

Basic Calendar Information

You can use the Con-nect calendar to manage both your business and your personal schedule.

This chapter covers the following topics:

- Calendar Information on the Con-nect Menu
- Date and Time
- Entering Dates
- Time Formats
- Scrolling the Screen
- Overlay Calendar

Calendar Information on the Con-nect Menu

As many of your calendar entries as there is space for are displayed in the calendar information of the Con-nect menu.

```

11:08          * * * C O N - N E C T 3 * * *          19.Sep.2000
Cabinet LS          Menu          Tuesday

Command  Description          September          October
-----  -
I  Inbasket          Mon    4 11 18 25          2  9 16 23 30
S  Send Memo        Tue    5 12 19 26          3 10 17 24 31
P  Phonepad         Wed    6 13 20 27          4 11 18 25
F  Display Folder   Thu    7 14 21 28          5 12 19 26
D  Display Document Fri    1  8 15 22 29          6 13 20 27
W  Write Document   Sat    2  9 16 23 30          7 14 21 28
N  Notepad          Sun    3 10 17 24          1  8 15 22 29
B  Bulletin Boards  -----
C  Calendar          New phone messages: 1
T  Desktop          New mail items:      2
                    New invitations:    1
                    -----
                    22.Sep 9:00 (R Book flight to L.A.
                    28.Sep 12:00 (A Lunch with Thomas
                    25.Dec 17:00 !M Christmas Party

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Quit In      Send Foldr Docs Note Cal      Last Home

```

Your calendar can contain four types of entries:

Meeting

When you add a meeting, Con-nect can check the schedules of the persons you invite for free time. You can also invite a resource to a meeting. A resource is, for example, a PC, a particular room or a projector. Con-nect reserves the resources for the meeting, sends the invitations, and updates your calendar and the calendars of those who accepted the invitation. A meeting entry which is highlighted indicates that the meeting is pending, i.e. the invitations have not been sent to all attendees.

Appointment

You can enter appointments in your personal calendar. You can also enter repeated single-day appointments; for example, for every second Friday of a month.

Reminder

A reminder appears in your current screen at the time and the intervals you specify to remind you of a forthcoming event.

Todo

With help of the todo list, you can ensure that you do not forget to perform an important task.

The type of calendar entry is indicated by its first letter. One of the following characters can be displayed either before or after the type:

(Before the type. Indicates that the calendar entry does not occupy time in your calendar.
*	After the type. Indicates the first day of an appointment or meeting which exceeds one day.
>	After the type. Indicates that the appointment or meeting is continued from the previous day and that it continues on the next day.
<	After the type. Indicates that the appointment or meeting is continued from the previous day and that it ends on that day.
x	Before the type M. Indicates a canceled meeting that has not been initiated by yourself.

The following information is shown for your *own* meetings before the type M:

!	The meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.
?	The meeting is pending (i.e. the attendees have not been selected or the attendees have been selected, but the invitation has not been sent).
x	The meeting has been canceled.

The amount of calendar information shown in the Con-nect menu depends on the date and time formats of your profile. When you specify a long date and time format (for example, when the date is shown in the AM/PM format and the month is shown as a three-letter abbreviation), the type and the above characters are not shown. See *Date and Time Formats* for further information.

Meetings, appointments, reminders and todos are part of your Con-nect calendar and cannot be filed in folders or files. When you erase a calendar entry, it is erased from Con-nect and not placed in the Wastebasket.

Date and Time

In all calendar screens, date and time are displayed as specified in your user profile. For example, the month can be shown as a number or as a three-letter abbreviation, and the year can be shown as a two- or four-digit number. You can also specify that the time is either displayed in the 24 hour format or in the AM/PM format. See *Date and Time Formats* for further information.

Entering Dates

When you ADD a meeting (including the search for free time), appointment, reminder or todo, you need not enter a year with the date. Con-nect automatically uses the current year.

However, when you enter a *past* date without the year, Con-nect assumes that you refer to a date in the following year and automatically provides the following year. For example, suppose that today's date is April 15th, 1999. When you enter the date April 10th (without the year) and press ENTER, Con-nect automatically modifies this to April 10th, 2000. This logic also applies, when you MODIFY or COPY a meeting, appointment, reminder or todo.

When you use the short year format (a two-digit number) and enter a year (for example, 21), the century that will be used (1921 or 2021) depends on the sliding window value defined in your user profile (see *Date and Time Formats*).

When you issue a command sequence to display a list of calendar entries and do not specify a year (for example, "DISPLAY Meeting 10.Feb"), the current year is always used - even when you specify a past date.

Time Formats

Con-nect does not allow you to enter midnight as 24:00. Instead, when you want to specify a starting time, you must enter 0:00 (or 12:01 AM) and when you want to specify an ending time, you must enter 23:59 (or 11:59 PM). In addition, the exceptions described below apply.

24 Hour Time Format

When you add a calendar entry, you should be aware of the following:

- When you enter 0:00 as the ending time *and* the ending date is later than the starting date, Con-nect automatically changes this to 23:59 of the day *before*.

When you switch from the 24 hour time format to the AM/PM time format, the display in the calendar lists is affected: the starting time 0:00 is changed to 12:01 AM.

AM/PM Time Format

In the AM/PM time format 12 AM signifies midnight and 12 PM signifies noon.

When you add a calendar entry, you should be aware of the following:

- When you enter 12:00 AM as the starting time, Con-nect automatically changes this to 12:01 AM.
- When you enter 12:00 AM as the ending time *and* the ending date is later than the starting date, Con-nect automatically changes this to 11:59 PM of the day *before*.

When you switch from the AM/PM time format to the 24 hour time format, the display in the calendar lists is affected: the starting time 12:01 AM is changed to 0:00.

Scrolling the Screen

The following information applies to the calendar screens which show a list of objects.

If the screen is longer than can be shown on one display page, you can press ENTER or the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing ENTER again starts the list at the beginning.

You can also use the POSITION or TOP command to scroll the screen as described below.

POSITION

You must always specify the POSITION command in the command line.

The POSITION command scrolls the screen so that the first calendar entry with the date you specify is displayed at the top. The date can be a future or past date. For example:

```
POSITION 24.Dec.97
```

If you do not specify a year, the current year is assumed. You can specify the month as either letters or numbers. You must specify the day, month and year in the same order as shown in the upper right corner of your screen.

If there is no entry for the date you specified, the next entry after that date is displayed at the top.

When you press ENTER at the end of the list, the display restarts with the date you specified.

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning.

Overlay Calendar

You can display the calendar entries of one or two other Con-nect cabinets in your calendar screens. This can be private, shared or public cabinets. When you copy, display or modify a calendar entry in the overlay calendar, the ID of that cabinet is displayed in the upper left corner of the screen.

The security levels also apply to the overlay calendar. For example, a calendar entry with the read level 7 can only be displayed by a user who is authorized to display entries of level 7 or higher. Calendar entries which have been marked as private are not displayed in the overlay calendar.

To display the overlay calendar, the following steps are necessary:

1. The owner of a private cabinet must give you the permission to display and/or modify his calendar. See the description of the SHARE command in section *Adding Shared Users to Your Private Cabinet*.

When another user has only allowed "Display Calendar" for you in the "Shared Cabinet Profile" screen, you can DISPLAY and PRINT this user's calendar. You can also issue the INFO command with a calendar entry. You cannot modify or erase calendar entries.

When "Modify Calendar" *and* "Display Calendar" have been allowed for you, you can DISPLAY, MODIFY and ERASE all of this user's entries.

Note:

The first step is not necessary for public cabinets, since a public cabinet can be accessed by any user. To display the overlay calendar of a shared cabinet, you must have been defined as a member of that cabinet.

2. You must specify the IDs of the Con-nect cabinets, whose calendar entries are to be displayed in your calendar screens, in your profile. See *Menu and Overlay Calendar* for further information.

See the descriptions of the objects described in the following sections for further information/restrictions.

A "Company Calendar"

You can set up a "company calendar" from which other Con-nect users can copy all important appointments into their own calendars. There are different ways of implementing a company calendar, for example:

- Your administrator can add a public cabinet which can be accessed by any user (without a password). All Con-nect users can then COPY appointments from the calendar of the public cabinet into their own cabinets. They can also ADD appointments and other objects to the public cabinet, as well as MODIFY them.
- Your administrator can add a shared cabinet and specify those users who are allowed to modify the calendar of this cabinet; whereas all other users are only allowed to display the calendar and COPY the appointments into their own calendars.

To do this, the administrator must first add a shared cabinet and specify all objects and commands that may be shown (but not modified) in the command and object table of that cabinet. Next, the administrator must execute a batch program (B06170) to add all members for this cabinet. This is described in detail in the *Con-nect Utilities* documentation, section *Mass Add/Delete Members to/from a Shared Cabinet*. Value 1 (profile of shared cabinet) must be specified for all members who are only allowed to display the calendar and COPY the appointments. Value 2 (the member's own profile) must be specified for all users who are also allowed to add or modify appointments.

- There may also be a number of private cabinets with certain users allowed to access them (authorized by the SHARE command). These cabinets may be accessed, for example, by a secretary who then copies all important appointments from the calendars of these private cabinets into her own cabinet, thus making the appointments available for the members of her own department. The members can then COPY the appointments from the secretary's calendar into their own calendars.