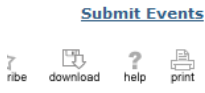


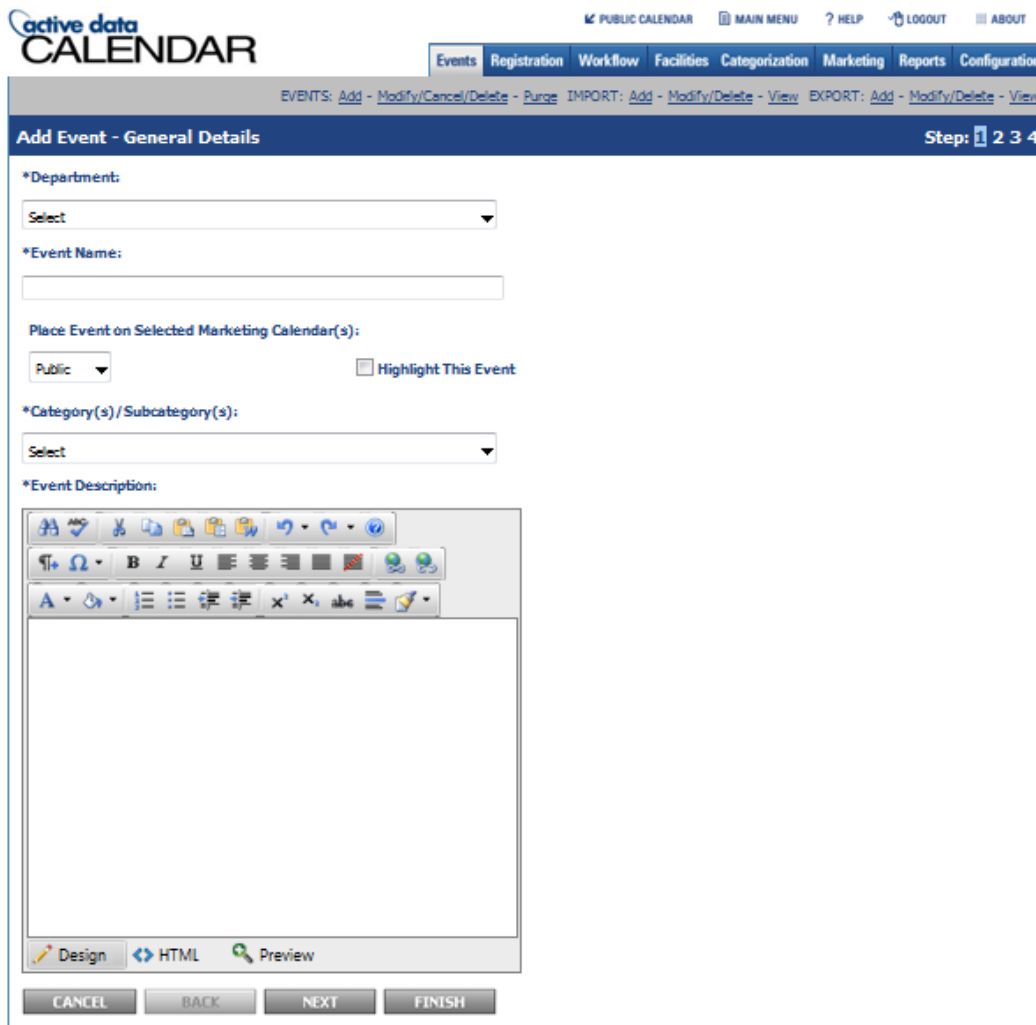
# ADX Calendar: Admin Users

## How to Request and Event

1. Go to the YVCC Calendar: [www.yvcc.edu/calendar](http://www.yvcc.edu/calendar)
2. Click the “Submit Event” Button on the right-hand side to login to the administrative side



3. Click the “Admin Login” link at the top of the page **Admin Login**
4. Make sure the Events Tab is selected
5. Select “Add” Events. The following window should appear:

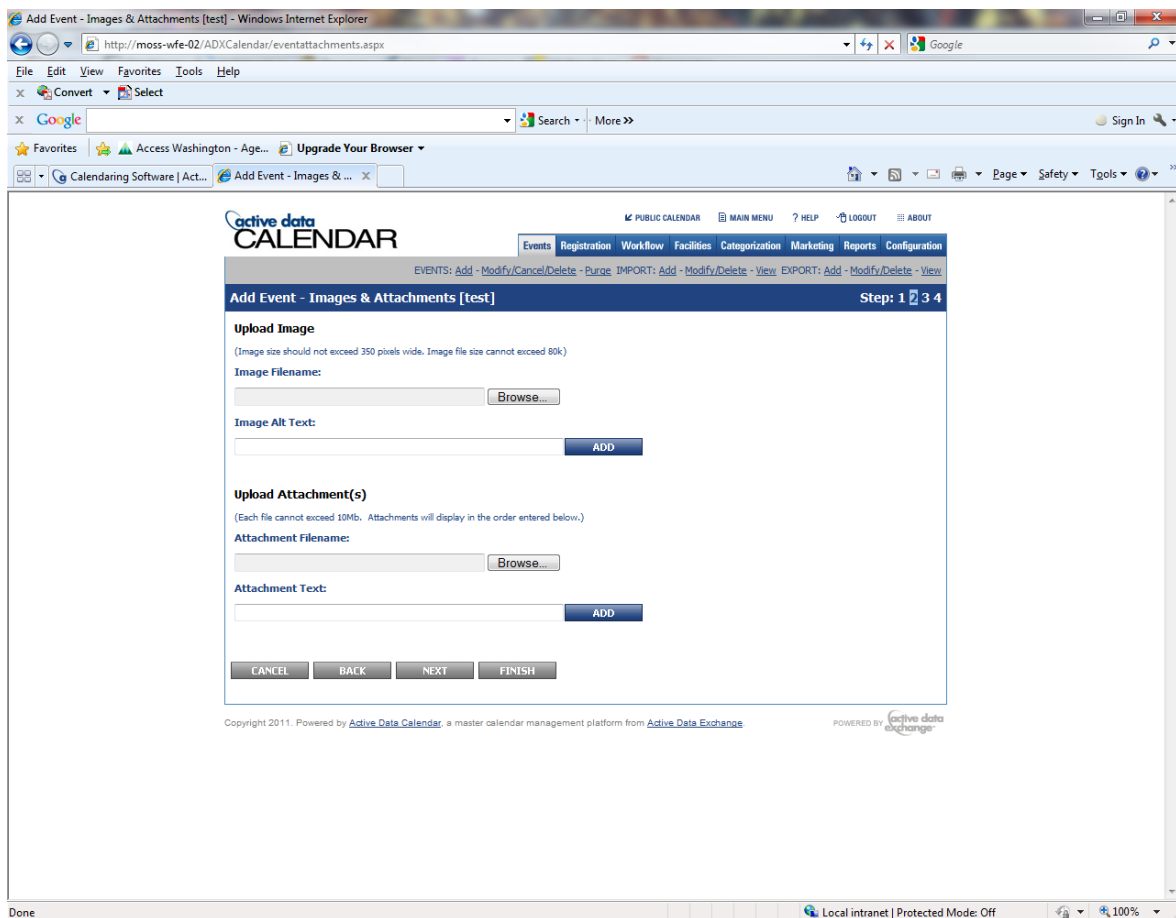


The screenshot shows the "Add Event - General Details" form in the Active Data Calendar system. The form is titled "Add Event - General Details" and is part of a multi-step process (Step 1 of 4). The form includes the following fields and options:

- \*Department: A dropdown menu with "Select" as the current value.
- \*Event Name: A text input field.
- Place Event on Selected Marketing Calendar(s): A dropdown menu with "Public" as the current value, and a checkbox labeled "Highlight This Event".
- \*Category(s)/Subcategory(s): A dropdown menu with "Select" as the current value.
- \*Event Description: A rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. Below the editor are tabs for "Design", "HTML", and "Preview".

At the bottom of the form, there are four buttons: "CANCEL", "BACK", "NEXT", and "FINISH".

6. Select the appropriate “Department” from the drop down options available. For help please refer to the User and Department Guide. *Note: It is very important to select the appropriate Department as it affects the workflow approval process.*
7. Type the “Event Name” in the fill in box provided.
8. Select the appropriate “Category(s)/Subcategory(s)” from the drop down options available. For help with selecting the appropriate category or subcategory please refer to the Category Definition Guide. *Note: If you select a Subcategory, then the event is also automatically added to the main Category as well.*
9. Type the “Event Description” in the fill in box provided. Be sure to include all relevant event information, including: date, time, location, ect.
10. Click the “Next” button at the bottom of the page. The following screen will appear:



11. Upload an image by browsing and selecting the appropriate “Image Filename.” *Note: Image can be either a .JPG or .GIF, the size should not exceed 350 pixels wide and 80k.*
12. Type text into the “Image Alt Text” to label the image.
13. Click the “Add” button in order to finalize adding your image to the event.
14. Upload an attachment by browsing and selecting the appropriate “Attachment Filename.” *Note: File size cannot exceed 10MB. You may add more than one attachment if needed. Attachments will display in the order they are entered. The attachments can be any of the following document*

types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .vsdx, .wav, .wmf, .wma, .jpg, .gif, .pdf, .avi, .mp3, .ram, .qt, .swf.

15. Type text into the “Attachment Text” specifying what the attachment is.
16. Click the “Add” button in order to finalize the addition of your attachment to the event.
17. Click the “Next” button at the bottom of the page. The following screen will appear:

The screenshot shows a web browser window displaying the 'Add Event - Schedule' form in the Active Data Calendar application. The browser's address bar shows the URL 'http://moss-wfe-02/ADXCcalendar/eventschedule.aspx'. The form is titled 'Add Event - Schedule [test]' and is Step 1 of 4. It features two main sections: 'Event Date(s)' and 'Event Time(s)'. In the 'Event Date(s)' section, the 'Start Date' and 'End Date' are both set to 10/10/2011. There are buttons for 'RECUR PATTERN' and 'CUSTOM SCHEDULE'. The 'Event Time(s)' section includes an 'All Day Event' checkbox, 'Start' and 'End' time fields, and a 'Schedule in' dropdown menu with the text 'min. intervals between hours'. A 'GENERATE SCHEDULE' button is located below this section. At the bottom of the form, there are four buttons: 'CANCEL', 'BACK', 'NEXT', and 'FINISH'. The page footer contains the text 'Copyright 2011. Powered by Active Data Calendar, a master calendar management platform from Active Data Exchange.' and 'POWERED BY active data exchange'.

18. **Schedule Event Dates:** by doing whichever of the following is appropriate for your event:
  - a. **One Day Events:**
    - i. Select the “Start Date”. You may either type in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to select your start date.
    - ii. Select the “End Date.” The end date field is automatically updated to reflect the same date entered for the event start date. *Note: most events will have the same start and end date. Rarely will you want to change the end date of the event to be a different date than the start date since within the calendar this essentially creates a multi-day, continuous duration event. A true multi-day event is something that begins at a select time on one date and continues through to the end date selected and end time selected without any break. An example of a multi-day event would include a "Dance-a-Thon" or "Fall Registration" if registration can be conducted at any time throughout the dates selected. Otherwise, you will want to use the **Recur Pattern** or **Custom Schedule***

options to select additional dates for your event in order to build a series, where each date selected has a distinct start and end time on each of the dates chosen.

The screenshot displays the 'Add Event - Schedule' form in a web browser. The form is titled 'Add Event - Schedule [test]' and is part of a multi-step process (Step 1 of 4). It includes the following sections:

- Event Date(s):** Fields for '\*Start Date' and '\*End Date', both set to 10/10/2011. Below these are two buttons: 'RECUR PATTERN' and 'CUSTOM SCHEDULE'.
- Repeat Schedule/Pattern:** A section with several radio button options:
  - Every 1 Day(s)
  - Every 1 Week(s)
  - Sunday  Monday  Tuesday  Wednesday
  - Thursday  Friday  Saturday
  - On the second Monday of every 1 Month(s)
  - On day 10 of every 1 Month(s)
  - Yearly on this Date
- End After:** A field set to 1 Occurrences.
- End On:** A field set to 10/10/2011.
- Event Time(s):**
  - All Day Event
  - Start: [ ] End: [ ]
  - Schedule in [ Select ] min. intervals between hours:
  - Start: [ ] End: [ ]
- Buttons:** 'GENERATE SCHEDULE', 'CANCEL', 'BACK', 'NEXT', and 'FINISH'.

- b. **Recur Pattern:** The options provided once this button is selected are based off the start date and end date selected for your event. Options based off a single day event series include:
  - i. Daily Every (#) Days
  - ii. Every (#) Weeks: Checkboxes for Sun-Sat.
  - iii. On the(x) day that corresponds to the Start Date selected for every (#) Month(s). - (i.e. On the fourth Wednesday)
  - iv. of every (#) Month(s)
  - v. On day (x) of every month
  - vi. Yearly on this date
  - vii. End after (#) of Occurrences.
  - viii. End On: You may either enter in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to display an interactive Calendar interface to select your date.
- c. **Recurring Multi-Day Event (Continuous Duration):** It is also possible to have a multi-day event that you need to recur, but this will most likely be very rare. If you do select a different end date for your event than the start date, and also choose "Recur Pattern", then the options will include:

- i. Every (#) Weeks
  - ii. On the (x) set number day that corresponds to the Start Date selected (i.e. Wednesday, Thursday, Friday) of every (#) Month(s)
  - iii. On dates (x+) of every (#) Month
  - iv. Yearly on these dates
  - v. End On: You may either enter in a valid date within the text field provided (mm/dd/yyyy) or you may use the Calendar Date selector to display an interactive Calendar interface to select your date.
- d. **Custom Schedule:** If you choose this option, then you will be required to select the dates of each occurrence within your “Custom Event Series” from Calendar Grid interfaces that are presented on the screen. You can change the “Start Month”; “Start Year”; and “Number of Months” which will change the number of calendar grids available for selection of your series dates. Simply click on each of the individual dates of your event series to create your custom schedule. *NOTE: The Start Date and End Date fields are disabled when this option is chosen and you will be required to physically select the first date in your series from the Grids provided.*
- i. **When to Use “Custom Event Series”:** Custom Event Series are for events that start and end on the same day for each occurrence in the series. The difference between a custom event series and a recurring single day event series, are that custom event series do not follow a specific pattern and dates for the series can be selected randomly from a number of month grids.

Start Month:  # Months:

Start Year:

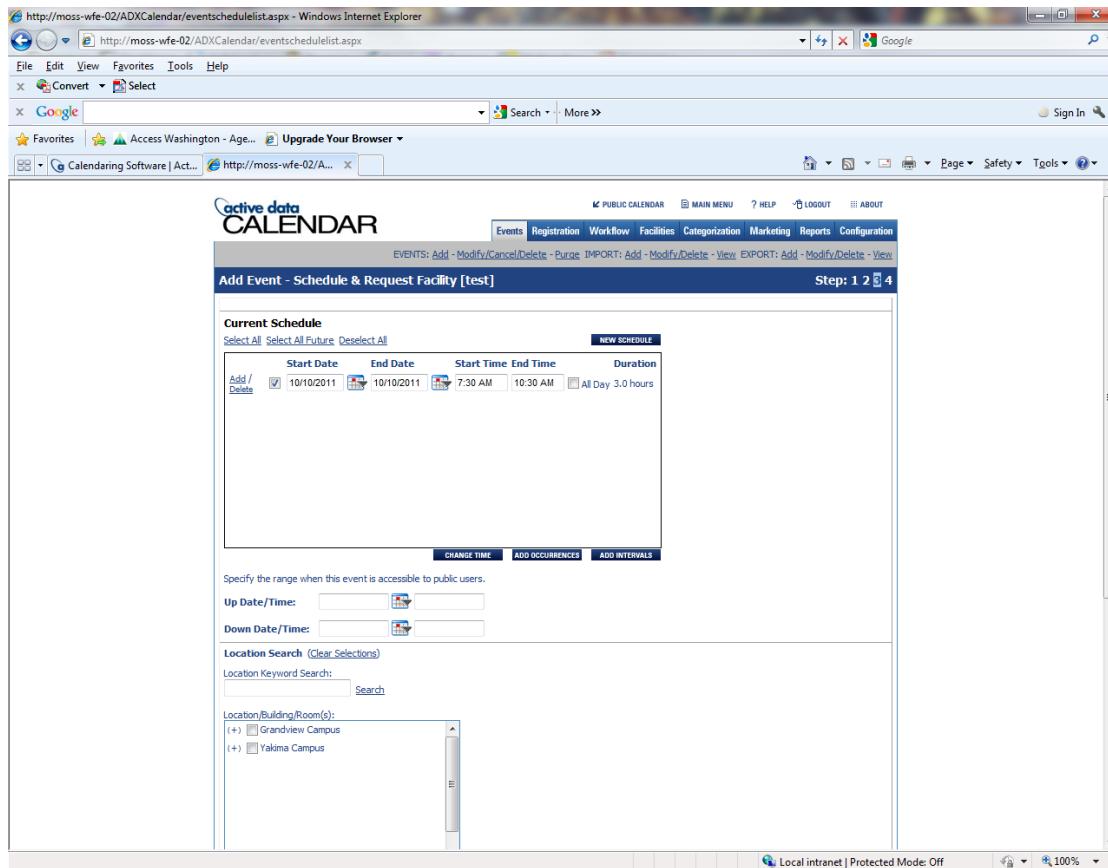
November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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
1	2	3	4	5	6	7

January 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
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	1	2	3	4

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2	3
4	5	6	7	8	9	10

19. Select “Event Times” by selecting from the drop down list.
20. Click the “Generate Schedule,” button to save your schedule. A list of the dates/times you selected should appear.



21. Once you have your generated schedule, you will be able to further customize the schedule to add more occurrences, change dates or times for individual occurrences and other options identified below. The “Current Schedule” window allows for the following schedule customizations:
- New Schedule:** Use this button to start over with a brand new schedule. This will completely remove all previously selected scheduling options.
  - Add/Delete:** Select “Add” link on the left-hand side of any occurrence in order to add another occurrence on the same date. *Note: You will be required to select a start and end time for the occurrence and “All Day” will not be an option as two occurrences on the same date cannot overlap.* Select "Delete" link on the left-hand side of any occurrence in order to delete that occurrence from your schedule.
  - Start Date/End Date/Start Time/End Time:** The options for modifying/selecting start date, end date, start time or end time are the same as on the master schedule screen. The duration of each occurrence is also shown with this information and is updated based on any changes made to each occurrence.
  - Change Time:** The “Change Time” button allows you to change the time for all occurrences selected in the list at one time. You may click the checkbox for individual occurrences or use the “Select All”, “Select All Future” links at the top of the “Current Schedule” window.
  - Add Occurrences:** Select this option to view a pop-up window with the option to enter in a number of occurrences to be automatically added to the end of your current series schedule. *Note: The dates of each occurrence added through this option will follow your*

original schedule selections/pattern as much as possible and you will be able to modify any occurrence dates or times as required..

- f. **Add Intervals:** You may select the dates from your “Current Schedule” window and then select the interval between the start and end time you enter that you want calendar to automatically generate additional occurrence intervals and add them to your Current Schedule.
  - i. *Note: Individual occurrences can be modified under Modify/Cancel/Delete Events. You can use this feature to further customize specific occurrences within your series (including event time) Example: A drama production occurring on Friday, Saturday and Sunday may have a different start time for the Sunday matinee production.)*
22. Enter the event location under the “Location Search” field. *Note: Be sure to select the most specific option available. Such as: selecting the Parker Room instead of Deccio Higher Education Center or Yakima Campus.*
23. Click the “Save” Button before proceeding.
24. Click the “Next” Button. The following screen will appear:

**Contact Information**

**Name:** Mike Melton

**Phone:** 509.574.4913

**Email:** mmelton@yvcc.edu

**Other Event Information**

**Other Details:**

**Enable Registration**

**Internal Information**  
(Not viewable on user display.)

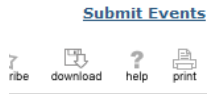
**Internal Notes:**

**CANCEL** **BACK** **NEXT** **FINISH**

25. Enter “Contact Information,” for the events contact. *Note: default contacts have been added for most departments entered into the system.*
26. Enter “Other Details” and any “Internal Information,” if needed.
27. Click the “Next Button.” A preview of your event post will display. Review and verify that the information is correct, before clicking the “Finish Button.”

## How to Approve/Deny Events

1. Go to the YVCC Calendar: [www.yvcc.edu/calendar](http://www.yvcc.edu/calendar)
2. Click the “Submit Event” Button on the right-hand side to login to the administrative side



3. Click the “Admin Login” link at the top of the page **Admin Login**
4. Click on the “Main Menu” link. The following screen will appear with a list of pending events awaiting approval:

The screenshot displays the "Calendar Administration Main Menu - Marketing" interface. At the top, there is a navigation bar with links for "PUBLIC CALENDAR", "MAIN MENU", "HELP", "LOGOUT", and "ABOUT". Below this is a secondary menu with "Events", "Registration", "Workflow", "Facilities", "Categorization", "Marketing", "Reports", and "Configuration". The main content area is titled "Calendar Administration Main Menu - Marketing" and includes a welcome message: "Welcome Stefanie Menard! Today is November 08, 2011." The primary section is "Events Pending Approval", which features a search filter for "Department/Category" (set to "Select") and "Enter Keywords/Event Name". A "SEARCH" button is present. Below the search is a table of pending events:

Department/Category	Event Name	Start Date/Time	User	Action	Highlight
<input type="checkbox"/> Open Entry Yakima (D)	Board of Trustees Meeting	11/15/2011 3:30 PM	West, Suzy	Select	<input type="checkbox"/>

Below the table are action buttons: "Approve Selected", "Deny Selected", "Delete Selected", "Approve All", "Deny All", "Delete All", and a "SUBMIT" button.

The "Your Upcoming Events - Status" section is also visible, with a search filter for "Department/Category" (set to "Select") and "Enter Keywords/Event Name". Below this is a table with columns for "Department/Category", "Event Name", "Start Date/Time", "Approval Status", and "Action". The table is currently empty, displaying the message: "There are no recent events that match your search."

5. The “Main Menu” screen includes a dashboard that is customized based off your specific user privileges/permissions. This dashboard will include the pending events that each specific administrator is in charge of approving.

The screenshot shows the 'active data CALENDAR' interface. At the top, there are navigation links for 'FACILITIES CALENDAR', 'PUBLIC CALENDAR', 'PRIVATE CALENDAR', 'MAIN MENU', 'HELP', 'LOGOUT', and 'ABOUT'. Below this is a sub-menu with 'Events', 'Registration', 'Workflow', 'Facilities', 'Resources', 'Categorization', 'Marketing', 'Reports', and 'Configuration'. The main header reads 'Calendar Administration Main Menu - Marketing' and includes a welcome message for 'Kendra Hollinger' dated 'Today is July 23, 2010'. The 'Events Pending Approval' section features a search area with a dropdown for 'Select Department/Category' and a 'SEARCH' button. A 'Display: 10' dropdown and a 'Display All' link are also present. The table below has the following data:

Department/Category	Event Name	Start Date/Time	User	Action	Highlight
<input type="checkbox"/> Facilities (D)	Office Use	10/15/2008 11:00 AM	Chase, Carl	Select	<input type="checkbox"/>
<input type="checkbox"/> Facilities (D)	Office Use	10/16/2008 9:00 AM	Temporary, Tanya	Select	<input type="checkbox"/>
<input type="checkbox"/> Human Resources (D)	High Blood Pressure Testing	12/06/2011 All Day	Tester, Sheila	Select	<input type="checkbox"/>
<input type="checkbox"/> Information Technology (D)	Computer 101 - Using your PC - the Basics	12/07/2011 9:30 AM	Tester, Sheila	Select	<input type="checkbox"/>
<input type="checkbox"/> Quality Assurance (D)	QA Review	12/15/2011 3:00 PM	Tester, Sheila	Select	<input type="checkbox"/>

Below the table are buttons for 'Approve Selected', 'Deny Selected', 'Delete Selected', 'Approve All', 'Deny All', and 'Delete All'. The 'Your Upcoming Events - Status' section below it has a similar search area and a 'Display: 10' dropdown. A message at the bottom of this section states: 'There are no recent events that match your search.'

Ten (10) events display as the default. However, you can select to display more or all events requiring processing.

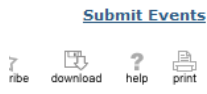
Choose from various options to process events "in bulk" from the main menu process events area.

All users can track the status of their events and take action on them from the main menu.

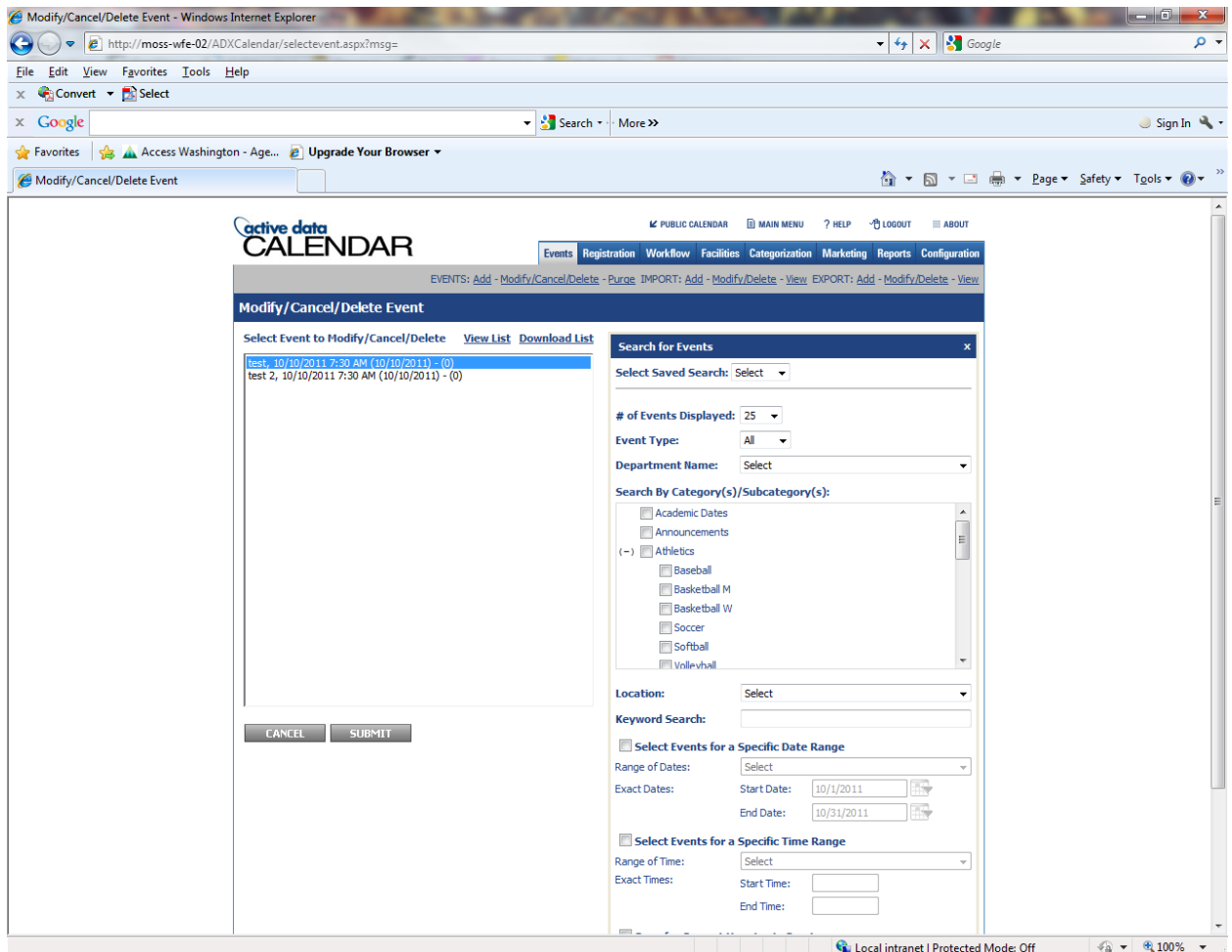
6. Events Pending Approval: By default, each user's "Main Menu" is sorted by the event Start Date/Time with the next upcoming event listed first and then the remaining events are listed in descending order.
7. Administrators have the following options available for selection.
  - a. **Approve:** This selection removes the event from the pending screen and adds it to the calendar.
  - b. **Deny:** This selection denies the event and sends the standard denial email to the user who entered the event. The event is maintained in the calendar database, but it is removed from the pending screen.
  - c. **Approve Selected:** If the checkbox to the left of each event in the pending list is selected and the checkbox for "Approve Selected" is selected, then ALL events that were marked for acceptance will be approved and displayed on the calendar.
  - d. **Deny Selected:** If the checkbox to the left of each event in the pending list is selected and the checkbox for "Deny Selected" is selected, then ALL events that were marked for denial will be denied and the user who submitted each event will receive an email notification.
  - e. **Delete Selected:** If the checkbox to the left of each event in the pending list is selected and the checkbox for "Delete Selected" is selected, then ALL events that were marked for deletion will be deleted completely from the calendar database. *Note: You will not receive a chance to confirm/change this delete action if you select it from this menu.*
  - f. **Approve All:** If this checkbox is selected, ALL events currently displayed on the pending list will automatically approve and displayed on the calendar.
  - g. **Deny All:** If this checkbox is selected, ALL events currently displayed on the pending list will automatically be denied and the user who submitted each event will receive an email notification. *Note: When using this "mass deny" option, you will not have an opportunity to enter in notes on why are you are denying each event.*
  - h. **Delete All:** If this checkbox is selected, ALL events currently displayed on the Process Pending Event list will automatically be deleted completely from the calendar database. *Note: You will not receive a chance to confirm/change this delete action if you select it from this menu.*

## How to Modify/Delete Already Posted Events

1. Go to the YVCC Calendar: [www.yvcc.edu/calendar](http://www.yvcc.edu/calendar)
2. Click the “Submit Event” Button on the right-hand side to login to the administrative side



3. Click the “Admin Login” link at the top of the page **Admin Login**
4. Make sure the Events Tab is selected
5. Select “Modify/Cancel/Delete” Events. The following window should appear:



6. Select the appropriate event from the “Event List” on the left-hand side.
7. Click the “Submit” button
8. Select between the following options: “Modify Event,” “Cancel Event,” or “Delete Event.” Note: If the event is a series, you have the option to either apply these changes to the entire series or a specific occurrence within a series.
9. Click the “Submit” button to save the selection.
  - a. Note: It is preferred to use the “Cancel” event selection and not the “Delete”, because then a notice will be given to any individuals who has subscribed to the calendar, and the

event remains on the calendar as cancelled. If the "Delete" option is used, then no notice is sent to participants

10. If "Modifying" the event you'll be prompted to follow the same steps outlined for requesting an event. When finished you will be able to save your changes to update the post.
11. If "Cancelling" the event the following screen will appear asking you to confirm the cancellation:

EVENTS: [Add - Modify/Cancel/Delete - Purge](#) IMPORT: [Add - Modify/Delete - View](#) EXPORT: [Add - Modify/Delete - View](#)

### Cancel/Reschedule Event [atat]

**Event Details**

Are you sure you want to cancel the following event(s)?

**Event Name:** atat

Yes  No

After this event has been cancelled would you like to Reschedule?

Yes  No

---

Do not notify category or event subscribers of this event change.

Marketing  Internal COMMENTS

Event Date/Time	Registration	Max Registrants	Registration Deadline	Cancellation Deadline
No marketing selections have been chosen for this event.				

**Event Marketing Details:**  
**Department:** Open Entry Yakima  
**Event Type:** Public  
**Highlight:** No

---

**Event Details**  add to my calendar  email a friend

**Go Back**

**(Cancelled)atat**

**Start Date:** 11/8/2011 **All Day**  
**End Date:** 11/8/2011  
This event recurs daily until 11/8/2011. [Click here to see the series dates.](#)

**Event Description**  
atata

**Location Information**  
Grandview Campus - Workforce Education Center  
Room: U199

Be the first of your friends to like this.

12. If "Deleting" the event the following screen will appear asking you to confirm the deletion:

### Delete Event

A delete cannot be undone. Are you sure you want to delete the events listed?

[MODIFY](#)

Yes  No

Event Name	Event Date/Time	Highlighted
<a href="#">atat</a>	All Day 11/8/2011	No

[CANCEL](#) [BACK](#) [NEXT](#) [FINISH](#)