

Cambria CORPORATION

The Cambria Calendar

History

Our calendar system is in use at a variety of businesses, both a starting point for a larger system or as it is today. Examples are calendars on corporate intranets, a catering company that wanted their clientele to select meals for each day, etc.

Getting Started

The two options that we will be dealing with in this section are the ones for the Office Calendar. Choose the option for "Office Calendar".

Intranet

- Office Calendar
 - Pick/Change your Calendar Color
- Knowledge Base
- Shopping List for Ardmore
- iCAT Wish List

Calendar

The calendar is shown below. Each user has a different color to indicate their events. Events can be all day events or for a certain time period.

Today's date is highlighted in beige. At the time of this document, today was March 18, 2002.

View calendar for: [Click here to add an event](#) Change start date to: 

4 WEEKS<<< WEEK<<< **Calendar for All Employees** >>WEEK >>>4 WEEKS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/3/2002	3/4/2002	3/5/2002 Keiko All Day Conference with Warehouse Co	3/6/2002	3/7/2002	3/8/2002 Nadia All Day Ski Trip Brenna All Day Vacation day	3/9/2002
3/10/2002	3/11/2002 Miguel 09:00-11:00 At XYZ Corporation	3/12/2002	3/13/2002	3/14/2002	3/15/2002 Chris All Day Happy Birthday!	3/16/2002
3/17/2002	3/18/2002	3/19/2002	3/20/2002	3/21/2002	3/22/2002	3/23/2002
3/24/2002	3/25/2002	3/26/2002	3/27/2002	3/28/2002	3/29/2002	3/30/2002
Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!

Showing only certain user's events

You can change the calendar to only show one user's events. To do this, select a name in the drop-down list.

View calendar for:

The calendar will adjust to only show that user's events.

4 WEEKS<<< WEEK<< **Calendar for Nadia** >>WEEK >>>4 WEEKS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/3/2002	3/4/2002	3/5/2002	3/6/2002	3/7/2002	3/8/2002 Nadia All Day Ski Trip	3/9/2002
3/10/2002	3/11/2002	3/12/2002	3/13/2002	3/14/2002	3/15/2002	3/16/2002
3/17/2002	3/18/2002	3/19/2002	3/20/2002	3/21/2002	3/22/2002	3/23/2002
3/24/2002	3/25/2002	3/26/2002	3/27/2002	3/28/2002	3/29/2002	3/30/2002
Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!


Since each user is linked to an office, you can select an office name to show all of the events for all of the people in that office.

Moving through the calendar

You can scroll through the calendar by using the "4 Weeks" and "Week" buttons. The ones to the right of the Calendar title will move ahead in time. The ones to the left will move back in time.

4 WEEKS<<< WEEK<< **Calendar for All Employees** >>WEEK >>>4 WEEKS

You can also move to a specific date by clicking the calendar button next to "Change Start Date To."

Change start date to: 

This brings up a little calendar that allows you to click on a date. This will change the calendar to start on that week.

◀	◀	December, 2001					▶	▶▶
Sun	Mon	Tue	Wed	Thr	Fri	Sat		
						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							

View calendar for: [Click here to add an event](#) Change start date to: 

4 WEEKS<<< WEEK<< **Calendar for All Employees** >>WEEK >>>4 WEEKS

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12/23/2001	12/24/2001	12/25/2001	12/26/2001	12/27/2001	12/28/2001	12/29/2001
	Brenna All Day Vacation	Brenna All Day Vacation	Brenna All Day Vacation	Brenna All Day Vacation	Brenna All Day Vacation	Brenna All Day Vacation
	Keiko All Day Vacation	Keiko All Day Vacation	Keiko All Day Vacation	Keiko All Day Vacation	Keiko All Day Vacation	Keiko All Day Vacation
	Miguel All Day Vacation	Miguel All Day Vacation	Miguel All Day Vacation	Miguel All Day Vacation	Miguel All Day Vacation	Miguel All Day Vacation
		Nadia All Day Holiday	Nadia All Day Holiday			

See a full day of events

Tuesday
12/25/2001 ⏪
Brenna All Day Vacation
Keiko All Day Vacation
Miguel All Day Vacation
Nadia All Day Holiday

To see a full day of events, click on the day.

This brings up a list of all of the events for that day for all of the users.

Tuesday, December 25, 2001

[Click here to return to the calendar](#)

[Click here to add an event to this day](#)

Brenna All Day <i>Vacation:</i>
Keiko All Day <i>Vacation: Vacation - Yeah!!!</i>
Miguel All Day <i>Vacation:</i>
Nadia All Day <i>Holiday:</i>

Adding Events

To add an event, either click the option in the full day view: [Click here to add an event to this day](#)

OR click the option in the calendar view: [Click here to add an event](#)

This brings up the add event window. Follow the directions to add an event to the calendar.

Add a Calendar Event

- Enter the time in military time (ie 09:00, 17:00)
- If an event is an all day event, leave the Start and End Times as 00:00
- If an event is only one day, either type in the same date into the End Date field or leave it blank.

Employee:

Start Date: Start Time:

End Date: End Time:

Title:

Notes:

This is a test description to show how this whole thing works.

When the event is added to the calendar, you will only initially see the title of the event.

Sunday	Monday	Tuesday
3/17/2002	3/18/2002	3/19/2002
	Brenna 09:00-12:00 Test title	
3/24/2002	3/25/2002	3/26/2002
Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!

However, if you place your mouse over the event title, a yellow window will appear with the notes description.

Sunday	Monday	Tuesday	Wednesday
3/17/2002	3/18/2002	3/19/2002	3/20/2002
	Brenna 09:00-12:00 Test title		
3/24/2002	3/25/2002	3/26/2002	3/27/2002
Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!	Nadia All Day PARIS!!!

This is a test description to show how this whole thing works.

Update/Delete an Event

To update or delete an event, simply click on the title of an event. This brings up the update/delete event window.

Update/Delete a Calendar Event

- Enter the time in military time (ie 09:00, 17:00)
- If an event is an all day event, leave the Start and End Times as 00:00
- If an event is only one day, either type in the same date into the End Date field or leave it blank.

Employee:

Start Date: Start Time:

End Date: End Time:

Title:

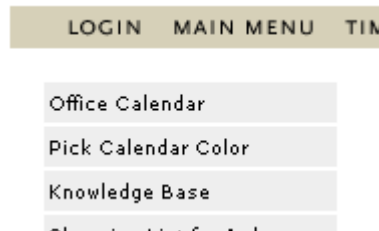
Notes:

This is a test description to show how this whole thing works.

Make any changes and choose the “Update Event” button to update the event or choose the “Delete Event” button to delete the event.

Calendar Colors

Each user can choose a calendar color. This page is available from either the 2nd option on the main Intranet page or by choosing the left menu option for “Pick Calendar Color.”



The calendar has a variety of colors that each user can pick. To choose a calendar color for your user, simply follow the page directions.

Pick Your Calendar Color

- Select one of the radio buttons next to one of the calendar colors below and choose the "Select Color" button.
- Colors with an employee name in the color "belong" to that employee. You will not be able to select that color until it is released.
- Once you select a calendar color, your previous color will be available to other employees.

<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input checked="" type="radio"/> Brenna	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	Keiko
<input type="radio"/> (free)	<input type="radio"/> (free)	Miguel	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	Chris
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)
Nadia	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)
<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)	<input type="radio"/> (free)

All Employees Ardmore Office Palo Alto Office Kennewick Office