

3DEEARTS DESIGN

3DecArts Calendar Version 3.0

User Guide

3DEEARTS CALENDAR VERSION 3.0 DOCUMENTATION

User Guide

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Version 3.0 is finally here!

Thank you very much for purchasing our product. It has taken many hundreds of hours of work to bring this release to you, and we hope you can have as much enjoyment using it as we did building it.

Thanks to all our friends, colleagues and customers for their help and feedback. We encourage users of this and other 3DeeArts products to send in feedback and feature requests so we can improve and add to our software for future updates.

Additions and changes in version 3.0:

- New look.
- Added Events List.
- Import and Export in the address book.
- Many new administration functions.
- New options including code entry in the add event form.
- Remind Me links for each event.
- New event view layout.
- Event icons.
- Add code and smiley faces to your event description.
- Category colors.
- Admin user groups.
- Address book groups.

and many many more..

Calendar Events

Calendar Introduction

The 3DeeArts Calendar allows you to view events in many ways. At any time you can choose between and switch to and from the different views of, day, week, month, year and events list.

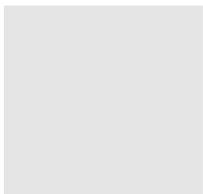
When any user signs in, a short greeting will be displayed on their default calendar view with the current date and time.

After a user signs in, there is a menu at the top of the screen made up of two rows of options. This menu is at the top of almost every screen of the calendar. It can navigate to the main functions of the calendar and is different depending on what access permissions a user has. For all registered non-administrator users, the menu will contain; Signout, Search, Member List, My Profile, and Help on the top row and on the bottom row are Address Book, Calendar Home, and Print. Admin users will have an extra menu option called Admin in the top row with access to administration functions.

The Menu

The menu at the top of the screen can take you anywhere from any calendar page. *Signout* will end your current session and reset your browsers' cookie, taking you back to the sign in page. *Search* will take you to the advanced search page to search your calendar for events. *Member List* will display the members list page that lists every member that is currently registered in your calendar along with some of their details. *My Profile* will take you to your personal options page where you can edit your personal settings and user profile information. Every registered user has personal options, which can be set and saved so they are the same every time they sign in. *Admin* (which only displays for admin level users) will take you to the administration options and settings, where administrators can manage the calendar, register users, change user permissions, delete users, manage categories, email members, edit news, backup and import, setup groups, change styles and colors and change key calendar settings. *Help* will display the standard pop up help window with help information about the calendar for every user. On the bottom row there are (depending where you are) usually three different options. The first is the calendar *Address Book*. This is where you can manage both public and private contacts and contact groups in an easy to view layout. *Calendar Home* will return you to your default calendar view if you are somewhere you don't want to be, or just want to quickly jump back to the calendar. If you are in one of the main calendar views or the event view, the *Print* link will be available. Clicking the Print link displays your view in an easy to print layout and opens a print dialog box.

Standard Logo and Footer



Almost every page of your calendar can contain a standard logo and a standard footer. It is possible to turn the logo off but not the footer. The logo can be any image you choose on any web server, that is about fifty pixels in height and about two hundred pixels in width. The logo URL can be set in the admin calendar settings page. The standard footer will appear at the bottom of every page, and may be set in the admin calendar settings page also.

The Calendar Views

Navigating the four main calendar views is easy and fast. Using a combination of these views is the best way to look at the calendar events. Each view contains similar elements. Underneath the main menu and logo (if present) will be another navigation bar. This bar has two levels. The top has day, week, month, year and events list links, to the corresponding day view, week view, month view, year view and events list view. If no date is specified these links will default to the current calendar date. Eg. Clicking the month link, will take you to the calendar month view for the current month and year. The bottom level of the navigation bar will contain date information for the day, week, month and or year being viewed, and a pull down list to change the current category your are viewing. *There is more on categories in the adding an event section of this guide.* Also beside the category choice drop-down list is a link named "Category" which will open a side window showing you the font colors that correspond to each category if set. This will let you pick out which event is in which category more easily. On each side of the date information are forward and backward arrows. These arrows are used to go forward and backward one calendar page at a time. Eg. In the month view clicking the forward arrow will take you to the next month. The month view also has a link to "today is..." that will take you directly to the day view for the current date.

Day View

The calendar day view displays a tabular view of a particular day. This makes it very easy to schedule events for any day, as you can see where each event falls, between which hours of the day and if any events are overlapping or start at the same time. This table is split into hourly increments. Each empty hour box may be replaced by an event if one is scheduled for that time. On the left hand side is a vertical navigation bar, containing a mini-month view, a quick search box and a news fader if these options are selected. Each day number in the mini-calendar is a quick link to a day of the month. The navigation arrows for the mini-calendar will go forward or backwards one month at a time. Under the quick search box is a link to the advanced search page, which is also accessible using the menu at the top of the page.

The hour table is ascending from top to bottom. You may set the hour values to either 24 hour or 12 hour time under your user options. If a user has write access permissions, the text for each hour becomes an add event link that will not only take the user to the add event form page, but automatically set the start time for the event to that hour value. The hour table displays a lot of information when there are events present. The table is split into two columns. The left column will display incremented hour rows. In the right column, the event to and from time will be displayed along with the subject and the color will be shaded in to denote how much time the event takes up. Overlapping events will span multiple columns. Write users will also have delete and edit links for the event. The subject of the event is a link to the event view for that event, the delete link is a link to the delete confirmation screen to delete the event, and the edit link will take users to the event edit form page if they have the correct permissions to edit that event.

Certain icons will be displayed if certain event conditions apply. If an event is high priority, a double hat, high priority symbol will be displayed. If an event is low priority a low priority icon will be displayed. If an event is an all day event then the All Day Event icon will be displayed along with the words "All Day Event" instead of an event time. To be announced events and events with no specific time will also have icons to distinguish them. If an event is private then a person icon will be displayed next to the event time. If the conflict checker is turned on and there are two or more events with the same or overlapping times, the conflict checker will highlight these events in red. It will also flag them with the word (conflict) in red to the left of the event title/subject.

Week View

The week view gives an in between look at your events that is different from both the month view and day view. It makes it quite useful to plan your week ahead. With the week view you get a look at a seven day list of events. If one or more events falls on one of the seven days the typical event information including event time and title is displayed. If the user has write or admin permissions then the delete and edit event links are displayed and by each day number an add event link is shown. Clicking on any event subject will take you to the event view for that event and clicking on any day link will take you to the day view for that day. Of course there is the standard mini-calendar, quick search box and news fader as in every calendar view. What's great about the week view is that the conflict checker becomes very useful here to see if and where events that are present in more than one day can overlap. It will flag conflicts for any overlapping event throughout the whole week. The day view does this as well but it's not as easy to see by going back and forth from each single day.

Month View

The calendar month view, when there events present, contains a lot of useful information. By itself the month view displays the month in a standard calendar format, with days of the week from Sunday to Saturday. Each day number is a link to the day view for that specific day, and for users with write permissions the 'add' link takes you directly to the add event form. To the left of each left most day of each week is a link to jump to that week's week view. If there is an event for a certain day, the event start time will be displayed on the left side of the day box, and the event subject will be displayed on the right. If there is more than one event, then the events will be displayed in order of time. If an event subject is greater than a set number of characters, (Eg. 30) then the subject will be shortened to a certain length depending on what the setting is in the admin calendar settings page. This is to prevent long subjects from taking up too much space. Clicking on any event subject will take you directly to the event view for that event, with all of the event information. If an event is an all day event, then instead of a start time, an all day event icon will be displayed. This makes it easy to distinguish all day events from other events. Private events will have the private event symbol next to the event time so now you can easily see which events are public and private right from the month view. The current calendar date will be highlighted if it falls in the month you are viewing. On the left hand side is a vertical navigation bar, containing a mini-year view, a quick search box, and a news fader. Each month in the mini-year is a quick link to that month. The navigation arrows for the mini-calendar will go forward or backwards a whole year at a time. Under the quick search box is a link to the advanced search page, which is also accessible using the menu at the top of the page.

Year View

The calendar year view displays mini-month calendars for every month of the year. Using the year view is great for planning ahead. It's easy to see where certain dates fall, on what day of the week and how they relate to other months. On the left side is a vertical navigation bar with a year selector, a quick search box and a news fader. Under the quick search box is a link to the advanced search page, which is also accessible using the menu at the top of the page. Using the year selector you can jump back and forth years at a time. The mini-year calendar arrows allow you to move forward and backward one year at a time.

Each month in the year is displayed in a tabular format, with the month name and a mini-month calendar for each month. Each month name is a link to the calendar month view for that particular month. If the current date falls somewhere in the year you are currently viewing, the current date will be highlighted. If one or more events are present on any day in the whole year, the day number will be displayed in bold with a link to that day. This makes it easy to see where events lie throughout the entire year and gives you easy access to them.

Events List

The calendar events list enables users to have an "all-in-one" view of the calendar not related to any specific time. Events are listed within three different options, All, Future and Past. They are fairly self-explanatory. All means that every accessible calendar event is displayed. Future means that only events that happen after the current date and hour will be displayed and Past means that all events coming before the current date and hour will only be displayed. Events are listed in a page by page layout. Standard functions of Edit and Delete are available if permissions are set and also sort functions are available to be able to sort events by Date, Event subject and Category if selected.

The Event View

Each event posted to the calendar has an event view. This view is where every piece of information about that event is displayed, from date and time and category, location, notes and 'posted by' information. If users have write access permissions then 'Delete Event' and 'Edit Event' buttons will be available.

To access the event view for an event, click on the event subject displayed in any of the calendar views. Also in the event view the time the event was added and/or modified is displayed in the top right corner. This makes it easy to see if and when event information was changed. Clicking on the user name of the poster of the event will now bring up that member's user profile. The profile contains all the contact information for that user so it's easy to get hold of that user to ask questions. If there is a web site attached to the event then the links near the bottom will bring up pop-up windows for the web site. The event view can also be printed by clicking the "Print link in the calendar menu.

New to the event view is the "Send me a reminder" link. Clicking this link will add your registered email address to the reminder list and you will receive a reminder for that event. This option is available for any calendar event you have access to.

Adding, Editing and Deleting Events

Introduction to Adding Events

To add, edit or delete events in your calendar you will need to be signed in and have 'write', 'moderator' or 'admin' access permissions. Users with 'public' or 'read' permissions cannot work with events.

Adding an Event

You can add events to the calendar from the day view, week view, month view and the events list view. On the month view click the "Add" link to go to the add event form page. On the day view, week view or events list view click the "Add Event" button or an hour interval time in the hour table on the day view. (Clicking a time automatically sets that time in the add event form) When adding an event, the date will be automatically set to the current date you were viewing when you changed to the add event form. *The add event form contains the following fields:*

Event

- **Subject:** Type in the subject of the event in the text box. The subject is required!
- **Date and Time:** Choose a date from the drop down lists. (By default the active date will be the date you clicked on or were last at in the calendar.) Next choose a start time using the drop down lists, or choose the circle select button to the left of "All Day Event" if your event is an all day event, "To be announced" if the time is not yet set for the event or "No specified time" if the event takes place that day but has no specific start time or duration. (eg. A list of tasks to complete) If your event has a duration, choose an hour and minute duration using the drop down lists. (By default the duration will be set to one hour but this can be set to any length you want up to 23 hours and 45 minutes.)
- **Event Priority:** Choose one of the circle select buttons for high, normal or low priority events. (High Priority events will be marked with the high priority icon 🚨 and a text message saying "(High Priority)" in the event view and Low Priority events with a low priority icon 📌.)
- **Description/Notes/Info:** Enter whatever description or messages are needed for the event. You may enter code into this box. (more info on available code below) Code is entered by clicking the code buttons surrounding the Description text box. Also face icons can be inserted to give your post more expression. The notes box has no size limit, so you may post any amount of information for the event which is good for long event descriptions or write-ups. Importing address information from the address book is easy as well by clicking the "Import Address" button. This will allow you to select any available address for entry into the Description text box.
- **Event Icon:** Selecting an icon to add with your event is easy and allows it to be noticed as a certain type of event in a single glance. Choose an icon from the drop-down list and it will be displayed beside the list for a preview.
- **Category:** Choose a category from the drop-down list if this applies to your event. Categories are good to make events more specific when viewing them in

the calendar views. (Eg. Viewing meetings will display only meeting type events in the calendar views.)

- **Event Sharing:** Select either the private or public circle select button to make your event private (Only viewable by you) or public (Viewable by everyone, even public users.)
- **Location details:** Enter a location for the event in the text box, if applicable.
- **Phone:** Enter a phone number in the text box, if applicable.
- **Event website:** Enter a web site URL to view for the event in the text box, if applicable.

Repeating

If the event is repeating, (Eg. every Monday etc) then make the correct selection from the drop-down lists. Next specify until when the event should repeat. The "until" date will be set to be the current viewing date by default but you must change it to reflect your event. Once your event is posted, an event with the same subject, time etc. will be posted for each date you chose. When editing repeating events, all the repeating information for the event will be saved and is editable by changing the drop down lists. So, if you make a mistake, you can go back and change it. When editing single events you may make them repeat by selecting it in the drop-down lists, but a repeating event cannot be changed back to a non-repeating event.

Reminders

If you would like to remind someone of an event, enter a valid email address or addresses separated by commas. Then select when you would like to remind them using the drop down lists. Each address in the list will be sent a notification email with all the event information included if the "Also send notification.." box is selected and a reminder when it is time to remind them. (Note: To use event reminders the administrator must have the option "allow reminders" turned on.) if you're unsure of the email address you'd like to send the reminder to, you can always look it up in your address book by clicking the 'Address Book' button. This will bring up a pop-up window where you can select any number of addresses. Once you select them using the select boxes and then click the select button, these entries will be automatically input into your reminder's "email" text box, and correctly formatted. It will also make sure there are no duplicate addresses. You can also add contact groups into this box so you do not have to enter each address manually if they are in a group all you need to enter is the group name into your reminder's "email" text box.

Click the "**Save**" button to submit the event, or "**Cancel**" to return to the previously viewed calendar page.

Editing and Deleting Events

To edit or delete an existing event the user must have at least "write" access permissions and must also own the event, if the user has only "write" access. (This does not apply to "admin" users who can edit and delete any events) If you did originally post the event and do not have the rights to edit it, you will not be allowed access to the edit event form page. To edit or delete any event from the day view, click the edit or delete links beside each event subject. Also users can edit and delete events from the event view page by clicking the 'Delete Event' and 'Edit Event' buttons.

Single Event

Editing or deleting a single event is different from editing or deleting a repeating event. To edit a single event click the edit link, or Edit Event button and then modify the appropriate fields. (Field descriptions are found under "Adding an Event" above) Then choose "Save" and your changes will be saved to the database, or choose cancel and your changes will be discarded. To delete a single event click the delete link or the Delete Event button and a confirmation screen will appear asking "Are you sure you want to delete the event ...?" By click "Yes" you agree to delete the event and then the event will be erased. If you're editing a single event and would like to make it a repeating event, then simply change the drop down lists in the repeating event section and when saved, the event will be change to a repeating event.

Repeating Event

Editing or deleting a repeating event has one extra step. To edit a repeating event click on the edit link or Edit Event button and then modify the appropriate fields. (Descriptions found under "Adding an Event" above) Then you must choose whether the changes apply to all the events in the repeating sequence or whether they apply to just the event you are looking at. If you choose "all" then whatever new repeating sequence and new event information you have input will be saved for this event. If you choose "only this event" then you may edit any field as normal and only the currently selected event in the sequence will be edited. To delete a repeating event click the delete link or the Delete Event button and a confirmation screen will be displayed. Here you must choose using the circle select buttons whether the changes apply to "all" the events in the repeating event sequence or only the event you were looking at. If you choose "all" then every event in the repeating sequence will be erased. If you choose "only this event" only the current event in the sequence will be erased and all the others will remain.

Categories Explained

How do categories work?

The idea behind having calendar categories is to help narrow down the list of events you see in any calendar view that lists events. There can be any number of categories listed that will be groups of events. The categories themselves are separate from the events but they are linked when you choose to associate a particular category with an event you are posting. For example if you post an event and choose to associate it with (put it in) a category then this event becomes linked to that category. It will still display just like always but it will now be linked to a specific category and can be viewed with other events in the same category. If you only wanted to display events associated with this category then you could select only that category to display using the category select lists on each main calendar view. Then all other non-associated events would be removed from your view and you would only see events linked to the category you chose. Any events that were not set to a category when posted and marked "unspecified" will only be displayed when the option "All" is selected from the category select lists on each main calendar view.

How do category restrictions work?

Along with the ability to categorize events is the ability to restrict each category to only be viewable by certain users. This creates a very powerful group-based scheduling tool. Administrators can add restrictions to categories (as well as edit and add or delete categories) in the admin section of the program. For example, if an administrator chooses to restrict posting in a certain category to only two specific users that were chosen, then the administrator would select those users when editing the category restrictions and only these two users would have the ability to view events linked to the category that was restricted. The same goes for restricting posting abilities. Using this powerful tool, administrators can set restrictions for any category and separate the restrictions for either posting events or viewing events or both. With restrictions, only those users that are specifically given access are allowed to view those events in that category and all other users cannot view them.

Permissions Explained

Permission levels

There are five permission levels for users using the calendar. The four main levels are "read", "write", "moderator" and "admin". There are also "public" users which include the group of all non-registered calendar users. Public users are not considered part of the calendar and have the most limited access to the calendar's functions. Public users cannot post events or contacts to the calendar and are limited entirely to only viewing existing information contained in the calendar. Because the shared calendar portion of the settings can be turned on and off, the public users are not part of the main group of permissions.

The four main levels "read", "write", "moderator" and "admin", define what a certain user can do and what functions they have access to. Read only users cannot post events or edit and delete events. Read only user can post contacts, but they must be private only. Read users have access to user options, but they are slightly limited in that options relating to posting events are disabled or remain non-functional. Write enabled users have more access to the functionality of the calendar. Write users can post events as they choose, but the way they edit and delete events is limited. Write users can only edit or delete events that the own (they posted themselves) and cannot edit events posted by other users. This keeps the integrity of the information intact, so one user cannot tamper with another's posted information. Write users have full access to the address book and user options etc. Moderators have access to any calendar event (except other user's private events) and can make changes to any event they have access to. This allows moderators to moderate the calendar and keep any possible misuse in check. The last and highest level of user is an admin user. Administrators have full access to any function of the calendar and are not limited in posting or editing of any events, contacts etc. Admin users can also change any calendar settings and functionality available in the admin section of the calendar giving them full access to changing any part of the calendar they wish. Because of the power and administrator has it is best to choose only one or a few selected people to be administrators so as to keep the calendar manageable and under control. Administrators still do not have any access to other user's private events or private contacts. Private means private!

Menu Functions

Sign Out

The Signout link will sign you out of the current calendar session and delete your browser cookie. To access the calendar after signing out, you will need to enter your User ID and Password to sign in again from the sign in screen. Signing out is definitely recommended every time you end a calendar session to protect your information and your integrity. If people tamper with your account other users of the calendar might hold you responsible for their actions.

Search

Enter a keyword to search for events on the calendar. Enter start and end dates to narrow your search, the default being today's date. Choose a category, and search in subject, notes, or location, or all to narrow your search even further. Boolean matching means, you can choose to search for all the keywords in the list, if there is more than one, or you can search for any of the keywords in the list. The search results list displayed will span more than one page depending on how many results you get and what the current calendar settings are. In the results view, clicking on the event subject will take you to the event view for that event and clicking the day link will take you to the day view for that day.

Members

The members list is a handy new feature that allows you to quickly get information on every registered member using the calendar. The list will sort users depending on what sort option you choose by clicking the word link at the top of each column. So, you can sort users by last name, first name, user ID, permission or email addresses. You may search for members by entering a user name or partial name into the search box and clicking "Search". Also in the members list the number of event posts a user has made is displayed so you can know how much each user is posting on the calendar. Administrators will be tagged in the members list by an admin icon and moderators with a moderator icon. This makes it easy to see who an administrator or moderator is to get contact information for them. Clicking on each users' User ID will bring up their user profile. The profile contains some more useful information about each user including their full name, the date and time they registered, the date and time of their last log in, demographic info, and a web site if they have input one.

My Profile

All registered users have the ability to change their user options. These options include; User Profile, Calendar Preferences, Reminder Preferences, and Personal Settings. All of these options can be accessed and changed through the My Profile form:

- **First Name:** Change your displayed first name you entered when you registered.
- **Last Name:** Change your displayed last name you entered when you registered.

- **Email address:** Change your contact email address, if your email address should change. It is very important to have a valid, working email address for contact purposes.
- **Website Name:** For profile information you can optionally enter a personal web site for users to look at. Enter the name of your site here.
- **Website URL:** Enter your website's URL here.
- **Location:** If you wish other users to know what part of the world you're from, enter your demographic information here and then when they look at your profile they will see it displayed there.
- **Change password:** In order to change your current password you must enter the correct information in all three password boxes. The first is your current password, next your new password and lastly confirm your new password to prevent typing errors. Only if all three boxes are completed correctly will your password be changed. Leaving them blank will leave your password unchanged.
- **Hours shown on day view:** Set the "to" and "from" hours shown on the day view. This can shrink or expand the default amount of information on the day view page. If an event falls before the "from" time or after the "to" time the table will automatically expand to fit the events.
- **Default calendar view:** Choose from automatically viewing the Day, Week, Month, Year and Events List views when you sign in to the calendar. Clicking the main "Calendar Home" link in the menu will also take you back to your default calendar view.
- **Default event privacy:** Choose between posting public events or private events by default. Of course a user may change this option when posting an event at any time, but this is useful if you choose to post many events with the same option. This option is not available to users who do not have write permission.
- **Results shown per page:** Select how many results per page will be displayed when searching events, in the events list view and the address book.
- **Time format:** Choose between showing all times on the calendar as 12 hour or 24 hour. This applies to every time on the calendar except the "to" and "from" times on the options page and times in emails sent by the calendar.
- **Use daylight savings time:** Select "yes" to turn daylight savings time on if it is applicable in your area.
- **Time zone:** Choose your time zone setting by selecting your time zone from the drop down list. This will affect what time and current day settings you see in all the calendar views. By default the calendar time zone is set by the administrator and every user's time zone will be set to the default unless explicitly changed by the user.
- **Week view starts on:** Choose the start day for the days displayed on the week view. You can choose any day of the week or even the current day you are viewing as the start day. Eg. If Sunday is your start day, then no matter what week you're viewing it will always start on a Sunday.

- **Show weekends on month view:** Selecting “Do not show weekends” will show a month view with no Saturday or Sunday and allowing more room for events displayed in the week days.
- **Default reminder email addresses:** Enter one or more email addresses to remind every time you add, edit or delete an event. Commas separate multiple email addresses. This will enter them into every new event, but you must still select to “remind” if you wish to save these settings with an event add.
- **Hide my email address from other members?** If you want it so other calendar members cannot see your email address when viewing the calendar, select this check box. Only administrators and yourself will be able to see this information.
- **My title / personal text (optional):** Setting a title or personal text message will display them with every event you post letting people know your position or displaying a unique message to other users.
- **My profile photo (optional):** Enter a URL to an online photo if you wish to display a photo of yourself or another image in your member profile. Keep it small, around 100 x 150 pixels at most.
- **Display my profile photo with my posts:** If you want your profile photo to also be displayed with your event posts select “yes” in this box.
- **My signature (optional):** A signature is displayed under every event you post adding an extra piece of information with your events that you do not wish to type in each time. Code may also be added to your signature to add face icons and images etc. if available and turned on.

Click **Save** to view the calendar with the options you chose. If they don't suite you, you can change them at any time.

Print

Using the print view, it is now easy to display certain calendar views in a way that is printer friendly for black and white printers and removes a lot of the extra unwanted information displayed on the page. Under the views (day, week, month, year and events list) you may click the menu's print view link and a simplified version of your current view will be displayed and also a print dialog box will open so you may select a printer and layout. The print view is also accessible from any event view, so you may print out event information for later reference.

Help

The help link opens a straight forward help window. This help window automatically resizes to fit your screen. It is a basic menu style list of help items and sub menus to quickly look up answers to various questions you might have about calendar functions and features.

Address Book

Contact View

The address book is great for personal and group use. The basic layout of the address book is a list of contacts organized by first and last name, company, email address and phone number. Each one of these columns except the phone number can be sorted so you can easily find what you're looking for. Clicking the word links at the top of each column will sort the rows.

At the top of the address book list is four areas of actions. In the top left corner is a search box. If you input any values you wish to search for in this box the address book will narrow down the list of displayed contacts to the ones containing your search terms. Just below this is a handy tool, the alphabetical index. Here you can narrow down your list to single letters of contacts. Contacts are listed by the first letter of the last name of the contact. So if you select a certain letter then only contacts with the first letter of the last name being the same as the letter you chose will be displayed. In the top right corner is a small drop down list to narrow down the displayed contacts by public or private, so either only "public", "private" or "all" contacts will be displayed. Underneath the alphabetical index is a row of buttons. The buttons are "Add Contact", "Add Group", "Import/Export" and "Delete." Clicking the add contact button will take you to the add contact form. Selecting one or more contacts using the select boxes, then click delete, will delete those contacts from the address book. Clicking add group will take you to the add contact group form and clicking import/export will take you to the contact import and export form. Note: Contacts will not be deleted if they do not belong to you. Only administrators and those users who posted them may delete public contacts. All other users may post and delete private contacts as they wish.

Adding Contacts

Adding contacts is easy and the list of options is fairly straight forward. The 'add' and 'edit' contact form is split up into three sections; Contact, Home Address and Business Address. Under the contact info is a simple list of input options.

Contact Info

- **Title:** You can select a contact's title from the drop down list. Mr., Mrs., Ms. etc.
- **First:** Enter the contact's first name. **This is required!**
- **Middle:** Optionally enter a contact's middle name.
- **Last:** Enter the contact's last name. **This is required!**
- **Notes:** Anything not covered by our list of inputs can be entered here, including birthday and other contact info etc.
- **Primary Location:** Choose whether the home or business address is the primary contact location.
- **Sharing:** Post private or public contacts to the address book. Read only users may only post private contacts so this option will be replaced by a note saying (private only).

- **Primary and secondary email addresses:** Enter up to two main contact email addresses. One is primary and one is secondary. The primary address will be displayed in the address list.

Home Address (optional)

- **Street Address:** Enter a street address.
- **City:** Enter a city.
- **Province/State:** Enter a province or state.
- **Postal Code/Zip:** Enter a postal code.
- **Country/Region:** Enter the contact's country or region.
- **Web Page:** Enter the URL for a web site.
- **Phone, Fax and Mobile:** Phone fax and or cell phone numbers.

Business Address (optional)

- **Company Name:** Enter the contact's company name if applicable.
- **Street Address:** Enter the contact's company street address.
- **City:** Enter the company's city.
- **Province/State:** Enter the company's province or state.
- **Postal Code/Zip:** Enter the company's postal code or zip code.
- **Country/Region:** Enter the company's country or region.
- **Web Page:** Enter the company's web site URL.
- **Job Title:** Enter the contact's job title at the company/business.
- **Department:** If applicable, enter the contact's company department.
- **Office:** If applicable, enter the contact's office at the company/business.
- **Phone, Fax and Pager:** Enter a company phone, fax and or pager number.

Editing Contacts is easy. Just click the edit icon next to the name of the contact you wish to edit in the contact list. If you have the permissions to edit that contact the contact form will be displayed with that contact's information input into it. Just edit the information you want to add or edit and save the contact.

Contact Groups

Contact groups are an easy way of grouping contacts together. This can be done to organize a list of contacts or to create a mailing list. All groups are public and can therefore be edited by any registered user with access to the address book. To add a group click the "Add Group" button which will bring you to the add/edit group form.

Select one or more names in the select list and click "Add" to add them to the group. Type in a group name in the 'Name of Group' box and click Save. Group names are limited to single word names only and can only use letters and numbers. Groups are important because they allow an address book that has many contacts to be managed more easily. A group could be created for a company for example and each employee in the company could be added to the group. Then in the address book the employee group could be selected to be able to see which contacts belong to that company without having to search for them. Also when adding an event in the calendar, a group name could be added to the reminder list to send reminders to everyone in the company without having to select them one-by-one.

Importing and Exporting Contacts

With the ability to import and export contact information you can now share your contacts among many programs. This powerful new option adds the next level of functionality to the 3DeeArts Calendar program. Exporting contacts is a simple process. Click the "Import/Export" button then on the bottom half of the Import/Export form select the destination program of the file you are exporting. The three choices are Microsoft Outlook, Palm Address Book and 3DeeArts Calendar Backup. Each one of these files is exported as a .csv (comma separated value) file. In any program that can import .csv files any one of the files will work fine. The difference is that import the Outlook formatted file into Outlook will be much easier and require less work. Click the "Export" button next to the file you chose and download it to your local computer. Next open up the destination program and select to import a comma separated value file. Map the fields correctly if necessary and that's it.

To import a file into the 3DeeArts Calendar requires a few extra steps. First go to the source program and export the appropriate contacts. The file must be a .csv file and it must be comma separated. Next choose where it is coming from, whether or not to ignore duplicates and how to share the imported contacts. Then click the browse button to find the file to import on your local computer. Click "Import" and you will be taken to the next step. The next step is field mapping. If the program cannot figure out for itself how to map the imported fields, it will ask you to specify how to map the ones it cannot figure out correctly. Select how to map each field it asks for with the drop-down lists. If there is no mapping for a particular field, you can simply leave it as "none" and then no information will be taken into those fields from the source file. Once the mapping is complete and you click "Yes" to accept it, the contacts will be imported.

Additional Resources

Online Help

For installation tips or troubleshooting please visit the support and forum sections of our web site at: <http://www.3dearts.com>

Support Email

To contact us by email, please send inquiries to: help@3dearts.com

Programming Credits

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DOCUMENTATION AND SITE DESIGN:

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