

myCalendar

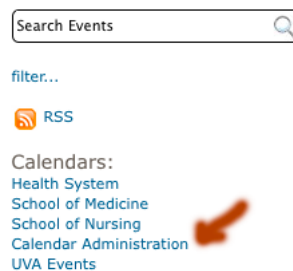
An introduction for Calendar Editors

(Note: Editors should use Internet Explorer 8, Firefox 3 or higher, or Safari)

Accessing the Calendar as an Editor

Go to the Calendar URL: <http://www.healthsystem.virginia.edu/calendar>

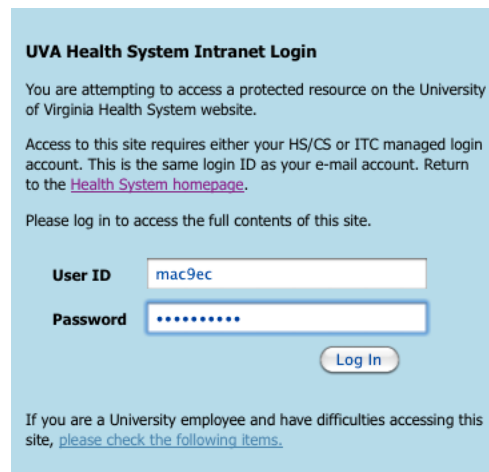
In the right column, click the "Calendar Administration" link, which will take you to the calendar admin interface.



You can also reach this page directly by going to this URL:

<http://www.healthsystem.virginia.edu/events/index.cfm?viewtype=html>

Click the login button at the upper right of that page, and enter your username and password.

A screenshot of a login page with a light blue background. At the top, it says "UVA Health System Intranet Login". Below that is a message: "You are attempting to access a protected resource on the University of Virginia Health System website." This is followed by instructions: "Access to this site requires either your HS/CS or ITC managed login account. This is the same login ID as your e-mail account. Return to the [Health System homepage](#)." Then it says "Please log in to access the full contents of this site." Below this are two input fields: "User ID" with the text "mac9ec" and "Password" with a masked field of dots. A "Log In" button is positioned below the password field. At the bottom, there is a note: "If you are a University employee and have difficulties accessing this site, [please check the following items](#)."

After logging in, you will notice the URL changes – adding your name and a logout button in the upper right and small pencil icons to each item in the calendar. These icons are used in adding new events.

myCalendar
for Health System events

Download Guide

Mark Corum | logout


February 01 - February 08, 2011

jump to: [Today] or pick a date 02/01/2011 Go

Day	Time	Event 1	Event 2	Event 3
Tuesday 01	12:00 PM - 01:00 PM	Cardiovascular Medicine, Continuing Medical Education	Cardiology Grand Rounds	McKim Hall Auditorium
	04:30 PM - 05:00 PM	Web Development Center	New Enterprise Calendar Launch	
Wednesday 02	12:30 PM - 01:30 PM	Center for Biomedical Ethics & Humanities, Medical Center	A Century of Cancer Care at UVA, 1901-2011	Jordan Hall Conference Center
	04:00 PM - 05:00 PM	Biology	Biology Faculty Search Seminar	IOther
Thursday 03	12:00 PM - 01:00 PM	Biochemistry, Molecular Biology and Genetics	BMG Seminar - "Licensed to elongate: a molecular mechanism for MLL-based leukemogenesis"	Jordan Hall 1-17
	12:00 PM - 01:00 PM	Claude Moore Health Sciences	First Thursdays in the	Claude Moore Health

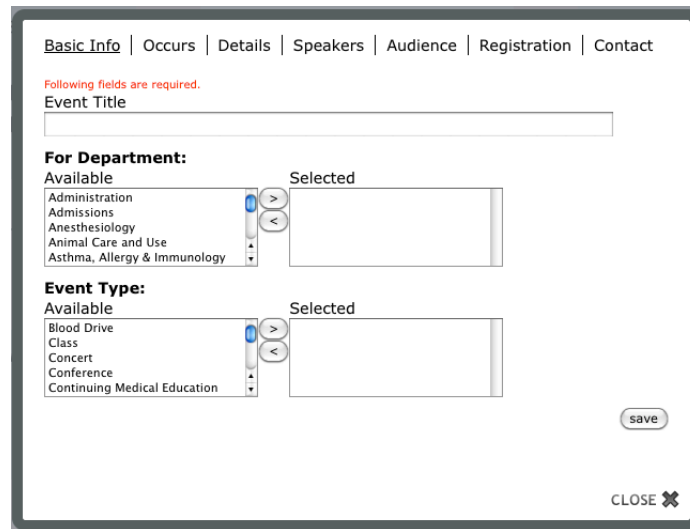
administered by calendar administrators throughout the Health System
 Wvdc - developed & supported by the web.development.center team - 2011

Adding an Event to the Calendar

To create the event, just click on the pencil icon next to any date: 

This will pull up a window in the middle of your screen which functions as a wizard for you to input all your information about the event.

(IMPORTANT NOTE: *You don't have to go to the date where you want to add the event and click the pencil there – you will have the option of selecting a date and time when creating the event.*)



The important items here are the links at the top of the window –



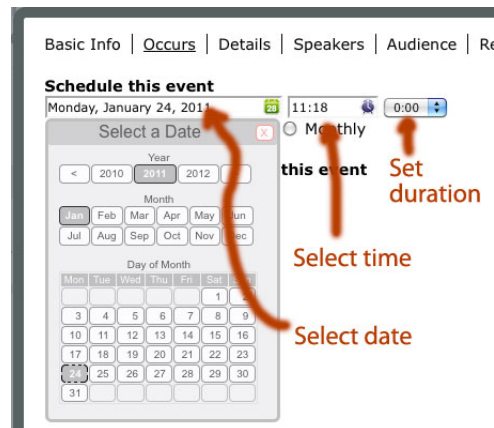
Starting with the Basic Info link, just fill in the information which is asked for; and when you are done with the information requested, click the next tab to go forward.

In each page of this multi-page form, there are specific things to look for:

Basic Info – this is self explanatory except for the For Department selector. This will list the departments you have permission to add events for. Click an item in the “Available” column and click on the right arrow to move it to the “Selected” column to have the event show up in that department. You can remove the event from a department by doing the opposite.

You will notice in addition to the normal departments, there is a department which is named with your user name. This is for events which are to be seen only by you.

Occurs – if you clicked the pencil icon on the date the event occurs, the date will be prepopulated with the correct date. Otherwise, just select the date, time and duration from this interface by clicking in the three fields and making the selections.



The event can be set to repeat daily, weekly or monthly for a certain amount of times by clicking the radio buttons beneath the date, time and duration.



Current days and times for this event

Note: Once an event has been repeated, you can customize the time and duration of any individual occurrence.

Details – details is where the information on the type of event comes into play. You can choose the type of event by selecting appropriate descriptions from the "Available" column and moving them to the "Selected Column" using the right arrow. If there is a URL for the event, add it to the URL field, and if you add a "Teaser" this will be the event description that shows up in RSS feeds created by the calendar for this event. (If no teaser is supplied, the full description of the event will be used.) If this is a Continuing Medical Education event, click the "Yes" radio button.

Basic Info | Occurs | **Details** | Speakers | Audience | Registration | Contact

Location

Description

URL
i.e. http://www.cnn.com

Teaser
This will appear in the RSS feed

Is this a CME Event No Yes

Speakers – Just put the names and titles of speakers into the field provided.

Audience – this allows you to select the target audience(s) for this event. If you check the radio button next to “No”, the event will not show up on the main calendar.

Employees
 Everyone
 Faculty
 Nurses
 Patients
 Students

Display on Main Calendar
 No
 Yes

Attachment

This event has no attachments.

Setting an item to **not** “Display on Main Calendar” means that the item will only be shown on calendars set to show that specific department. For example, an “Ice Cream Social” might be something you wanted to feature only on your department site, not on the overall Health System Calendar. By choosing your department in the Basic Info section of this window, then checking “Not” under “Display on Main Calendar” for that event, you can accomplish this. You can also attach a file to an event by clicking on the “Browser” button next to “Attachment” and selecting a file from your computer. When you save the event, this file will be uploaded to the calendar and linked to the event.

Registration – if attendees must register in order to attend an event, this is where you note that information. By default, “No registration is necessary” is checked.

Contact – this tells users who to contact with questions about the event. Its important that this be the person who can answer questions – not the person who is the head of the department or the speaker.

First Name

Last Name

Department

Phone

Email

Event owned by: Mark Corum
 Last updated by: Mark Corum

Once this information is filled in, click the “Save” button in order to create the event. There is no need to “Save” at each tab. **If you click “Close” all your info will be lost.**

Editing an Existing Event in the Calendar

Editing existing events is very straightforward and consistent with how new events are added.

Go to the Calendar Admin URL: <http://www.healthsystem.virginia.edu/calendar>

Find the event you want to edit, and just click on the time information for it (or the location or description – anything but the department field will work).

This will open the same window used to enter new events; only this time it will be pre-populated with the current information for the event.

The screenshot displays the 'Basic Info' tab of the Calendar Admin interface. At the top, there are navigation tabs: Basic Info, Occurs, Details, Speakers, Audience, Registration, and Contact. Below these, a red message states 'Following fields are required.' The 'Event Title' field contains 'My Event Title'. The 'For Department' section has two columns: 'Available' and 'Selected'. The 'Available' list includes Administration, Anesthesiology, Animal Care and Use, Asthma, Allergy & Immunology, and Basic Science Departments. The 'Selected' list contains Admissions. The 'Event Type' section also has two columns: 'Available' and 'Selected'. The 'Available' list includes Blood Drive, Class, Concert, Continuing Medical Education, and Exhibit. The 'Selected' list contains Conference. A 'save' button is located at the bottom right, and a 'CLOSE X' button is at the bottom right corner of the form area.

All you need to do in order to edit the event information is go to the appropriate tab(s) and make the changes you want to make. Then, click on "Save" to save your changes.

There is no need to "Save" at each tab – only when all your changes are made. ***If you click "Close" all your changes will be lost and the event information will remain the same as it was when you started editing.***

Deleting an Event

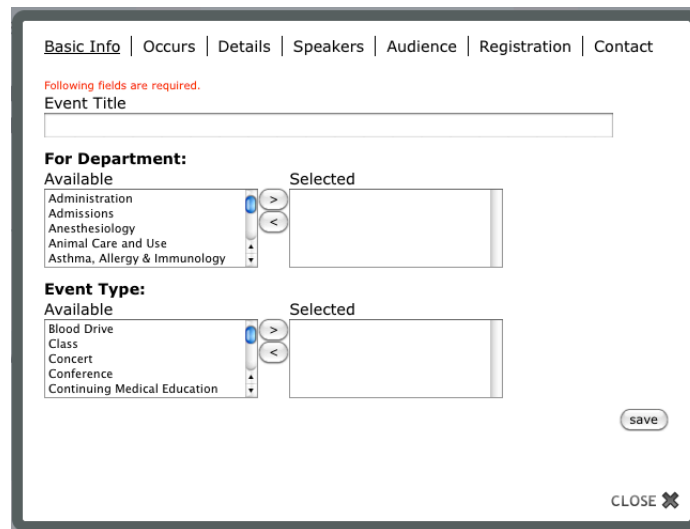
There are two ways to remove events from the calendar. The first, removing occurrences, actually gets rid of the event – the second, assigning it so only you (the editor) can see it, keeps the event available to be assigned another occurrence in the future. This should be thought of as “archiving” an event for later use.

Removing an Event by Removing All Occurrences

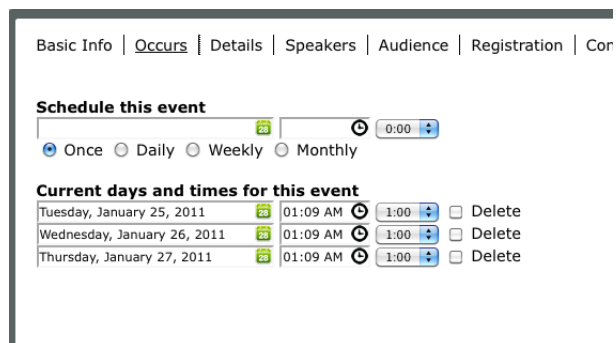
The easiest way to remove an event is to remove all occurrences of it from the calendar. To do this

Find the event you want to remove in the list of events and just click on it.

This will open the window with the current information for the event.



Click on the “Occurs” links



You will notice that this event has three different occurrences – Tues, Wed and Thurs.

To delete all three occurrences, just click in each of the three checkboxes to the right of these events marked "Delete", and then click the "Save" button below them on the page.

[Basic Info](#) | [Occurs](#) | [Details](#) | [Speakers](#) | [Audience](#) | [Registration](#) | [Contact](#)

Schedule this event

Once Daily Weekly Monthly 0:00

Current days and times for this event

Tuesday, January 25, 2011	01:09 AM	1:00	<input checked="" type="checkbox"/> Delete
Wednesday, January 26, 2011	01:09 AM	1:00	<input checked="" type="checkbox"/> Delete
Thursday, January 27, 2011	01:09 AM	1:00	<input checked="" type="checkbox"/> Delete

Note: After you save the event and delete the occurrences, you will still see the event information until you click the "Close" button at the bottom of the page. Once you click the "Close" button, all occurrences will vanish and the calendar item is deleted. Also remember that you can delete one or more occurrences and still leave some occurrences attached to the event. Only when you remove all occurrences is the event actually deleted.

Archiving an Event by Assigning It Only to Yourself

Sometimes you want an event to no longer be seen on the calendar, but you still want to save the information about the event so you can reuse it when the same event or a similar event is needed later on.

Find the event you want to archive, and just click on the time information for it (or the location or description – anything but the department field will work).

This will open the window with the current information for the event.

[Basic Info](#) | [Occurs](#) | [Details](#) | [Speakers](#) | [Audience](#) | [Registration](#) | [Contact](#)

Following fields are required.

Event Title

For Department:

Available Selected

Administration
Admissions
Anesthesiology
Animal Care and Use
Asthma, Allergy & Immunology

Event Type:

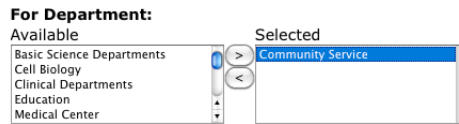
Available Selected

Blood Drive
Class
Concert
Conference
Continuing Medical Education

save

CLOSE X

At the bottom of the “Basic Info” page you will see the departments this event is set to show up on the calendars for. Select each of the departments the item is assigned to the right right “Selected” column, and click the left arrow to move them back to the “Available” column one at a time.



Once they have been removed, find your username in the “Available” column, select it, and click the right arrow to move it to the “Selected” column.



Once you click the “Save” button, then the “Close” button to close the window, your event will vanish from the main calendar and all department calendars. It is only visible to you in the admin view available to you as a calendar editor.

If you want to reuse the event in the future, just find it in your admin view, create new occurrences for it, and re-assign it to a department or departments where it will then show up.