PENNSTATE

Information Technology Services

Oracle Calendar

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Alternative Format Statement

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Getting Started

Connecting the calendar to the ITS Oracle Calendar server.

- Open the software package
- Click **othe**r
- Click **new**
- Type in a connection name (i.e., your name or Penn State)
- Type in the server name (cal.psu.edu)
- Click **look up**
- Click **OK**
- Highlight the connection name you just established
- Click **make default**
- Click **OK**
- Sign in with your Penn State Access Account userid and password

Agenda vs. In-Tray

In-Tray View – (You cannot create new entries from the In-Tray.)

Displays new, accepted, sent out, and refused meetings for a specified time. You can change the date range by Clicking on **Tools > Options > In-Tray**.

- New Entries you have not responded to. You can't modify unless you are the owner.
- Entries you've accepted: Meetings, daily notes, day events and holidays that you chose to display in your Agenda.
- Entries you've sent out to other users.
- Entries you've refused

The In-Tray allows you to manage your entries by dragging them from one folder to another or double clicking on the entry.

You can check if a meeting causes a conflict in your schedule by selecting the meeting, right-click and selecting **"Check Conflict."**

Agenda View - Shows your agenda or calendar in day, week or month view.

- Defaults to your calendar
- You can view your calendar in day/week/month view
- Defaults to day view.
- Notes (can be seen in all views)
- Tasks (can be seen only in the daily view)
- Today button
- Using the Calendar Pop Up
- < and > arrows
  - Day view = 1 day or 1 week
  - Week view = next week or forward 4 weeks
  - Month view = next month or forward 6 months
- Click on calendar icon then month to change months
- Click on calendar icon then year to change year
- Click on the [] red empty box to go back to current day

Setting Your Preferences

Tools > Options

- **Agenda**
  - Display Options – Set the hours, days and information to be displayed in your agenda.
  - Color Options – Color code your meetings by importance level, attendance status and ownership.
- **In-Tray**
  - Choose to display accepted entries, entries you've sent out and refused entries within a chosen time range or all entries that are in the future.
- **Entry Defaults**
  - Set meeting default importance level, access levels and reminders.
  - Set meeting default reminders.
- **Scheduling**
  - Set your scheduling preferences so that those using the Suggest Date/Time dialog will only be able to schedule you for meetings that take place during your chosen work hours.
  - Receive notification when you are sent new entries.
  - Notify other users when you include them in an entry. You can send them email when you create, edit or delete an entry.
- **General**
  - Formatting – Set formats for names and resources that appear in your Agenda.
  - Date and Time – Specify your preferred date and time format. The short date format controls how dates appear in date boxes and views. The long date format controls how dates appear on the toolbar and status bar.
  - Time Zones – Set your time zone.
  - Startup – Choose which windows you would like Oracle Calendar to open when you sign in.

Creating Meetings

- File > New > Meeting or Click icon for New Meeting or click and drag time or Ctrl+N
- Fill in form with title/location
- Enter the start/end time
- Enter People/Resources field –type name click green check mark
    - *Wild cards are acceptable (i.e. Su searches entire database for Su being in last or first name)*
- Type Details
- Select Access level (personal/confidential) no one sees information only see times and a lock icon
- Set Reminder – if you set default under tools, options reminder defaults to that setting; you can specify something different here. You can be reminded by Popup or Email or both
- Okay to send event entry

You receive a Pop Up dialogue box saying:

The attendees' agendas have been updated. Do you wish to send them an e-mail?

Yes or No

If you select yes, you receive a Mail Message dialogue box: to complete.

- Owner – Adds you. So you are more or less CC: in on the email.
- Other: - Type in an email of someone that is not an Oracle calendar user to notify them of a meeting.
- Message to send: You can add text.

Click send to send the email.

Repeating Meetings

- From Untitled Meeting Form
- Click Repeating button
- Repeating dialogue box appears.
- Set the frequency, recurrence path, start date, end date.

To add a date to a repeating entry:

- Click Add Date

Viewing someone else's calendar

- File >Open >Agenda or Icon (Open Agenda) or Ctrl + O or F6
- Open Agenda dialogue box appears
- Type in persons name
- Click OK

Using Resources

- File > Open > Agenda
- Click on Magnify glass
- Select Resource tab
- Click search by resources
- Type in "room"
- Search

Managing groups (Viewing multiple people's calendars at one time)

- File > Open >Group Agenda or Icon (Open Group Agenda) or Ctl + G
- Type in names of individuals
- Click OK

To schedule a meeting:

- Open new untitled meeting form by double clicking in the Combined column.
- Tools, Suggest Day/Time

Setting up Groups

(Create groups containing people and resources that you regularly schedule)

Groups are categorized as follows:

[PUB]: The group is public and can be used by any person on the system.
[PRV]: The group is private and can only be used or edited by its creator.
[ADM]: The group can only be used or edited by those people who have been granted administrative rights.
[MEM]: The group is members-only and can only be used by its members and edited by its owner.

- Tools > Manage Group
- New
- Add Group Name, Add members and select Private or Members Only

Using your established Groups

- File > Open> Group Agenda or use the Open Group Agenda icon or Ctrl + G
- Click on the magnify glass
- Select Groups tab
- Select group type
- Click on Search
- Select Add all
- Click OK
- Click OK again

Working as a designate in another user’s Agenda

Working as a designate for another user allows you to view, create, edit or delete entries on that user’s behalf in that user’s name, according to the designates rights you were granted. To edit an entry that you created while working as a designate, you must be working as a designate for that same user.

- File
- Open as Designate > Agenda
- Select the appropriate user

Managing your Access Rights

Granting designate rights to other users:

Access rights determine how much information other users can view in your Agenda.

- Tools > Access Rights
- Click Designate tab
- Enter appropriate user’s name and click the checkmark button
- Select an access level for each type of entry.

NOTE: The Full designate rights and No designate rights check boxes must be cleared if you want to see a user’s access rights by type of entry.

- Modify: The designate can create, view, edit and reply to entries in your name.
- View/Reply: The designate can view and reply to entries in you name.
- View times only: The designate can only view the times of your meetings. Designates will not see daily notes or day events.

You can also choose:

- Full designate rights: The designate can view and modify all entries in your Agenda.
- No designate rights: The user cannot modify any entries in your Agenda.

Setting viewing rights for your Agenda entries

Viewing rights determine which entries are visible to other users when they open your Agenda.

- Click Tools > Access Rights
- Click the Viewing tab.
- Enter the appropriate user's name and click the Checkmark button.
- Select an access level for each type of entry.

  NOTE: The same as default, Full viewing rights and No viewing rights check boxes must be cleared if you want to set a user's viewing rights by entry type.

- View Entries: The user can view all entries.
- View times only: The user can only view meeting start and end times and cannot view day events or daily notes.

You can also choose from the following options:

- Same as default: The user is assigned the default viewing rights.
- Full viewing rights: The user can view all entries in your Agenda.
- No viewing rights: The user cannot view any entries in your Agenda.
- Specifying which users can invite you to entries

Scheduling rights allow you to choose which users can invite you to meetings or add day events or daily notes to your Agenda.

By default, all users can invite you to any type of entry.

- Click Tools > Access Rights.
- Click the Scheduling tab.
- Enter the appropriate user's name and click the Checkmark button.
- Select either the Can invite you to Entries or Use Defaults check box.

Locating a person

The locate a person feature allows you to view what a user or resource has scheduled at a specific time. According to the viewing rights you have been granted by the users. You will not be able to view information for which you do not have access rights.

- Tool > Locate a Person
- Enter the name
- Select date and time
    - If the user or resource is booked during the date and time you entered and if you have full viewing rights for the entry, you will see the title and location.

    - If you only have the right to view times for the entry, you will see the times that the person is busy.

    - If the user does not have anything scheduled for the time you are viewing, the "No available information" message is displayed.

Searching

Information in an Agenda

- Tools > Search Agenda or Click Agenda icon
- Click Criteria tab
- Enter text you want to search for
- Enter name of the Agenda you want to search
- Enter the date period you want to search (20 entries at one time)
- Click Search

  The results display in the bottom section of the dialog box.
  To view an entry, double click on the entry or click Open.

Information about a user

Tools > Search Directory

- Click People tab
- Enter user's surname or given name
- Click Search

  To see more about a particular person, highlight the user's name and click Information or double click on the user's name.

Information about a resource

- Tools > Search Directory
- Click Resources tab
- Search by Resources
- Enter room
- Click Search

Printing Agenda Pages

File > Print

- Select the layout
- Enter dates from and to you want to print
- Select type of Agenda pages you want to print
- Click Preview to view your document before print

Keyboard shortcuts

Use these keyboard shortcuts to navigate through your Agenda more efficiently.

Action	Keyboard Shortcut
Open online help	F1
Open In-tray	Ctrl + I
Open Agenda	Ctrl + O or F6
Open my Agenda	Ctrl + F6
Open Agenda as designate	Ctrl + Alt + O
Open Day View	Ctrl + D
Open Week View	Ctrl + W
Open Month View	Ctrl + M
Open Task View	Ctrl + T or F7
Open my tasks	Ctrl + F7
Open Task View as designate	Ctrl + Alt + T
Open Group View	Ctrl + G
Open Group View as designate	Ctrl + Alt + G
Open Address Book	Ctrl + B or F8
New meeting in the Agenda View, new task in the Task View, new contact in the Address Book View	Ctrl + N
New meeting	Ctrl + Shift + M
New daily note	Ctrl + Shift + N
New day event	Ctrl + Shift + E
New task	Ctrl + Shift + T
New contact	Ctrl + Shift + C
Edit/view/reply to selected entry	Enter
Duplicate selected entry	Ctrl + 2
Delete selected entry	Delete
Search directory	F3
Locate person	Ctrl + L
Search Agenda	Ctrl + F
Find entry (In-tray only)	Ctrl + Shift + F
Refresh all	F5

Add bookmark	Ctrl + J
Remove bookmark	Ctrl + K
Next bookmark	Alt + Right Arrow key
Previous bookmark	Alt + Left Arrow key
Set filter	F7
Print selected entry	Ctrl + Shift + P
Print	Ctrl + P
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Close window	Alt + F4
Quit	Ctrl + Q
Next Day/Week/Month	Ctrl+ Right Arrow key
Previous Day/Week/Month	Ctrl + Left Arrow key
Forward 7 days/4 weeks/6 months	Ctrl + Shift + Right Arrow key
Backward 7 days/4 weeks/6 months	Ctrl + Shift + Left Arrow key
Today	Home