Oracle Calendar for the Web Overview

Computer Skills

LC Notebook Tab VII
Agenda

10:00 AM	Welcome & Introductions
	Review of the *Oracle Calendar* interface
	Scheduling meetings in *Oracle Calendar*
	Creating daily notes and tasks
	- - - - - - - - B R E A K (5 min.) - - - - - - - -
	Reserving labs and rooms
	Creating calendar favorites
	Printing tips
12:00 PM	Wrapup and Adjournment

Objectives. By the end of this session, participants will be able to:

1. Use the *Oracle Calendar* web client to create personal meetings, tasks and notes.
2. Schedule repeating meetings for themselves and groups.
3. Build calendar favorites in the *Oracle Calendar* web client.

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Workshop facilitated by Jenny Kinniff

Oracle Calendar Overview

Oracle Calendar (formerly called *CorporateTime*) is a calendar system used at the University of Maryland. It allows users to keep track of their schedules using a daily, weekly, or monthly view. The program can be accessed in three ways – via a client software package installed on your computer, via the web both on and off campus, and through synchronization software programs available for PDAs such as PalmPilots. This class focuses upon the *Oracle Calendar* Web client. For information regarding the use of the *Oracle Calendar* desktop client, see http://www.lib.umd.edu/groups/learning/handouts/corpdesktopclient.pdf.

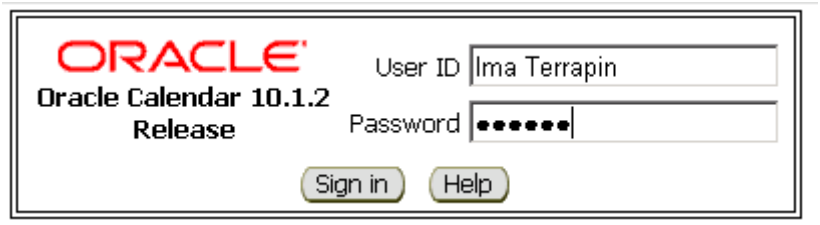
Oracle Calendar accounts are available to all UM staff and faculty, and to students who are employed on campus. Accounts can be requested from OIT using the following link: http://www.oit.umd.edu/projects/calendar/request.html. Accounts will normally take a few days to create. Your login and password generally will be the same as your Directory login and password combination.

One of the main functionalities provided by the *Oracle Calendar* client software package and web interface is the ability to look at the calendars of others and schedule group meetings. In addition, resources such as conference rooms can be added into the system for scheduling by others. Rooms such as McKeldin 7121 and McKeldin 6107 have been entered into the *Oracle Calendar* system for scheduling.

Logging In To *Oracle Calendar*

To log in to an already existing *Oracle Calendar* account:

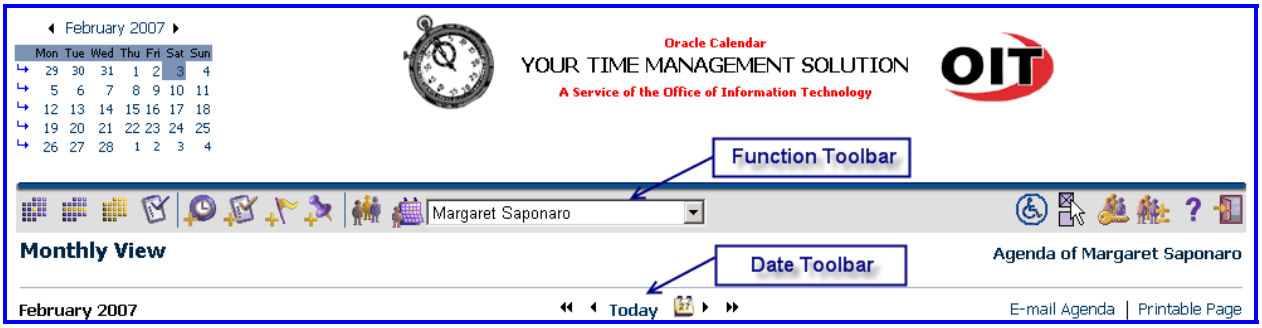
- Open Internet Explorer (6.1 and higher), Netscape (7.1 and higher) or Mozilla Firefox
- Go to: http://calendar.umd.edu
- Enter your User Name (first & last name OR Directory ID) and Password
- Click Sign in



The *Oracle Calendar* Interface

Once you log in to Oracle Calendar, your personal calendar screen will appear. This screen includes two sets of toolbars – the Function Toolbar and the Date Toolbar. Both toolbars are illustrated on the next page.

The Function Toolbar



The function toolbar contains a number of useful icons. The most frequently-used icons are:

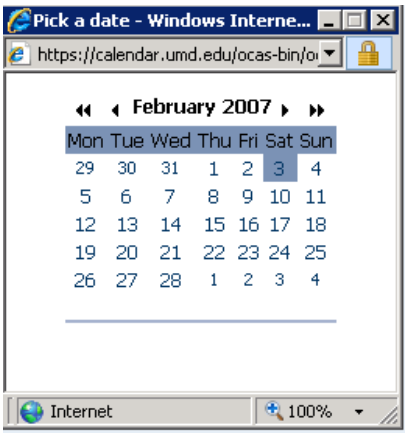
	Day view: Opens the viewing screen for the current day.
	Week view: Opens the viewing screen for the current week.
	Month view: Opens the viewing screen for the current month.
	Create a meeting: Allows you to input specific information to create an appointment or reserve a meeting room. (See page 5.)
	Create a task: Allows you to create a task that appears in the task list of your daily calendar. (See page 12.)
	Create a day event: Allows you to create a reminder of a day event. (See page 13.)
	Create a daily note: Allows you to create a note for a particular day. (See page 12.)
	Open group view: Allows you to simultaneously view multiple agendas for a single date. (See page 9.)
	View agendas: View the agenda of a single room or person.
MCK7121 - Conference Rm(PA...	Favorites: A list of frequently-viewed agendas of rooms or persons.
	View Preferences: Set *Oracle Calendar* e-mail notification and display preferences.
?	Help: Access *Oracle Calendar* help features.
	Sign out: Exit *Oracle Calendar*.

Date Toolbar

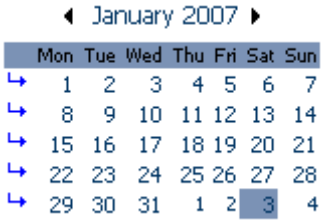
The date toolbar is located directly below the function toolbar, and is used to help you navigate through calendars:

	View date one week/four weeks/six months before or after the current date.
	Select a specific date to view.
	View date one day/one week/one month before or after the current date.
Today	Go to the current day, week or month, from any point in the calendar.

If you select the icon, a small thumbnail calendar will appear. Use the arrows to navigate to the correct month and select the desired date. Today's date will be highlighted in blue.



You may also navigate to a specific month, week, or date by using the calendar in the upper-left corner of the *Oracle Calendar* page:

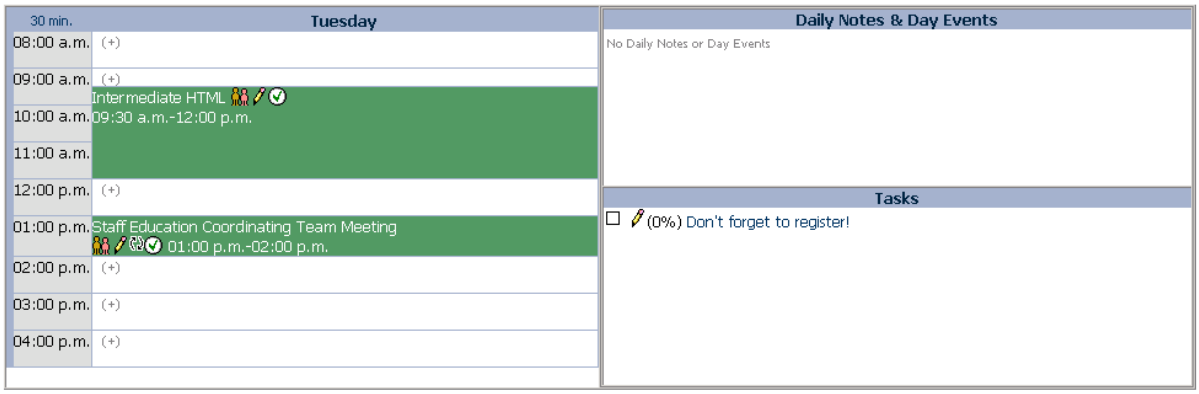


To view a specific month, click on the name of the month. To change months, use the ◄ or ► arrow icons surrounding the month.

To view an entire week, select the ↳ symbol at the beginning of the desired week.

To view a specific day, click on that day.

When you select a specific date, the daily view will appear. The daily page is divided into three sections – your calendar, daily notes and events, and task list. Appointments scheduled on your calendar will appear on the left-hand side of the daily page. To view details of a specific appointment, click on the underlined text.



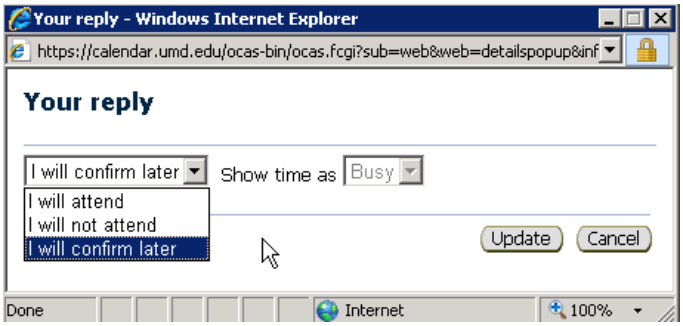
Meetings with added details (notes) will appear with the pencil icon next to them.

Day events will appear with a flag icon next to them, and daily notes will appear with a pushpin icon next to them.

Meetings with multiple participants will appear with a two-person icon next to them. Click on the icon to view a list of attendees (or resources – such as reserved rooms) and whether or not attendance is confirmed.

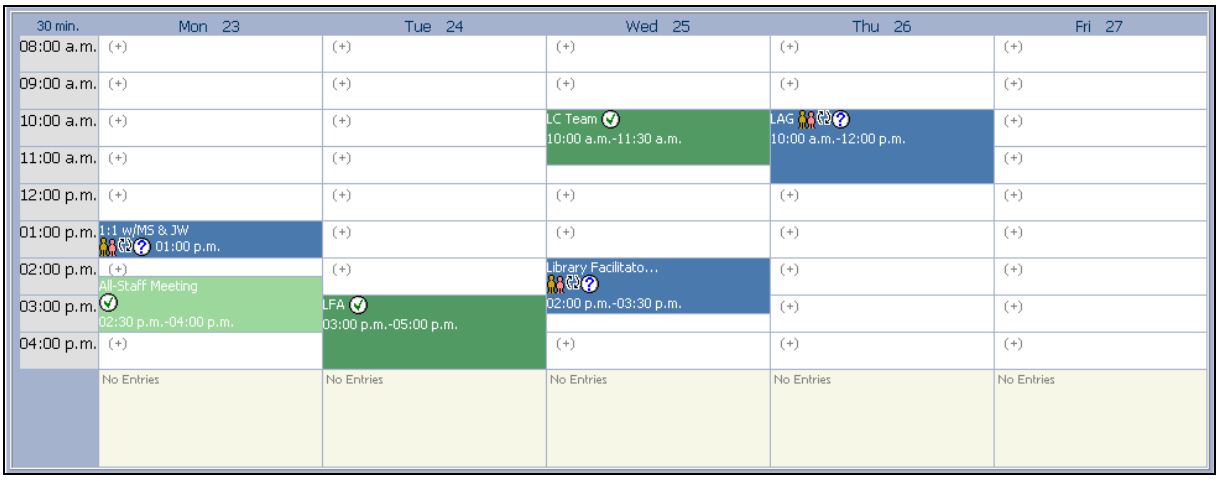
Meetings which you have not confirmed attendance will appear with a question-mark ? next to them. Click on the icon and in the Your Reply window which appears and choose one of the options to change your attendance status. Click Update. (See also page 8 for additional information.)

Meetings which you will attend will have a green checkmark next to them. Meetings you have declined will have an next to them and the entry will appear in red in your calendar.

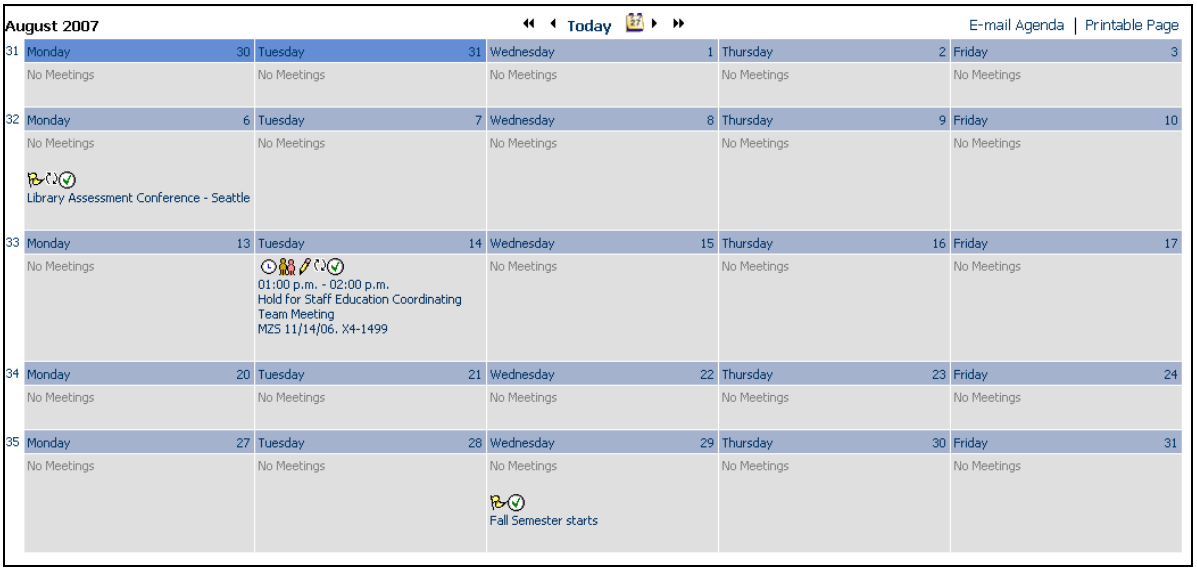


Repeating meetings will appear with a cycle sign next to them. Click on the icon to view a listing of dates involved.

The weekly view is similar in design – but notes or events will appear at the bottom of the column for a specific date. (Note: Tasks will not appear in the weekly view).

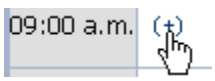


The monthly view shows all events and notes for a given month, but does not show daily tasks. To view the daily calendar for a specific day, click on the date. To view details on a specific meeting, click on the individual meeting.

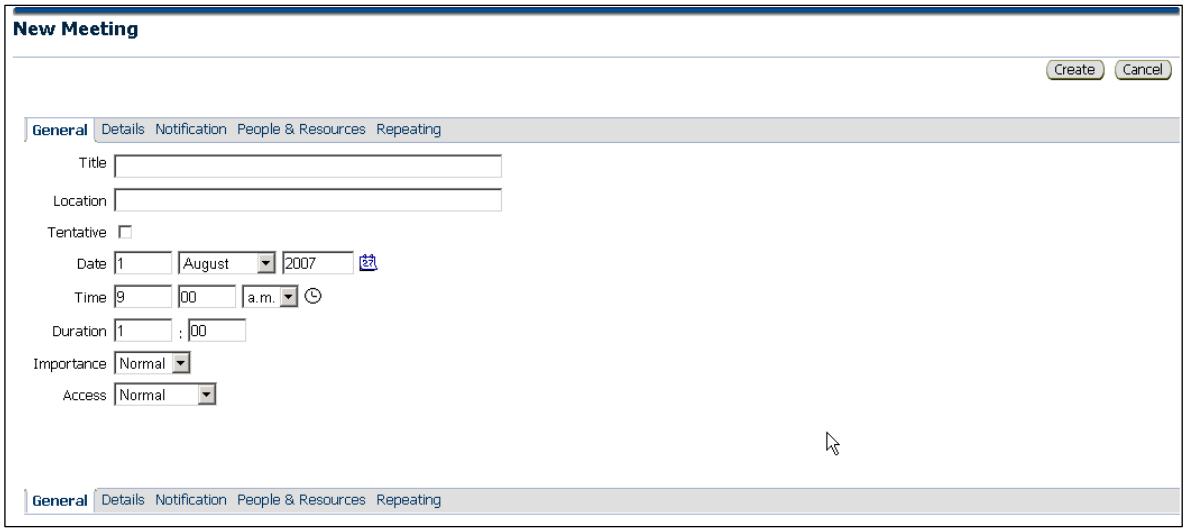


Creating a Meeting

Oracle Calendar uses the word meeting to indicate any item that should appear at a particular date and time on your agenda. To create a meeting entry:

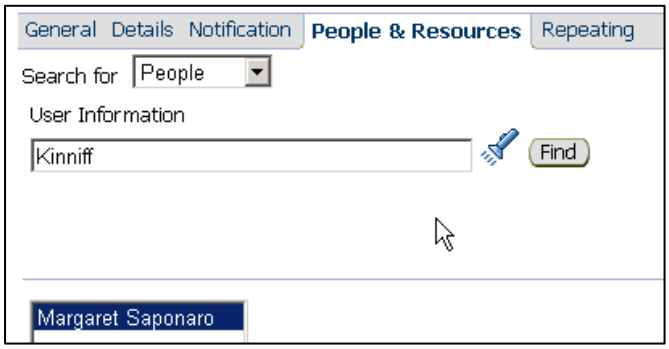
- Click on the New Meeting icon or click on the (+) entry next to an hour listed in Daily view: 

The New Meeting screen (as illustrated on the next page) will appear, with the General tab active:

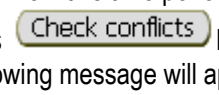


- Complete the following for your meeting (entries are not required, but may be useful in creating reminders for yourself and others as to the details of the meeting):
  - Title: Name of meeting or activity
  - Location: Room number
  - Tentative: If the activity is not yet confirmed, select this box.
  - Date: Date of the meeting (NOTE: You can enter the date manually or click on the icon to view a calendar and choose another date.)
  - Time: Meeting start time (NOTE: You can enter the time manually or click on the icon to choose a different time.)
  - Duration: Length of meeting in hours and minutes *(NOT the end time!)*
  - Importance and Access: Usually, you will want to leave the Importance and Access Level set to Normal. Changing the Importance setting allows you to use the *Oracle Calendar* system to help prioritize your time, while changing the Access level affects how many details about the meeting other people can see. By default, people cannot see any details about meetings that you put on your calendar, unless you set the Access Level of the event to Public.

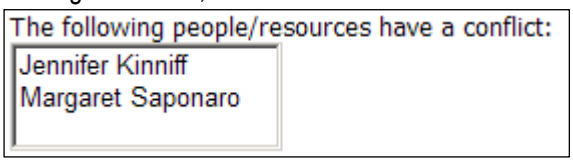
- Select the Details tab to add any details about your meeting you wish to recall.
  - Note: You can add up to 32 KB of plain text in the Details field of the Details tab, and up to 32 KB of personal text in the Personal Notes field of the Details tab. (Only you or a designate can see or edit this text.)



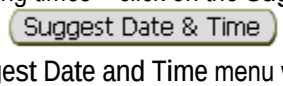
- To include others in your meeting – select the People and Resources tab:
  - Type the name of the person you would like to invite into the User Information box and click the Find button.
  - (HINT: If using both the First and Last name doesn't work, try using just the first or last name.)
  - If more than one person's name appears in a box to the right of the participants list, select the appropriate name and click Add Selected.
    - You can invite as many people as you like to the meeting. As you use the Find box to find each one, they will appear in the list of people near the bottom of the screen.
    - If you find that you've added someone to the list who should not be included, highlight their name and click the Remove selected button.

- To determine if this time period is available for individuals/rooms being scheduled, click on the Check Conflicts 

button. If there are no conflicts – the following message will appear: No conflicts have been found. If a conflict exists – a small window will appear below the list of people/resources you wish to include in the meeting, indicating who has a conflict:

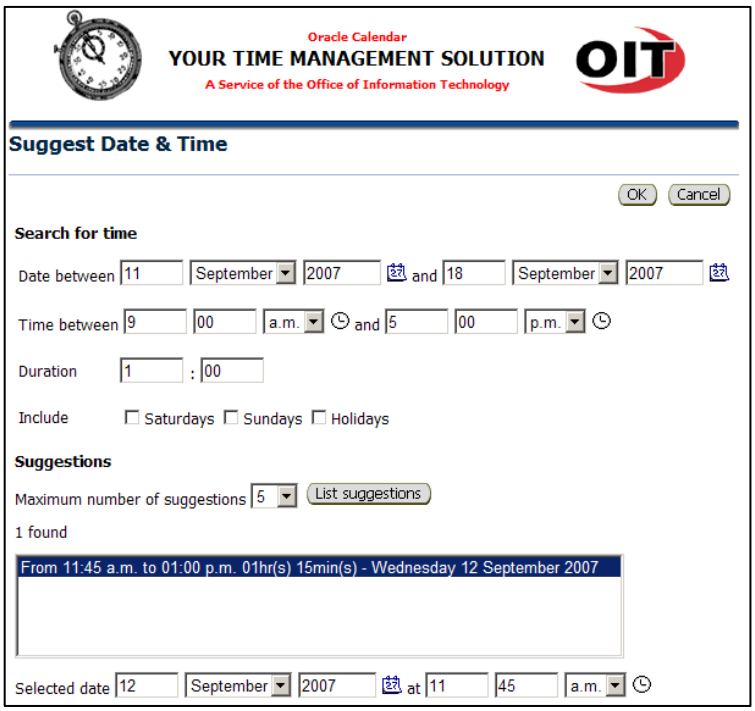


NOTE: If you see a message telling you that some individuals have conflicts with your proposed meeting, you can either create the meeting anyway, or try to resolve the conflict using the Group Agenda feature. See page 9 for details.

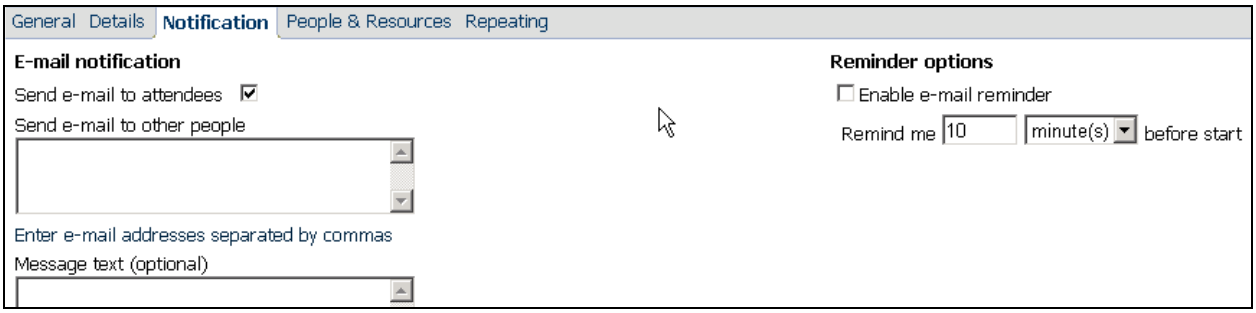
➢ To have CorporateTime check the calendar/s of individuals/resources and suggest alternate meeting times – click on the Suggest Date and Time 

button. The Suggest Date and Time menu will appear. Enter the search dates and times (and indicate whether or not you want to include Saturdays, Sundays, or holidays by checking or unchecking the selection boxes).

- Click on List Suggestions, and listing of available times will appear.
- Highlight an alternate date/time from the list of options and click OK to replace the original time you were scheduling the meeting with an alternate time.
- Click Cancel to close the Suggest Date & Time window and continue scheduling the meeting at the original time.

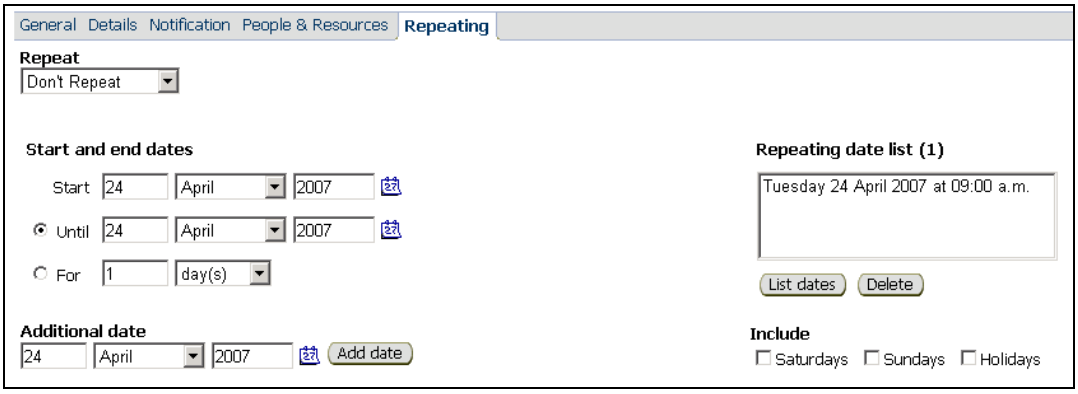


➢ To send invitations to any persons you added to your meeting, select the Notification tab:

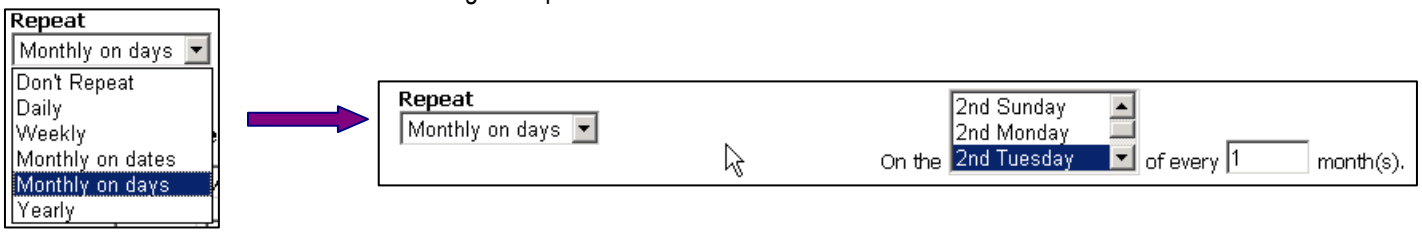


The box labeled Send e-mail to attendees should be checked if you'd like the other people you invited to the meeting to be notified via e-mail. You may also select to have an e-mail reminder sent by checking the Enable e-mail reminder box. You can add your own text to the message by entering it in the Message text (optional) box.

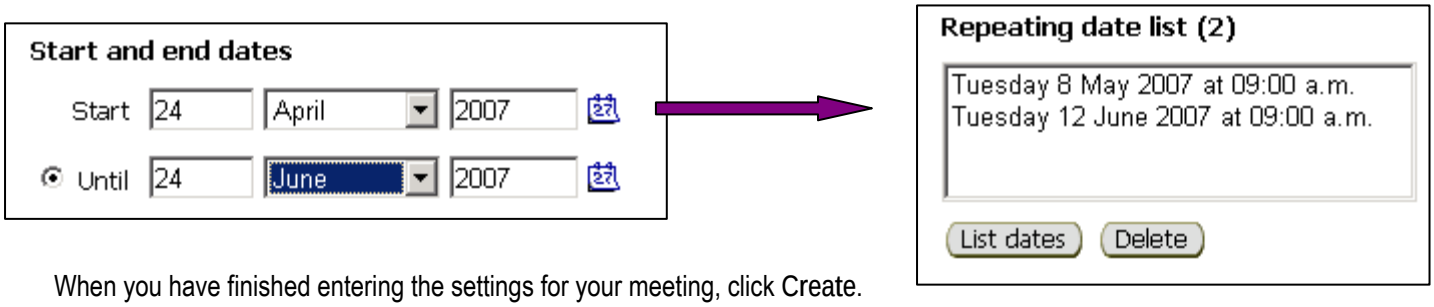
- To create a repeating meeting, select the Repeating tab:



- Choose the interval for meetings to repeat.



- Select the start and end dates. Click List dates to preview the dates that will be reserved.



When you have finished entering the settings for your meeting, click Create.

To cancel creation of the meeting, select Cancel. To edit an existing meeting, select the meeting and make any needed changes. Select the Update button on the right-hand side of the Edit Meeting screen that appears.

Deleting a Meeting

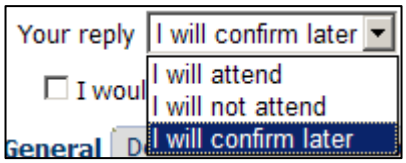
To delete a meeting, select it by clicking on the meeting name and select the Delete

button in the upper-right corner of the Edit Meeting screen. To cancel deletion of a meeting, select Cancel.

Accepting/Rejecting Meetings on Your Calendar

As other staff members are able to add meetings to your calendar – you will want to be able to indicate whether or not you are planning to attend the meeting. To register your attendance at a meeting:

- Select the meeting on your calendar by clicking on the meeting name.
- On the Your reply drop-down menu that appears at the bottom of the screen, select one of the three available options (I will attend, I will not attend, I will confirm later):



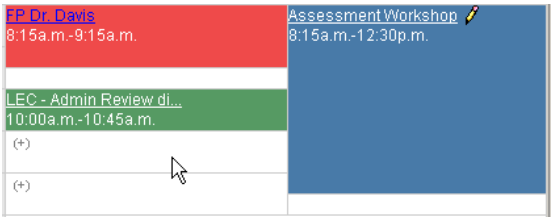
(Note: The default for meetings you schedule on your own calendar is "I will attend".)

- If you would like to suggest an alternate time for a meeting – select the I would prefer another time ☐ I would prefer another time checkbox.
- After selecting the appropriate reply – click Update Update. To cancel changes – click Cancel Cancel.

When you have been invited to a meeting – or you have invited others to a meeting – click on the People and Resources tab, to see a complete listing the meeting participants. If you have accepted a meeting, you will see a plus sign (+) next to your name. If you have declined a meeting, you will see a minus sign (-), and if you have not confirmed your participation – you will see a question mark (?). If you indicated you would prefer another time – you will see an asterisk (*) next to your name.

Meetings will appear in different colors on your calendar, depending on whether or not you indicate you are planning to attend:

- Meetings you will not attend will appear in red on your daily calendar, and will have a red "X" next to them in the weekly and monthly calendar views.
- Meetings you are planning to attend will appear in green on your daily calendar, and will have a green check mark next to them in your weekly and monthly calendar views.
- Meetings you have indicated you will confirm later will appear in blue on your daily calendar, and will have a blue question mark next to them in your weekly and monthly calendar views.



Using Group View

When you are trying to find a time for a group of people to meet, it can be helpful to see at a glance exactly when each of the different participants are busy. To view the calendars of a group:

- Click on the Group View icon

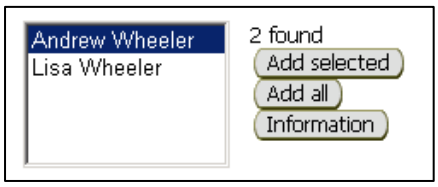
Date 5 February 2007 Time 2 00 p.m. Duration 1 : 00

- Enter the date. (You can also enter the desired start time and duration for a meeting.)
- Select the start and end times to view in group mode:

  Start time 08:00 a.m. End time 05:00 p.m.

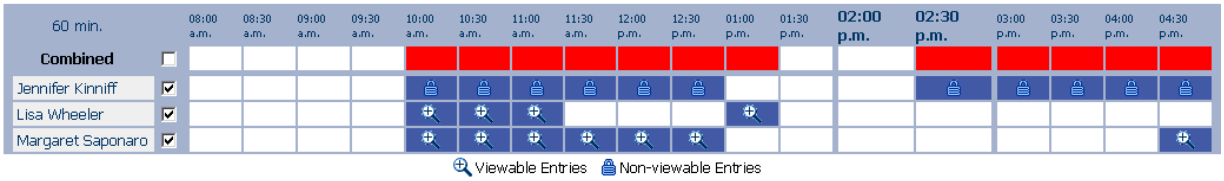
- Type the name of the first person you'd like to include into the User Information box, and click Find. If you have trouble finding the person, try using just their first or last name.

  If more than one name appears in the result list – highlight the name you wish to add and click Add Selected.



Note: To view a room schedule, select "Resources" from the drop down Search for box. Enter the room number using the abbreviation: MCKXXXX in the "Resource Name" box. (See page 12 for scheduling rooms.)

As you add names of individuals or resources to the group view listing, a representation of the schedule will appear:



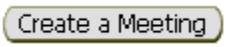
The top row shows in red the times when any of the people in the group are busy. The empty times in that first row are the times when all members of the group are available.

To view additional dates, enter the desired date in the Date box and click Refresh.

To remove an attendee from the listing – uncheck the box to the right of their name and click Remove Unselected.

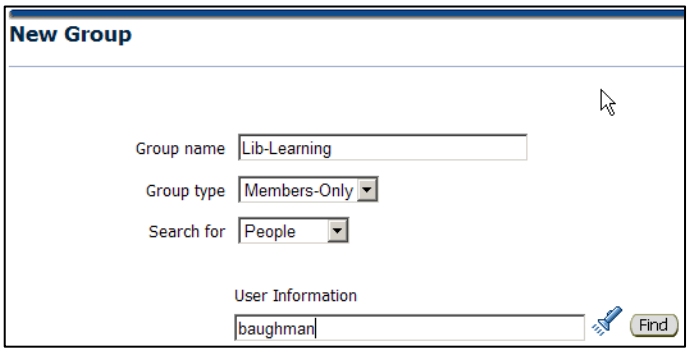
To cancel Group View, click on Cancel.

To create a meeting from the Group View calendar, select the Create a Meeting button. The New Meeting screen will appear, with the General tab selected. Select the People and Resources tab to see that the members from the group view are already listed. Complete the meeting entry by following the steps on page 5.

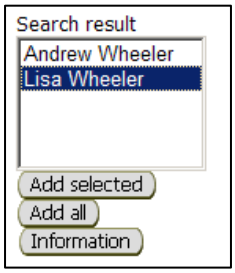


Creating Groups in *Oracle Calendar*

To save time, if you will be booking meetings regularly with the same group of people (and meeting room/s), you may wish to create a group within *Oracle.* To access the Manage Groups page, click the Manage Groups icon on the Calendar toolbar. The Manage Groups page will appear. To create a group, click New.



- In the New Group page, specify the group name (such as "Lib-Learning") and type (Private or Members-Only). Note:
  - *Private* groups are available to their creator.
  - *Members-Only* groups are available to all members of the group.
- Select People, Resources or Groups from the Search for drop-down menu.
  - To add an <u>individual</u> to your group – select People, and type the last name of the individual you wish to add to your group and click Find.
    - If the proposed group member has a unique last name – their name will automatically be added to the group listing at the bottom of the New Group page.
    - If your search results in a listing of multiple individuals with the same last name – highlight the name of the individual you would like to add from the search result pane, and choose "Add selected", or choose "Information" if you want to verify you are selecting the correct individual for your group.



  - To add a <u>resource</u> (such as a room) to your group – choose Resource and select the radio button next to the Resource Name field. Enter the room number using the abbreviation: MCKXXXX in the Resource Name search box and click Find. (For example – to add the McKeldin 4th floor conference room – enter MCK4102.)

- If you have added an individual or resource in error – highlight the name in the "Current members" box and choose "Remove Selected".
- When you have finished adding users, resources or groups to the group, click Create. Your group now appears in the Manage Groups list box. A Private group will have the abbreviation "PRV" next to their title. Members Only groups will have the abbreviation "MEM" next to their title.
- To return to your agenda, click OK.

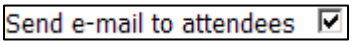
Note: You cannot create Public groups using the *Oracle Calendar* Web client. You can only do this with an *Oracle Calendar* desktop client, and only if you have been given the appropriate administrative rights.

Creating a Meeting with a Group

To verify that all group members are available for a meeting you propose, use the Scheduler feature in *Oracle Calendar*. To do this:

- Click on the Group View (Scheduler) icon and enter the desired meeting date. (You can also enter the desired start time and duration for a meeting.)
- Select the start and end times to view in group mode.
- Select "Groups" in the Search For drop-down menu. Enter the group name and select the appropriate type (Private or Members-Only). Click Find. If more than one name is found, select the appropriate group name from the results listing and click Add Selected.

- Follow the directions as on page 8 to view the group schedule and create the meeting.
    - NOTE: If your group does not include a resource (room) – add a room location by choosing Resource from the Search For listing and enter the room number using the abbreviation: MCKXXXX in the Resource Name search box.
- To verify that an e-mail notification will be sent to group members included in your meeting, select the Notification tab. The box next to Send e-mail to attendees should be checked. If desired, enter message text to meeting attendees in the space provided.



    - You may also select to have an e-mail reminder sent by checking the Enable e-mail reminder box.

IMPORTANT REMINDER: You can only edit or delete a meeting if you made the original reservation. If you did not, you will need to contact the person who did. Contact information can be viewed on the edit meeting or view meeting pages.

Editing an Existing Group

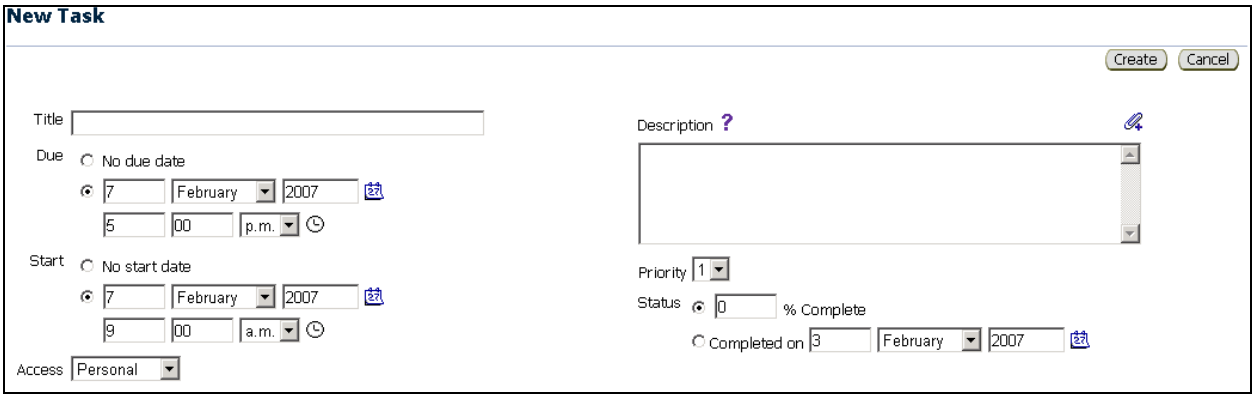
Click the Manage Groups icon on the Calendar toolbar. Select the group name from the Manage Groups listing, and select Edit. Add or remove individuals or resources as needed. When finished, click Update. To return to your calendar, choose OK.

Deleting a Group

Click the Manage Groups icon on the Calendar toolbar. Select the group name from the Manage Groups listing, and select Delete. When prompted, confirm the deletion. To return to your calendar, choose OK.

Creating a Task

To create a task, select the “create task” icon from the function toolbar. The New Task menu will appear:

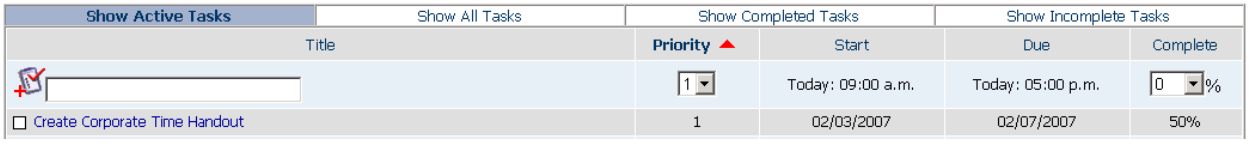


- Enter the title of your task in the Title box. Select a Due date, Start date, and Access level.
- Provide a description of the task as needed.
- Select a priority level (Levels 1-9 and A-Z are available – although only priorities 1-5 are transmitted to PDAs).
- Select a completion level.
- Choose Create to create your task. To cancel creation of the task, select Cancel.

Note: Your task will appear on your daily calendar for those dates in which it is active. Completed tasks will not appear on your task list beyond their due date.

Viewing Your Task List

To view your full task list, select the icon from the function toolbar. A listing of tasks will appear. You may choose to display “Active Tasks”, “All Tasks”, “Completed Tasks” or “Incomplete Tasks”.

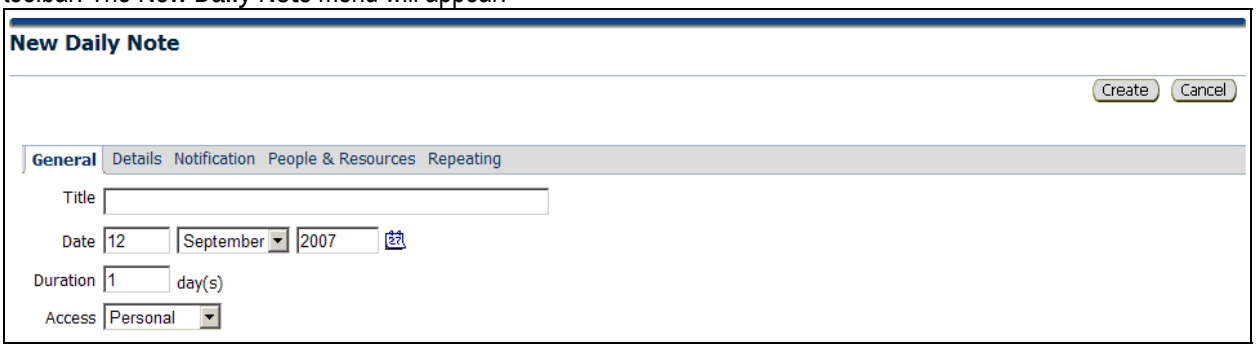


To add a task from the task list, enter the title of the task, and select a priority and completion level. Click the Add Task button next to the title box to add the task to the existing list. To edit the task, click on the task name. To delete a task, select it from the list by clicking on the task name and select the delete Delete button in the upper-right corner of the screen.

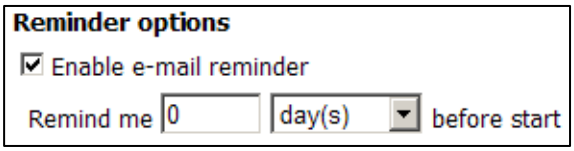
Creating a Daily Note

A Daily Note reminds you about things you need to do over the course of a day. Daily notes appear in your daily, weekly, and monthly views. To create a daily note, select the Create a Daily Note icon from the function

toolbar. The New Daily Note menu will appear:



- Click on the General tab, and enter a title for your note. Select the date and access level (Normal through Confidential).
- Click on the Details tab to add a description or additional details as desired. You may choose to enter text in the Details or Personal notes field. Only you or a designate can see or edit text in the personal notes field.
- Choose the Notification tab to determine when you will be reminded of this event, and to send a message to individuals you may select to receive this daily note (using the "People and Resources" tab). Select "Enable e-mail reminder" and determine the number of days (or hours) prior to the event to receive the reminder by editing the "Remind me" box.



- Choose the People & Resources tab to have the daily note added to another individual's calendar. (NOTE: If you are adding a note to another person's calendar – you may want to send a personalized note as to why, using the "Message Text (Optional)" box in the Notification tab.)
- Choose the Repeating tab to have the daily note appear on multiple dates.
- Select Create when you are finished.

To edit your daily note – click on the underlined text in your daily or weekly view calendar, or click on the icon in your monthly calendar view. The Edit Daily Note menu will appear. Make changes as needed and click Update.

To see if another person has added the note to their calendar – click on the People & Resources tab. A plus sign (+) next to their name indicates they have chosen to display the note. A minus sign (-) next to their name indicates they have chosen not to display the note. A question mark (?) next to their name indicates they have not yet decided to display the note.

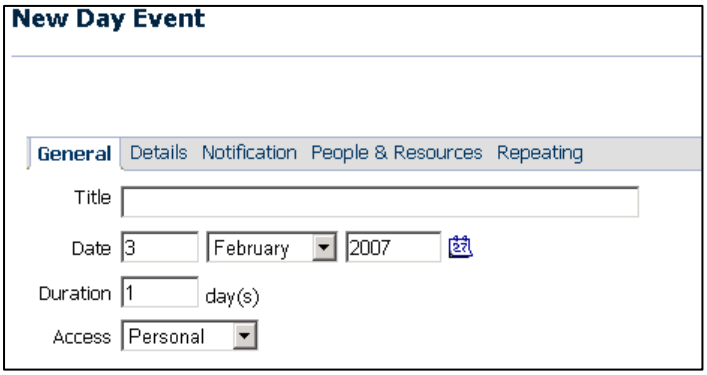
To delete your daily note– click on the text of the note in your daily or weekly calendar (or click on the in your monthly view), and choose Delete (or Delete All – if it is a repeating note.)

Creating a Day Event

A day event lasts for at least an entire day but does not block time in your Agenda (for example: First day of Classes, Spring Break, etc.)

Important NOTE: To avoid being double-booked by others – block full day appointments in your calendar instead of using day events. Day events do not appear in group view, and as indicated above, do not block time in your agenda.

To create a day event, select the day event icon from the function toolbar. The New Day Event menu will appear, as seen on page 14:



- Enter a title for your event.
- Select the date, duration, and access level (Normal through Confidential).
- Choose the **Details** tab to add a description or additional details as desired. You may choose to enter text in the Details or Personal notes field. Only you or a designate can see or edit text in the personal notes field.
- Choose the **Notification** Tab to determine when you will be reminded of this event. Select "Enable e-mail reminder" and determine the number of days (or hours) prior to the event to receive the reminder by editing the "Remind me" box.
- Select **Create** when you are finished. To delete a day event, click on the event title and select **Delete**.

Reserving Instruction Labs and Conference Rooms

You can check room availability by viewing a **single room** or **multiple rooms at once**, and reserve labs and conference rooms, with the exception of the Special Events Room (6137 MCK).

Instruction Labs:

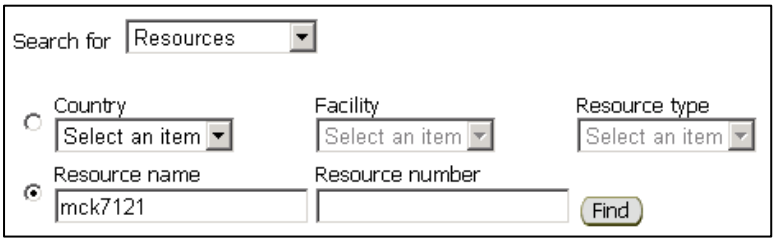
- MCK 2109: 1 instructor's computer; 18 student computers
- MCK 6101: 1 instructor's computer; 24 student computers
- MCK 6103: 1 instructor's computer; capacity for 30 students
- MCK 6107: 1 instructor's computer; 30 student computers

Note: See http://www.lib.umd.edu/UES/labs.html for detailed information on instruction labs.

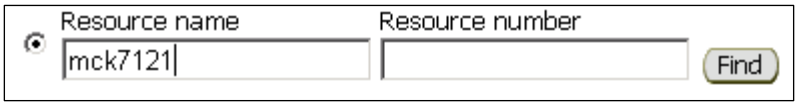
Conference Rooms:

- MCK 2234: capacity for 24 people
- MCK 4102: capacity for 10-12 people
- MCK 6137 (**Special Events Room**): capacity for up to 125 people
  [IMPORTANT NOTE: The 6137 room calendar may be **viewed only**. Reservations must be made through Danica Thomas, Dean's Office, danica18@umd.edu, X5-9800 or by using the *Request form for Reserving and Renting Rooms* at: http://www.lib.umd.edu/rooms/requestform.html.]
- MCK 7113: capacity for 12-15 people
- MCK 7121: 1 computer; capacity for 30 people

To view the agenda for a single room, click on the **View agendas** icon:



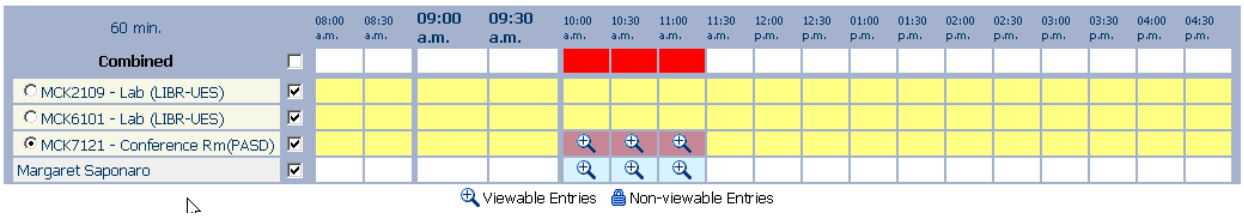
- Select Resources in the Search for drop-down box.
- Select Resource Name, enter the name of the room MCK#### and click **Find**.
- The room name will appear in the box below the Search box. Click **View** to enter the room agenda.



- Use the icons on the function toolbar to manipulate the room agenda.
- NOTE: Click Add to favorites to create a list of rooms on the function toolbar. Click the room title and then go to view an individual room agenda.

To view the agendas for multiple rooms, click the Group View icon and enter the number of the room you wish to find (searching for Resources and using the format MCK####). For more information, see page 9.

- Click Find.
- Repeat the steps above for each agenda that you would like to view. Your selections will appear below:



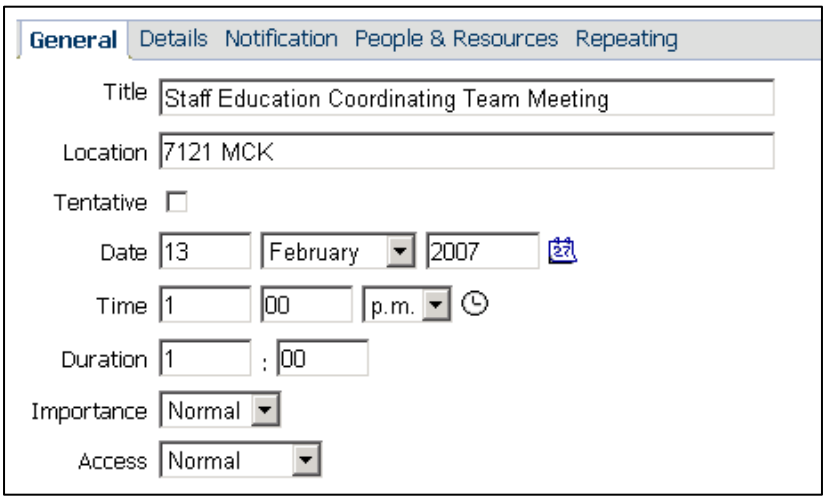
- Times that rooms have been scheduled will appear in purple. Available times will be yellow.
- To remove a room from the listing – uncheck the box to the right of its name and click Remove Unselected.

Reserving a Room

- Open the agenda of the room you would like to reserve (see instructions above).
- Make sure you are in the correct room! Look in the right corner of the screen:

Viewing Agenda of MCK7121 - Conference Rm(PASD)

- Click the Create a meeting icon.
- Fill out the form as directed on pages 5-8. In the example below – a SECT meeting is being scheduled in 7121:



(Note that both the room and your name will be listed in the People & Resources tab.)

- Click Create.

- Your meeting will appear in the Daily View format. Choose the Monthly View icon from the function toolbar and check to be sure you have correctly reserved the room.

- To create a repeating reservation:

  - Create a single meeting following the steps on pages 5-7.
  - Before you click Create:
    - Select the Repeating tab and follow the instructions for creating a repeating meeting found on page 8.

Canceling or Editing a Room Reservation

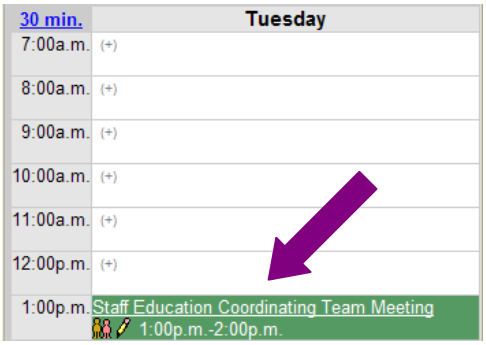
NOTE: You can only edit or cancel a room reservation if you made the original reservation. If you did not, you will need to contact the person who did. Contact information can be viewed on the edit meeting or view meeting pages.

- View the agenda for the room where your meeting is scheduled.

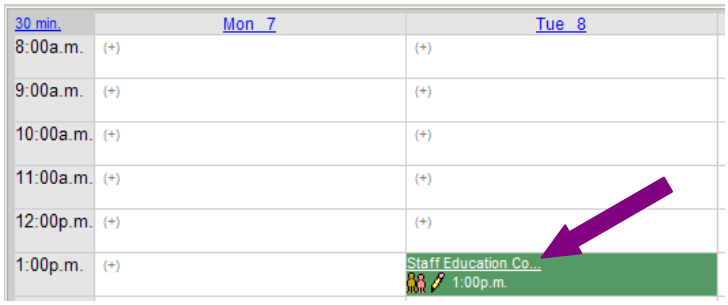
- Open the reservation for your meeting:

  - In Daily view or Weekly View, click the title of the meeting you want to cancel or edit:

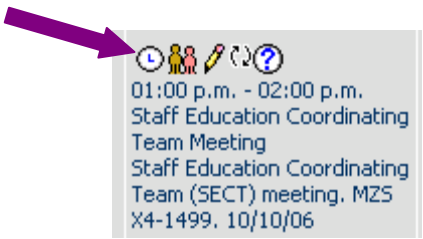
Daily View



Weekly View



- In Monthly view, click the small clock icon:



- Once you have selected the meeting you want to cancel or edit, the edit meeting page will open.

To edit meeting information:

- Change any necessary information on the edit meeting page, and click Update.

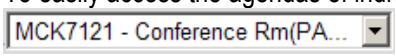
To cancel a meeting reservation, go to the edit meeting page and click Delete. [NOTE: If you created a repeating meeting, you will see an option available to Delete all.]

Creating Calendar Favorites

In *Oracle Calendar*, you are able to view calendars of other individuals or of rooms using the View agendas feature. Although this is useful for one-time viewing of a calendar, one of the benefits of *Oracle Calendar* for the Web is the ability to build a list of Favorites. This is particularly useful if you are frequently viewing the calendar of a specific person or room. To create a calendar favorite:

- Click on the View agendas icon on the Function toolbar.
- In the View Agendas menu that appears, enter a name in the Search box, and click Find.
  (Reminder: If you have trouble finding the person, try using just their first or last name. If you are searching for a room, select Resources and use the r:MCK### format as described on page 14.)
- The results of your search will appear in the box below the Search box.
- To view the agenda, click on View.
- To add the agenda to your list of favorites, click on Add to Favorites. The name will now appear in the favorites list to the right of the results box.
- Continue searching and adding names to your Favorites list as needed.
  - To view an individual agenda from your favorites list, click View.
  - To delete a name from the list of favorites, click Delete. (NOTE: Your favorites list can have a maximum of fourteen entries.)

To easily access the agendas of individuals from your Favorites list, use the drop-down list on the Function toolbar.



Highlight the agenda you wish to view.

Once you have accessed the agenda of another individual/room (either from the View agendas results list, or the Favorites list), you will note their name in the upper-right hand corner of the agenda:

Viewing Agenda of Jennifer Kinniff

Click on the My Agenda icon in the Function toolbar to return to your personal agenda.

IMPORTANT NOTE: If you are viewing room or individual calendars -- be sure you are back in your agenda before you create additional meetings, tasks, notes or events!

Printing Your Calendar

To format the web calendar for printing, select the Printable page

icon on the upper-right section of your *Oracle Calendar* page. Once the printer-friendly page appears, use the print command from your browser's menu to send the calendar to the printer.

Syncing *Oracle Calendar* with Your PDA

A HotSync® operation is a two-way synchronization of records between your handheld and your computer. Changes that you make on your handheld or your computer are updated on both platforms after a HotSync operation. A HotSync also backs up all your data and only synchronizes the changed portions of data. An add-on piece of software is needed to sync *Oracle Calendar* with your PDA. If this has already been installed, you will be able to synchronize calendar entries. If you are not sure if you have the *Oracle Calendar* sync installed, contact the ITD Help Desk (X5-9188 or helpdesk@itd.umd.edu).

Performing a Sync

With your PDA in its cradle or connected by a cable to your computer, tap the Star icon on your handheld's display to exchange and update data between your computer and your handheld. You will see a dialog box on your computer, which will give a status report of the sync in process. Look for the "HotSync Operation Complete" message on your PDA when the process is complete. If the process does not work properly, contact the ITD Help Desk.

Oracle Calendar Entries on Your PDA

When viewing *Oracle Calendar* entries on your PDA, note the following differences in the way that items appear:

Item	Appearance in *Oracle Calendar* Web Client	Appearance in PDA Date Book
Alarm Icon – for events with reminders set	Does not appear	
Note Icon – for events/tasks with added details		
Daily Event		(Untimed event icon)
Daily Note		(Untimed event icon)
Meetings You Have Scheduled		[+] You created and you are attending [-] You created and are not attending [?] You created and have not yet confirmed attendance
Meetings scheduled by others		The * symbol appears next to these items. [*+] You are attending [*-] You are not attending [*?] You have not confirmed attendance

Signing Out of *Oracle Calendar*

To exit *Oracle Calendar*, click the exit icon on the function toolbar:

Additional Resources

For more information, you may wish to consult these online *Oracle Calendar* resources:

Online Oracle Calendar Help: Select the ? icon from the function toolbar or the online help online Help. link in the Create or Edit meeting, Task, or Day Event boxes.

UMD Office of Information Technology -- *Corporate Time* Web Client:
http://www.helpdesk.umd.edu/topics/applications/calendaring/corptime/webclient/.
UMD Office of Information Technology – Using *CorporateTime*:
http://www.helpdesk.umd.edu/topics/applications/calendaring/corptime/other/.

Credits:
Material in this packet adapted from "CorporateTime: Reserving a Room in McKeldin Library" created by User Education Services (9/04). Revised and expanded by Maggie Saponaro and Jennifer Muter, Staff Learning and Development, January 2005 and August 2005. Updated October 11, 2007.