

Delete Calendar Items

This chapter covers the following topics:

- Description
 - Procedure
 - Batch Example
-

Description

Program

B04060

Function

Delete the oldest calendar items from one or a range of calendars.

Online Input Screen

```
12:48 PM          * * * C O N - N E C T 3 * * *          14.Feb.94
Cabinet LS          Delete Calendar Items                B04060

From Cabinet _____ to Cabinet _____ ('*' for all cabinets)

From Date 1.Jan.86      to Date 14.Feb.94

Mark to delete  _ Appointments
                 _ Meetings
                 _ Reminders
                 _ Todos

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Menu Quit
Complete the information above and press ENTER to continue
```

Utility Parameters

Parameter	Format	Description
From Cabinet	A8	
To Cabinet	A8	Optional
From Date	A11	Optional/Default
To Date	A11	Optional/Default
Appointments	A1	Optional
Meetings	A1	Optional
Reminders	A1	Optional
Todos	A1	Optional

Procedure

If a calendar item begins during the date range but does not end until after the date range, that calendar item is not deleted.

If a meeting has not taken place, the meeting is not deleted.

When a range of cabinets is entered, cabinet SYSCNT is ignored. Calendar items are deleted from cabinet SYSCNT only when it is specifically specified.

Invitations cannot be deleted.

If an agenda is attached to a calendar item, it is also deleted.

If a note has been attached to a calendar item, it is also deleted.

A report is produced giving the total number of records deleted.

Items deleted are physically deleted from the file (i.e. they are not placed in the Wastebasket).

Batch Example

Delete all calendar items from January 1, 1986 to February 14, 1994 (as February 14, 1994 is the current date) for all cabinets. This would be coded as follows:

```
LOGON SYSCNT2B
MENU
B04060 * , , 1 . 1 . 8 6 , , X , X , X , X
FIN
```