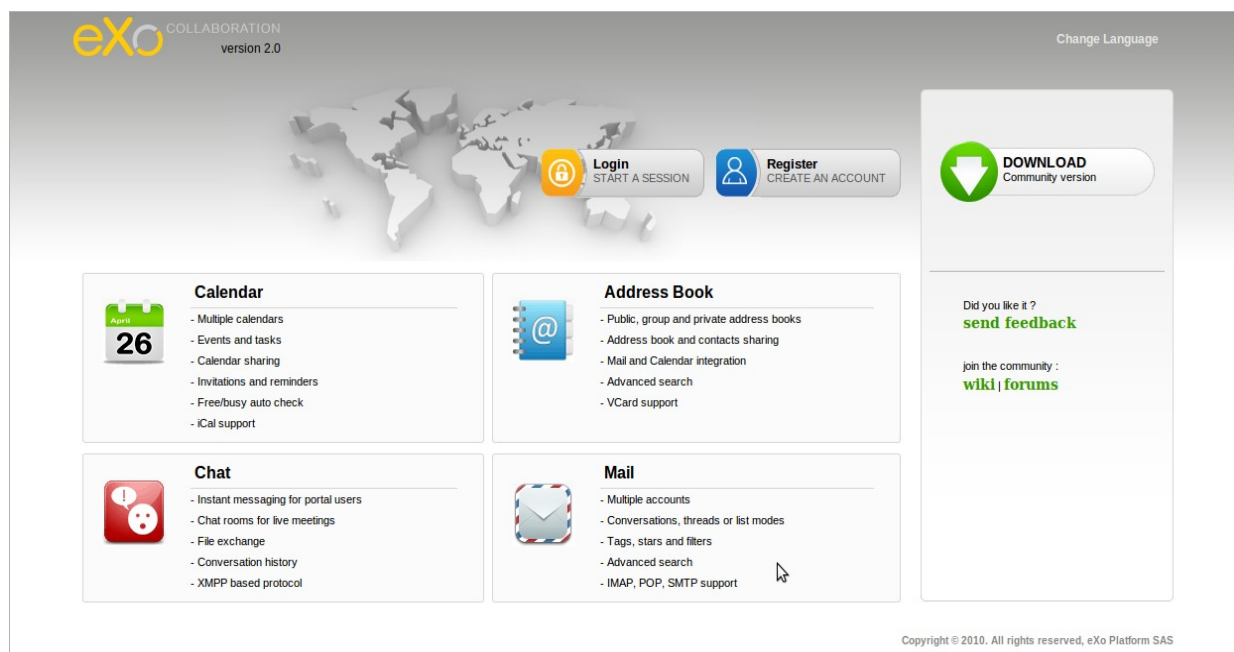
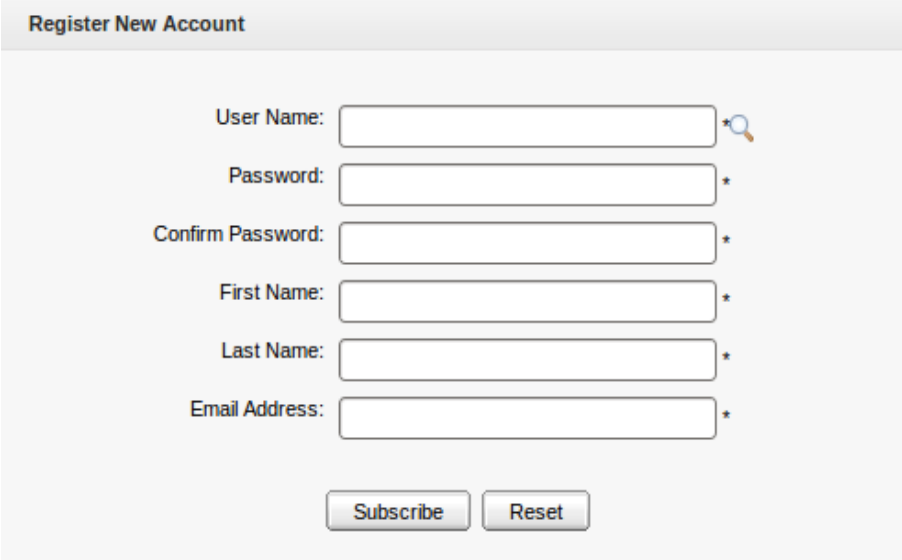


Illustration 1: The anonymous home page of the eXo Collaboration portal

Step 2: Click **Register** on the upper right corner of a home page. The **Sign Up** page will appear:




The image shows a web form titled "Register New Account". It contains several input fields: "User Name:" with a search icon to its right, "Password:", "Confirm Password:", "First Name:", "Last Name:", and "Email Address:". Each of the last five fields has an asterisk (*) to its right, indicating they are required. At the bottom of the form are two buttons: "Subscribe" and "Reset".

Illustration 2: Register New Account form

Details:

User Name	The name of the user that will be used to sign in. It must be unique.
Password	The secret string used to log in. It must have at least 6 characters.
Confirm Password	The re-typed password. Password and Confirm Password must be the same
First Name	Your first name
Last Name	Your last name
Email Address	Youetcontact email address. It must be in the right format. For example: flower@gmail.com
Save button	To accept saving a new account
Reset button	To set blank entry for all inputted fields.

Step 3: Click the  icon to search and check whether the inputted User name is available or not.

Step 4: Fill values in all the required fields in the form.

Step 5: Complete registering a new account by clicking the **Subscribe** button or the **Reset** button if you want to change values for fields.

After registering an account successfully, you can login and access to Calendar application.

3.1.1 Sign in

This function allows you to go into portal in the private mode.

To sign in, do as follows:

Step 1: Go to GateIn by typing the URL in your browser address bar (e.g: <http://localhost:8080/portal>)

Step 2: Click the  button. The **Sign in** form will be displayed

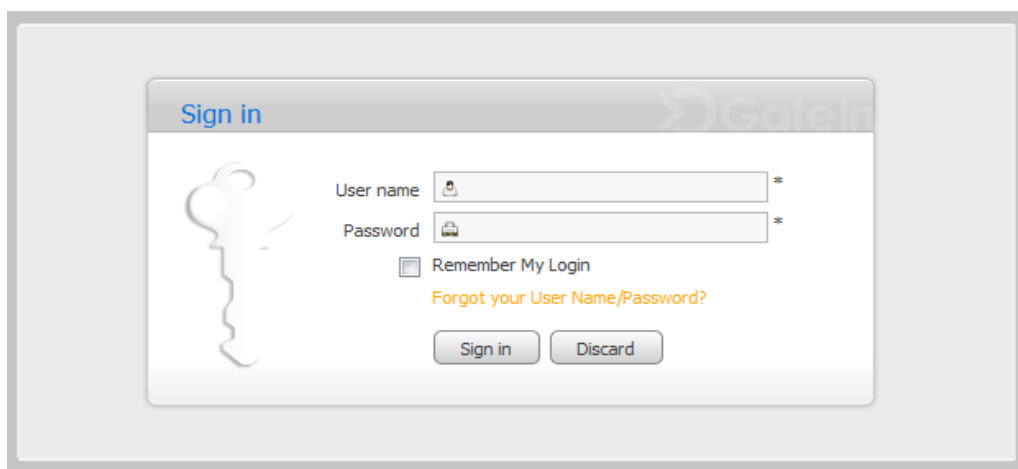


Illustration 3: The Sign in form

Step 3: Input your registered **User name** and **Password**

Details:

User name	The registered user name which is used to sign in
Password	The registered password of the User name above.
Remember My Login	This option allows you to return to a portal and be authenticated based on the value of cookie provided by the browser.
Forgot your username/ Password?	This link allows you to get the forgotten User Name/Password.
Sign in button	To accept signing in.
Discard button	To exit the Sign in form without signing in

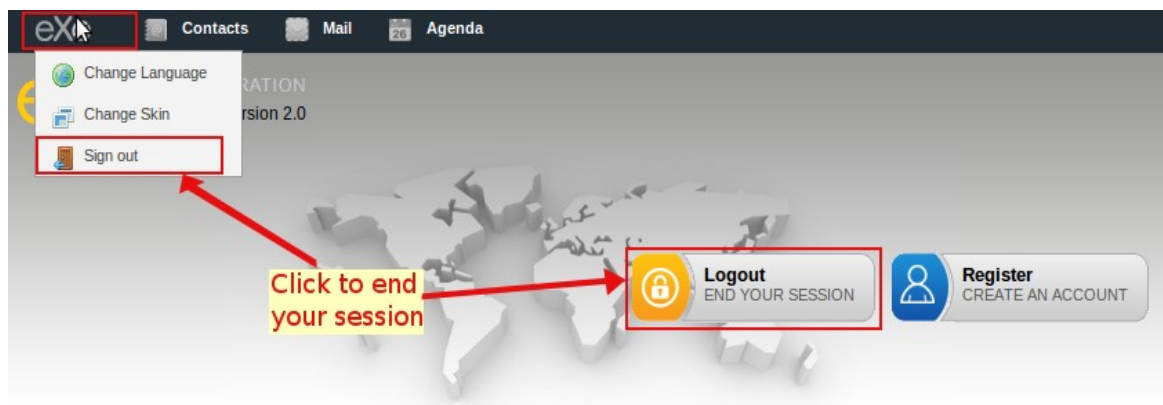
Step 4: Complete signing in by clicking the **Sign in** button.

After signing in successfully, you will be redirected to the authenticated home page.

3.1.2 Sign out

This function allows you to get back to the anonymous portal. It ends your current portal session.

To sign out, click **Sign out** in the **eXo** menu list on the administration bar or the **Logout** link on the homepage:



3.2 Access to Calendar Application

When you have had an account, you can access to Calendar application and use all its feature.

Do the following to access to Calendar application:

Step 1: Sign in by your registered account. After signing in successfully, you will be redirected to the authenticated home page.

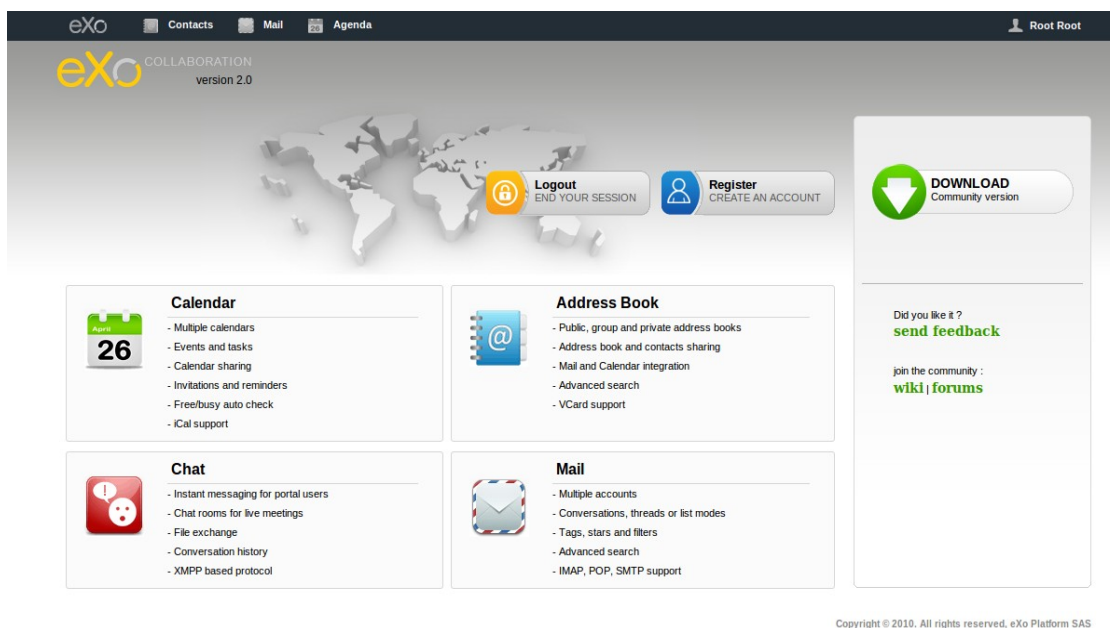



Illustration 4: The authenticated homepage

Step 2: Click on **Agenda** on the navigation bar



or click on from Chat bar image:

Or click on  right from the Chat bar:



The main screen of Calendar application is displayed.

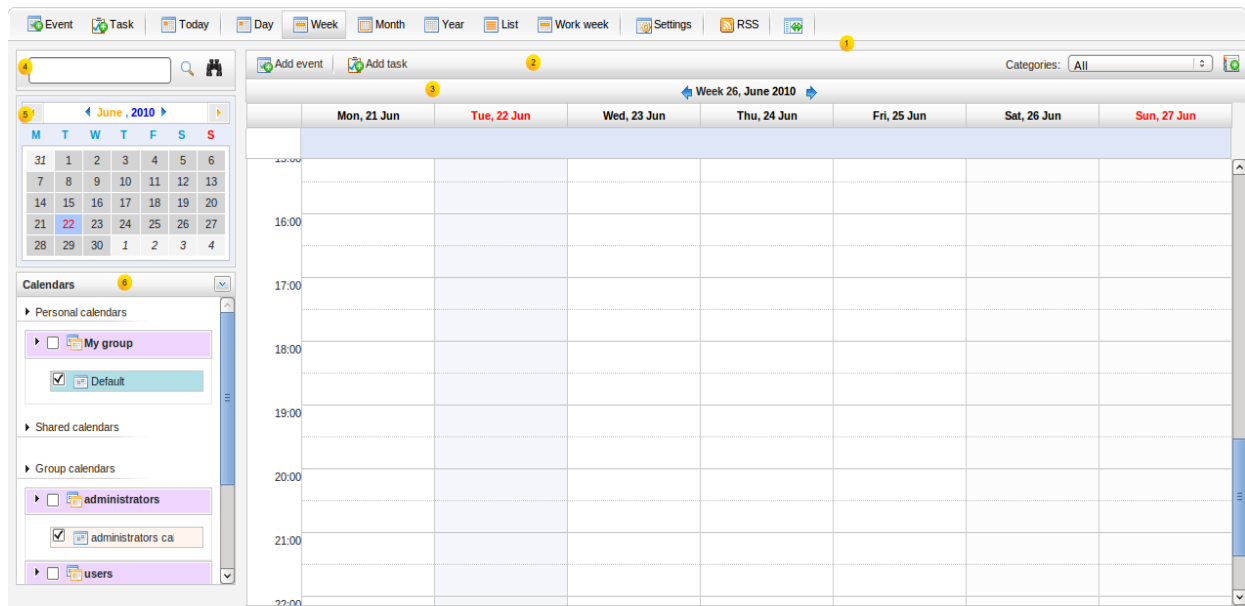








Illustration 5: The main screen of Calendar Application

Details:

Indicator	Meaning
	This is the Tool bar that allows quickly adding events/tasks, changing calendar view, setting up calendar...
	This is the Action bar that allows adding more detail events/tasks and adding new categories
	This is the Calendar view panel that displays all event/task(s) in the selected calendar at the current time.
	This is the Search Panel that allows searching event/task(s) in calendar by quick search and optional search.
	This is the Mini Calendar that allows quickly viewing event/task(s) in the selected day.
	This is the Calendar list that shows the personal calendar, shared calendar and group calendar.


3.3 Manage Calendar Groups

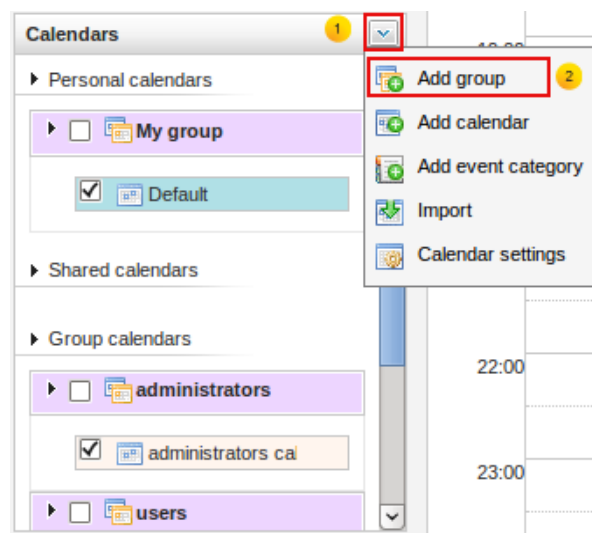
The calendar groups allows you to categorize your calendar types easily. One calendar group may contain one or more calendars added by yourself. By default, eXo Calendar provides a group in Personal calendars category named 'My group'.

3.3.1 Add a new calendar group

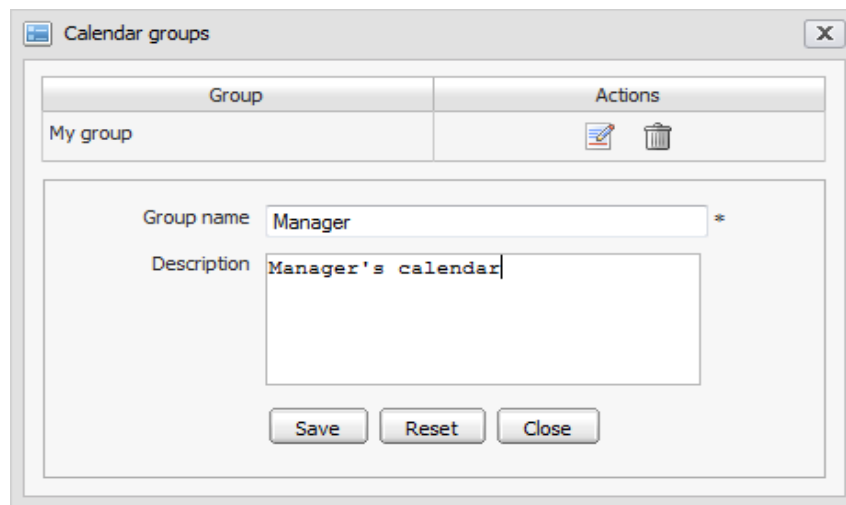
This function allows adding new calendar groups in eXo Calendar which allows organizing and personalizing calendars in your own way.

To add a new calendar group, do as follows:

Step 1: Click the **Calendar Options** icon  at the right of the calendar list panel to open the menu --> then select **Add group** in the menu:



The **Calendar groups** form will appear:



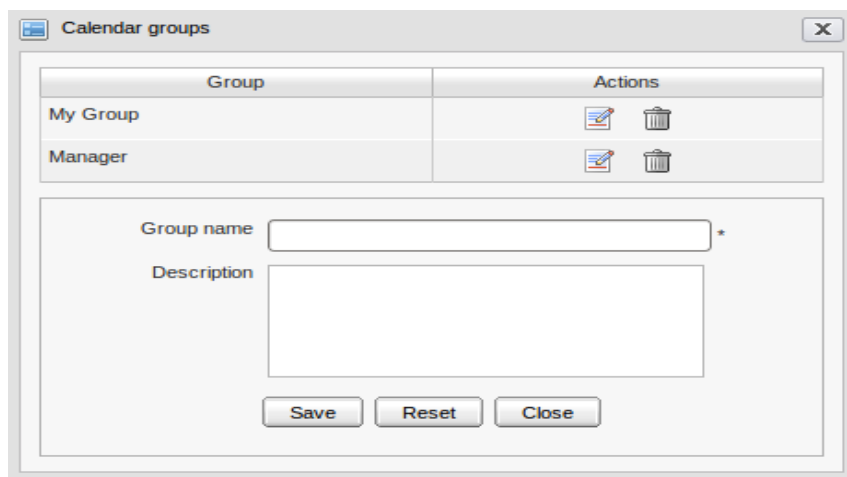
The screenshot shows a window titled "Calendar groups" with a close button (X) in the top right corner. Inside the window, there is a table with two columns: "Group" and "Actions". The "Group" column contains the text "My group". The "Actions" column contains two icons: a pencil (edit) and a trash can (delete). Below the table, there are two input fields: "Group name" with the text "Manager" and an asterisk (*) indicating it is required, and "Description" with the text "Manager's calendar". At the bottom of the form, there are three buttons: "Save", "Reset", and "Close".

Illustration 6: The Calendar groups form

Step 2: Input values in the form.

Step 3: Complete adding a new calendar group by clicking the **Save** button.

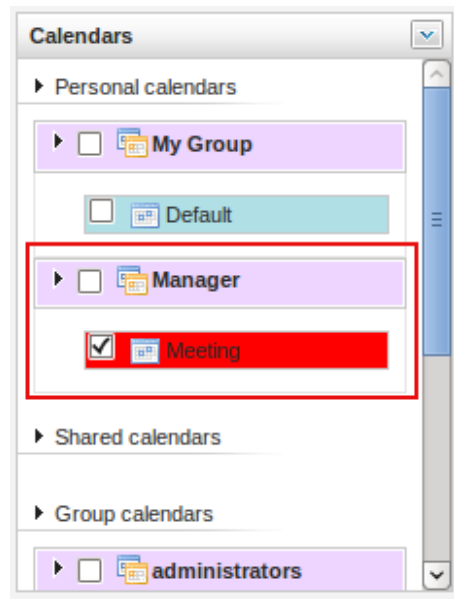
- After creating a new calendar group, the new created group will appear in the calendar list of the **Calendar groups** form like the illustration 7 below. The **Calendar groups** form lists all the group that you can be directly edited or deleted.





The screenshot shows the same "Calendar groups" window. The table now has two rows. The first row is "My Group" with edit and delete icons. The second row is "Manager" with edit and delete icons. The input fields below the table are empty. The "Save", "Reset", and "Close" buttons are still at the bottom.

Illustration 7: The Calendar Groups form

- Empty calendar groups that do not have any calendars inside it, are not displayed under the **Personal Calendars**, but when they are added a calendar, they will be displayed as the the illustration below with the group "Manager".




When adding a new calendar to a calendar group, you can also add new a calendar group by clicking the  icon that corresponds to **Group** fields. When the  icon is clicked, the **Calendar groups** form.

3.3.2 Edit a calendar group

This function lets you change the name and the description of a selected group.

To edit a calendar group, do as follows:

Step 1: Open the **Calendar groups** form by two way:

- **The 1st way:** Do the same as adding a new calendar group to open the **Calendar Groups** form--> click the **Edit** icon  corresponding to the group that you want to edit.

Group	Actions
My Group	
Manager	

Group name *

Description

- The 2nd way: Right-click on the group name which you want to edit and select **Edit** in the drop down list menu:



The **Calendar groups** form will appear:

Group	Actions
My group	



Group name *

Description

Step 2: Change values in the **Group name** or **Description** fields

Step 3: Complete editing the calendar group by clicking the **Save** button.




When adding a new calendar to a calendar group, you can also add new a calendar group by clicking the  icon that corresponds to **Group** fields. When the  icon is clicked, the **Calendar groups** form is shown like **illustration 7**. (See Add a new calendar for details)

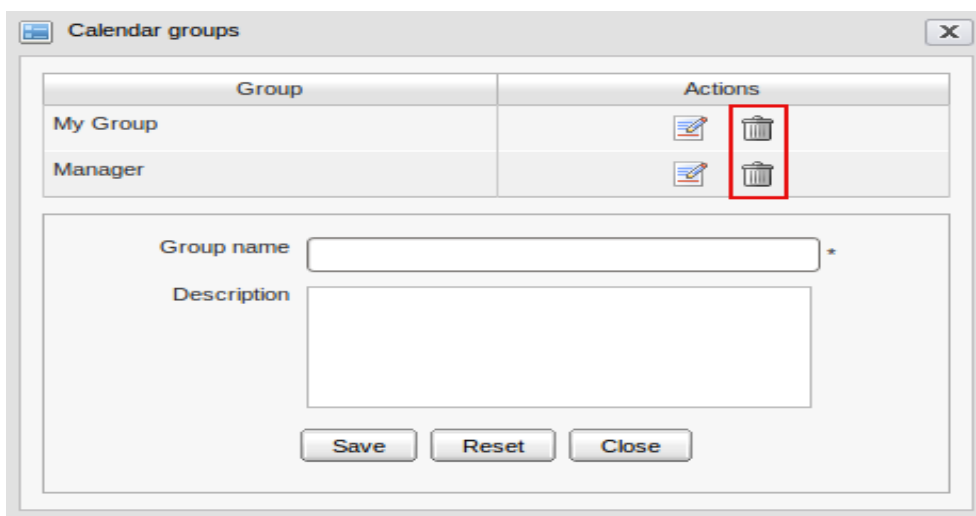
3.3.3 Delete a calendar group





This function allows removing calendar groups. When a calendar group is deleted, all its calendars are also deleted.

To delete a calendar group, do as follows:

Step 1: Open the **Calendar groups** form.

- **The 1st way:** Do the same as adding a new calendar group to open the **Calendar Groups** form--> click the **Delete group** icon  corresponding to the group that you want to delete.

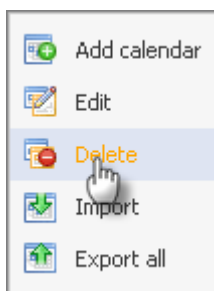


Group	Actions
My Group	 
Manager	 

Group name

Description

- **The 2nd way:** Right-click on the name of the group which you want to delete and select **Delete** in the drop down list menu:



The confirmation message will appear :

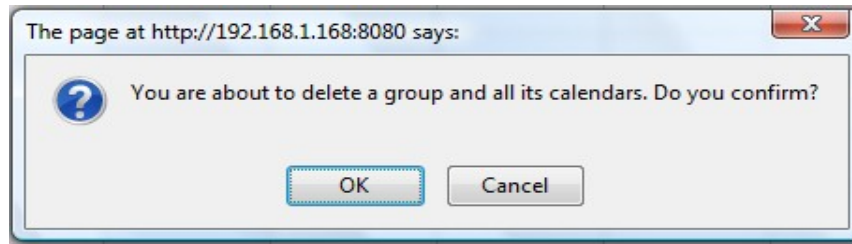




Illustration 8: The confirmation message when deleting a calendar group

Step 2: Click the OK button to accept deleting the group or the Cancel button to quit without deleting.

The selected calendar group will be removed from the **Group** table. Besides, the deleted group and all its calendars will not be displayed in the calendar list panel.



When adding a new calendar to a calendar group, you can also add new a calendar group by clicking the  icon that corresponds to **Group** fields. When the  icon is clicked, the **Calendar groups** form is shown like *illustration 7*. (See Add a new calendar for details)


3.4 Manage Categories

Categories are used to classify events and tasks. For example, you could use a 'Meeting' category for all meetings with your colleagues or customers in your company. By default, eXo Calendar provides 5 available categories: Calls, Meeting, Holiday, Clients, Anniversary. You can add and view events/tasks in default categories. In addition, you also can edit, delete default categories or create new categories by yourself.

3.4.1 Add a new category

This function is used to create new categories in eXo Calendar.

To create new categories, do as follows:



Step 1: Click the  icon at the right corner of the action bar:



The **Event categories** form will appear :

Illustration 9: The Event categories form

Details:

Event category	The name of the category. This name will appear in the category list.
Description	The description of the category. This description only appears when you edit the category in this form.
Save button	To accept saving a new category.
Reset button	To set blank entry for all inputted fields.
Close button	To exit the Event categories form without adding new.
	This button is used to edit a category corresponding to it.
	This button is used to delete a category corresponding to it.

Step 2: Input values in all the fiels in this form**Step 3:** Complete adding a new category by clicking the **Save** button.

The new created category will appear in the category list box.


3.4.2 Edit a category

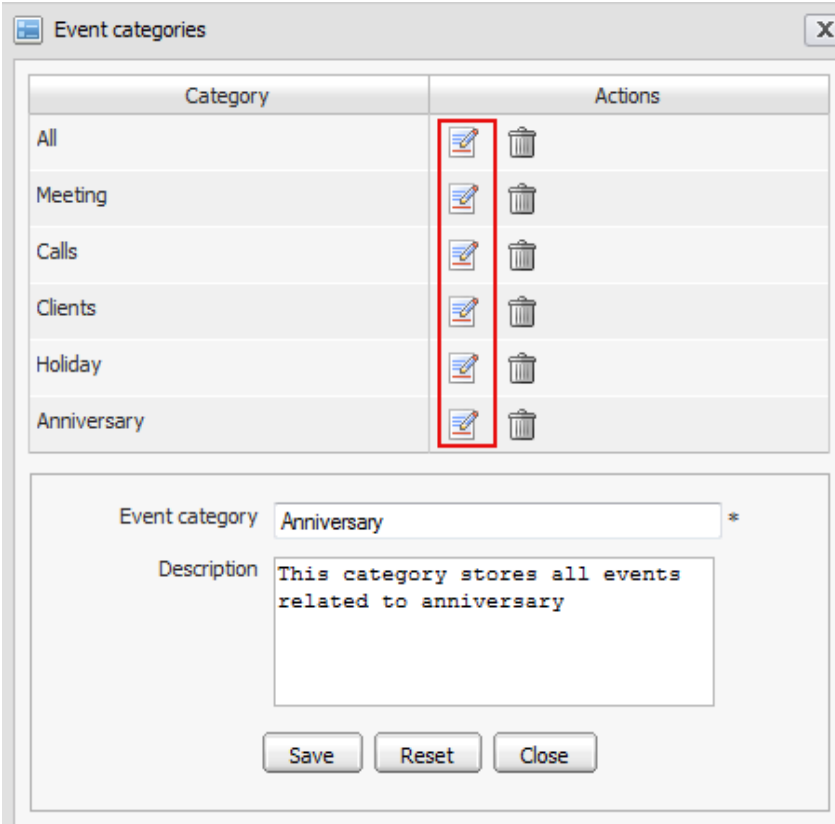
This function allows changing name and description of a selected category.













To edit a category, do as follows:

Step 1: Open the **Event categories** form by clicking the  icon in the action bar:



Step 2: Click the **Edit** icon  corresponding to the category that you want to edit.
The properties of the selected calendar group will appear:



Category	Actions
All	 
Meeting	 
Calls	 
Clients	 
Holiday	 
Anniversary	 

Event category: *

Description:

Illustration 10: The Edit category form


Step 3: Change values in the **Event category** and the **Description** field.

Step 4: Click the **Save** button to complete deleting the category.


3.4.3 Delete a category

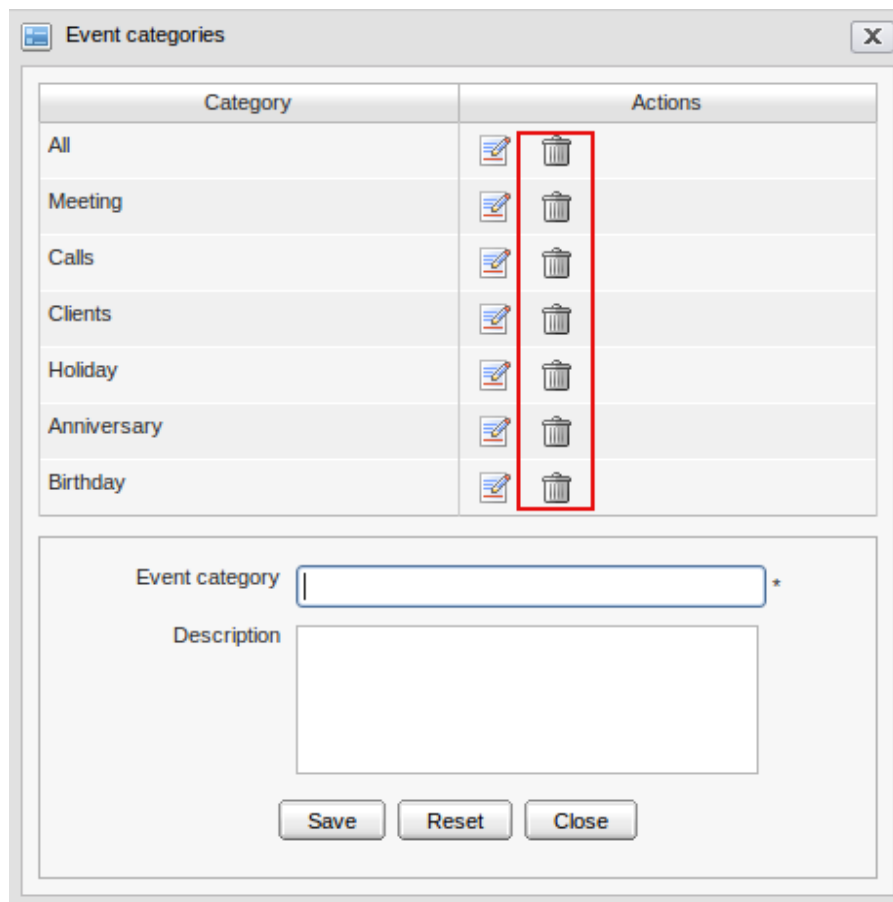
This function allows removing categories from eXo Calendar; however, all events/tasks in this category still exist.

To remove a category, do as follows:

Step 1: Open the **Event categories** form by clicking the  icon in the action bar:



Step 2: Click the **Delete** icon  corresponding to the category that you want to delete.



Step 3: Click the **OK** button in the confirmation message to accept deleting the category or click the **Cancel** to quit without deleting.

The deleted category will be removed from the **Category** table in the form and the categories list box.



The category "All" can not be deleted from the category list.

3.5 Manage Calendars


After being created, a calendar will be categorized in the group that you choose for it. It can be added tasks/events, edited, deleted, exported and shared with the others users. There are three types of calendar: personal calendars, shared calendars and group calendars.

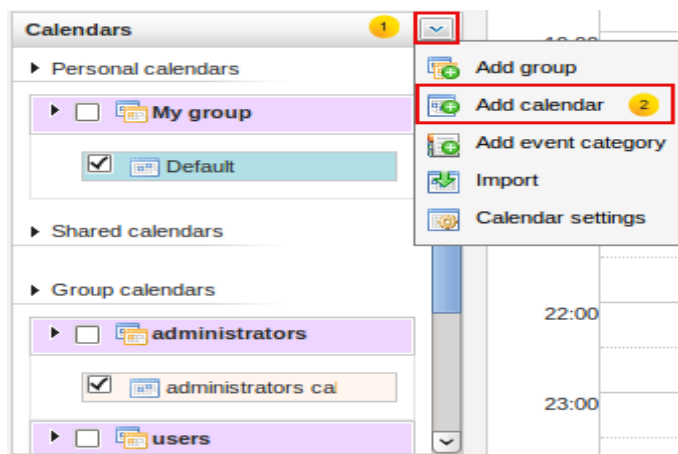
3.5.1 Add a new calendar

This function allows adding new calendars. All created calendars will be listed under the **Personal calendars** category on the left navigation panel.

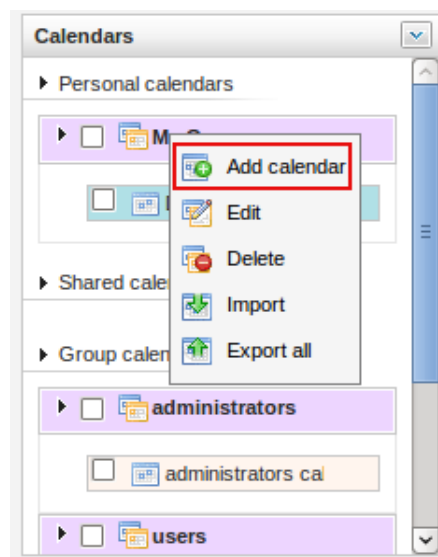
To create a new calendar, do as follows:

Step 1: Open the **Calendar** form. You can do this step in 3 different ways:

- The 1st way: Click the **Calendar Options**  icon at the top right of the calendar list and then select the **Add calendar** item in the menu:



- The 2nd way: Right-click on the name of the calendar group which exists in the list of **Personal Calendars** and then select **Add calendar** in the drop down list menu:



The **Calendar** form will appear:

The screenshot shows a window titled 'Calendar' with two tabs: 'Calendar details' (selected) and 'Groups'. The 'Calendar details' tab contains the following fields:


- Display name:** A text input field containing 'New calendar' with an asterisk indicating it is required.
- Description:** A large text area for a brief description.
- Groups:** A dropdown menu showing 'My group' and a '+' icon to add a new group.
- Country (Language):** A dropdown menu showing 'United States(English)'.
- Time zone:** A dropdown menu showing '(GMT +01:00) Europe/Brussels'.
- Color:** A color selection box.

At the bottom of the form are three buttons: 'Save', 'Reset', and 'Cancel'.

Illustration 11: The Calendar details tab of the Calendar form

Details:

- The **Calendar details** tab includes:

Display name	The name of the calendar. This field is required
Description	The brief description of the calendar
Groups	The group contains your calendar. The group can be chosen in the existing group list or quickly add a new group by clicking the  icon at the right Groups combo box. The Calendar group form that allows adding a new group directly in the Calendar form will be displayed.
Country(Language)	The location for the calendar
Time zone	The displayed time zone for the calendar activities. You can personalize your calendar time zone.
Color	The displayed color for the calendar activities. You can personalize it.
Save button	To accept saving a new calendar
Reset button	To set blank entry for all inputted fields
Cancel button	To exit the Calendar form without adding new

- The **Groups** tab:

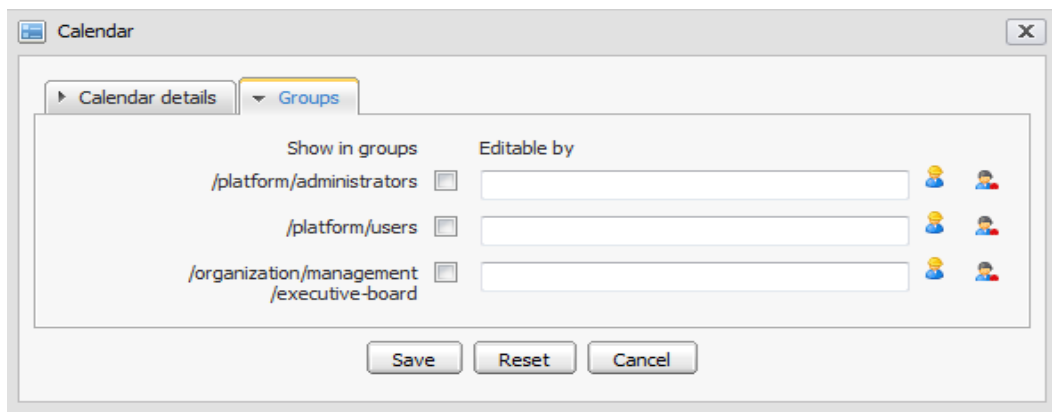



Illustration 12: The Groups tab of the Calendar form

The **Groups** tab allows sharing the calendar with the other groups/users.

To share a calendar, check the check box(es) corresponding to a group(s) that you want to share. Users in the checked groups will be able to view this calendar. Besides, you can define who can edit the calendar in each group.

- **To grant the edit permission to individual users in a group**, follow these steps:
 1. Click the  icon at the right of the **Edit permission** column.
 2. Select a user in the group . For example: select **john** in the **administrators** group.

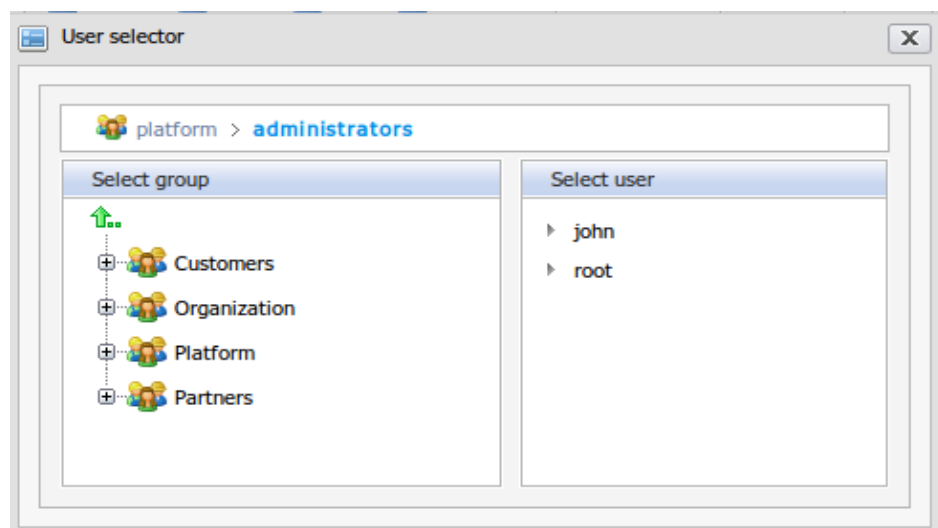



Illustration 13: The User selector form

- **To grant the edit permission to a membership type in group**, follow these steps:
 1. Click the  icon at the right of Edit permission column.

2. Select a membership in the group. For example: select the manager role in the administrators group.

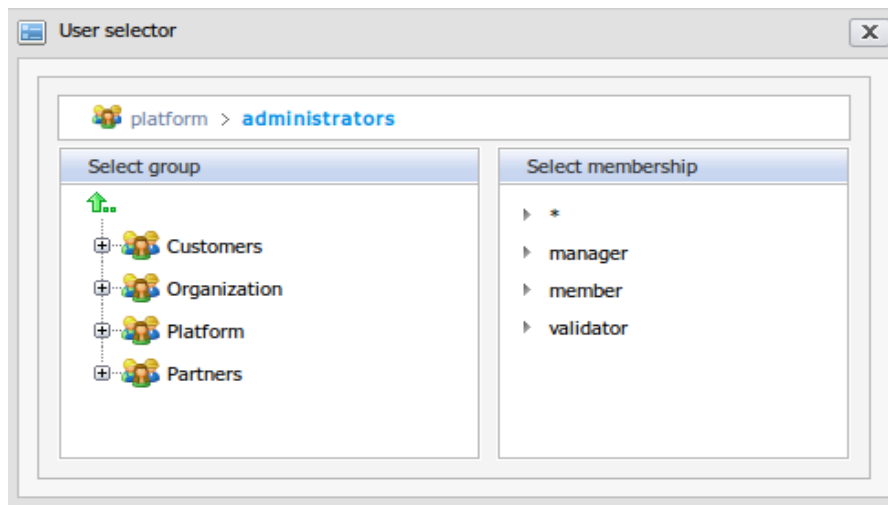


Illustration 14: The Select Membership in the User Selector form

Step 3: Enter values in the **Calendar** form.

Step 4: Complete adding a new calendar by clicking the **Save** button.

The new added calendar will appear in the calendar list.



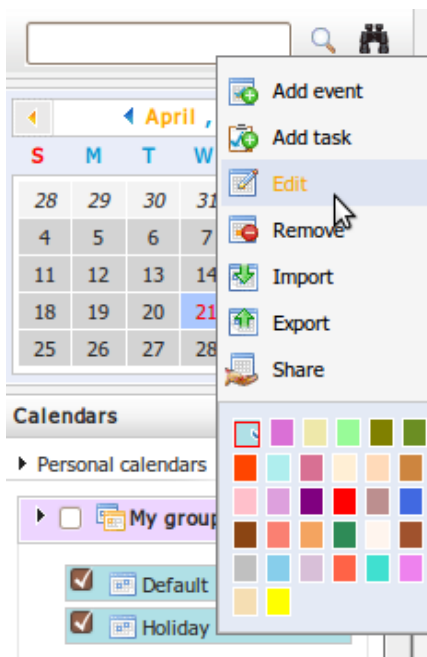
When you fill values in the Group tab, the calendar will appear in the Group calendars category. All members of the corresponding groups will be able to view that calendar. If you don't want your calendar to be a public one, leave the Group tab empty.

3.5.2 Edit a calendar

This function allows you to make changes to a selected calendar.

To edit a calendar, do as follows:

Step 1: Right-click on the name of the calendar (e.g: Holiday) to open the drop-down list menu and then select the **Edit** item:



The **Calendar** form will appear with all information displayed, available for editing.

- With personal calendar: (it means that the calendar is not shared with any one. When adding a new calendar, all the fields in the Groups tab are blank). There is only one tab. It is **Calendar details** tab:

A screenshot of the 'Calendar' form window. The window has a title bar with 'Calendar' and a close button. Inside, there is a tab labeled 'Calendar details'. The form contains the following fields:

- Display name: A text input field with the value 'Holiday' and an asterisk indicating it is required.
- Description: A large text area.
- Groups: A dropdown menu with 'My group' selected and a plus icon to add more groups.
- Country (Language): A dropdown menu with 'Belgium(French)' selected.
- Time zone: A dropdown menu with '(GMT +01:00) Europe/Brussels' selected.
- Color: A color selection bar.
- Private URL: A label with an 'ICAL' icon.
- Public URL: A label with the text 'This calendar is not public access.' and a link 'Enable Public Access'.

At the bottom of the form are three buttons: 'Save', 'Reset', and 'Cancel'.

Illustration 15: Calendar form

- With group calendar: (it means the calendar is shared with the users who belong to the shared group). There are 2 tabs: the **Calendar details** and the **Groups** tab:

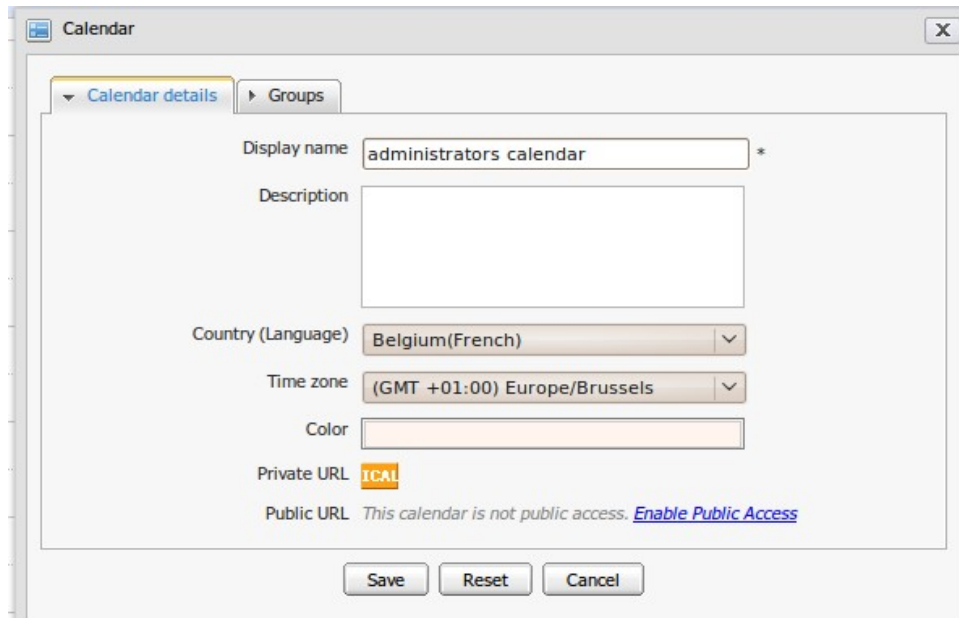


Illustration 16: The Calendar form

Step 2: Change the values in the **Calendar** form as you want.

Step 3: Complete editing the calendar by clicking the **Save** button.



*You can edit any personal calendar. In addition, you can also edit a shared or group calendar when you have the edit permission on it. For instance, when you right click on the calendar's name that you do not have the edit permission, the **Edit** item will be disabled in the drop down list menu.*

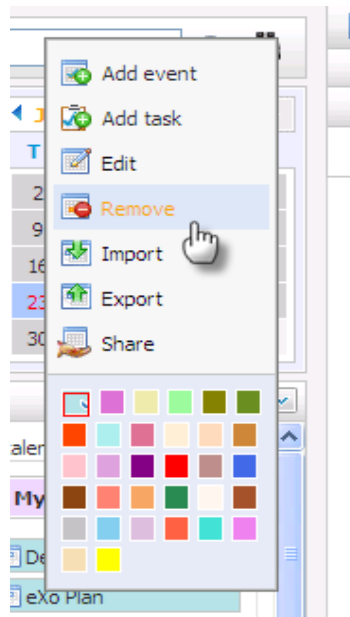
The Edit permission on a calendar allows you to add, edit or delete events/tasks which exist in that calendar.

3.5.3 Remove a calendar

This function allows removing a calendar and all events/tasks stored inside it.

To remove a calendar, do as follows:

Step 1: Right-click on the name of the calendar to open the drop-down list menu, then select the **Remove** item:



Step 2: Complete removing a calendar by clicking the **OK** button in the confirmation message or click the **Cancel** button to quit without removing a calendar.

The removed calendar will not be displayed in the calendars list panel. All events/tasks inside that calendar will also be removed.



In fact, if you do not have the edit permission on the shared calendar, removing a shared calendar means that you only remove it from your calendar list. Other users still can continue seeing and working on it in their calendars list.

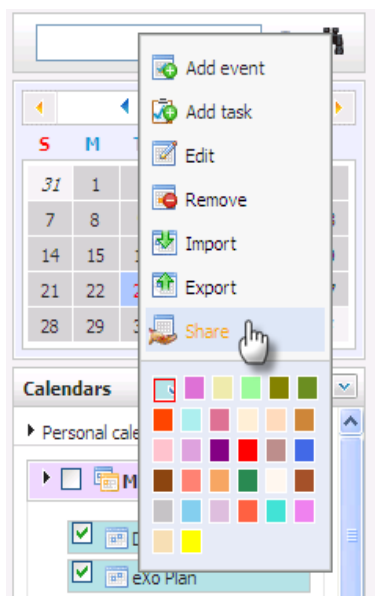
3.5.4 Share a calendar

This function allows sharing an existing calendar with other users. It means that you allow other users to participate in activities on it. The permissions in a shared calendar are set in two levels:

- **View permission** allows you to view a calendar and its events/tasks, but you can not change any information. It means that you can not add/edit/delete events/tasks; edit, import and export calendars. For example, right-click on the name of the shared calendar that you do not have edit permission and select the **Add event** item in the menu, a warning message shows that you are not allowed to edit this calendar.
- **Edit permission** allows you to view, import and export a calendar or add, edit, delete events/tasks inside the shared calendar, export the shared calendar. However, you can not edit it.

To share a calendar, do as follows:

Step 1: Right click on the name of the calendar to open the drop down list menu, then select the **Share** item:



The **Share calendar** form will appear:


Illustration 17: The Share calendar form

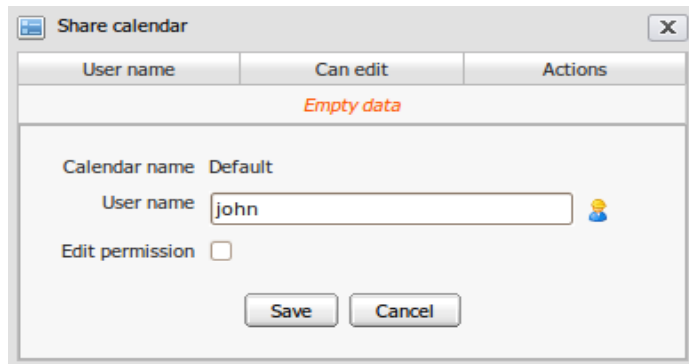
Details:

Calendar name	The name of the calendar that you choose to share
User name	The name of the users who you want to share your calendar with.
Edit permission	This option allows granting edit permission on the calendar to selected user
Save button	To accept sharing the calendar
Close button	To exit the Share calendar form without sharing

Step 2: Select users to share.

To select users for sharing, do the following :

1. Click on the  icon at the right of the **User name** field.
2. Select users that you want to share. For example, select **John** in **/platform/administrator** group or you can manually input in the **User name** field. The Shared users will be displayed in the **User name** field.

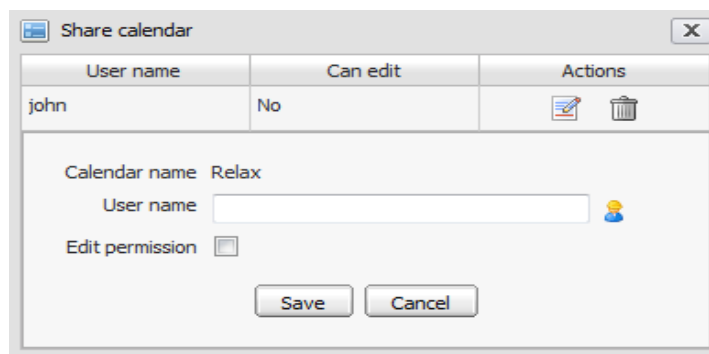


The 'Share calendar' dialog box shows a table with columns 'User name', 'Can edit', and 'Actions'. The table is currently empty, displaying 'Empty data'. Below the table, there is a 'Calendar name' field set to 'Default', a 'User name' input field containing 'john', and an 'Edit permission' checkbox which is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

Step 3: Check the **Edit permission** check box if you want to share the edit right with the selected users.



Step 4: Click the **Save** button to complete sharing the calendar.

After sharing a calendar successfully, the shared users will be displayed in the Share table below:



The 'Share calendar' dialog box now shows the table populated with one row: 'john' under 'User name', 'No' under 'Can edit', and edit/delete icons under 'Actions'. The 'Calendar name' field is now 'Relax', and the 'User name' input field is empty. The 'Edit permission' checkbox remains unchecked. 'Save' and 'Cancel' buttons are at the bottom.

In this form, you can:

- Change the **Edit permission** of a shared user by clicking the **edit** icon 
- Delete a shared user from the shared table by clicking the **Delete** icon  corresponding to the shared user. The deleted shared users will not be able to view the shared calendar any more.

3.5.5 Change calendar color

This function allows changing the color of the calendar to distinguish activities between calendars better. When you are looking at all activities in Calendar view panel, different colors mean activities are on different selected calendars.

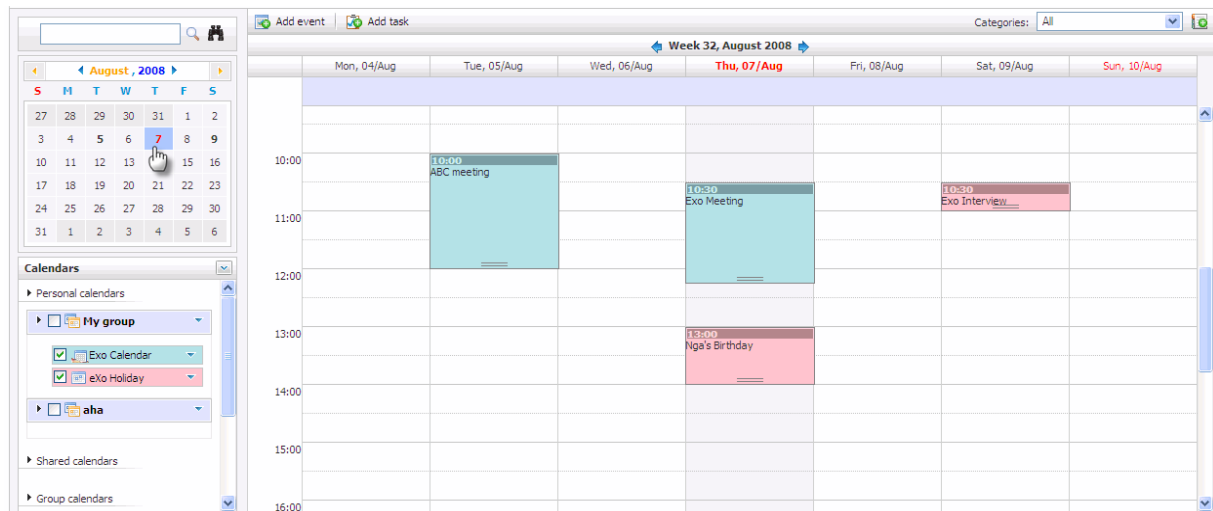
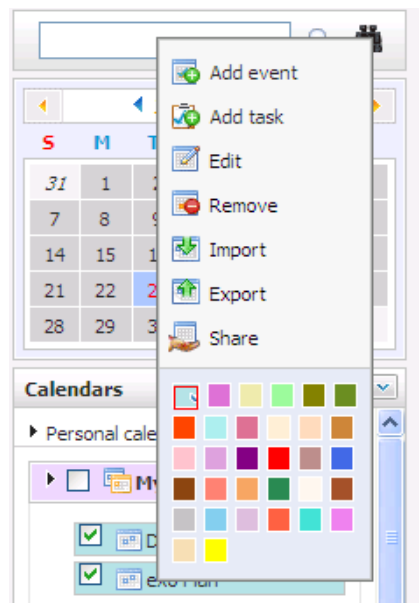


Illustration 18: The Calendar view panel with different events/tasks on different calendars
To change color, do as follows:

Step 1: Right-click on the name of the calendar to open the drop-down menu and then select a color for your calendar from the color palette. There are 32 colors available:



Step 2: Change color by selecting the specific color area.

After being changed a color, the calendar will be displayed with your new selected color.

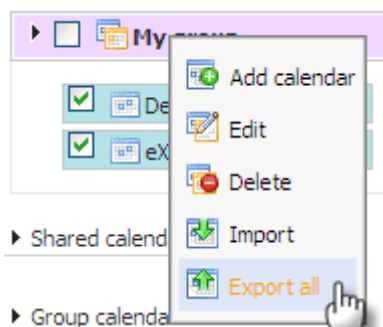
3.5.6 Export calendars

This function allows exporting a calendar to a separate file on your computer. You can only export thee calendar which has at least one event inside it. You also can export any calendar types including personal , shared and group calendar if you have the edit permission.

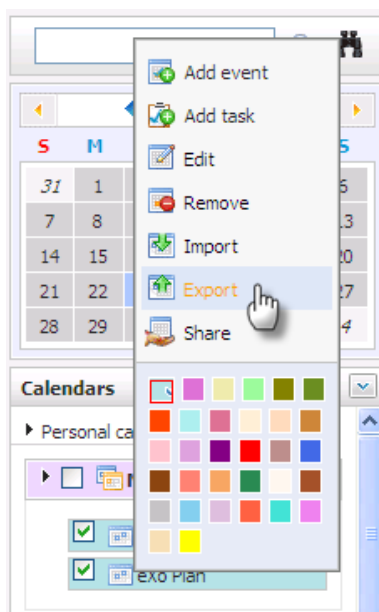
To export calendars, do as follows:

Step 1: Open the **Export Calendars** form by two ways:

The 1st way: Right-click on the name of the calendar group to open the drop down list menu, then select **Export all** in the menu:



The 2nd way: Right-click on the name of the calendar and select the **Export** item in the menu:



The **Export calendars** form will appear:

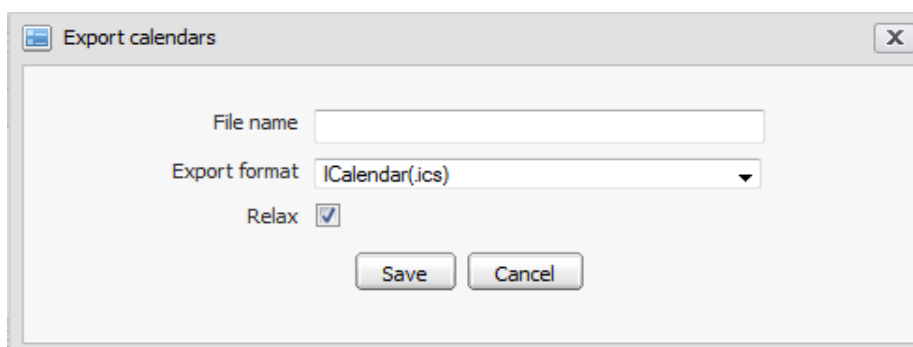


Illustration 19: The Export calendars form

Step 2: Enter a name in the file name field.

Step 3: Select a type of the export format in the list box. For instance, ICalendar (.ics)

Step 4: Select one or more available calendars which you want to export by checking its check box(es).

Step 5: Click the **Save** button to accept exporting the selected calendars.

A window pop up will appear:

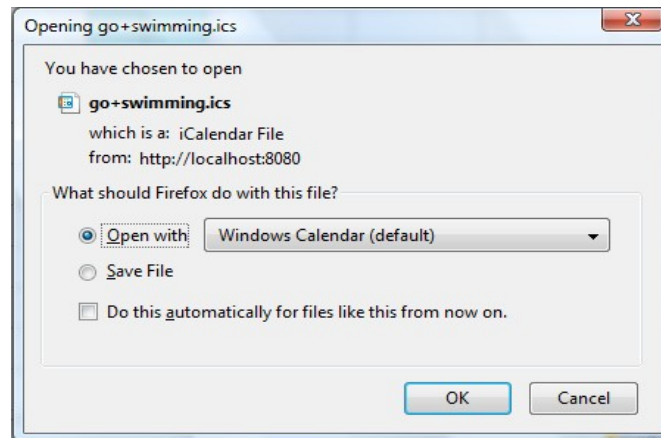


Illustration 20: The download pop up on Fire Fox

- Open with: To directly open the exported file with application on your computer
- Save File : To download the exported file and save it on your computer.
- Ok: To accept exporting it.
- Cancel : To cancel exporting

You can only open the file if you have an application installed on your computer that supports the format of the exported file.




You can export personal, shared and public calendar which you have the edit permission

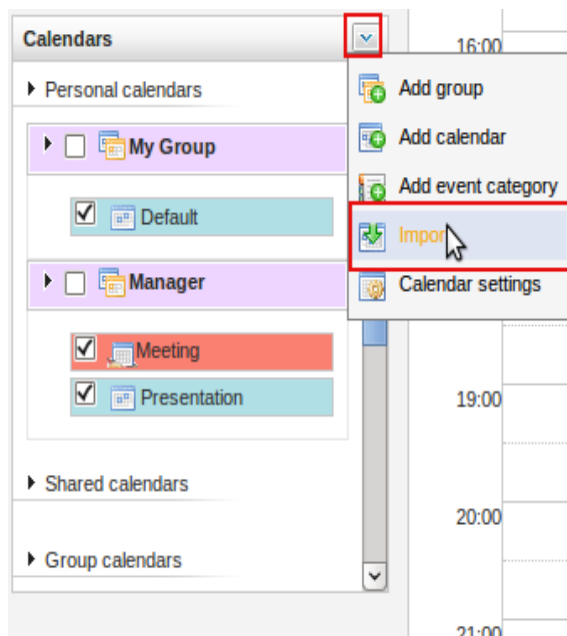
3.5.7 Import calendars

This function allows importing one or more calendars in a file from your computer to a selected calendar group in eXo Calendar.

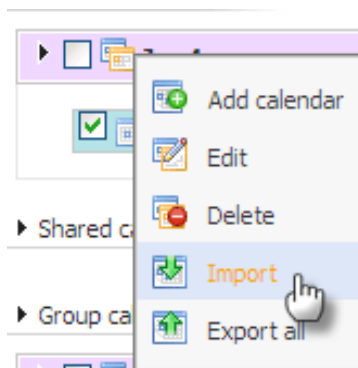
To import calendar, do as follows:

Step 1: Open the **Import Calendars** form:

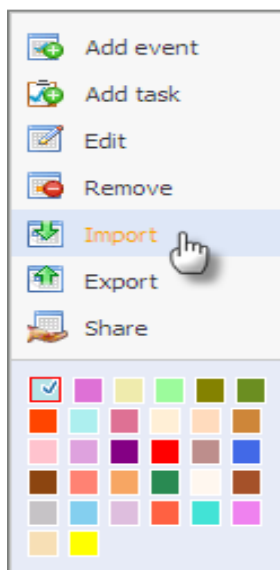
- **The 1st way:** Left click the  icon at the right top of the calendar list and then select the **Import** item in the menu:



- **The 2nd way:** Right-click on the name of the calendar group to open the drop down list menu and then select the **Import** item:




- **The 3rd way:** Right-click on the specific calendar in the calendar list and select the **Import** item in the menu:



The **Calendar** form will appear:

Illustration 21: The Import calendars form


Details:

Format	The format of the imported file. There are 2 options: *.ics and *.csv
Upload file	The path of the upload file
Browse button	To select the uploaded file from your local computer
	To start uploading the selected file.

Calendar name:	The display name of the imported calendar.
----------------	--



This icon is used to unhide a form used to import an uploaded file to existed calendar:

In this form, the  icon next to the **Import to** field is used to import an uploaded file to new calendar.

Description	The brief description about the imported calendar.
-------------	--

Groups	The group that the imported calendar belongs to.
--------	--

Country	The country of the imported calendar.
---------	---------------------------------------


Save button	To accept importing calendar.
-------------	-------------------------------

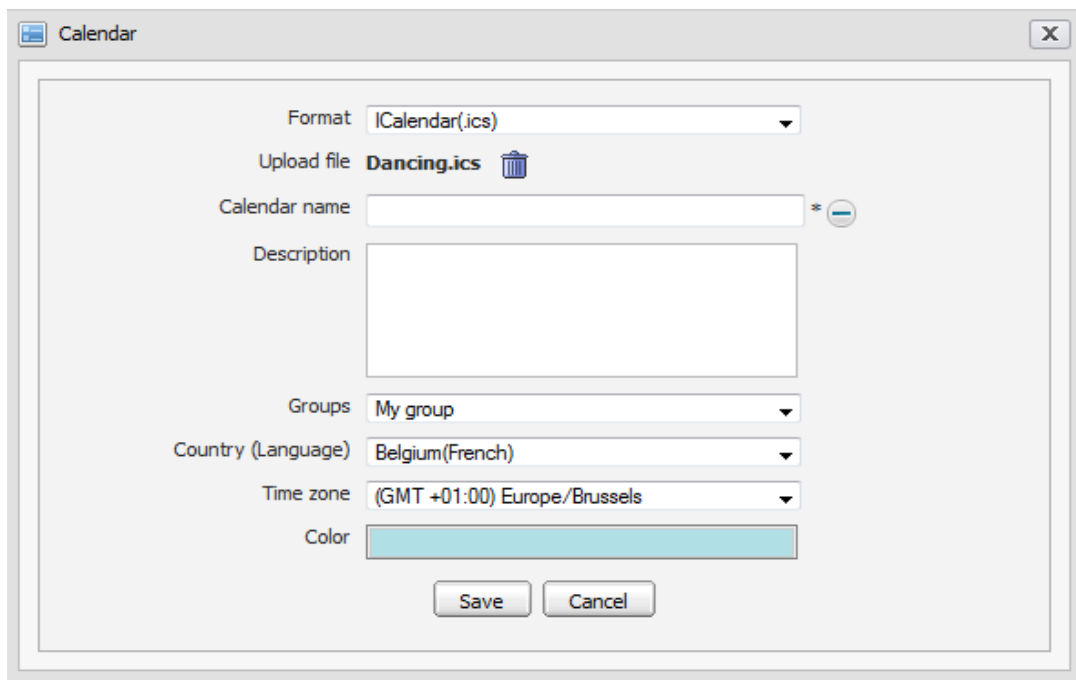
Cancel button	To exit the Import calendars form.
---------------	---

Time zone	The time zone of the imported calendar.
-----------	---

Color	The color of the imported calendar.
-------	-------------------------------------

Step 2: Select a type of the import format. For example: ICalendar(.ics)

Step 3: Click the **Browse...** button to select a file (For example: *.ics) which is imported from your computer and then click on the **Upload** icon  to upload the selected file. For example select and upload Dancing.ics file.



Step 4: Define the properties for the imported calendar.

Step 5 Click the **Save** button to accept importing a calendar with the selected file .

After importing a calendar, in case the uploaded file is imported into an existing calendar all events/task(s) inside the uploaded file will be imported into the selected calendar.



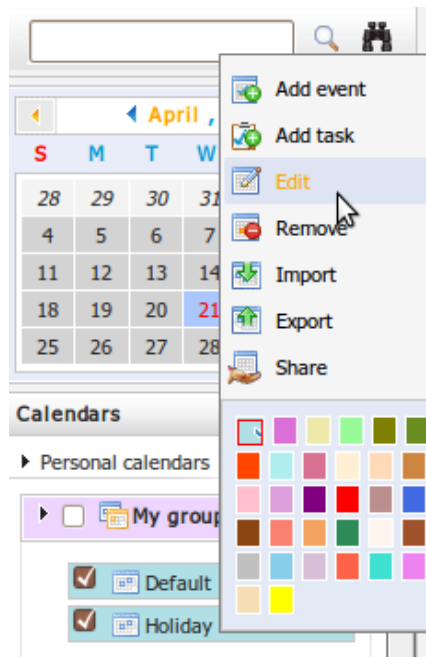
*You can only import calendar to a personal calendar. At present, two file formats are supported for importing is *.ics and *.csv*

3.5.8 iCal

iCal is a personal calendar application in eXo Calendar application. It contains a link that allows downloading a file having all the events and tasks in a calendar and also allows the creator of the calendar to be for personal use or send it to other users on the internet.

Do the following to access to iCal support:

Step 1: Right-click on the name of a calendar that you want to access to iCal (e.g: Holiday) to open the drop-down list menu and then select the **Edit** item:



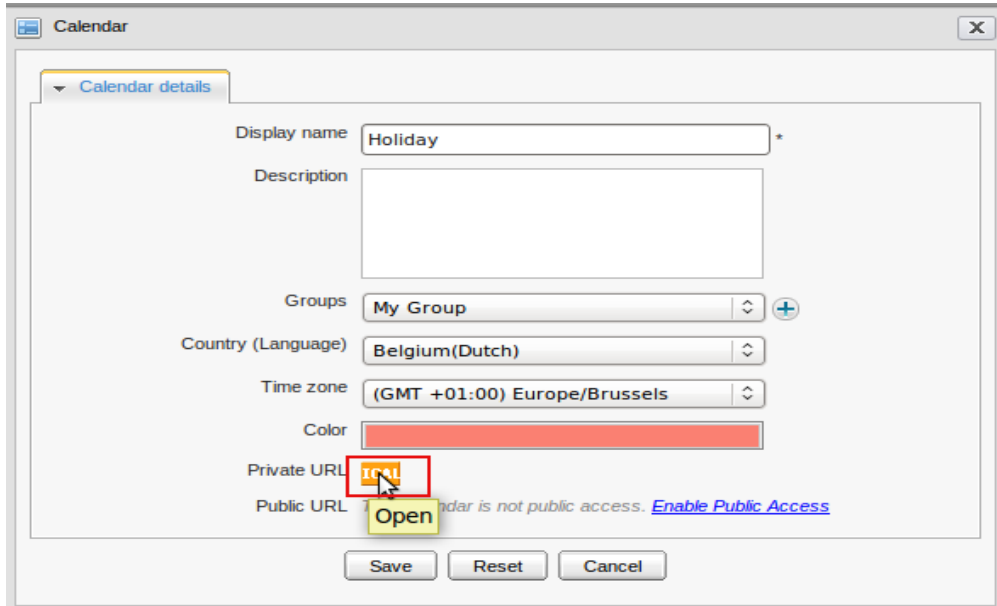
The **Calendar** form will appear with a **Calendar Details** tab for the personal Calendar:

A screenshot of the 'Calendar' form in the eXo application. The form has a tab labeled 'Calendar details'. The fields are as follows: 'Display name' is 'Holiday' with an asterisk; 'Description' is an empty text area; 'Groups' is 'My group' with a dropdown arrow and a plus icon; 'Country (Language)' is 'Belgium(French)' with a dropdown arrow; 'Time zone' is '(GMT +01:00) Europe/Brussels' with a dropdown arrow; 'Color' is a light blue color swatch; 'Private URL' is 'ICAL' with an orange icon; 'Public URL' is 'This calendar is not public access. [Enable Public Access](#)'. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

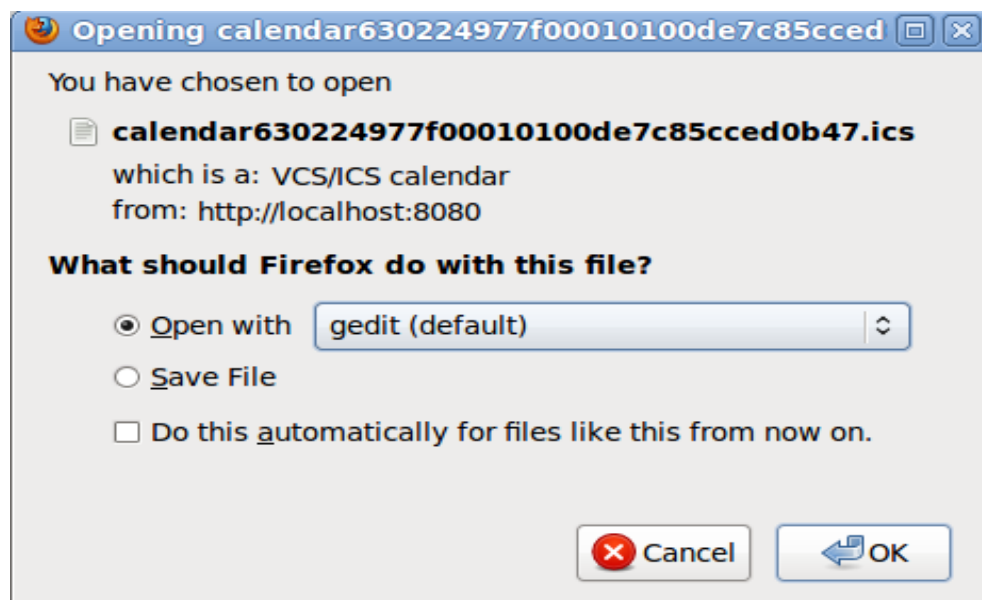
Step 2: You can use the Calendar for your own need with **Private URL** or share it to other members with **Public URL**.

- **Private URL:** ICAL is used for personal. It means that you, the creator of the calendar can download it to your computer and use any calendar products which support the .ics file format to open it. You can also import it into another calendar.

1. Click the **ICAL** icon in the **Calendar** form:



A window pops up:



Details:

Open with	To directly open the this calendar on your computer
Save File	To download the the calendar and save it on your computer
OK	To accept opening / downloaing the calendar
Cancel	To close this window without opening/ downloading the calendar

2. Check the **Open With** check box or the **Save File** check box --> Click the **OK** to accept downloading the calendar.

3. Use any calendar products which support the .ics file format (For instance: Mozilla Sunbird application) to directly view the events and tasks on that application.

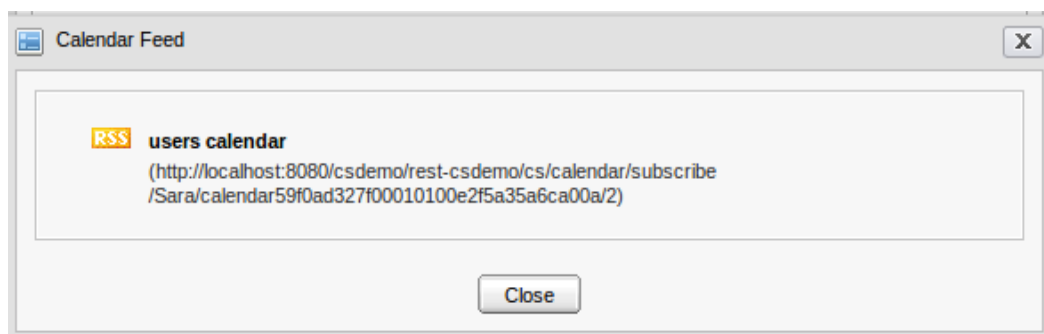
- **Public URL:** Public URL link allows you share the calendar to other users and then they can download it to their computers. They must use a calendar product which supports the .ics file format to directly view the events and tasks in the calendar on that application, or they can import the calendar into another calendar.

By default, Public Url is empty and it is only accessible when public access is explicitly enabled and it can be also disabled anytime by clicking "[Disable Public access](#)" as in the illustration below.

1. You can send the calender to others by clicking to the link "[Enable Public Access](#)" to make the Calendar become public access as the illustration below:

The screenshot shows the 'Calendar details' dialog box in the eXo Calendar application. The 'Public URL' field is highlighted with a red box, indicating it is the focus of the instruction. The field contains an 'ICAL' icon and the text 'This calendar is public access. [Disable Public Access](#)'. Other fields in the dialog include 'Display name' (Meeting), 'Description', 'Groups' (Manager), 'Country (Language)' (Belgium(Dutch)), 'Time zone' (GMT +01:00 Europe/Brussels), and 'Color' (red). Buttons at the bottom are 'Save', 'Reset', and 'Cancel'.

2. Click the **ICAL** icon, a **Calendar Feed** form pops up:



3. Copy this address link in the **Calendar Feed** and send to other users.

To view the events and tasks in this calendar, they must copy and paste this link into another browser, and a pop-up window will allow them to download the calendar to their computer. They must use a calendar product which supports the .ics file format (For instance: Mozilla Sunbird application) to directly view that application, or they can import it into another calendar of eXo calendar application.

3.6 Manage Events

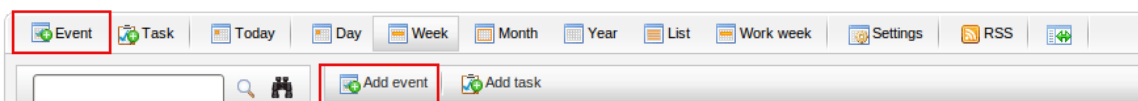
3.6.1 Add a new event

This function allows adding a new event in eXo Calendar application.

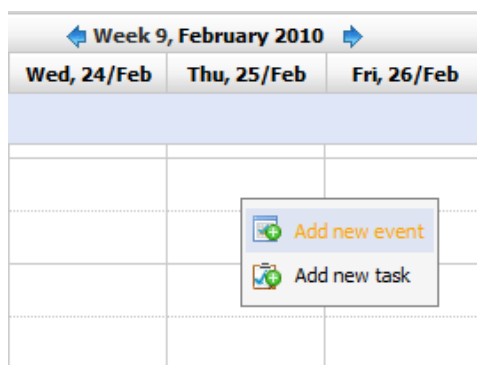
To add a new event, do as follows:

Step 1: Open the **Add Event** form.

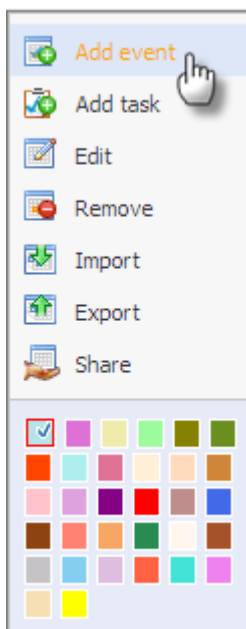
- **The 1st way:** On the tool bar, click the **Event** icon for the **Quick add event** or the **Add Event** icon for detail one.



- **The 2nd way:** Create an event directly on the calendar view panel by right-clicking on it and select the **Add new event** item in the drop down list menu or left-click directly at the date/time you want to add a new event or drag/drop on calendar view panel to add an event with a specific time.



- **The 3rd way:** Create an event directly at the calendars selector level by right-clicking on the calendar name and select the **Add Event** item in the menu:



The **Quick add event** form will appear:

Quick add event

Event summary *

Description

From

To

All day ☐

Calendar ▼

Event category ▼

Illustration 22: The Quick add event form

Details:

Event Summary	The event title. This field is required.
Description	The detailed description of the event.

From	The starting date/time of the event.
To	The ending date/time of the event.
All day	This option allows setting the event duration to be all day or not. If you don't check this option, you have to define the starting date/time and ending date/time. By default, the starting date and ending date is the current date.
Calendar	The calendar will include the event
Event Category	The category will include the event.
Save button	To accept saving a new event
More detail button	To show the event in more detail that allows defining more properties for the event
Cancel button	To exit the Add event form without adding new

Step 2: Fill values to all the required fields

Step 3: Complete adding a new task by clicking the **Save** button. The added task will be displayed when viewing the calendar in which it is stored.

You can finish at step 3, but if you want to add more detailed information to your event, click the **More detail** button, the **Event** form will be displayed with 4 tabs :

Detail, Reminders, Participants, Schedule


The screenshot shows the 'Add/edit event' window with the 'Detail' tab selected. The form contains the following fields and controls:

- Event summary**: A text input field with an asterisk indicating it is required.
- Description**: A large text area for a detailed description.
- Location**: A text input field.
- From**: A date/time picker showing '02/25/2010'.
- To**: A date/time picker showing '02/25/2010'.
- All day**: A checkbox.
- Priority**: A dropdown menu currently set to 'None'.
- Repeat**: A dropdown menu currently set to 'No repeat'.
- Calendar**: A dropdown menu currently set to 'Default'.
- Event Category**: A dropdown menu currently set to 'All', with a '+' icon to add new categories.
- Attachments**: A '+' icon to add attachments.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom.

Illustration 23: The Detail tab of the Add/Edit event form

■ The **Detail** tab contains basic information of an event:

Event Summary	The event title. This field is required.
Description	The brief description of the event.
Location	The location where the event will take place.
From	The start date/time of the event.
To	The end date/time of the event.
All day	All day option allows setting the event duration to be all day or not..If you don't check this option, you have to define the start date/time and end date/time. By default, the start date and end date is current date.
Priority	The priority level of this event: None, Normal, High and Low
Repeat	The repeat time or recurring time for the event, such as weekly team meeting, monthly report... There are many options available: No repeat, Daily, Working days, Weekend, Weekly, Monthly, Yearly.
Calendar	Chose the calendar that will include the event.
Event Category	Chose the category that will include the event. To create a new event category.

	Click this icon to open the Event categories dialog.
Attachments	The list of attached files to the event. The attachment may be a spreadsheet or a presentation needed for the event.

■ The **Reminders** tab:

The reminder function is used to remind users who will take part in the event. A reminder includes the summary information about the event such as a title, time, a place where that event will happen...

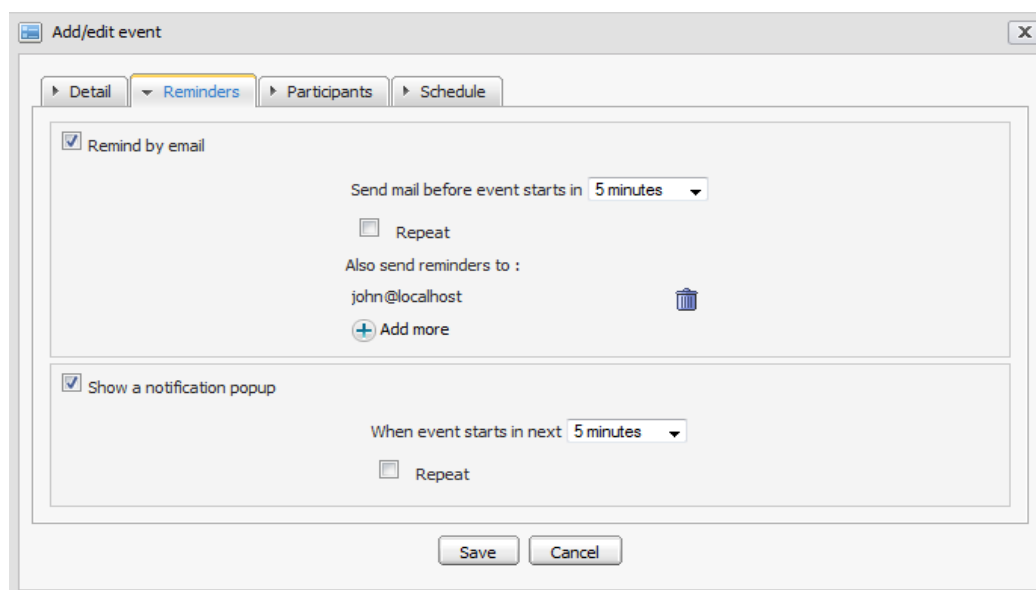





Illustration 24: The Reminders tab of the Add/Edit event form

Details:

Send mail before event starts in	The interval time (in every # minutes) that the reminder will be repeated before an event starts.
Repeat	The check box allows setting the email reminder of the event repeat or not.
Also send reminders to	The list of email addresses to which the reminder will be sent. The default value is the email address of the current user.
When event starts in next	The interval time (in every xxx minutes) the pop up reminder will be repeated before the event starts.
Repeat:	The check box allows setting the event's pop up reminder repeat or not.

	To add more emails.
	To delete emails.

To add more emails , in the **Select email** form, click on the  icon. The **Select an email** form will appear:

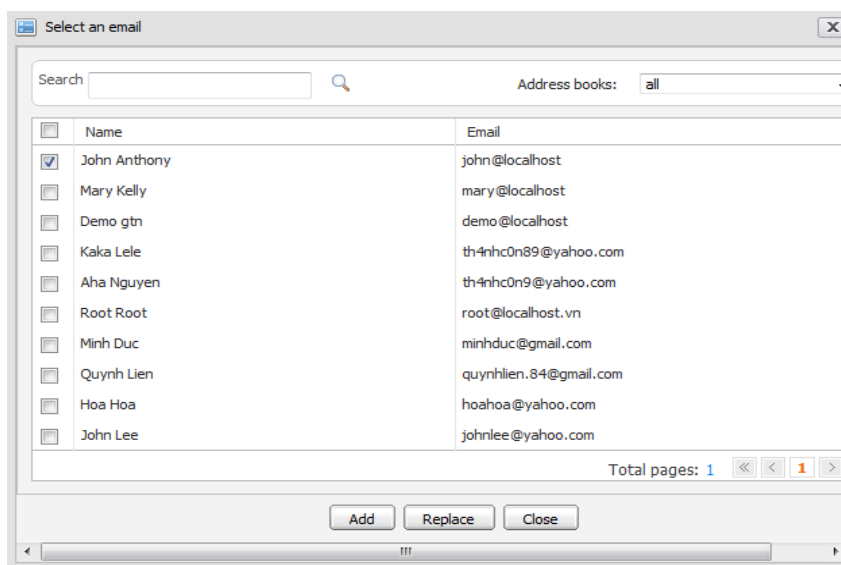


Illustration 25: The Select an email form

- Email addresses are available in the list and can be selected by checking the corresponding check box(es).
- The **Address books** and the **Search** function allow filtering and searching the expected email result.
- Click the **Add** button to add the selected emails to the **Also send reminders to** fields or click the **Replace** button to replace existing emails by the selected emails or click the **Cancel** button to close this form.




- After adding email addresses, the email addresses of the selected contacts are displayed in the **Also send reminders to** field of the **Reminders** tab.
- When the Remind by email function is used, the notification email about the event will be sent at the defined time expectedly.
- When the Show a notification pop up is used, the notification pop up about the event will appear when using eXo Calendar at the defined time expectedly.

- The **Participants** tab: This tab allows you to select the other users who will join in your event.

The screenshot shows the 'Add/edit event' window with the 'Participants' tab selected. It includes radio buttons for Privacy (Private/Public), Available (Busy/Available/Outside), and a '+' icon to add participants. A table lists participants with columns for Participant, Status, and action. The 'Invitations sending' section has radio buttons for Never, Always, and Ask. 'Save' and 'Cancel' buttons are at the bottom.


Illustration 26: The Participants tab of the Add/Edit events form

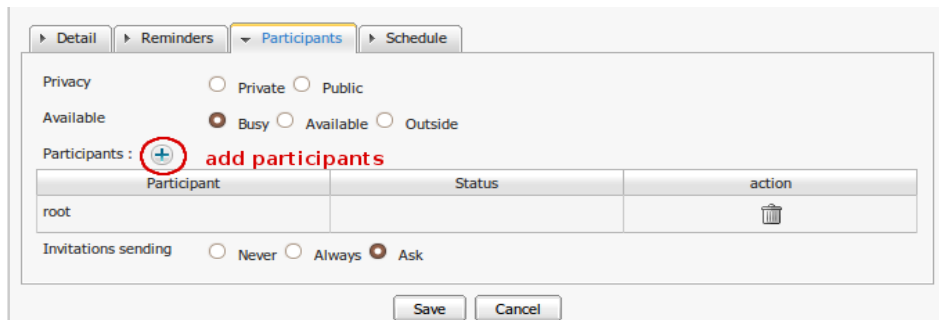
Details:

Privacy	The privacy of the event. An event may be public or private. Default value of this field is 'Private'. (At present, public or private has information meaning only. There is no effect)
Available	The status of participants. There are 3 options: Busy, Available and Outside. In case Busy or Outside option is selected, when viewing the event/task schedule, the time the participant takes part in the event/task will be in red. In case the Available option is selected, when viewing the event/task schedule, the time the participant takes part in the event/task will be in white.
Participants	<p>The list of users who will be participants and receive an invitation by email (If the Send an invitation option is selected). You can click on the  icon to add more participants. The Participant table lists all users who will take part in the event and their status. The status may be Yes, No or Pending that depends on the invitation confirmation of the participant: Yes, No or May be.</p> <ul style="list-style-type: none"> • If Yes, the status will be Yes: It means that the users accept joining the event • If No, the status will be No: It means that the user will not join the event • If the participant has not confirmed whether he/she participate or not or answer with 'May be' option, the status is Pending: It means that the invitation is pending for the user's approval . <p>The Action column allows deleting the participant in the list.</p>
Invitations sending	<p>This option will be loaded by default with the value defined in the Calendar Settings. There are 3 options that can be reselected:</p> <ul style="list-style-type: none"> • Never: The event invitation will not be sent to any participant.

- **Always:** The event invitation will always be sent to the participants.
- **Asked:** There will be a confirmation message which confirms that whether you want to send the invitation or not.

To select users to participates in invite box:

Step 1: click the  icon.



The **Invitations** form will appear:

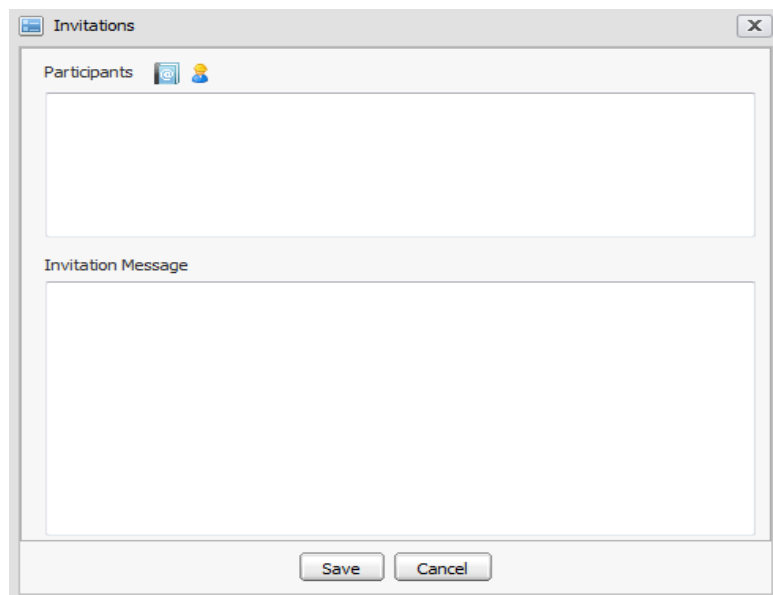

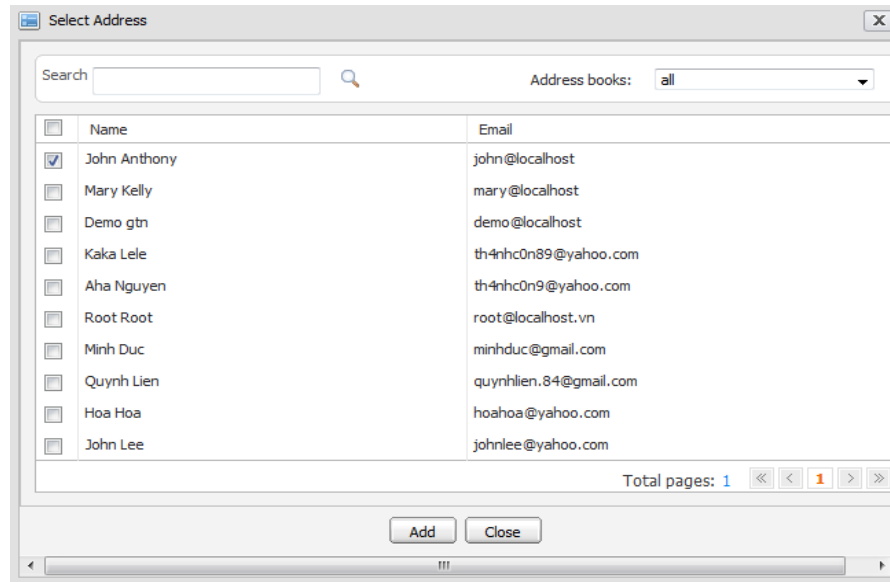


Illustration 27: The Invitations form

In details, the Invitations form includes **Participants** information and the content of the **Invitation Messages**.


Step 2: The participants can be added from the Address Book by clicking the icon 



<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	John Anthony	john@localhost
<input type="checkbox"/>	Mary Kelly	mary@localhost
<input type="checkbox"/>	Demo gtn	demo@localhost
<input type="checkbox"/>	Kaka Lele	th4nhc0n89@yahoo.com
<input type="checkbox"/>	Aha Nguyen	th4nhc0n9@yahoo.com
<input type="checkbox"/>	Root Root	root@localhost.vn
<input type="checkbox"/>	Minh Duc	minhduc@gmail.com
<input type="checkbox"/>	Quynh Lien	quynhlien.84@gmail.com
<input type="checkbox"/>	Hoa Hoa	hoahoa@yahoo.com
<input type="checkbox"/>	John Lee	johnlee@yahoo.com

Illustration 28: The Select Address form`

- User names are available in list and can be selected by selecting its check box(s).
- To search the desired users, enter a keyword and click the search icon
- **Address books** filter and the **Search** function allow filtering and searching expected user result.
 - Click the **Add** button to add the selected users to the **Participants** table or click the **Close** button to close this form.

The participants can be also selected from the user picker by clicking on the  icon

- Email addresses are available in list and they can be selected by selecting on its check box(s).

	User Name	First Name	Last Name	Email
<input type="checkbox"/>	demo	Demo	gtn	demo@localhost
<input type="checkbox"/>	john	John	Anthony	john@localhost
<input type="checkbox"/>	mary	Mary	Kelly	mary@localhost
<input type="checkbox"/>	root	Root	Root	root@localhost

Illustration 29: The Select users form

- Group and Search function allow filtering and searching the expected mail result..

Step 3: Click the **Add** button to add selected emails to the **Participants** table or click the **Close** button to close this form.

After adding a user, the selected user name is displayed in the **Participants** table of the **Participants** tab.

■ The **Schedule** tab:

Illustration 30: The Schedule tab of the Add/Edit events form

This tab allows you to check the availability of the participants in a defined slot of time (by default, it is the start and end time of the event which you define in the detail tab). By selecting the check box in front of the participants' names, you may check the availability for all or the selected users.


The selected users in the **Participants** field of the **Participants** tab will be displayed in participant list of the **Schedule** tab.

- ✓ To add participants:

Step 1: Click the **Add attendee** icon  on left panel

Step 2: The Select users form appears that allows selecting the attendees.

- ✓ To delete participants:

Step 1: Select the participant's name that you want to delete by ticking on User check box and then click the **Remove attendee** icon  on left panel

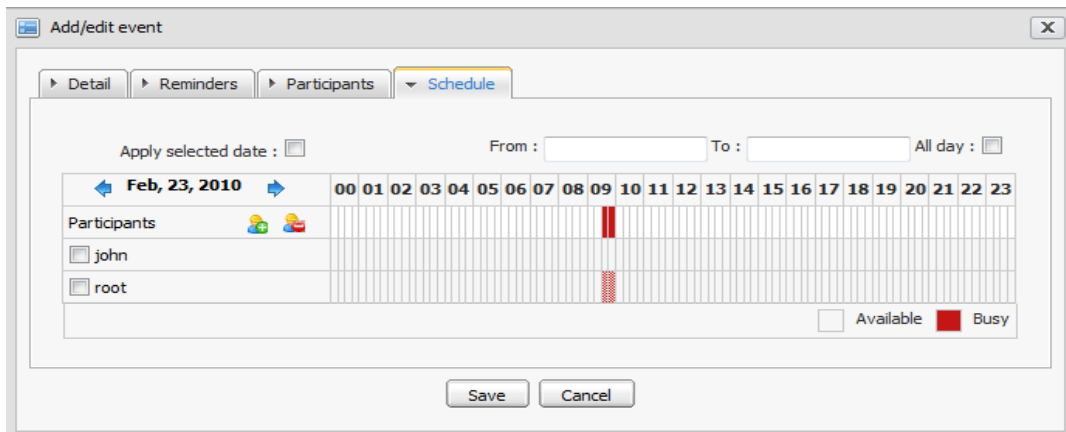
Step 2: The selected participants are deleted from the participant list of the **Schedule** tab and **Participants** tab

- ✓ To apply selected date:

Step 1 Add any users to participants list. For example, add **john** and **root** who attends to other events.

Step 2: Check the **Apply selected date** check box. It means that selected date From/To in the left panel is applied

Step 3: Availability time of user **John** and user **root** are shown below:



The screenshot shows the 'Add/edit event' dialog box with the 'Schedule' tab selected. The 'Apply selected date' checkbox is checked. The 'From' and 'To' fields are empty. The 'All day' checkbox is unchecked. The participants list includes 'john' and 'root'. The 'Save' and 'Cancel' buttons are at the bottom.

You can select the slot of time to check visual by moving mouse in time panel. The selected period will become green and the corresponding time will be displayed in 'From' and 'To' fields of the **Detail** tab.

- Fill values in the required fields
- Complete adding a new event by clicking the **Save** button. The confirmation message will appear:

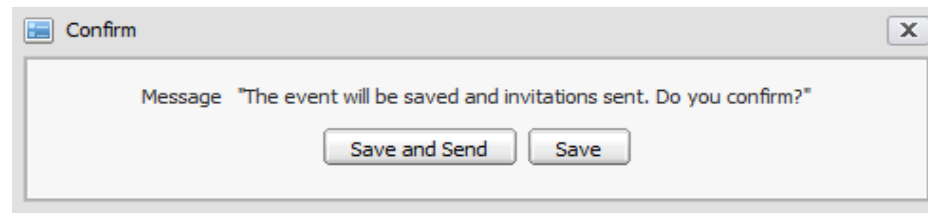


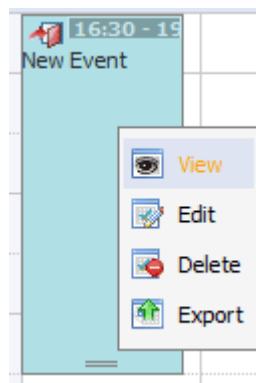
Illustration 31: The Confirm form

- Click the **Save and Send** button to save and also send an invitation or the **Save** button to accept adding a new event.

The added event will be displayed when viewing the calendar in which the event is stored.

3.6.2 View an event

To view an event of a specific calendar more detailedly, directly right-click on the event in the Calendar View Panel and select the **View** item in the menu:



The **Preview** form will appear:

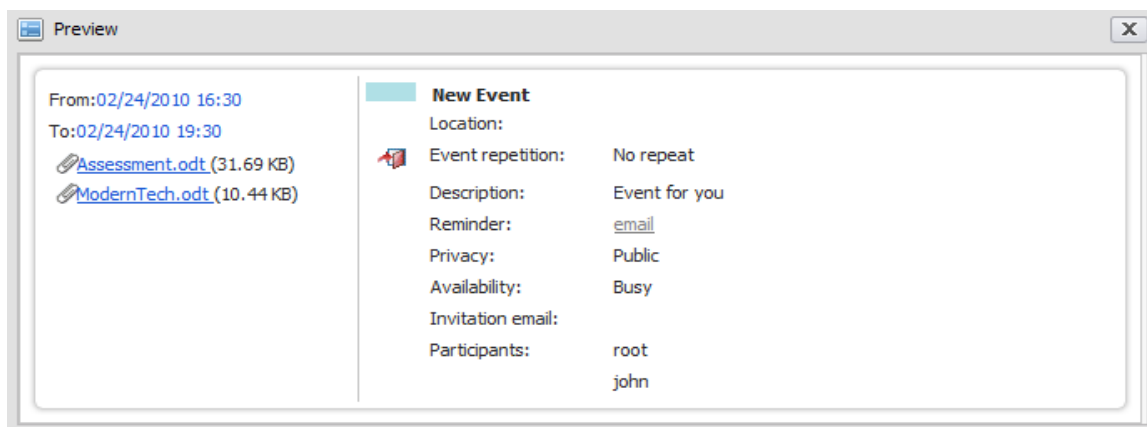
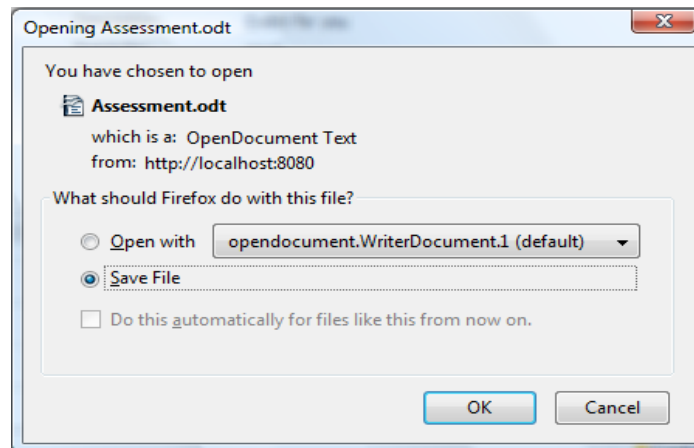


Illustration 32: The Preview event form

At the **Preview** form, if the event includes attachments, you can download any attachment by directly clicking on the title of the attachment, a pop up will be displayed, available for saving the attachment file into your local disk :



3.6.3 Edit an event

This function allows making changes to an existing event.

To edit an event, do as follows:

Step 1: Open the **Add/ Edit** form by right- clicking on the event that you want to edit and select the **Edit** item in the menu:



The **Add/Edit event** form is displayed and full filled with all information event, available for editing like adding a new event:

Illustration 33: The Add/edit event form

Step 2: Modify information of the selected event by following the steps like creating a new event.

Step 3: Complete editing by clicking the **Save** button to accept saving changes.



- When editing you can add/ remove the attachment files or download them by directly click on the titles
- If you only want to change the starting date and time of the event, you can also use the dragging and dropping feature to edit the time for the event directly on Calendar view panel.
- You can only edit events in personal, shared and group calendars which you have edit permission.

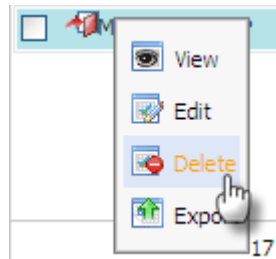
3.6.4 Delete an event

This function allows removing events from a calendar.

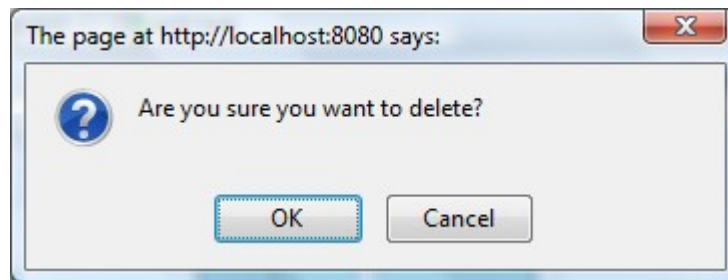
To delete an event, do as follows:

The 1st way:

Step 1: Right-click on the event that you want to delete and then select **Delete** item in the menu:



The confirmation message will appear below:



Step 2: Complete deleting the event by clicking the **OK** button in confirmation message.

The 2nd way:

Step 1: Choose the **month** view and all the events / tasks are listed in the Calendar View Panel view, --> Check to the check box(es) in front of the event name --> click

the  icon on the action bar:

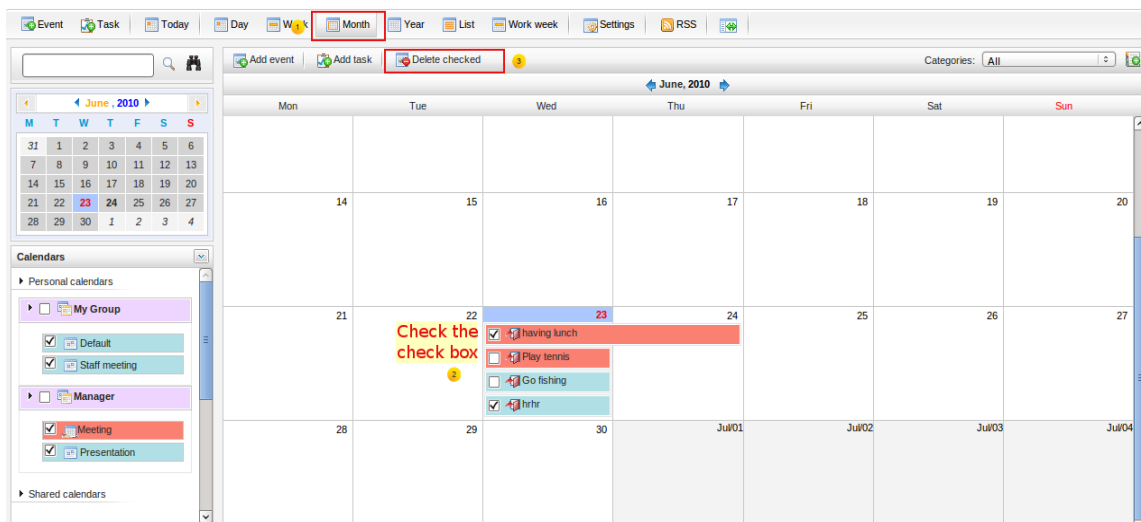


Illustration 34: The Month View of the Calendar panel

Step 2: The confirmation message will appear, click the **OK** button to accept deleting

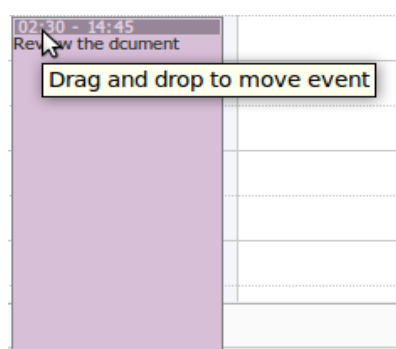
the selected event or click the **Cancel** button to exit deleting the event



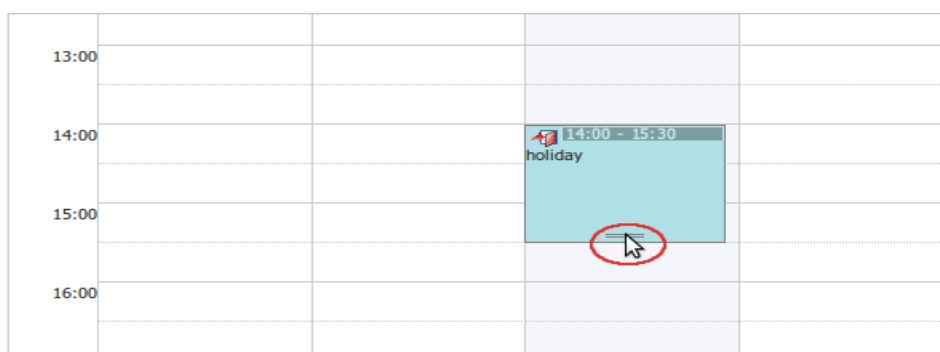
You can only delete events in the personal, shared and group calendars which you have edit permission.

3.6.5 Drag and drop an event

The dragging and dropping feature helps you change the starting date and time of an event more conveniently. You only need to click on the event, drag it and drop it on another new day, new time area in the Calendar view panel.



To change the event duration (in day view, week view and working view only), use your mouse and the control at the bottom of the event.



- According to the features of the Calendar panel view, the drag and drop feature can be applied to the date and time differently.
- In Day view, all events are shown in a day, you can change the time of the event in one day only.
- In Week and Work Week view, all events are shown in a week, you can change both the event time and the event date.
- In Month view, all events are shown in a month, you can change the event date only. You can also change more events at the same time by ticking on their check boxes and using the drag and drop feature.



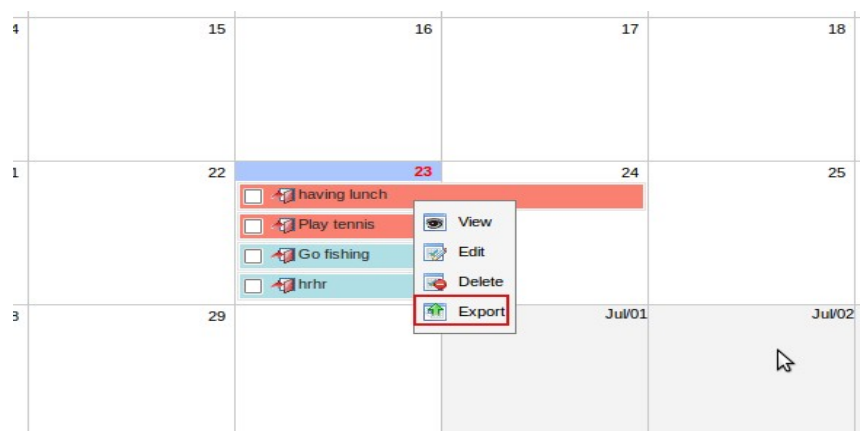
You can only drag and drop events in the personal, shared and group calendars which you have edit permission. For example, if you drag and drop an event which you do not have edit permission, a warning message shows that you are not allowed to edit this event/task.

3.6.6 Export an event

This function allows exporting one event into a separate file on your computer.

To export an event, do as follows:

Step 1: Right-click on the event that you want to export and select **Export** in the menu:

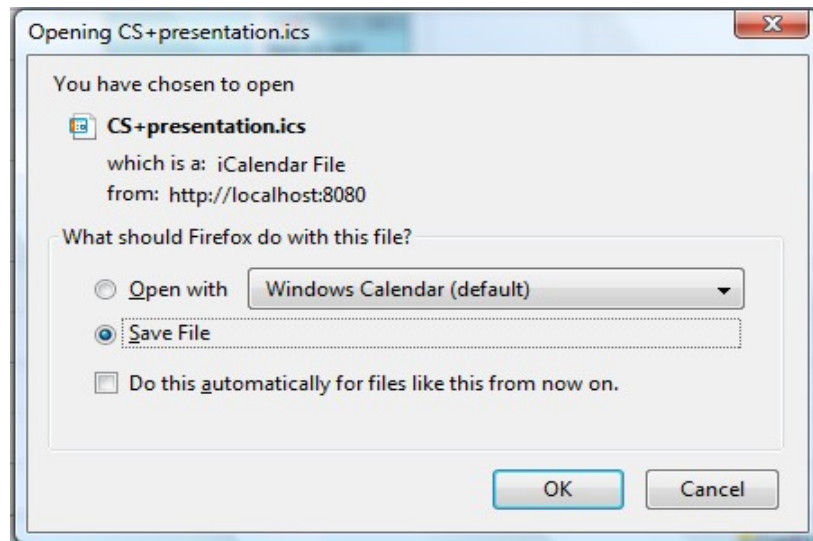


The Export calendars form will appear like the illustration below:

Step 2: Enter a name into the File name field to export.

Step 3: Click the **Save** button to accept exporting the event.

The pop up will appear to allow saving the exported file:



Step 4: Click the **OK** button to save the exported file into your local computer.



In fact, exporting an event means exporting a calendar with one event only. Therefore, the exported file format and the way to export an event is similar with the way to export a calendar with multiple events and tasks.

3.6.7 Import an event

This function allows importing an event into a specific calendar.

In fact, importing an event means importing a calendar with one event only. Therefore, the way to import an event is similar with import a calendar.

You can see 3.4.7 Import Calendar for details.

3.7 Manage Tasks

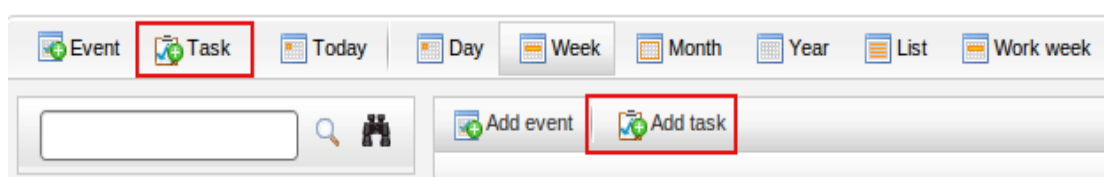
3.7.1 Add a new task

This function allows adding a new task in eXo Calendar.

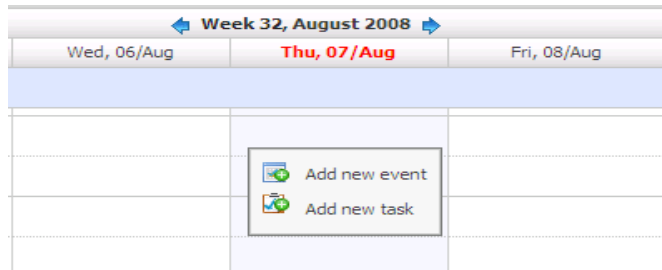
To add a new task, do as follows:

Step 1: Open the **Add task** form. You can do this step by three ways:

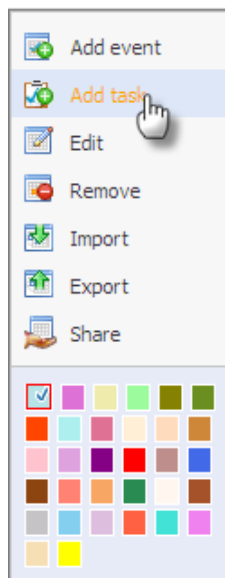
- **The 1st way:** Click the **Task** icon for the **quick add task** or the **Add Task** icon for the **detail add task** on the tool bar:



- **The 2nd way:** Create a task directly on the calendar view panel by right-click on it: and select **Add new task** item in the drop list menu :



- **The 3rd way:** Create an event directly at the calendars selector level by right clicking on the calendar name and select **Add Task** item in the menu:



The **Quick add task** form will appear:

The screenshot shows a 'Quick add task' window. It includes a 'Task' text field with an asterisk indicating it's required, a 'Note' text area, 'From' and 'To' date and time pickers (both showing 02/23/2010), an 'All day' checkbox, a 'Calendar' dropdown menu (set to 'Outgoing'), and a 'Task category' dropdown menu (set to 'Holiday'). At the bottom are 'Save', 'More details', and 'Cancel' buttons.

Illustration 35: The Quick add task form

Details:

Task	The name of the task.
Note	The note of the task.
From	The starting date/time of the task.
To	The ending date/time of the task.
All day	All day option allows setting the duration of the task to be all day or not. If you don't check this option, you have to select the starting date/time and ending date/time. By default, the starting date and ending date is the current date.
Calendar	The calendar will include the task.
Task category	The category will include the task.
Save button	To accept saving the new task
More details	To show the event in more details that allows defining more properties for the task
Cancel button	To exit the Add task form without adding new



When the **More detail** button is clicked or add task by clicking the Add detail task button on the menu bar, the Add/Edit tasks form is displayed with two tabs (Detail and Reminders) which allows defining task in more details:


- The **Detail** tab allows defining detail task information.

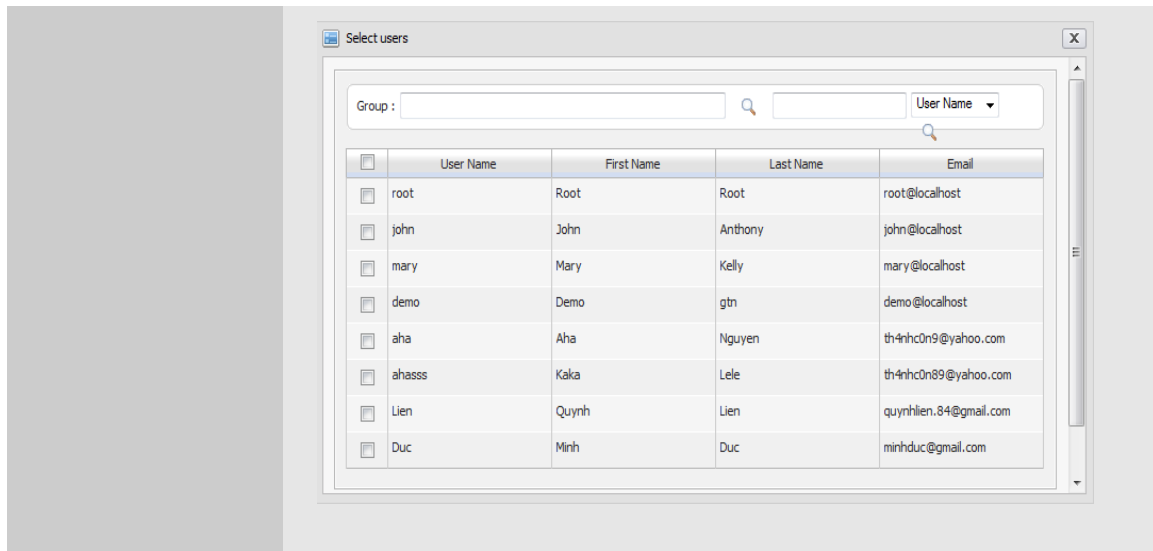
The screenshot shows the 'Add/Edit tasks' window with the 'Detail' tab selected. The form contains the following fields and controls:

- Task name:** A text input field with an asterisk (*) indicating it is required.
- Note:** A large text area for additional information.
- Task delegations:** A text input field containing 'root' and a plus icon (+) for adding more delegations.
- From:** A date input field showing '02/23/2010'.
- To:** A date input field showing '02/23/2010'.
- All day:** A checkbox that is currently unchecked.
- Priority:** A dropdown menu set to 'None'.
- Calendar:** A dropdown menu set to 'Outgoing'.
- Task Category:** A dropdown menu set to 'Holiday' with a plus icon (+) for adding more categories.
- Task status:** A dropdown menu set to 'Needs action'.
- Attachments:** A plus icon (+) for adding attachments.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Illustration 36: The Detail tab of the Add/Edit tasks form

Details:

Task name	The name of the task.
Note	The notice or description of the task
Task delegations	The user(s) to whom you would like to delegate the task. You can manually input or click the  icon to select users from the Select users form:




From The starting date/time of the task

To The ending date/time of the task

All day All day option allows setting the task to be all day or not.


Priority The priority level of the task.

Calendar The calendar will include the task.

Task Category The category will include the task that can be selected from the existing tasks or added a new one by clicking the  icon to open the **Event categories** form:

To add new category, input values for **Event category** and **Description** field and complete adding new by clicking the **Save** button. The new category is immediately displayed in the Task category selector.

Task status The status of the task. This field can be set to: Need action, In Process, Completed or Canceled


Attachments The list of the attached files to the task. The attachment may be a spreadsheet or a presentation needed for the task. To attach file, clicking the  button, the **Attach files** form will appear and files can be attached or removed like when attaching file to event in 3.5.1

- The **Reminders** tab: The reminder function is used to remind users who will take part in the task. A reminder includes the summary information about the task such as title, time, place where the task will happen...

The Reminder by mail:

The screenshot shows the 'Add/Edit tasks' dialog box with the 'Reminders' tab selected. It contains two sections: 'Reminder by email' and 'Show notification popup'. Both sections have a 'When task/event starts in next' dropdown set to '5 minutes' and a 'Repeat' checkbox. The 'Send reminders to' section has a '+ Select email' button. At the bottom are 'Save' and 'Cancel' buttons.

Illustration 37: The Reminders tab of Add/Edit tasks form**Details:**

When task starts in next	The interval time(in every xxx minutes) that the reminder will be repeated before the task starts and a mail reminder is sent before the event starts.
Repeat	This option allows setting the reminder to repeat or not for an event The interval time(in every xxx minutes) that the reminder will be repeated before the task starts.
Send reminders to	The list of email addresses to which the mail reminder will be sent. The default value is the email address of current user. You can click on the  icon to select emails from the Select email form.

The screenshot shows the 'Select an email' dialog box. It has a search bar and a dropdown for 'Address books' set to 'all'. Below is a table with columns 'Name' and 'Email'. The table lists several contacts. At the bottom are 'Add', 'Replace', and 'Close' buttons.

Name	Email
John Anthony	john@localhost
Mary Kelly	mary@localhost
Demo gtn	demo@localhost
Kaka Lele	th4nhc0n89@yahoo.com
Aha Nguyen	th4nhc0n9@yahoo.com
Root Root	root@localhost.vn
Minh Duc	minhduc@gmail.com
Quynh Lien	quynhlien.84@gmail.com
Hoa Hoa	hoahoa@yahoo.com
John Lee	johnlee@yahoo.com

- Email addresses are available in the list, can be selected by ticking on its check box(s).
- Group and Search function allow filtering and searching expected mail result..
- Click the **Add** button to add selected emails to 'Send reminder to' fields or click the **Replace** button to replace existing emails by the selected emails or click the **Cancel** button to close this form.

After adding email addresses successfully, the email addresses of the selected contacts are displayed in the 'Send reminders to' field of the **Reminders** tab.

When Remind by email function is used, the notification email about the task will be sent at the time like its definition expectedly.

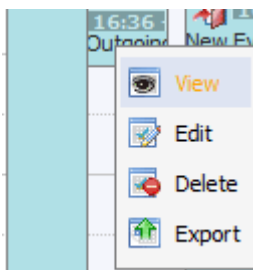
When the Show a notification pop up is used, the notification pop up about the task will appear when using eXo Calendar at the defined time expectedly.

Step 2: Complete all the field in this form

Step 3: Click the Save button to accept creating a new task or the Cancel button to quit this form.

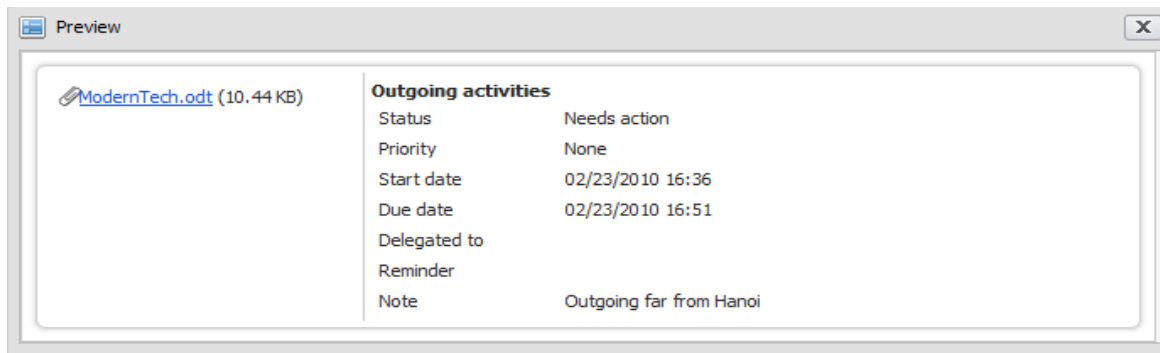
3.7.2 View a task

To view detail of a task of a calendar, right-click on the task in the Calendar View Panel and



select View item in the menu:

The **Preview** form will be displayed below:



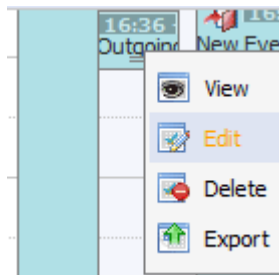
At the **Preview** form, if the task includes attachments, you can view the attachment by clicking on the title of the attachment, a pop up will be displayed, available for saving the attachment file into your local disk.

3.7.3 Edit a task

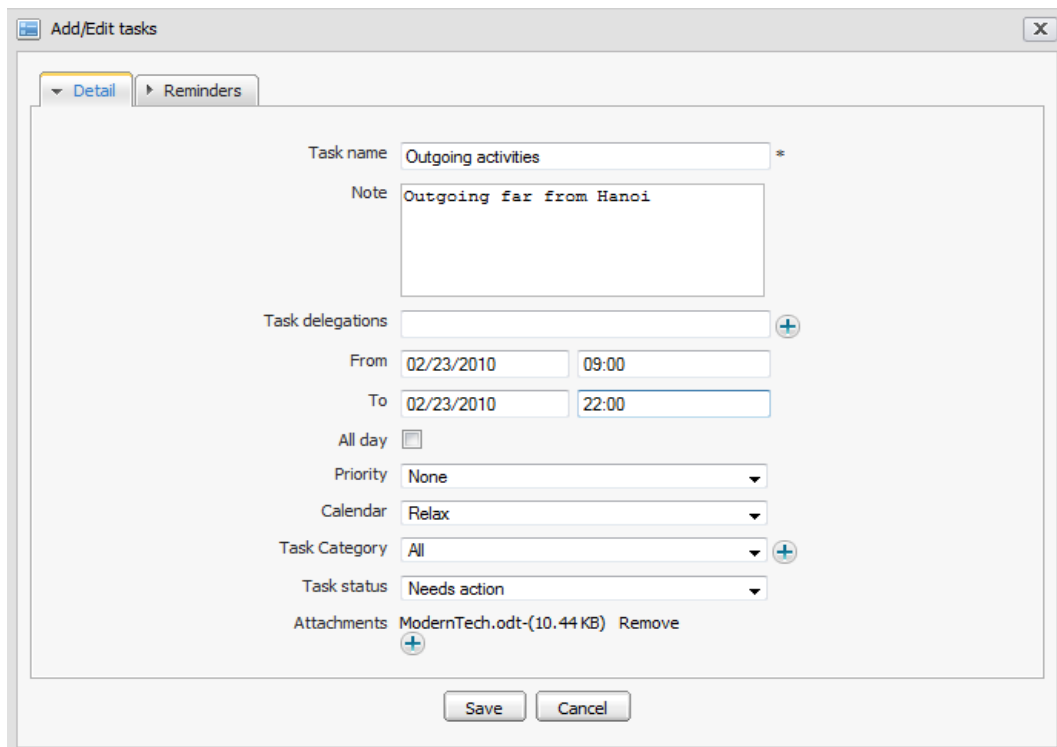
This function allows making changes to existing tasks.

To edit a task, do as follows:

Step 1: Right click on the task you want to edit and select **edit** item in the menu.



The **Add/Edit tasks** form will be displayed and full- filled with all task information, available for editing like below:



Step 2: Modify the information of the selected task by following the steps as you create a new task.

Step 3: Complete editing by clicking **Save** button.



- When editing the task, you can add, remove the attachment files or download them by directly click on the titles
- If you only want to change the starting date and time of the task, you can also use drag and drop feature to edit the time for the task directly on Calendar view panel.
- You can only edit tasks in personal, shared and group calendars which you have edit permission.

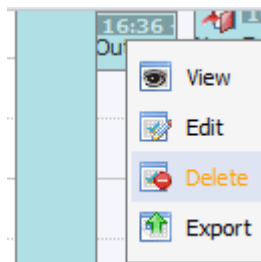
3.7.4 Delete a task

This function allows removing task from a calendar.

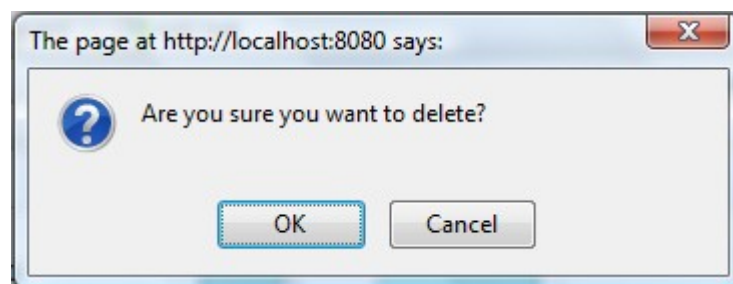
To delete a task, do as follows:

- **The 1st way:**

Step 1: Right-click on the task you want to delete and then select **Delete** item in the menu:



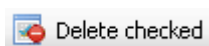
The confirmation message will appear below:



Step 2: Complete deleting by clicking the **OK** button in confirmation message.

- **The 2nd way:**

Step 1: Choose the **month** view and all the events / tasks are listed in the Calendar View Panel view, --> Check to the check box(es) in front of the event name --> click the



icon on the action bar:

Step 2: A confirmation message will appear. Then, click the **OK** button to accept

deleting the selected task or click **Cancel** button to escape deleting task.



You can only delete tasks in personal, shared and group calendars which you have edit permission.

3.7.5 Drag and drop a task

Like dragging and dropping an event, the drag and drop is a feature to change the starting date and time of a task. You only need to click and hold your mouse on the task, drag and drop it to a new day and a new time area in Calendar view panel.

- To change task duration (in day view, week view and working view only), use your mouse and the control at the bottom of the tasks.
- According to the features of Calendar panel view, the drag and drop feature can be applied to the date and time differently.
- In Day view, all tasks are shown in 1 day, you can change the task time in one day only.
- In Week and Work Week view, all tasks are shown in 1 week, you can change both the task time and date.
- In Month view, all tasks are shown in 1 month, you can change the task date only. You can also change more tasks at the same time by checking on their check boxes and using the drag and drop feature.



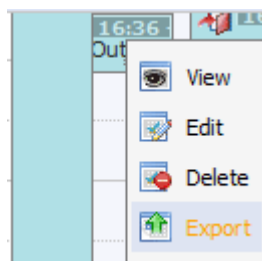
You can only drag and drop tasks in the personal, shared and group calendars which you have edit permission. For example, if you drag and drop the task which you do not have edit permission, a warning message shows that you are not allowed to edit this event/task'.

3.7.6 Export a task

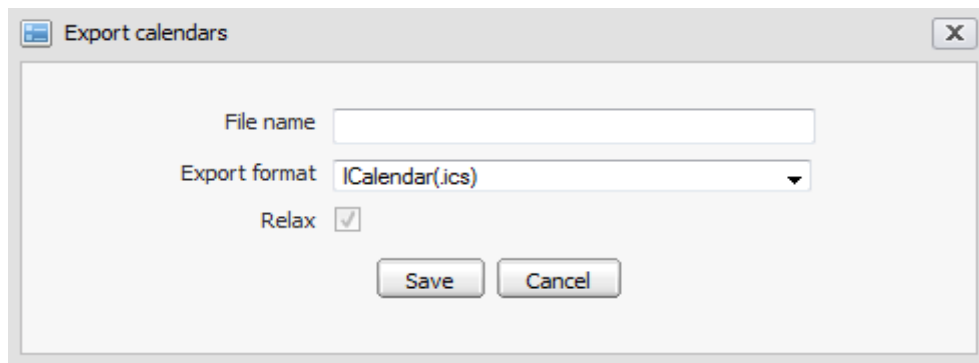
This function allows exporting one task to a separate file on your computer.

To export a task, do as follows:

Step 1: Right click on the task that you want to export and select **Export** in the menu:



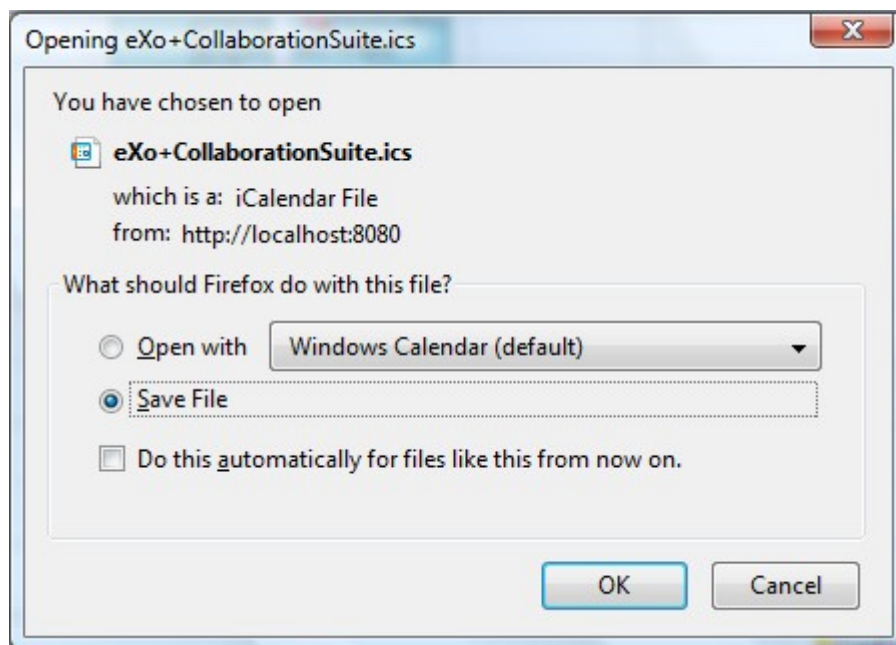
The form to export task will appear:



Step 2: Enter a file name to export

Step 3: Click the **Save** button to accept exporting the task.

A pop up that allows saving the exported file will appear:



Step 4: Click the **OK** button to save the exported file into local disk.



In fact, exporting a task means exporting a calendar with one task only. Therefore, exported file format and the way to export a task is similar with the way to export a calendar with multiple events and tasks.

3.7.7 Import a task

This function allows importing a task from your local computer into a specific calendar.

In fact, importing a task means importing a calendar with one task only. Therefore, the way to import a task is similar to the way to import a calendar.

You can see 3.4.7 for details.

3.8 Search events/tasks

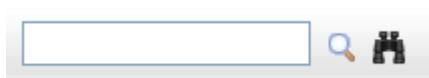
This function allows finding existing events/tasks according to specific search conditions easily. There are 2 search type: Quick Search and Advanced Search

3.8.1 Quick Search

This function allows you to do a quick search with specific keyword in all your events/tasks. All events/tasks having the text matching with your search team will be displayed in the search result form.

To do a quick search, do as follows:

Step 1: Enter a word in the **Search** field at the top of the mini calendar:



Step 2: Click the **Search** icon



For example, quick search with “CS” term. All events/tasks matching with “CS” term are listed in the search results form. The Search result form will be displayed like figure below:

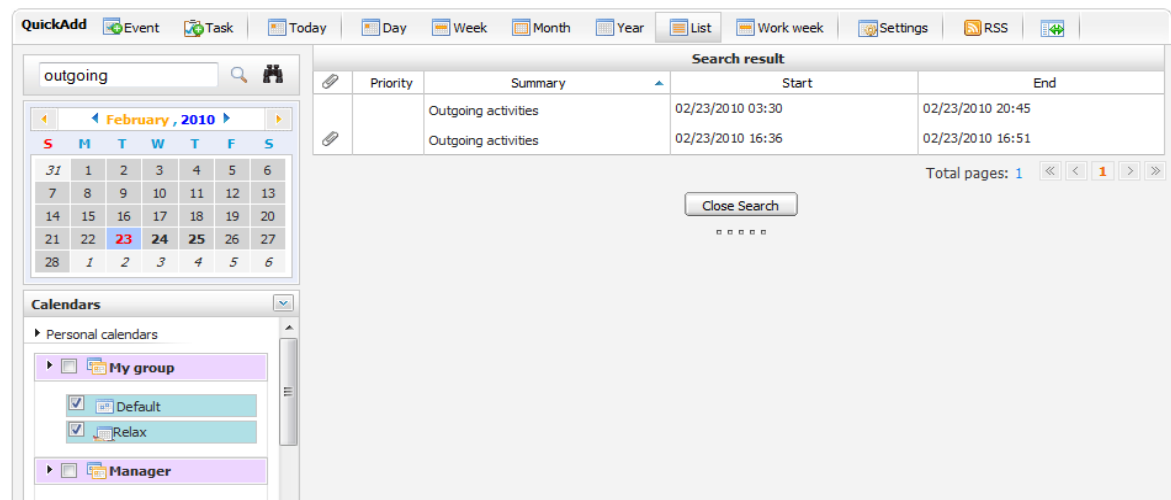


Illustration 38: The Search result form

3.8.2 Advanced Search

Advanced Search allows you to make a search with multiple criteria.

To do an Advanced search, do as follows:

Step 1: Click the **Advanced Search** button  in the search area.

The **Advanced Search** form will appear like the illustration below:

The screenshot shows a window titled 'Advanced Search'. It contains the following fields:

- Text:** A text input field containing the word 'outgoing'.
- Type:** A dropdown menu.
- Calendar:** A dropdown menu.
- Category:** A dropdown menu.
- Priority:** A dropdown menu.
- From date:** A date input field.
- To date:** A date input field.

 At the bottom of the window are two buttons: 'Search' and 'Cancel'.

Illustration 39: The Advanced Search form

In this form, you can set one, few or all criteria for your search:

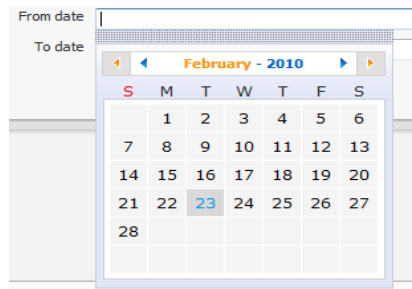
Text	This field allows defining the search term or keyword for searching
Type	This field allows defining search type criteria. There are 3 options: leave Blank for searching both events and tasks, Event for searching event only and Task for searching task only
Calendar	This field allows defining the calendar in which the search action is done. All your calendars including personal, share and public calendars will be shown in the calendar drop list box, available for selecting.
Category	This field allows defining the category criteria of event/task. All categories are listed in Category drop list box, available for selecting. Only event/tasks having category matching category criteria are shown in search result form.

This screenshot shows the 'Advanced Search' window with the 'Category' dropdown menu open. The list of categories visible is:

- All
- Meeting
- Calls
- Clients
- Holiday
- Anniversary
- All

 The 'All' option at the bottom of the list is currently selected and highlighted in blue.

Priority	This field allows defining the priority criteria. There are many options: leave blank for searching all, High for searching event/task having high priority, Normal for searching event/task having normal priority and Low for searching event/task having low priority.
From date:	This field allows defining 'From date' criteria. Only the event/task(s) having 'To date' greater than or equal entered 'From date' are listed in the search result form. You can manually input or select date from Calendar selector tool.



To date: This field allows defining 'To date' criteria. Only the events/task having 'From date' less than or equal to entered 'To date' are listed in search result form. You can manually input or select date from the Calendar selector tool.

Step 2: Define some search criteria in the Advanced Search form

Step 3: Click the **Search** button to launch the search. All events/tasks matching with your criteria(s) will be listed in the search result form.



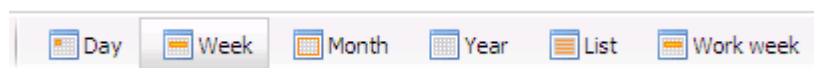
At the search result form, you can also view, edit or delete event/task by right click on it and select action item in menu pop up.

3.9 Calendar View

This function allows personalizing your calendar view by different view types.

By default, the Week view is set and displayed when the calendar is opened at the first time. You can change your view from the main tool bar to make it easy for you to see activities in your calendar. However, changing the calendar view from the main tool bar only has effect for current session. In the next time, you go to eXo calendar application, the view will be back to what has been set in your calendar settings.

To change your calendar view, select one view type on the main menu. There are 6 view types: Day, Week, Month, Year, List and Work Week.



Each calendar view has its own feature.

- Click the **Day** view icon to open the Calendar Day view:

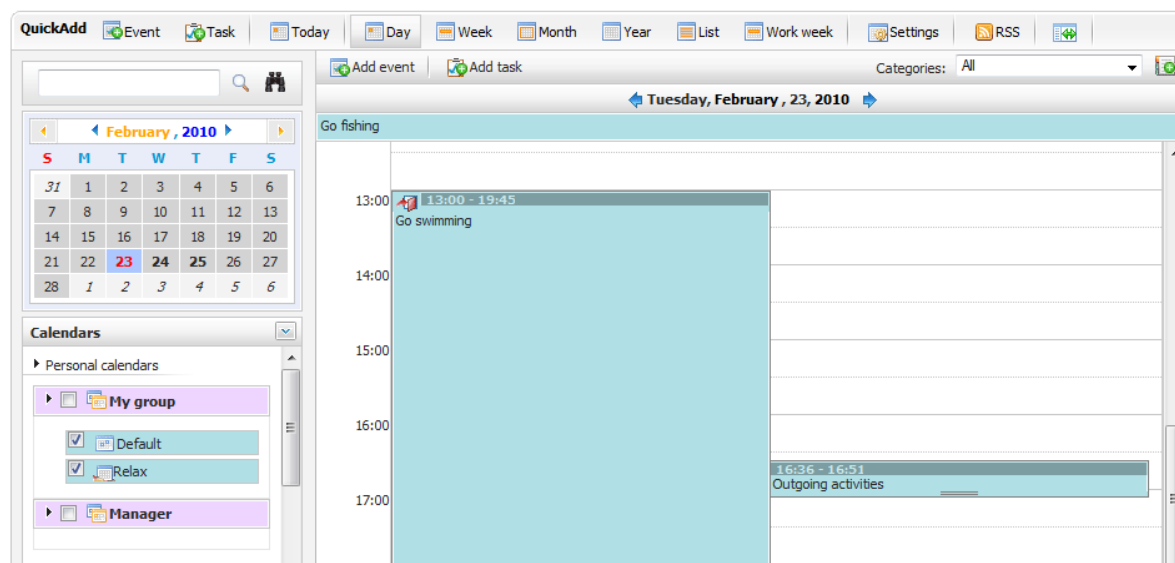


Illustration 40: The Day View

- Click the **Week** view icon to open the Calendar Week view:

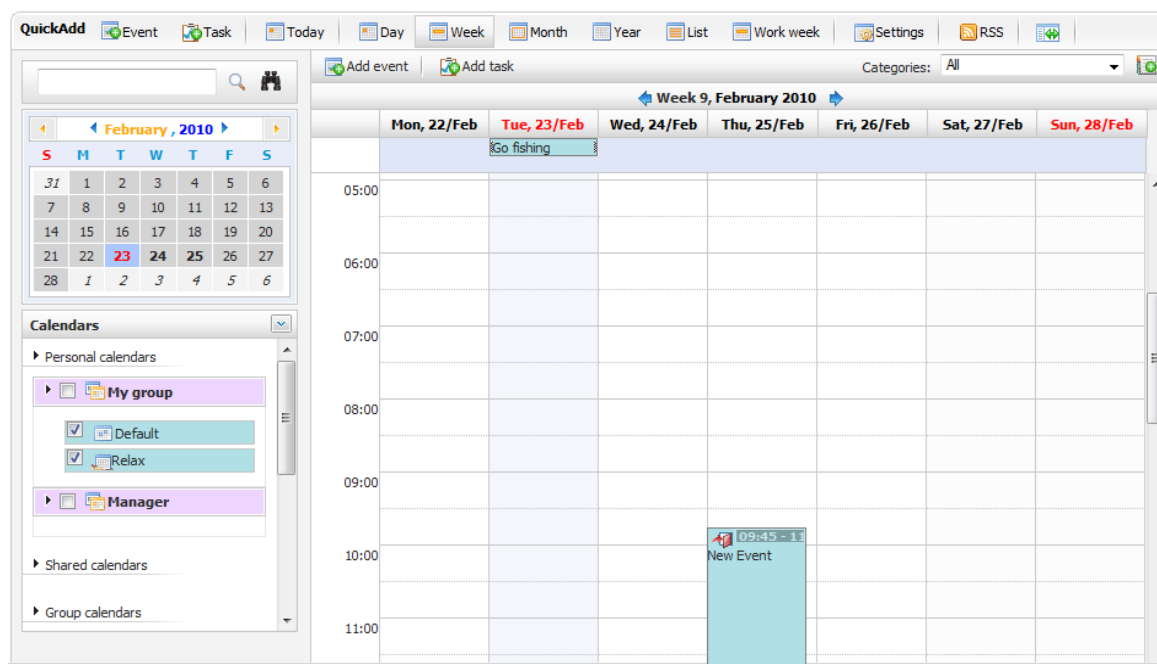


Illustration 41: The Week View

- Click the **Year** view icon to open the Calendar Year view:

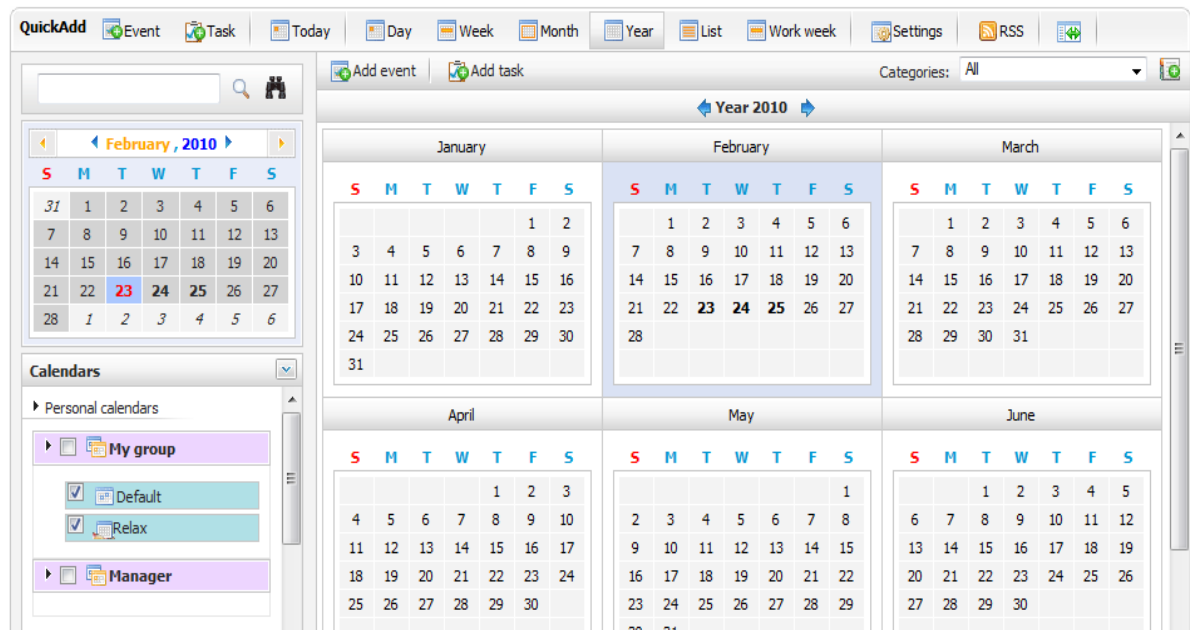


Illustration 42: The Year View

- Click the **List** view icon to open a list of all events and tasks as the following:

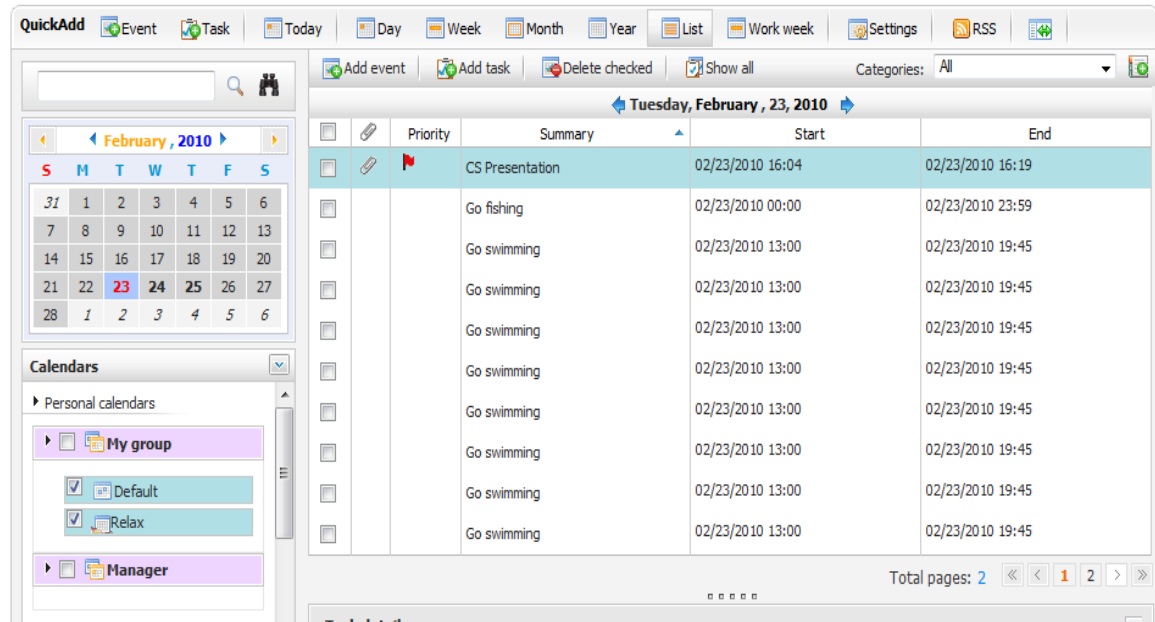


Illustration 43: The List View

- Click the **Work week** view icon to open the **Calendar Work week** view

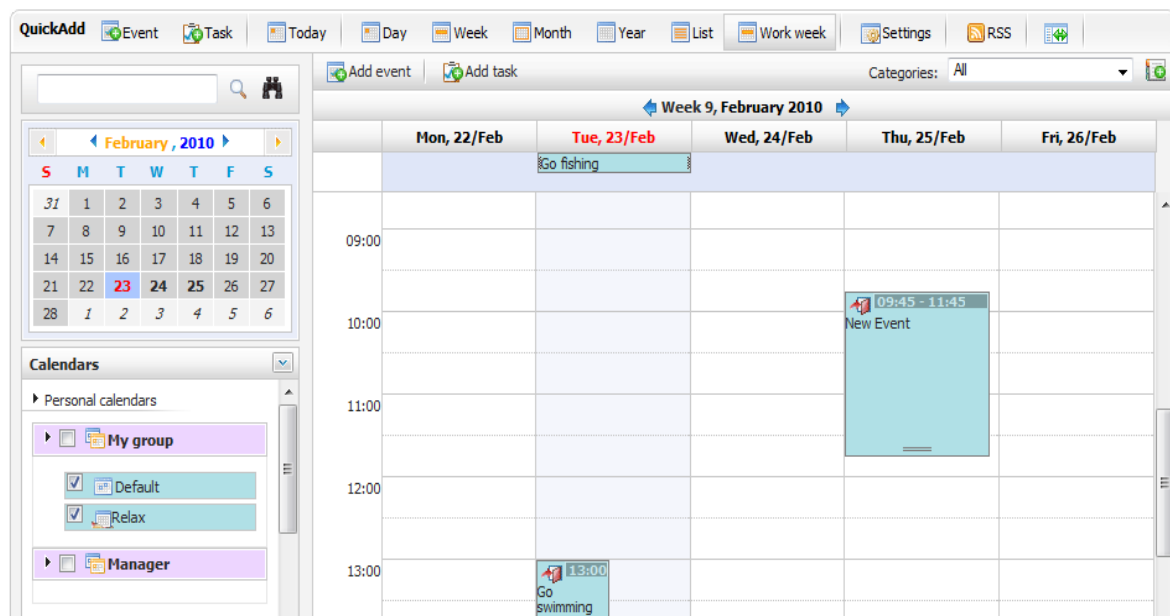


Illustration 44: The Work Week View

- Click the **Month** view icon to open the **Calendar Month view**:

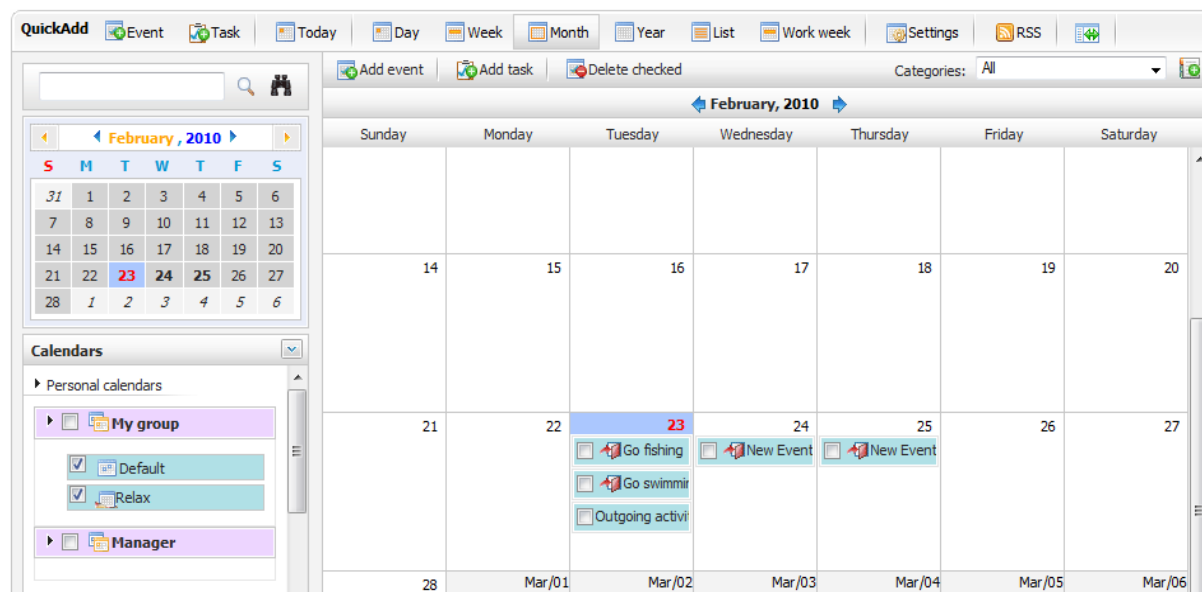


Illustration 45: The Month view

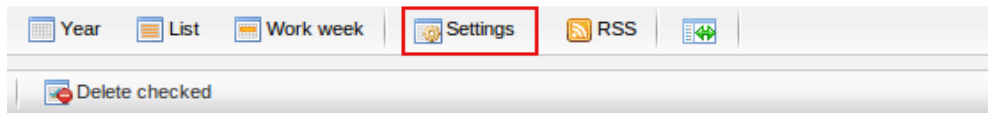
3.10 Calendar Settings

This function allows personalizing your calendar view according to available features. eXo

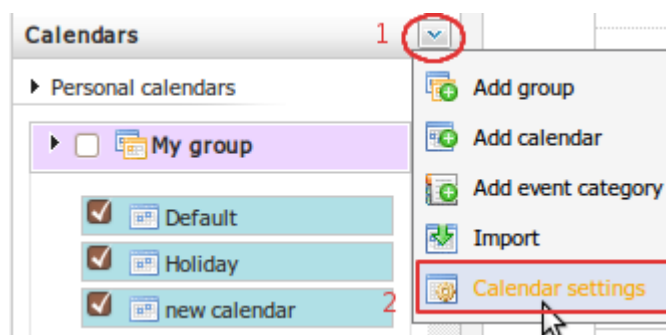
calendar brings you a wide range of custom settings to set your own calendar.

To access the settings, do as follows:

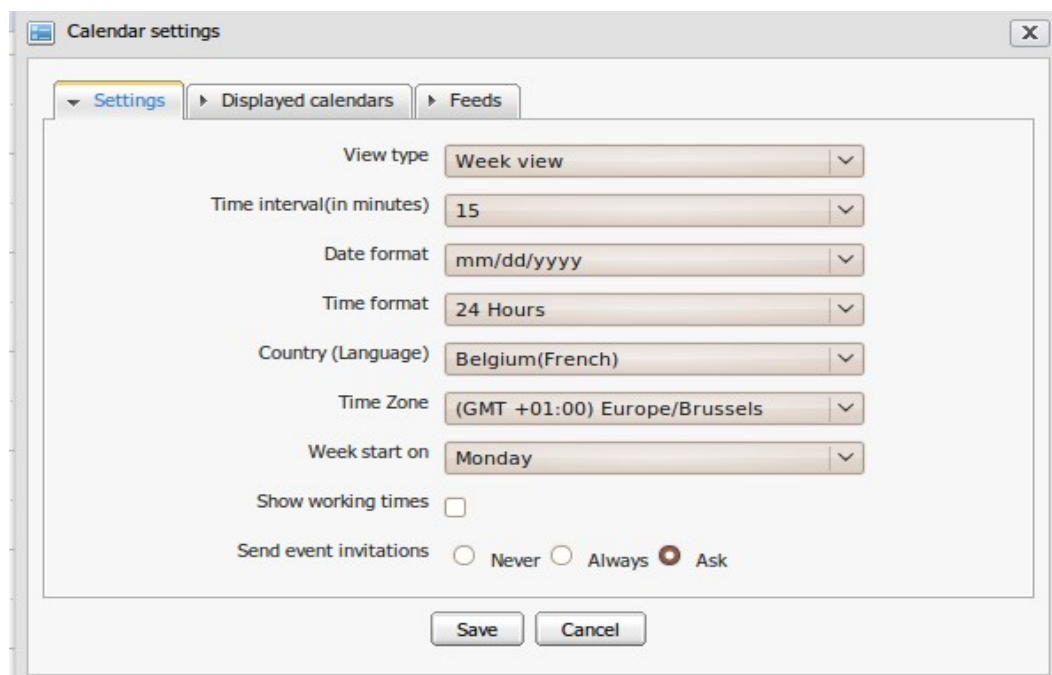
The 1st way: Click the  on the main tool bar.



The 2nd way: Left click on the  icon and select **Calendar settings** in the menu:



The **Calendar settings** form will appear:



The 'Calendar settings' dialog box is shown with the 'Settings' tab selected. It contains the following fields and options:

- View type: Week view
- Time interval(in minutes): 15
- Date format: mm/dd/yyyy
- Time format: 24 Hours
- Country (Language): Belgium(French)
- Time Zone: (GMT +01:00) Europe/Brussels
- Week start on: Monday
- Show working times: ☐
- Send event invitations: ☐ Never ☐ Always ☒ Ask

Buttons: Save, Cancel

Illustration 46: The Setting tab of Calendar settings form

■ The **Settings** tab includes:

View type	The view type of Calendar View Panel. You can define the default view type
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	when you start the calendar application (day, week, month, year, list or working view)
Time interval(in minutes)	The value (in minute) to define the precision of time intervals. In Day view, Week view or Work Week view, the time 'ruler' will be displayed with the interval likes its definition.
Date format	The date format for the date displayed in Calendar such as Starting date, Ending date of event/task.
Time format	The time format for the time displayed in Calendar such as the time in Starting date, Ending Date, the time displayed in Calendar View Panel.
Country(Language)	The default geographical location displayed in Calendar application.
Time Zone	The default Time zone displayed in Calendar application.
Week start on	The first day of the week displayed in Week view or Work Week view
Show working times	This option allows setting working times when viewing calendar. The working time can be defined by selecting Starting and Ending time.
Send event invitations	<p>When creating an event, you can invite the participants by sending an invitation email. This option is to set by default value for the send event invitations function. There are 3 options:</p> <ul style="list-style-type: none"> • Never: The event invitation will not be sent to any participant. • Always: The event invitation will always be sent to the participants. • Asked: There will be a confirmation message to ask whether you want to send the invitation or not.

■ The **Displayed calendars** tab:

This tab allows you to define the calendars which will be displayed when you open eXo Calendar by simply ticking on its check boxes.

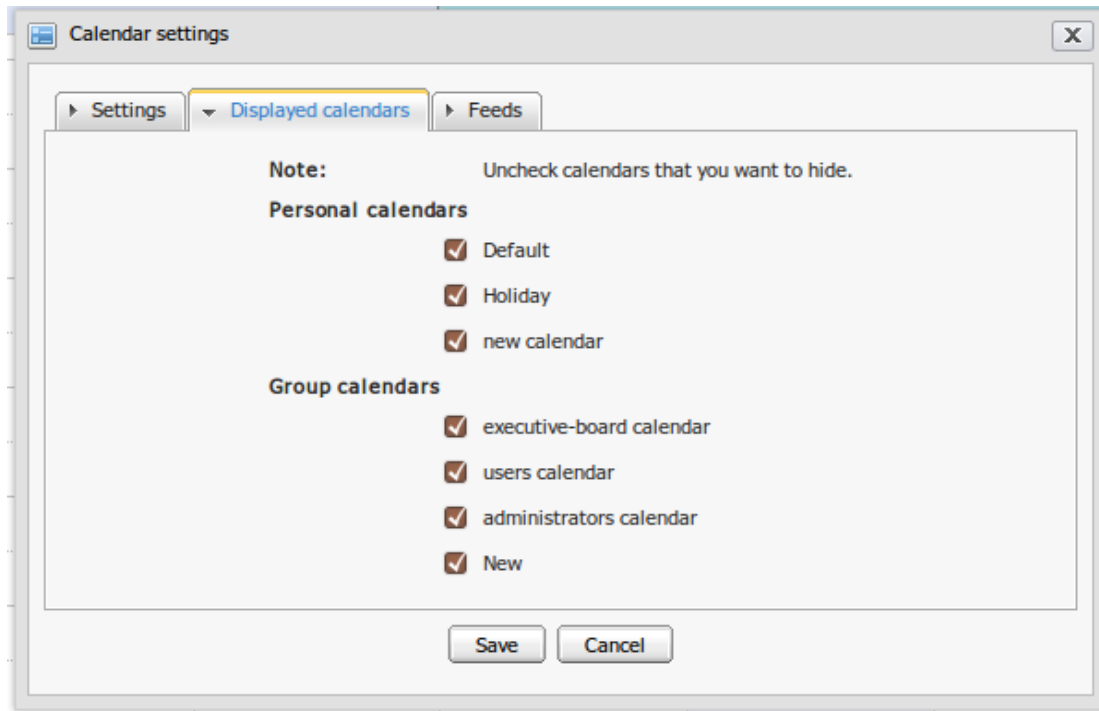


Illustration 47: The Displayed calendars tab of Calendar settings form

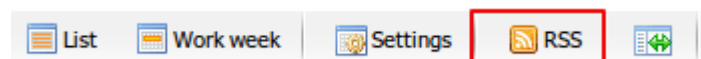
3.11 Generate RSS

This function allows you to publish your calendar as a RSS feed. It will build an URL that can be used to follow events in a RSS reader.

To generate RSS in the calendar, do as follows:

Step 1:

- The 1st way: Open the Calendar settings form, then chose the Feeds tab.
- The 2nd way: Click directly on the **RSS** icon from the **Toolbar** to directly open the **Feeds** tab in the **Calendar settings** form:



The **Feeds** tab in the **Calendar settings** form appears like the illustration below:

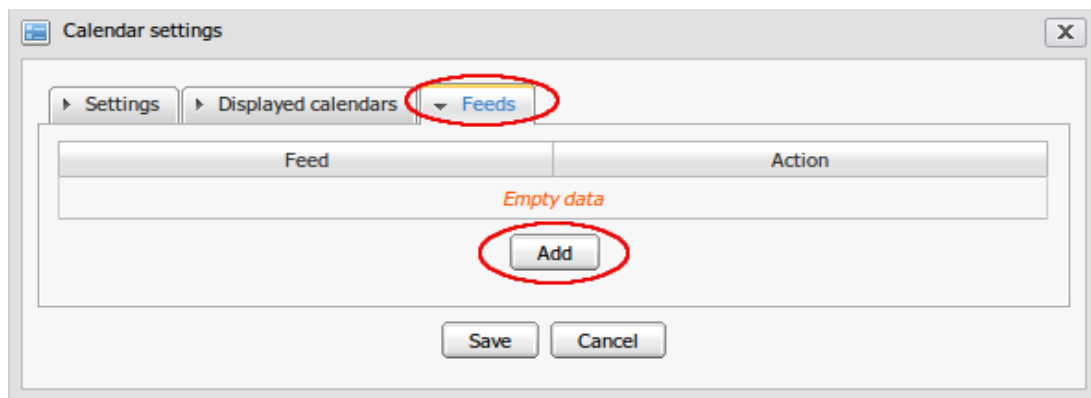


Illustration 48: The Feeds tab from the Calendar settings form

Step 2: Click the **Add** button to add a new feed.

The **Edit Feed** form will be displayed:

Illustration 49: The Edit Feed form

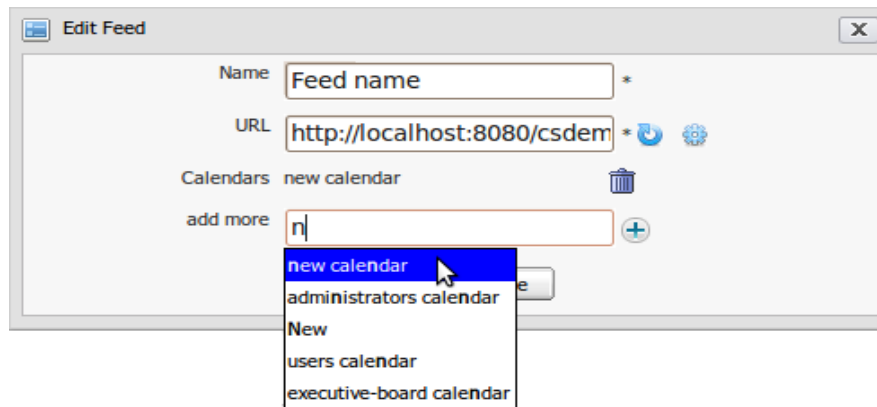
Details:



Name	The name of the feed. This is a required field
URL	The link of the feed. This is a required field
	Reset the RSS link.
	Generate the RSS link.
Calendars	The name of the calendars.
Add more	Add the name of the calendar that you want to get RSS feed

Step 3: Input the name of RSS in the Name field

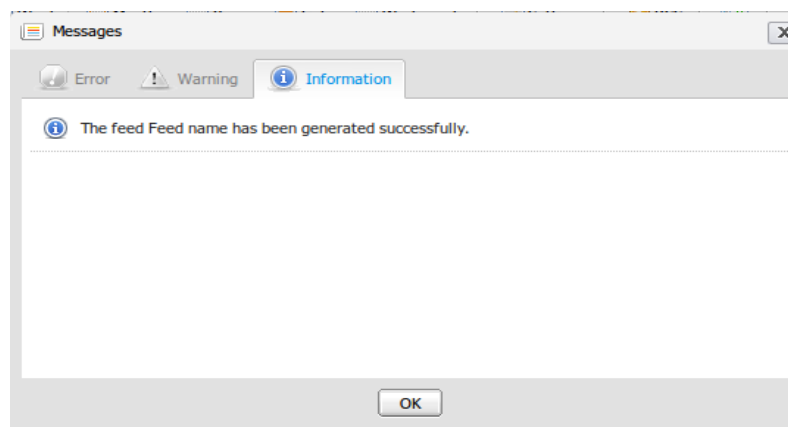
Step 4 :Input the name of calendar that you want to get RSS feed in the **add more** field.

The auto-complete function will help you input the information faster.

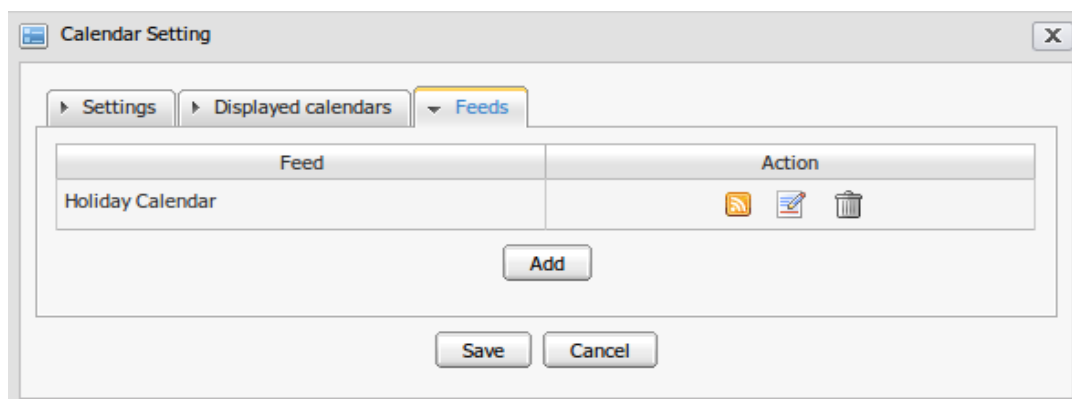


Step 5: Click the  icon to add more calendars. You also can delete an added calendar by clicking on the  icon corresponding to the calendar name.

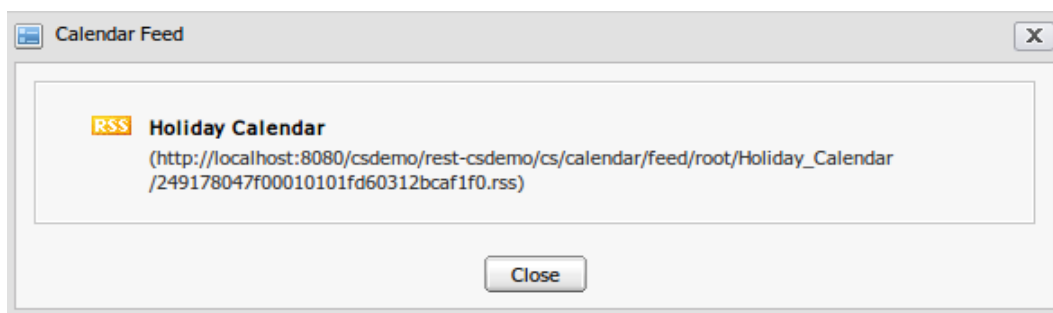
Step 6: Click the **Save** button to accept generating the feed or **Cancel** to quit this form. A message will appear to inform that you have generated the feed successfully, just click **OK**.





After clicking **OK**, the created feed will be listed like the illustration below:



- You can get the RSS link by clicking on the  icon:



Copy and paste this address link into any calendar product which supports the Rss format (For instance: Mozilla Sunbird application). Then you can view directly in that application.

- You can edit the calendar RSS by clicking on the  icon or delete it by clicking on the  icon.

4 Conclusion

It is our hope that information stated above is valuable to you, our Corporate customers and users in the process of experiencing the Calendar application. To clearly support for benefits recognition from customers and users, we would like to summarize major strengths of eXo Calendar as follows:

- Based on the robust GateIn portal, eXo Calendar really brings about interesting experiences for all users.
- With eXo Calendar, you will find it easy to schedule your time more quickly and conveniently and also manage your shared and public agendas in the organization efficiently.
- eXo Calendar offers various useful features that help users keep track of all important events/tasks in your life in one place.
- eXo Calendar also facilitates iCal support that helps you easily exchange event/task information with other applications.

Our Company is always willing to receive any feedback, including errors feedback and ideas feedback that can make the guide better. Serving and resolving all issues related to the eXo Calendar are our responsibilities, so please post your questions at our forum freely.

For more information about eXo platform and our products, please visit the our homepage. We also provides professional support via eXo Forum, where you can find useful advices and solutions to your issues.

The following links can connect you with resources to learn more and contribute to the open source development process.

REVISION HISTORY

Ver	Date	Writer	Reviewer	Change Record
1.0	Jun 24, 2008	Nguyen Thi Thanh Hoa	Hoang Anh Quynh Nga	
1.1	Jan 19, 2009	Nguyen Thanh Cong	Hoang Anh Quynh Nga	<ul style="list-style-type: none"> - Update new illustration and illustration index - Clarify some definition - Improve the way to express - Update Show a notification pop up - Update all illustrations for different type of calendar view. - Update detail explanation for status of participants. - Update: import function with new features, update more ways to perform Calendar settings. - Feature of advanced search: From & To Date. - Import/export task and event. - Update some small changes
1.2	June 22, 2009	Nguyen Thanh Cong		<ul style="list-style-type: none"> - Improve the Reminders tab - Improve the Participants tab. - Update Calendar settings. - Update Calendar view
1.3	June 28, 2009	Nguyen Thanh Cong		
1.3.3	December 22, 2009	Luong Quynh Lien		<ul style="list-style-type: none"> - Change screen shots for adding a new event, edit a event.
2.0	February, 22, 2010 April, 1, 2010 May 15th, 2010	Luong Quynh Lien	Nguyen Huu Tuan Anh Vu Thi Hoa	<ul style="list-style-type: none"> - New UI and changes based on 2.0 - Change screenshots - Update layout - Update new function. - Fix the table of content

eXo Calendar User guide v2.0
Revision history

	June 22 th , 2010		Vu Thi Hoa	<ul style="list-style-type: none">- Update- Change illustrations- Apply new template- Add 3.5.8
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