

Oracle Calendar

Quick Reference

Author: Cornell Information Technologies

Draft Version 1.1, March 2007

Oracle Calendar (previously known as Corporate Time) is the College-wide calendaring and scheduling software available to staff under a College site license, for use both in College, on laptops and at home.

Requesting an Account

Before you can start using Oracle Calendar, an account must be created for you on the Calendar server. To request an account please fill in the form available online here:

<http://www.goldsmiths.ac.uk/it/apps/oc/index.php#account>

Your username will normally be your real name (not your IT Services Username) and your password will be your IT Services password.

Installing the Software

Instructions for downloading and installing the Oracle Calendar software for Windows or Macintosh will be found in Computer Services Guides 8.1 and 8.2 respectively. These are on-line at:

http://www.goldsmiths.ac.uk/it/apps/oc/documents/installing_oracle_calendar_for_windows.pdf
http://www.goldsmiths.ac.uk/it/apps/oc/documents/installing_oracle_calendar_for_macintosh.pdf

Your Oracle Calendar account is also accessible via a Web interface from

<https://secure.gold.ac.uk/cst/ctime/login.cgi>

Documentation

IT Services have a range of guides relating to Oracle Calendar. Some are available in printed form and are available from the Computer Help Desk. Others are available online at

<http://www.goldsmiths.ac.uk/it/apps/oc/>

The Calendar Web page also contains links to The Web site of Corporate Software & Technologies (the software developers) and Oracle Calendar materials from other universities.

Oracle Calendar provides on-line help via the **Help** menu. The full Oracle Calendar user guide is installed on your hard disk when you install the software – it is in Adobe Acrobat (PDF) format. Printed copies of this guide are available in the Library. A condensed version is available as Computer Services Guide C8.4 *Oracle Calendar basic User Guide*.

Training

Computer Services will be providing training for all users of Oracle Calendar. These sessions can be requested online here:

<http://www.goldsmiths.ac.uk/it/apps/oc/index.php#training>

Support

Oracle Calendar is fully supported for staff users in departments where it has been introduced: all queries and problems should be addressed to the Computer Help Desk.

Oracle Calendar (previously known as Oracle Calendar) is the College-wide calendaring and scheduling software available to staff under a College site licence, for use both in College, on laptops and at home.

Requesting an Account

Before you can start using Oracle Calendar, an account must be created for you on the Calendar server. To request an account please contact Neeta Vekaria (e-mail n.vekaria@gold.ac.uk, ext. 7191).

Your username will normally be your real name (not your IT Services Username) and your password will be your IT Services password.

Installing the Software

Instructions for downloading and installing the Oracle Calendar software for Windows or Macintosh will be found in Computer Services Guides 8.1 and 8.2 respectively. These are on-line at:

<http://www.gold.ac.uk/calendar/win.html>

<http://www.gold.ac.uk/calendar/mac.html>

Your Oracle Calendar account is also accessible via a Web interface from

<https://secure.gold.ac.uk/cst/ctime/login.cgi>

Documentation

IT Services have a range of guides relating to Oracle Calendar. Some are available in printed form and are available from the Computer Help Desk. Others are available online at

<http://www.gold.ac.uk/calendar/>

The Calendar Web page also contains links to The Web site of Corporate Software & Technologies (the software developers) and Oracle Calendar materials from other universities.

Oracle Calendar provides on-line help via the **Help** menu. The full Oracle Calendar user guide is installed on your hard disk when you install the software – it is in Adobe Acrobat (PDF) format. Printed copies of this guide are available in the Library. A condensed version is available as Computer Services Guide C8.4 *Oracle Calendar basic User Guide*.

Training

Computer Services will be providing training for all new users of Oracle Calendar. These sessions will be arranged with each department as it introduces Oracle Calendar.

Support

Oracle Calendar is fully supported for staff users in departments where it has been introduced: all queries and problems should be addressed to the Computer Help Desk.

GET STARTED

Connect to Server

- ❶ Start the Oracle Calendar software by choosing it from the Start menu on Windows, or by double-clicking its icon on Mac OS.
- ❷ Click the **Other** button, followed by the **New** button.
- ❸ A “Connection Editor” window opens.
 - a) In the “Connection Name” box, type **Goldsmiths Calendar**.
 - b) In the “Server” box, type **calendar.gold.ac.uk**.
 - c) Click the **Lookup** button. This should fill in the fields below.
 - d) Click the **Ok** button.
 - e) Select the **Goldsmiths Calendar** on the left, and then click the **Make Default** button.
 - f) Follow instructions below to continue.

Sign in

- ❶ Start the Oracle Calendar software by choosing it from the Start menu on Windows, or by double-clicking its icon on Mac OS.
- ❷ A “Oracle Calendar Sign-In” window opens.
 - a) In the “User Name” box, type your *college username* or your *full name*.
 - b) In the “Password” box, type your *password*.
 - c) Click the **Sign In** button.


Customize your windows

Oracle Calendar initially opens two windows: your **In-Tray**, which lists invitations to events that you’ve sent or received, and your **Agenda**, which shows your schedule.

- ❶ Make the In-Tray smaller (or minimize it) so you can see your Agenda, which is underneath.
- ❷ In the Agenda’s toolbar, choose a viewing option:
View Day, **View Week**, or **View Month**.
- ❸ In the daily or weekly view, you can make an entire workday fit in the display: choose **View** from the toolbar and then choose **Decrease Row Height**, or choose **Increase Row Time** (on Windows) or **Increase Time Slot** (on Macintosh). Repeat this procedure until the view appears as you wish.
- ❹ Choose **Agenda** from the **Options** menu. Examine the settings in the Agenda Preferences window and adjust them to suit your preferences.
- ❺ Change the date format, by choosing **General** from the **Options** menu. Select the **Date & Time** tab, and click on **DMY**. You can also select the Time format from this dialog.
- ❻ To save the changes you have made, quit Oracle Calendar by choosing **Exit** (on Windows) or **Quit** (on Mac OS) from the **File** menu.

EVENTS

Create an event

- ① Click the  New Meeting icon, or highlight the time of the event on your agenda and then double-click the area.
- ② Leave the **Location** field blank for now, and fill in the other fields. To invite participants and reserve a room, look under **People and Resources**.
 - a) Type each person's name (or **g:** followed by a group name) in the text entry field, then click the **green check mark** icon. Each name appears in the scrolling box below. Repeat until all participants have been added.
- ③ To create a recurring event, click the button marked **Repeating**. After filling in the frequency, starting and ending dates, and other specifications, check that the correct dates have been generated and then click the **Ok** button.
- ④ To add a description of the meeting, click the **Details** tab or button.
- ⑤ To add an attachment, click the Attachments tab or button.
- ⑥ Click **OK** when finished to save the meeting.
- ⑦ Oracle Calendar will ask if you wish to send e-mail to invitees. Clicking **OK** will bring up a screen where you can edit the e-mail recipient list or the message text. Click **OK** again to send the message (it is sent by the Calendar server, not via your normal e-mail software).

Change an event that you created

Double-click on an event to open an **Edit Meeting** window in which you can change the time, date, guests, etc. For a recurring event, click the **Apply to All** button.

To reschedule a single event, you can click once on the event and drag it to a new time.

Delete an event that you created

- ① Click once on the event you wish to remove.
- ② *Mac OS:* Press **Alt-del**, or choose **Clear** from the **Edit** menu.
Windows: Press **Delete**, or right-click on the event and choose **Delete Meeting**, or choose **Delete Meeting** from the **Edit** menu.

Accept or decline an invitation to an event

- ① Double-click on the event in your Agenda or In-Tray. A reply window opens. Choose the option that indicates whether or not you will attend. The checkbox **Would prefer another time** can be selected along with any of the attendance choices.
- ② Alternatively, **Right click** (on Windows) or **Ctrl+click** (on Macs) an entry in the In-Tray and select your option from the drop down.

DESIGNATES

Appoint a designate to manage your calendar

- 1 Choose **Access Rights** from the **Tools** menu.
- 2 Click on the tab or icon marked **Designate**.
- 3 Type the name of the person who manages your calendar in the white text entry box. Click the green check mark icon.
- 4 Highlight the person's name when it appears in the scrolling box below.
- 5 Click the **Full designate rights** check boxes twice to enable the section above on a Windows machine. On a Mac click the **Defaults** check box to enable the section above.
- 6 To give full access to your agenda, check the box (on Windows) or button (on Macintosh) marked **Full designate rights**. Adjust specific rights as you wish by clicking the checkboxes or radio buttons.
- 7 Click **OK** when done.

Act as a designate for someone else's calendar

- 1 Macintosh: From the **File** menu, choose **Agenda**, then choose **Open Designate**.
Windows: From the **File** menu, choose **Open As Designate** then choose **Agenda**.
- 2 If you have designate rights for more than one person, an **Act as Designate** window will open. Select the name of the person or resource whose agenda you wish to open, then click **OK**.
- 3 The **Open Agenda as Designate** menu will appear. Click **OK**.
- 4 The agenda of the person for whom you are acting as designate appears in its own window, where you can view, modify, or print it according to the rights you have been given. That person's In-Tray entries also appear at the bottom of your In-Tray window.

ACCESS RIGHTS

What are access rights?

Each time you create an agenda entry, you can choose (by clicking the **Options** tab or icon) what level of access you wish to allow: **Personal**, **Confidential**, **Normal**, or **Public**. By choosing **Access Rights** from the **Options** menu, you can control exactly who can see each type of event in your calendar, and whether each person can see complete information about events or can only see times when you are busy.

The initial settings provided with your Oracle Calendar account allow any member of staff who has a Oracle Calendar account to invite you to meetings and to see times when you are busy (but not to see what you are doing when you are busy). These settings work well for most people, so you may not need to change them.

- If you change these defaults, for example to allow only members of your own work group to see your schedule and invite you to meetings, then you will need to add and delete names from your list when people join or leave your work group; this won't happen automatically.



















Modify viewing/scheduling rights

- 1 Choose **Access Rights** from the **Tools** menu.
- 2 Click on the **Viewing** tab or icon to change what people can see when they open your Agenda.
- 3 Type a person's name in the small text entry box and click on the **green check mark** icon. Highlight the name when it appears in the larger box below. You can also pick **Default: Any unlisted person** to change the settings for all Oracle Calendar users whose names you have not explicitly listed.
- 4 Uncheck the box marked **Same as default** on Windows or **Defaults** on Macintosh, to make all the other boxes or buttons selectable.
- 5 Click checkboxes or radio buttons to select the level of access you wish to allow for each type of entry.
- 6 Click **OK**.















ICONS

Some icons may have slightly different meanings in different contexts.

Toolbar





-  Open In-Tray
-  Open Agenda
-  Open Tasks
-  Open Address Book
-  Open Group Agenda
-  Day View
-  Week View
-  Month View
-  New Meeting
-  New Task
-  New Day Event
-  New Daily Note
-  Print
-  Back
-  Previous
-  Next
-  Forward
-  Select a Date

Event

-  Check Directory
-  Search Directory
-  Guest will attend
-  Guest will not attend
-  Guest has not replied
-  Meeting
-  Daily Note
-  Day Event
-  Repeating event
-  Holiday
-  Event has attachment
-  Event has details
-  Event has a reminder
-  You are allowed to see time only, no details

Status Bar

(bottom right hand corner)

-  New Entries
-  Reminders are on
-  Working online
-  Working offline

This guide is © 2000 Publications & Information Group, Cornell Information Technologies.
We are grateful to Cornell University for permission to adapt and reproduce this guide.

CAUTION

This list includes things to watch out for, and features you may not find by looking at the menus.

- There is a facility for changing your password on the **Options** menu. You are advised against using this, as it will make your calendar password different from your normal login password.
- To check for scheduling conflicts when creating a meeting, you'll need to click the **Check Conflicts** button.
- The Group Agenda button (with a picture of three people) in the toolbar offers a handy way to find a time when all the people you need to invite to a meeting are free. You can build a list of people and resources to include, clicking the green check mark icon after each name. When you click OK, you'll see a combined agenda with a column for each person you listed and a summary column.