

# Quick Tips

## How To: Calendar *Quick Tips*



March 2003						
Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

You can view the calendar day by day or week by week by clicking on the calendar on the left side of the screen. Each of the dates is actually a link. The dates that are in boldface are dates that have events on them. The date with the gray box is today's date. You can move from month to month by clicking on the little arrows on either side of the name of the month.

The Reminder associated with any event is delivered via email. Be sure to keep in mind how often you check your email when you are deciding when to have the reminder delivered to you.

Any time you make any edits to an existing event, it is important to select **Save Changes**. The changes won't take effect until you select this button.

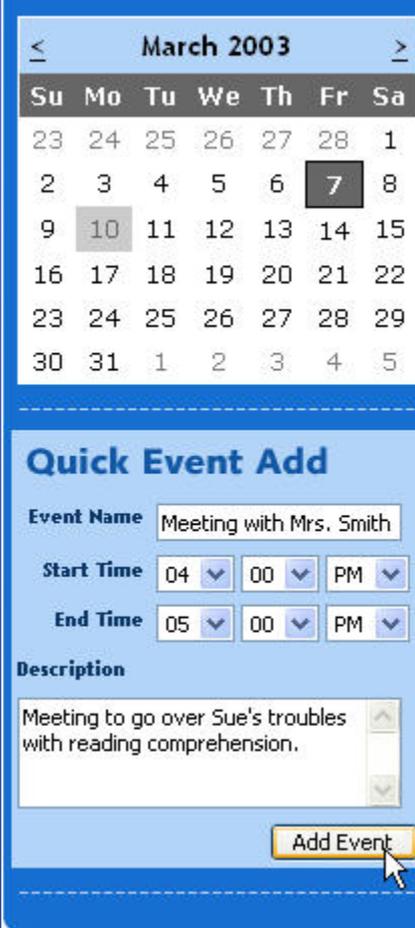
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# Quick Event Add

## Quick Event Add

- When you are getting started, the first thing to do is to add some events. Use the Quick Event Add box to easily add an event and brief description.
- Start by selecting the day of the event by on the calendar. The light gray box indicates the date you have selected (the dark gray box shows you today's date).
- Type in the event name and select a starting and ending time. Write a brief description and then select the Add Event button. This adds the event to your calendar on the date you selected.
- You can go back and add to or edit this event later.



The screenshot displays a web interface for adding an event. At the top is a calendar for March 2003. The calendar grid shows days from Sunday to Saturday. The 7th is highlighted in dark gray, indicating it is the current date. The 10th is highlighted in light gray, indicating it is the selected date for the event. Below the calendar is a form titled "Quick Event Add". The form contains the following fields:

- Event Name:** A text input field containing "Meeting with Mrs. Smith".
- Start Time:** Three dropdown menus set to "04", "00", and "PM".
- End Time:** Three dropdown menus set to "05", "00", and "PM".
- Description:** A text area containing "Meeting to go over Sue's troubles with reading comprehension." with scroll arrows on the right.
- Add Event:** A yellow button with a mouse cursor pointing to it.

# Add Event

## Add Event

- Select the **Add Events** button on the left side of the screen if you need to add an event and include more information such as the type of event or the recurrence. This brings up a form in the main part of the screen.



Thinkport Calendar

Exit Calendar

**Add Events**  
**Event Groups**  
[View Reminders](#)

**Quick Event Add**

Event Name:

Start Time: 08:40 PM

End Time: 09:45 PM

Description:

Add Event

Day Week Month View Options

Basic Advanced Metadata Relatives

Title:

Description:

Event Types: Business Personal

Schedules:

Start Date: March 06 2003

End Date:

Start Time:

End Time:

Recurrence: None

Add Schedule

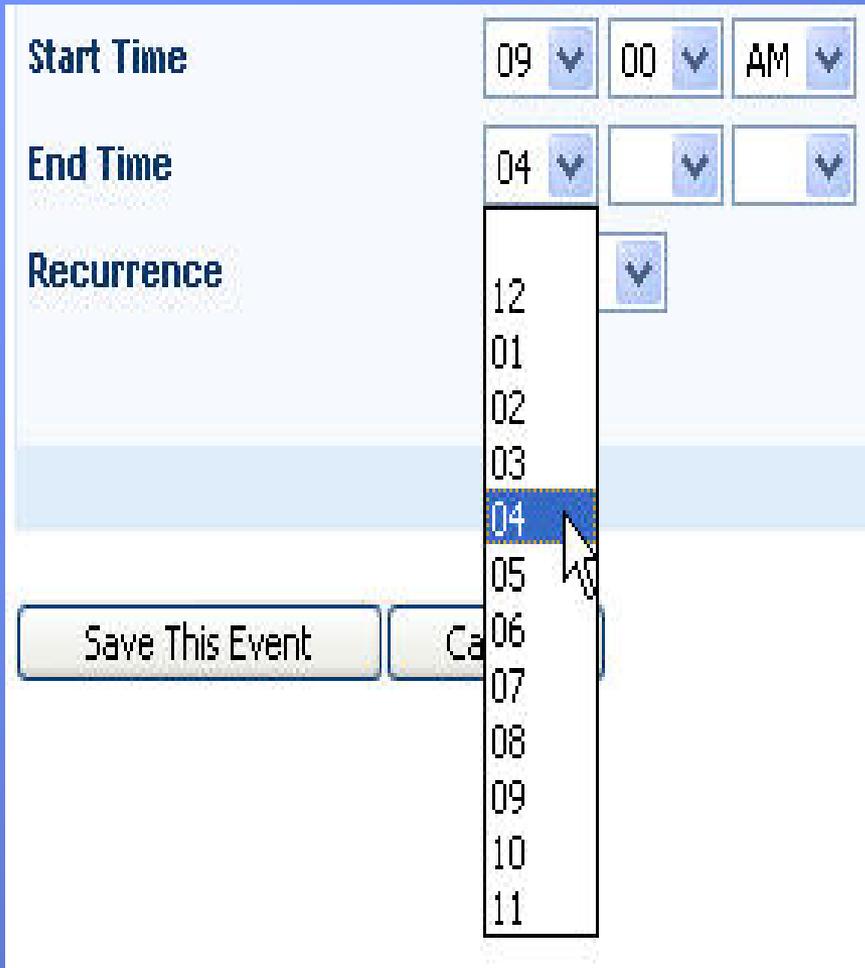
Save This Event Cancel

# Add Event: Basic

- Next, select the **Event Type** by using the checkboxes.
- Next, select the beginning and end dates of the event by using the drop-down lists. For your convenience, the Start Date will automatically appear with today's date. If your event will not be happening today, simply change it.

Basic	Advanced	Metadata	Relatives
<b>Title:</b>		Parent Teacher Conferen	
<b>Description:</b>		Mid year parent teacher conferences	
<b>Event Types:</b>		Business Personal	
<b>Schedules:</b>			
<b>Start Date</b>	March	07	2003
<b>End Date</b>			
<b>Start Time</b>			
<b>End Time</b>			
<b>Recurrence</b>	January February March April May June July August September October November December		
Save This Event		Ca	

# Add Event: Time



The screenshot shows a form for adding an event. It has three main sections: 'Start Time', 'End Time', and 'Recurrence'. Each section has a set of drop-down menus. The 'Start Time' section has three menus with values '09', '00', and 'AM'. The 'End Time' section has three menus with values '04', an empty menu, and an empty menu. The 'Recurrence' section has one menu with a downward arrow. A mouse cursor is pointing at the '04' option in the first drop-down menu of the 'End Time' section. Below the form are two buttons: 'Save This Event' and 'Cancel'.

Field	Option 1	Option 2	Option 3
Start Time	09	00	AM
End Time	04		
Recurrence			

Buttons: Save This Event, Cancel

In the first drop-down menu, you select the hour. In the second drop-down menu, you indicate the minutes. The last drop-down menu lets you select AM or PM. All time fields are optional. An all-day event may have no specific time associated with it.

Your next option is to select whether or not the event will recur. If it is a regular event, such as a weekly staff meeting, then select **Weekly** from the Recurrence drop-down menu. The page will flicker (“refresh”) and some additional options will appear.

# Add Event: Recurrence

Recurrence

Frequency: Every  weeks

Recurrence End Date:

On Days:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

- Select the frequency by typing a number into the **Frequency** field. Set an end date for the event using the drop-down menus and then choose the days on which the event will take place. You can choose as many days as you need by selecting the checkbox next to the days.
- The event will now always automatically appear in your schedule. If your event is just a one-time event leave the Recurrence option set to **None**.
- When you've finished filling in the Basic information for this event, you need to add it to your schedule by selecting the **Add Schedule** button.

# Add Event: Add Schedule

Add Schedule

Actions	Start Date	End Date	Description
<a href="#">Edit</a> <a href="#">Delete</a>	3/7/2003	3/7/2003	Occurs once.

- You can either move on to another event or add more detail to this one. If you are finished, select the **Save This Event** button to get back to your main calendar.

# Add Event: Advanced

The next level of information you can add to your event is under the Advanced button.

Basic	Advanced	Metadata	Relatives
<b>Choose a Group:</b>			
<div style="border: 1px solid black; padding: 5px;"><p>Bake Sale Committee</p><p>Field Trip to Washington, DC</p><p>Third Period French</p></div>			
<b>Provide a Description:</b>			
<div style="border: 1px solid black; padding: 5px;"><p>Regular committee meeting</p></div>			
			<div style="border: 1px solid black; padding: 5px; display: inline-block;">Add to Group</div>
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-right: 20px;">Update This Event</div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Cancel</div>	

# Add Event: Group

- Select an existing group that is related to your event (the groups are created under Event Groups). Then type in a description of the event in terms of its relevance to the group. When you have finished the description, select **Add to Group**. Then select **Update This Event**.
- When you are finished with the event, select the **Save This Event** button.

# Edit Events

## *Editing Your Events*

### **Edit**

To edit an existing event, select the link from your calendar list.

The screenshot shows a calendar interface for March 2003. The title "March 2003" is at the top. Below it, the days of the week are listed in yellow bars: "Friday, March 7" and "Saturday, March 8".

Day	Time	Event Name	Icon
Friday, March 7	8:30 am	<a href="#">Parent Teacher Conferences</a>	
	4:30 pm	<a href="#">Committee meeting</a>	
Saturday, March 8	2:00 pm	<a href="#">Sally's birthday party</a>	

A mouse cursor is pointing at the "Committee meeting" link on Friday, March 7.

# Summary

That will bring you to a summary of your event. If you want to make changes to it, select the **Edit** button on the bottom of the page.

**Name:** Committee meeting

**Description:** Bake sale committee meeting

**Event Types:**  Business

**Related Content:**

**Group:**

**Reminder:**

**Schedule Information:** [Details...](#)

**Start Date:** 3/7/2003

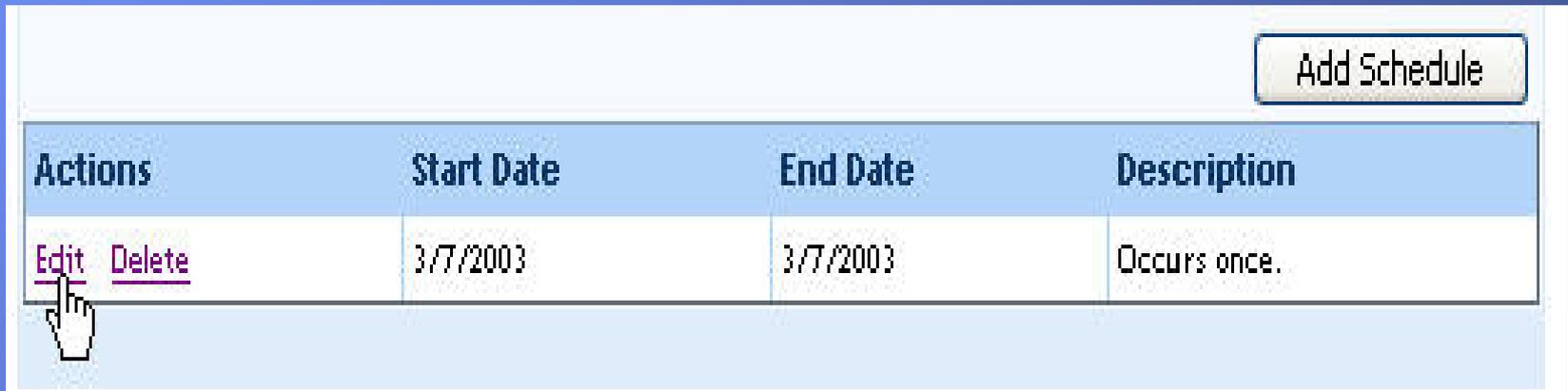
**End Date:** 3/7/2003

**Start Time:** 4:30 pm

**End Time:** 5:30 pm

# Edit Details

That brings you back to the form you originally filled out when you added the event. If you want to change the times of the event, select the **Edit** link in the Schedule section.



The screenshot shows a web interface with a table and a button. The table has four columns: 'Actions', 'Start Date', 'End Date', and 'Description'. The 'Actions' column contains two links: 'Edit' and 'Delete'. A mouse cursor is pointing at the 'Edit' link. The 'Start Date' and 'End Date' columns both contain the date '3/7/2003'. The 'Description' column contains the text 'Occurs once.'. In the top right corner of the interface, there is a button labeled 'Add Schedule'.

Actions	Start Date	End Date	Description
<a href="#">Edit</a> <a href="#">Delete</a>	3/7/2003	3/7/2003	Occurs once.

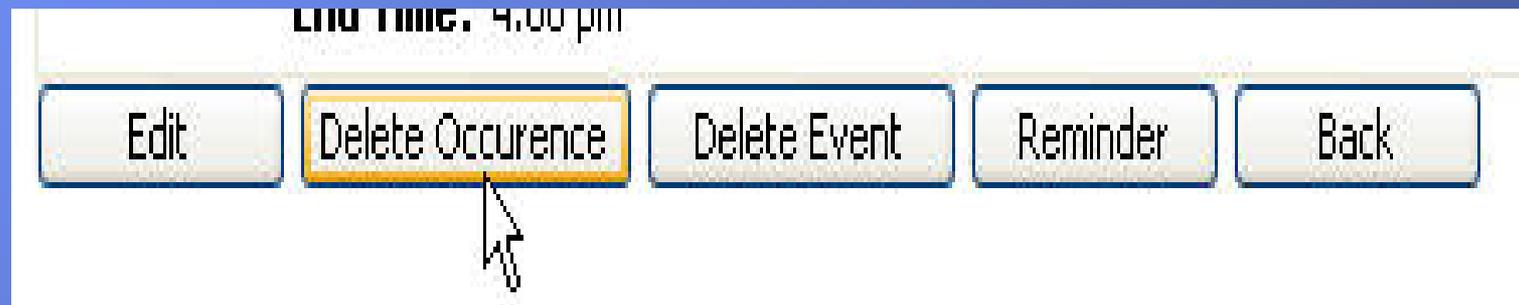
Add Schedule

**Note:** If you select new times from the drop-down menus, your changes won't appear. It is important that you use the Schedule feature.

# Delete Occurrence

## Delete Occurrence

If you set the event to recur every week or month and the event is no longer taking place, select the **Delete Occurrence** button.



# Confirm Delete

- As with any deletion in the Thinkport Calendar, you'll be asked to confirm whether or not you really meant to hit delete. If you do, select **Yes**.
- **Note:** Be careful when you do this. There is no "undo delete" feature on your Calendar. If you delete something, you can't get it back.

## Delete Event

You can easily delete the whole event from this page. Simply select the **Delete Event** button. You will be asked if you are sure you want to delete the event. If you do, select the **Yes** button.

### Confirm Delete

Are you sure that you want to delete this instance of the event "Parent Teacher Conferences"?

Yes

No

# Reminder

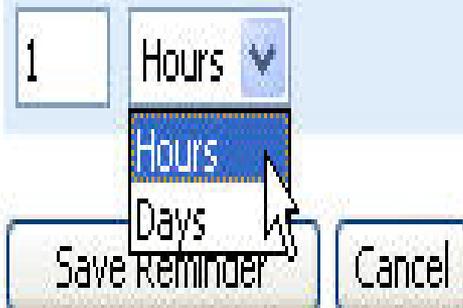
## Reminder

The Thinkport Calendar can remind you that the event is coming up by sending you an email. To set up this reminder, select the **Reminder** button.

You can have a reminder sent to you anywhere from 1 hour before the event to 999 days before the event, whatever is most useful for you. On the Reminder page, just type in the appropriate number, then select **Hours** or **Days** from the drop-down menu.

### Setting Reminder for " Committee meeting"

You can be reminded when this event is going to occur. Please specify how far in advance you would like to be notified of this event taking place.



The screenshot shows a form for setting a reminder. It includes a text input field containing the number '1', a dropdown menu currently set to 'Hours' with a mouse cursor hovering over it, and two buttons labeled 'Save Reminder' and 'Cancel'.

1	Hours ▼
	Hours
	Days
Save Reminder	Cancel

# View Reminder - I

Once you've set the reminder, select the **Save Reminder** button.



If you ever want to see all of your reminders in one list, select the **View Reminders** button at the top left of the Calendar.

You'll see a list of the reminders you have set up and will have the option of changing, editing them or deleting them. The only thing you can't do is create new reminders. This must always be done by selecting the event link from your calendar list.

When you are finished with the Reminders list, select the **Done** button.

# View reminder - II

If you ever want to see all of your reminders in one list, select the **View Reminders** button at the top left of the Calendar.

You'll see a list of the reminders you have set up and will have the option of changing, editing them or deleting them. The only thing you can't do is create new reminders. This must always be done by selecting the event link from your calendar list.

When you are finished with the Reminders list, select the **Done** button.



# Viewing Your Calendar

## *Viewing Your Calendar*

The Thinkport Calendar allows you to view your events one day, week or month at a time. You select these different views with the buttons along the top.



Simply select the view that is most relevant to your needs at the moment. You can easily move from view to view at any time.

You can also change your views by selecting the calendar on the left side of the screen.

# Viewing By Date



March 2003						
Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Each of the dates is actually a link. The dates that are in boldface are dates on which you have scheduled an event. The date with the gray box is today's date. You can move from month to month by selecting the little arrows on either side of the month.

# Calendar Subscriptions - I

## View Options

The button at the far left is called **View Options**.

This allows you to further define how you want to use your Calendar.

Select the **View Options** button.

### Calendar Subscriptions

Listed below are the calendars you are subscribed to. Check a calendar to hide from your view. **Select a Calendar to hide it from view. Deselect a Calendar to have its events appear on your Personal Calendar.**

Show All

Hide All



Unsubscribe

### Event Types

Below are all of the types of events associated with the events on your calendar. You can filter your calendar view by selecting to show events associated with only certain event types.

**Select the event type you would like to show, or click the Show all button to show all event types.**

Business

Personal

Show All

Save Changes

# Calendar Subscriptions - II

You can do two things on this page. This particular tool allows you to unsubscribe — or “turn off” — the calendars that you have previously subscribed to. You can turn them back “on” again later by coming back to this page.

**Note:** You cannot “subscribe” to calendars from this page, only unsubscribe. In order to subscribe to a calendar, you must locate that calendar on Thinkport and then choose to subscribe to it. Once you have done that it will appear on this page.

The **Event Types** part of the page allows you to turn your ability to see different kinds of events on and off. If you have a lot on your Calendar and don't want to see the personal events, then select the box next to **Personal**. When you go back to your Calendar, all of the personal events will be gone. They won't be deleted, just hidden from view. You can get them back by coming to this page (select **View Options** from the top of the page) and selecting **Personal** again. The checkbox will reappear – as will your personal events. When you are finished making your changes, select **Save Changes**. The changes won't take effect until you select this button.

# Event Groups

## *Event Groups*

The Event Groups is the tool that you use to define groups within your calendar.



To set up a new Event Group, select the **Event Groups** button from the top left of the Calendar. Type in a concise, but descriptive title of the group, then type in a more detailed explanation of what the group is about. When you've finished, select the **Add** button and your group will appear on the list on the bottom of the page.

# Saving

**Name:**

**Description:**

		Name	Description
<a href="#">Edit</a>	<a href="#">Delete</a>	Bake Sale Committee	Bake sale in support of trip to National Aquarium.
<a href="#">Edit</a>	<a href="#">Delete</a>	Thrid Period French	6th graders in Ms. Joseph's 3rd period French class

When you are finished creating groups, select the **Done** button.

# Exiting

## *Exiting the Calendar*

When you are finished adding or editing calendar events, select the **Exit Calendar** button at the top right corner of the page. This will bring you back to the Thinkport main page.

