

Calendar Admin

Enabling the Calendar Feature

From the Administration: Administration page, click on the features icon. The calendar feature is enabled by clicking the check box in the top section of the admin page, then saving your changes. You now should see a Calendar item when you expand the Admin menu.

The screenshot shows the 'Features' administration page. At the top, there is a title 'Features' with a plus icon and a subtitle 'Switches for major features'. On the right side, there are two buttons: 'Apply' and 'No Tabs'. Below this, there are three tabs: 'Global features', 'Interface', and 'Programmer'. The 'Global features' tab is selected. Underneath, the 'Main features' section lists several features with their status and expand/collapse icons. The 'Calendar' feature is highlighted with a green box and has its checkbox checked. Below the list, there is a link that says 'Click to expand'.

Feature	Enabled	Expand/Collapse
Wiki	<input checked="" type="checkbox"/>	▶
File gallery	<input checked="" type="checkbox"/>	▶
Blog	<input type="checkbox"/>	▶
Articles	<input checked="" type="checkbox"/>	↺ ▶
Forums	<input checked="" type="checkbox"/>	↺ ▶
Trackers	<input checked="" type="checkbox"/>	▶
Calendar	<input checked="" type="checkbox"/>	↺ ▶
Unified search index	<input checked="" type="checkbox"/>	▶

Click to expand

Configuring the Global Calendar Settings

You can select the Calendar settings through the Main Application menu "Admin home > Calendar (icon)"  (which will lead you to **tiki-admin.php?page=calendar**)

Click to expand

Group Calendar Sticky Popup	If enabled the calendar stays on screen after the mouse is moved away from event date
Group Calendar Item View Tab	Help needed for this item
Default View Mode	Choose from "Day, Week, Month, Quarter, Semester, Year"
Calendar Manual Selection of time/date	Help needed for this item
JSCalendar	Use a JavaScript calendar widget for event time/date entry
First Day of the Week	Choose from Saturday, Sunday, Monday or set it dependent on the language used
Split hours into periods of	Choose from 1, 5, 10, 15, and 30 minutes
First/Last Year in the dropdown	Allows the admin to set how many years are shown in the dropdown box for year when entering events. Set it to -1 if you want last year visible, 0 if just want this year visible. Note: These fields are not active if you select JSCalendar for event input.

Create or edit calendars

Click on "Admin > Calendar" to go to Calendar Admin (**tiki-admin_calendars.php**).

There are two sections (tables) to this screen:

The screenshot shows the 'Admin Calendars' interface. At the top, there are links for 'View Calendars' and 'Import'. Below that are tabs for 'Calendars', 'Create Calendar', and 'Create Subscription'. A search bar with 'Find...' and a 'Find' button is present. The main content is a table with the following data:

ID	Name	Location	Participants	Language	Personal	Private	
1	Daily Chronicles	No	No	No	No	No	
2	Timeless Treasures	No	No	No	No	No	
3	Moments in Motion	No	No	No	No	No	
4	Epoch Explorer	No	No	No	No	No	
5	Yearly Journeys	No	No	No	No	No	

Click to expand

The screenshot shows the 'Create Calendar' form. It includes a 'Categorize' section with a 'Select Categories' button. The form has several fields: 'Name' (text input), 'Description' (text area), 'Custom location' (dropdown), 'Custom participants' (dropdown), 'Custom classification' (dropdown), 'Custom language' (dropdown), 'Custom URL' (dropdown), 'Custom priority' (dropdown), 'Personal Calendar' (checkbox), 'Private Calendar' (checkbox), 'Start of day' (time dropdown), and 'End of day' (time dropdown). There are also checkboxes for 'Show in popup box' for Name, Description, Custom location, Custom participants, Custom classification, Custom language, and Custom URL.

Click to expand

The following selections enable custom pulldown menus for additional descriptive fields:

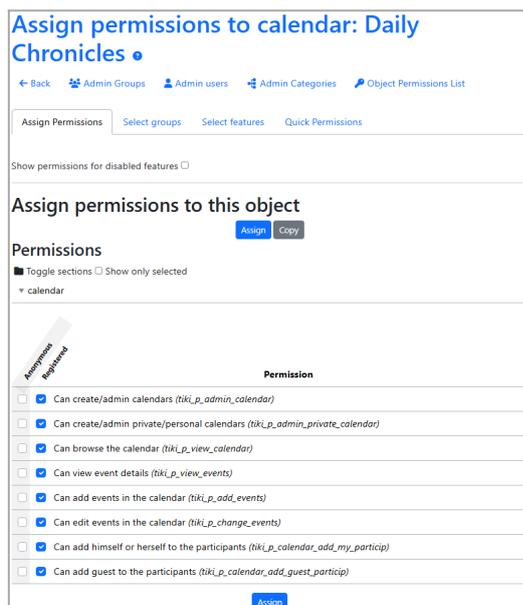
- **Custom Locations:**
- **Custom Categories:**

Please note: from v6.0 the label "Custom Categories" is changed to "Custom Classifications" to avoid confusion with permission categories.

Other selections control specialized features:

- **Custom Participants:** - only a specified list of registered users can use the calendar.
- **Custom Languages:** - language selection from pulldown menu of available languages.
- **Custom Priorities:** - select priority from 1-9.
- **Personal Calendar:** - controls whether only the owner of the calendar will have access to this calendar.

Assigning permissions



Assign permissions to calendar: Daily Chronicles

← Back Admin Groups Admin users Admin Categories Object Permissions List

Assign Permissions Select groups Select features Quick Permissions

Show permissions for disabled features

Assign permissions to this object

Permissions

Toggle sections Show only selected

calendar

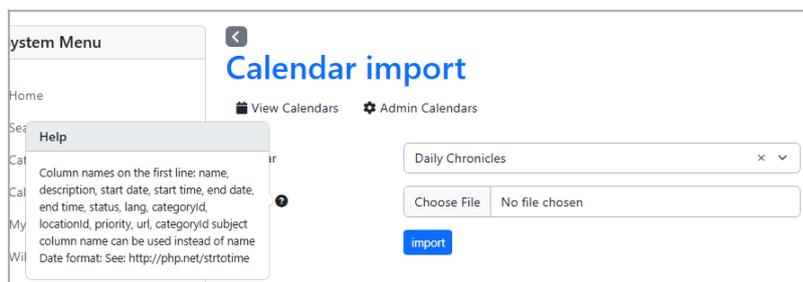
Permission
<input type="checkbox"/> Can create/admin calendars (<i>tiki_p_admin_calendar</i>)
<input checked="" type="checkbox"/> Can create/admin private/personal calendars (<i>tiki_p_admin_private_calendar</i>)
<input type="checkbox"/> Can browse the calendar (<i>tiki_p_view_calendar</i>)
<input checked="" type="checkbox"/> Can view event details (<i>tiki_p_view_events</i>)
<input checked="" type="checkbox"/> Can add events in the calendar (<i>tiki_p_add_events</i>)
<input type="checkbox"/> Can edit events in the calendar (<i>tiki_p_change_events</i>)
<input checked="" type="checkbox"/> Can add himself or herself to the participants (<i>tiki_p_calendar_add_my_particip</i>)
<input checked="" type="checkbox"/> Can add guest to the participants (<i>tiki_p_calendar_add_guest_particip</i>)

Assign

Click to expand

Import a list of events

You can import a list of events in a csv (Comma Separated Values) file, through **tiki-calendar_import.php**.



system Menu

Home

Calendar import

View Calendars Admin Calendars

Daily Chronicles

Choose File No file chosen

import

Help

Column names on the first line: name, description, start date, start time, end date, end time, status, lang, categoryId, locationId, priority, url, categoryId subject column name can be used instead of name Date format: See: <http://php.net/strtotime>

Click to expand

- Column names on the first line:
name,description,start date,start time,end date,end time,status,lang,categoryId,locationId,priority,url,categoryId
- *subject column name can be used instead of name*
- Date format: See <http://php.net/strtotime>

Personal calendar

The personal calendar is a calendar where an event is only visible by the user that creates it. Physically it is a big unique calendar in the database that contains all the events. An event is displayed only for his creator. A personal calendar has special perms that needs to be reserved to work correctly. The admin can choose a name for a personal calendar. You can have more than one personal calendar.

Urls

- the url to add an event directly to an specific calendar is
tiki-calendar_edit_item.php?calendarId=5, if 5 is the id of the calendar where you want the event to be stored
- The url to display one calendar is
tiki-calendar.php?calIds=5, if 5 is the id of the calendar you want to display
- To display more than one calendar
tiki-calendar.php?calIds[]=5&calIds[]=1, if 5 and 1 are the calendar ids
- To display all the calendars
tiki-calendar.php?allCals=y
- To display the calendars in mode list
tiki-calendar.php?viewlist=list

Other value for viewlist is table

- To display the calendars in mode list
tiki-calendar.php?viewmode=month

Other values for viewmode are day, week, month, quarter, semester, year

- Any of the above parameters can be cumulated
tiki-calendar.php?viewlist=list\$calIds[]=5

Related pages

- [Calendar](#)
- [Calendar User](#)
- [Calendar Details](#)
- [Module calendar_new](#)