

Recommended Access Rights in Oracle Calendar

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Information in this Guide refers to Oracle Calendar version 10. There may be minor differences if you are using an earlier version.

An important feature of group working with Oracle Calendar is the ability to specify what information about your schedule others can see. This Guide offers recommendations developed by IT Services and Internal Communications. Please note that these are recommendations only, and it is ultimately a matter for heads of department to set policy for their department.

There is a default set of rights for any unlisted, unnamed user, and rights for individual named users which can be changed from this default via the **Tools | Access Rights** menu.

There are a number of options for the information that any other Oracle Calendar user can see on your agenda. They can be allowed to see:

- No information about an Entry
- The time only
- The full entry

If you make an entry **Public**, any user on the system will have access to full details. Otherwise there are 3 levels of confidentiality. The suggested use of these is as follows:

- Normal** entries should be fully visible to all members of your department and any colleagues in other departments you think need access to this information.
- Confidential** entries should be fully visible to your line manager and colleagues in your immediate workgroup.
- Details of **Personal** entries should not be accessible to anyone but yourself.
- The times of all entries but not the detail should be visible to all users — this is essential for scheduling meetings.

The table below summarises these recommendations. The following pages show you how to set access rights in accordance with these recommendations.

		ACCESS LEVEL			
WHO	CAN VIEW	PUBLIC	NORMAL	CONFIDENTIAL	PERSONAL
Your line-manager & immediate workgroup	Entries	Yes	Yes	Yes	Times only
	Tasks	Yes	Yes	Yes	No
Other members of your dept	Entries	Yes	Yes	Times only	Times only
	Tasks	Yes	Yes	No	No
Any unlisted person	Entries	Yes	Times only	Times only	Times only
	Tasks	Yes	No	No	No

Where staff such as secretaries/PAs need additional access rights which will allow them to create and modify entries in, for example, a HoD's agenda, this should be done by assigning Designate rights. This is not covered here — separate documentation will be available on Designates.

1.1 Default Settings

Oracle Calendar allows you to set defaults for any unlisted person. You can then change the access rights for individuals.

The access rights for "Default: Any unlisted person" should already be set as shown below and you should not need to make any modifications.

The image displays three screenshots of the Oracle Calendar settings interface for the "Default: Any unlisted person" profile. Each screenshot shows a different tab: "Viewing", "Viewing Tasks", and "Scheduling".

Viewing Tab: This tab is selected. It shows a section titled "Meetings, Day Events, Notes" with two columns: "View Entries" and "View times only".

	View Entries	View times only
Normal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Confidential Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of this tab, there are two options: "Full viewing rights" (unchecked) and "No viewing rights" (unchecked).

Viewing Tasks Tab: This tab is selected. It shows a section titled "View" with three options: "Normal Tasks", "Confidential Tasks", and "Personal Tasks", all of which are unchecked.

At the bottom of this tab, there are two options: "Full viewing rights" (unchecked) and "No Viewing rights" (checked).

Scheduling Tab: This tab is selected. It shows a single option: "Can invite you to Entries", which is checked.

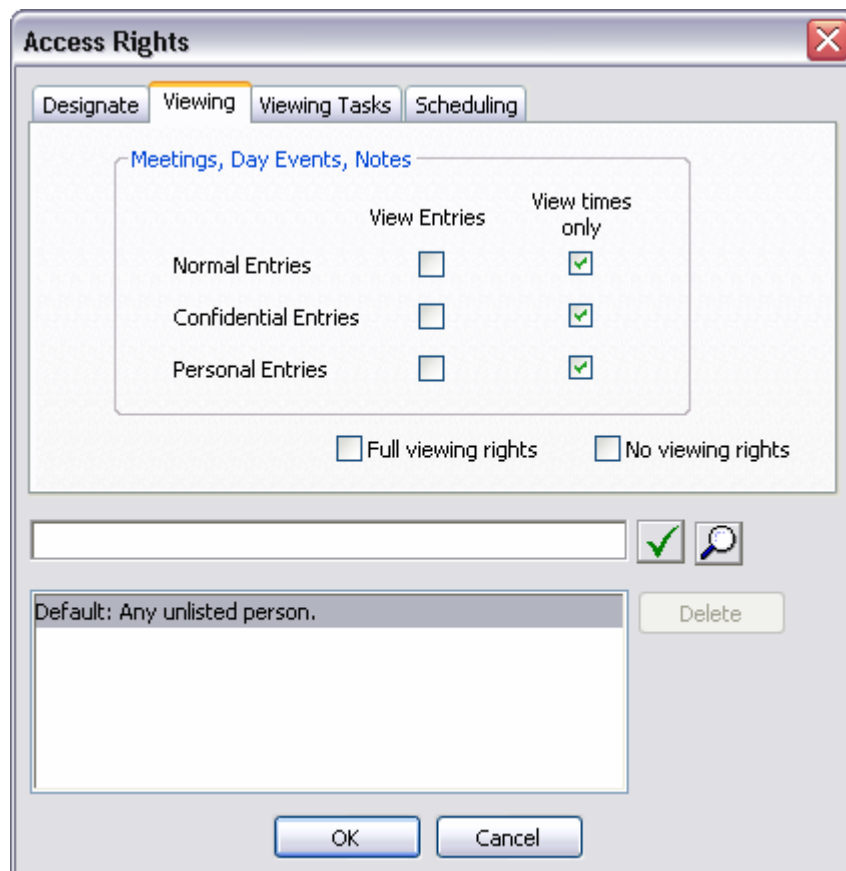
These settings mean that anyone using Oracle Calendar in College:

- Can see what times you are not free
- Cannot see details of your agenda
- Cannot see your list of tasks
- Can invite you to events.

1.2 Adding individuals to your access rights list

Before you can allocate specific access rights to individuals, you need to need to add them to the list in the Access Rights dialog.

When you select **Access Rights** on the On the **Tools** menu, you will see the dialog box below.



You add individuals to the list in the panel at the bottom of this dialog box in the same way as you add an individual to a meeting. If you add a group, then all of the individuals in that group will be added.

1.3 Access Rights for your immediate colleagues

It is recommended that any items in your agenda not marked as "personal" should be visible both to your line manager and to other colleagues in your immediate workgroup. In smaller departments and units, this may mean the whole department. Also, a large department may take the view that this level of access is appropriate for all in the department. These settings may also be appropriate for staff outside your department with whom you work closely.

The first screenshot shows the 'Viewing' tab with the sub-tab 'Meetings, Day Events, Notes'. It contains a table with columns 'View Entries' and 'View times only'. Below the table are two checkboxes: 'Full viewing rights' and 'No viewing rights'.

	View Entries	View times only
Normal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidential Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Full viewing rights No viewing rights

The second screenshot shows the 'Viewing' tab with the sub-tab 'Viewing Tasks'. It contains a list of checkboxes: 'Normal Tasks', 'Confidential Tasks', and 'Personal Tasks'. Below the list are two checkboxes: 'Full viewing rights' and 'No Viewing rights'.

Normal Tasks
 Confidential Tasks
 Personal Tasks

Full viewing rights No Viewing rights

Note that the Normal/Confidential/Personal boxes cannot be modified while any one of the boxes at the bottom of the panel is ticked ("Same as default"/"Full viewing rights"/"No Viewing rights"). If you have the default for Tasks set to "no viewing rights" (see previous page), you will need to untick this box here before you can tick the Normal and Confidential boxes.

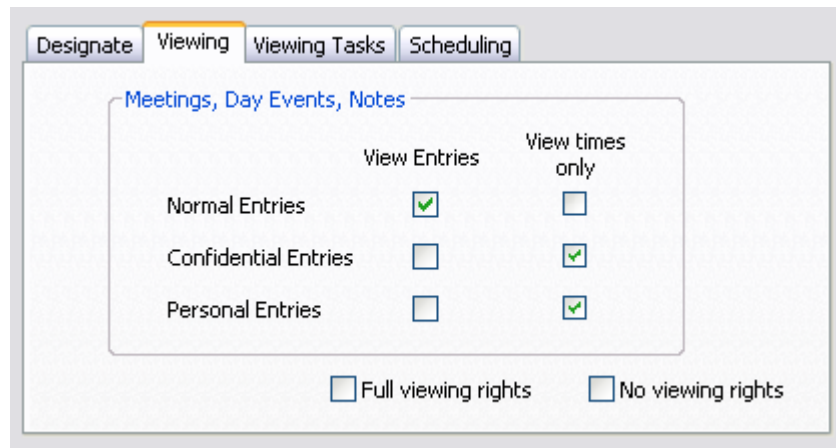
If you have already made it possible for any unlisted person to invite you to events, you do not need to change the **Scheduling** setting for your line manager and immediate colleagues. Otherwise, set the Scheduling option to:

The screenshot shows the 'Scheduling' tab with a single checkbox checked: 'Can invite you to Entries'.

Can invite you to Entries

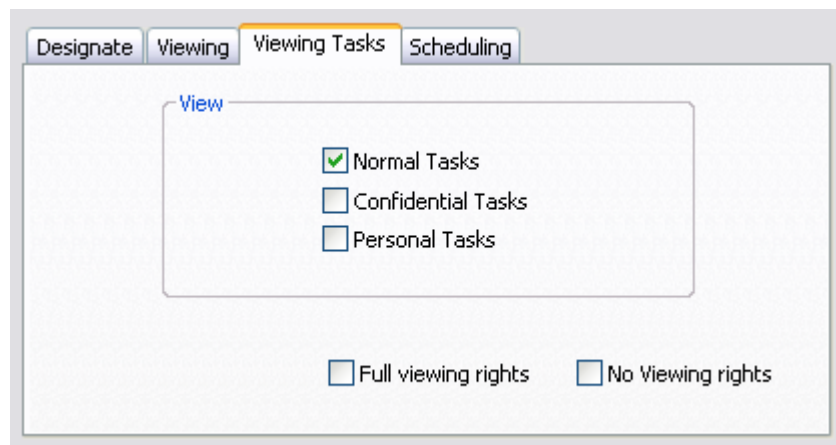
1.4 Access Rights for others in your department

It is recommended that others in your department have the same access as your line manager an immediate workgroup colleagues, except that they cannot see confidential entries.



	View Entries	View times only
Normal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Confidential Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Entries	<input type="checkbox"/>	<input checked="" type="checkbox"/>

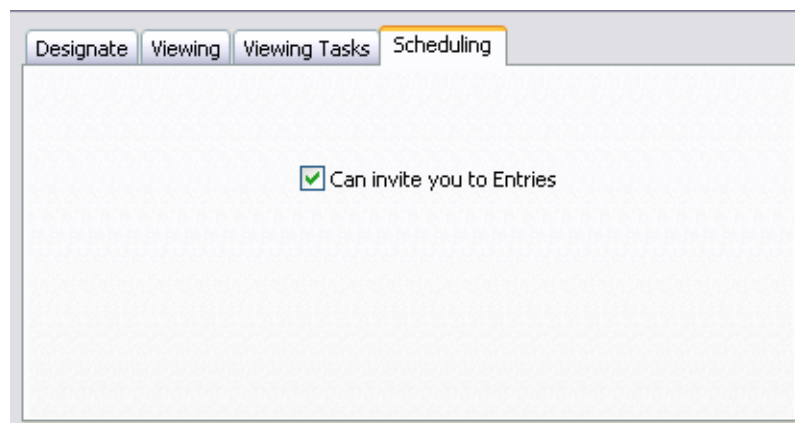
Full viewing rights No viewing rights



Normal Tasks
 Confidential Tasks
 Personal Tasks

Full viewing rights No Viewing rights

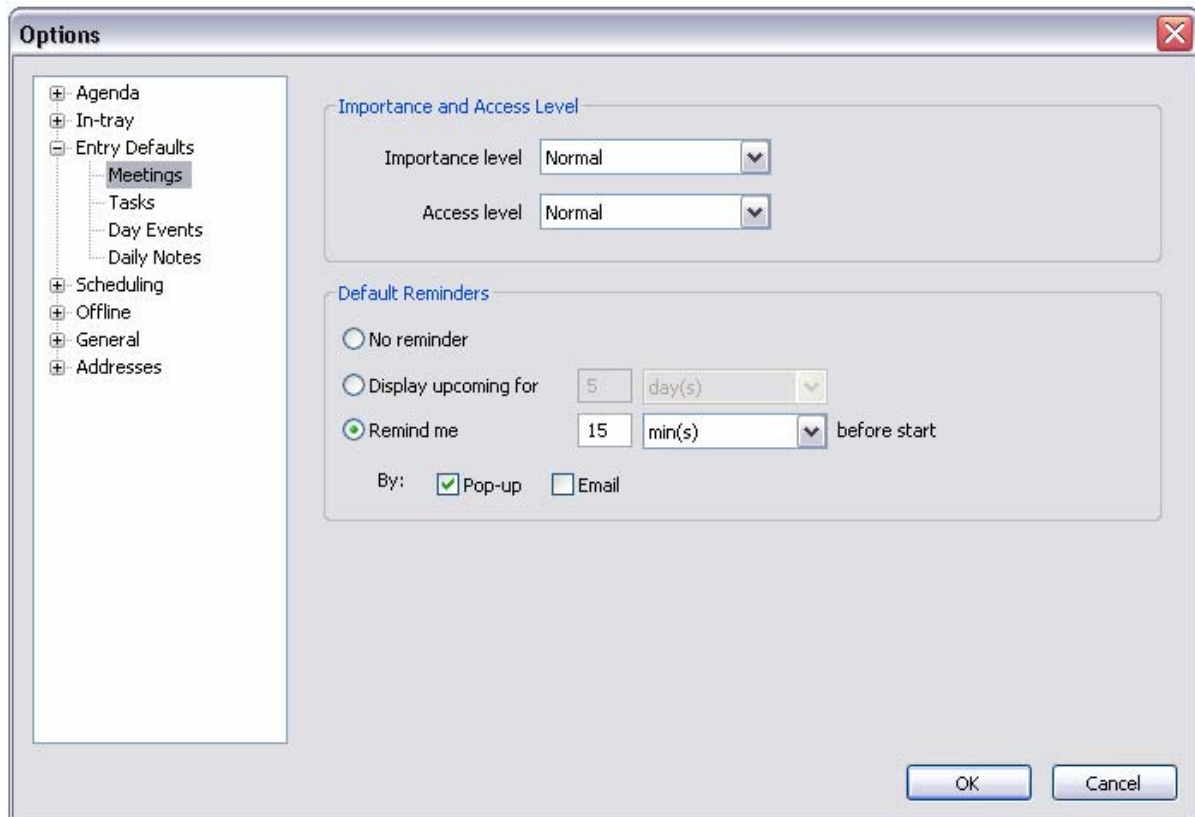
If you have already made it possible for any unlisted person to invite you to events, you do not need to change the **Scheduling** setting for other members of your department. Otherwise, set the Scheduling option to:



Can invite you to Entries

1.5 Setting Entry Defaults

When you create a new entry in your Agenda or Task List, it is created with a default set of access rights. You can change these default values via the **Tools | Options | Entry Defaults** menu, which will bring up the following dialog box.



Ideally the setting should ensure that most of the events you put in your agenda have the right access level by default and do not need to be changed individually.

When your Oracle Calendar account is set up, the default Access Level is **Normal**. If you have different access rights for immediate colleagues and for the rest of your department, you may want to change this to **Confidential**. You will need to make this change on *all four* tabs of the dialog box: Meetings, Tasks, Day Events, Daily Notes.