#### User Calendar

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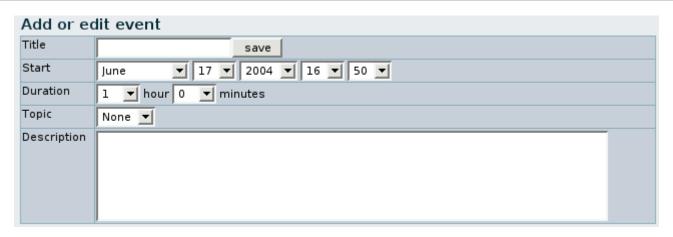
The calendar can be used to let the users keep a track of events and see them in several forms.

A bar is used to navigate the calendar, the navigation bar has the following format:



We'll explain each option below.

## Adding events



With this form you can enter events indicating the title, start date, duration, topic (if some) and description of the event.

Once some events are added you can view them using the daily view, weekly view or the list of events.

### Calendar preferences

Click on [Prefs] to get to the calendar preferences screen:

Add	fs	Daily	W	eekly		List
Preferences						
Calendar Interval in daily view			1 hour			
Start hour for days			9 🔻			
End hour for days			20 🔻			
Upcoming events			7			
Reminders			no reminders 💌			
				save		
Import CSV file						
Upload file:		Browse	import			
Admin topics						
Name:						
Upload file:		Browse				
Or enter path or URL:						
		add topic				

The first part of the screen is used to control general preferences. Like the interval between slots in the daily view. The start and end working hour for the calendar. The number of upcoming events to show in the upcoming events list and when events must be reminded. When this feature is activated a javascript alert window will popup some time before an event starts.

The last section of the screen can be used to admin topics, events can be asociated with topics. To setup a topic you have to enter the name of the topic and an image to be used as icon (it must be small or it will look really ugly), you can upload the icon or point to an existing icon using a file path absolute or relative to the tiki directory or a URL.

Once your calendar preferences are set you can try adding events using the add link.

### Daily view

√ Thursday 17 of June, 2004 ▷				
10:00 UTC				
11:00 UTC				
12:00 UTC				
13:00 UTC				
14:00 UTC				
15:00 UTC				
16:00 UTC				
17:00 UTC				
18:00 UTC				
19:00 UTC				
20:00 UTC				
21:00 UTC				

The daily view will show the upcoming events list (the next n events to occurr), the calendar to navigate your calenda and the list of events for the < and > links at the top o the list to go to the next or previous day.

# Weekly view

√ Jun 14-Jun 20 ▷
Mon 14
<u>Tue</u> <u>15</u>
<u>Wed</u> <u>16</u>
<u>Thu</u> <u>17</u>
<u>Fri</u> <u>18</u>
<u>Sat</u> <u>19</u>
<u>Sun</u> <u>20</u>

he weekly view shows the events for the current week and you can go to the next and previous week using the < and > links at the side of the week information.

### **Event list**



This view shows all the events you can order them by any column and find events containing some text, you can remove events and there s an option to remove all past events.

# Exporting

The export link can be used to export your tiki calendar to a CSV file that can be used to import your events into Outlook.

### **Importing**

hen you have a box to import events from a CSV (comma separated values) file, you can use it to import events fron Outlook, just export your outlook calendar as a CSV file (DOS) and you will be able to import all your events to the Tik calendar.

### Alias

- Mini-Calendar
- Mini Calendar