
Setting Options 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.

There is a comprehensive set of options to change how Oracle Calendar operates and how it displays information to you. Some of these are best set immediately when you start using Oracle Calendar, others are better left until you are familiar with the program. While most of the options that can be changed are simply a matter of your personal preference, some will have a significant effect on the access of other users to your calendar, and on the whole these should only be changed when following guidance from IT Services or your department.

Full details of Oracle calendar options will be found in the User Guide, linked from the Calendar Documentation page at <intranet.gold.ac.uk/cs/apps/calendar/doc.php>.

For Macintosh users the Option setting referred to in this document can be found in the **Oracle Calendar | Preferences** dialog box.

1. Essential Options Settings

There are a number of options which should be set before you start using Oracle Calendar.

1.1 Tools | Options | General | Date & Time

The date format should be set to **DMY**. You can choose to use a 24 hour clock if you prefer. You should not alter any of the other options in the **Options | General** dialog.

1.2 Tools | Options | Agenda | Display

This option controls what days and time are initially displayed in your agenda. The **Display hours** options should be set to show your normal working day.

You should tick the **Saturday** and/or **Sunday** boxes if you want those to be displayed in your agenda.

The remaining options are best not changed until you are more familiar with Oracle Calendar. You are advised against switching off the display of unconfirmed meetings.

2. Access Rights

Apart from those listed above, the most important preferences are those to with Access Rights, i.e. who can see what parts of your agenda, on the **Tools| Access Rights** menu. These are covered in detail in Computer Services Guide C8.8 *Recommended Access Rights in Oracle Calendar*. Several of the other options settings below cannot usefully be altered until Access rights have been set up.

2.1 Other Agenda Preferences

There are other preferences on the **Tools | Options | Agenda** menu which relate to how your agenda is displayed which you change at your leisure once you are familiar with Oracle Calendar.

2.2 Options | Agenda | Colors

The Colour Meetings By field allows you to choose how the colour coding for meetings is used in your agenda display. The default is by **Attendance Status**, i.e. meetings you will attend, will not attend and unconfirmed meetings are coloured differently, with tentative meetings also colour coded. You can change this to **Ownership**, distinguishing between meetings which you create and those to which you are invited by others, again with different colours for tentative meetings. The use of the **By Importance Level** option is not recommended — there are no standards for its use within College and it does not distinguish between firm and tentative meetings.

You can change the colour schemes used in these options by clicking the colour associated with the status. This will display a **Color** dialog box allowing you to select a colour.

2.3 Tools | Options | Scheduling | Receive Notification

These options control (a) how you are notified of new entries, and (b) when you are prompted to send e-mail to others. These can be set as you wish with the following exceptions:

- ❑ The **Allow others to notify you of new Entries by e-mail** option should *not normally* be set to “off”. While it is a policy matter for individual departments whether you notify colleagues by email of new entries, you should not make impossible for people to do so if they think it necessary.
- ❑ **Check for new entries** should be left at 30 minutes. You can always get Oracle Calendar to check for new entries by choosing **Refresh All** on the **View** menu, or **F5** (Windows) or **Command+R** (Macintosh). Reducing the time increase the load on the server.

3. In-Tray Preferences

The In-tray preferences specify (a) whether the in-tray is open when you start Oracle Calendar and (b) which entries are displayed. You can change these options to suit your own way of working — they have no impact on other users,

3.1 Tools | Options | General | Startup | In-tray Startup

By default, Oracle Calendar opens your **In-tray** whenever it starts. This option allows you to switch this off or get Oracle Calendar to remember the state of the in-tray when you last exited the program.

3.2 Tools | Options | In-tray | Accepted etc.

The options on the **In-tray | Accepted, In-tray | Sent Out**, and **In-tray | Refused** control exactly which items are shown in your In-tray. You will probably want to exclude the display of past items.

4. Scheduling Preferences

4.1 Tools | Options | Scheduling | Hours

This option has an option for each day in the week which allows you to specify the hours you are normally available for meetings. It is a useful tool in letting others know what your work hours are. It is particularly important if you work part time or if staff in your department work a variety of shifts. Note that you cannot use this option to indicate a regular lunch-time — you will need to add this as a repeating meeting.

If you work the same hours every weekday, then set the hours for one weekday and click on the **Apply to All** button. You can exclude days on which you do not work for the College by setting the start and end times one minute apart.

The extended hours should be used to indicate if you would come in earlier or stay later in the case of an important meeting. This may be a matter for your personal preference, but it may also be a matter of your departmental policy whether you are expected to be available outside normal working hour on occasions.

5. Entry Defaults

The options on this menu allow you to control the default settings for new meetings, tasks, events and notes. The initial settings are probably satisfactory, but you can change them to suit your own working practice. All of the options below allow you to have reminders switched on or off by default and to choose the type of reminder.

5.1 Tools | Options | Entry Defaults | Meetings

The default access level should not be altered until you have set access rights following the guidelines in IT Services Guide C8.8 *Recommended Access Rights in Oracle Calendar*. The only recommended change is to set this to **confidential** if most of your meetings are with immediate colleagues. You should not change this to Personal or Public for a personal agenda, though it may be appropriate if you are acting as a designate for a resource.

5.2 Options | Entry Defaults | Tasks

The default access level should not be altered until you have set access rights following the guidelines in IT Services Guide C8.8 *Recommended Access Rights in Oracle Calendar*, and will need to reflect any policy of your department on accessibility of staff Task Lists.

5.3 Options | Entry Defaults | Day Events & Daily Notes

There is no good reason for these defaults to be set to a different level of access than you have chosen for Meetings in 5.1, above.

6. Other Options

You should not make any changes to the following:

- ❑ **Tools | Options | Off-line** —consult IT Services if you intend to use CorporateTime on a laptop which is not always connected to the network.
- ❑ **Tools | Change Password** — you should always change your password by one of the methods described in IT Services Guide A1.11 *Changing Your Password*.
- ❑ **Tools | Manage Connections**