

# **CALENDAR**

## **CONTENT MANAGEMENT**

### **GX WEBMANAGER 9**

Date

**February 26, 2008**

Target groups

**Casual User (Chapter 2 only)**

**Editor (Chapter 2 only)**

**Application Manager**

**Developer**

Target GX WebManager version

**GX WebManager 9.1.4 and later**

Document ID and version

**GXD0005\_en, version 2.01**



## SUMMARY

The 'Calendar' module offers the possibility to create a clear overview of events (like activities, happenings, and birthdays) that are going to take place. Activities are centrally maintained. Every event has a period of time in which it is relevant. Using a calendar overview element, an overview of the most relevant events can be shown on a page. Every event has a title, a description, and is categorized. If a visitor clicks on a title, the detail page of that particular event will be shown.

## PREREQUISITES

Content Management

- Basic Content Management

## RELATED TOPICS

Content Management

- Advanced Content Management

## VERSION CONTROL

Version	Date	Description
1.0	February 20, 2006	Initial version
1.1	March 27, 2006	Corrections implemented
1.2	July 13, 2006	Updated to GX WebManager 8.3
2.0	June 29, 2007	Updated to GX WebManager 9.1.0
2.01	February 26, 2008	Added document ID on title page

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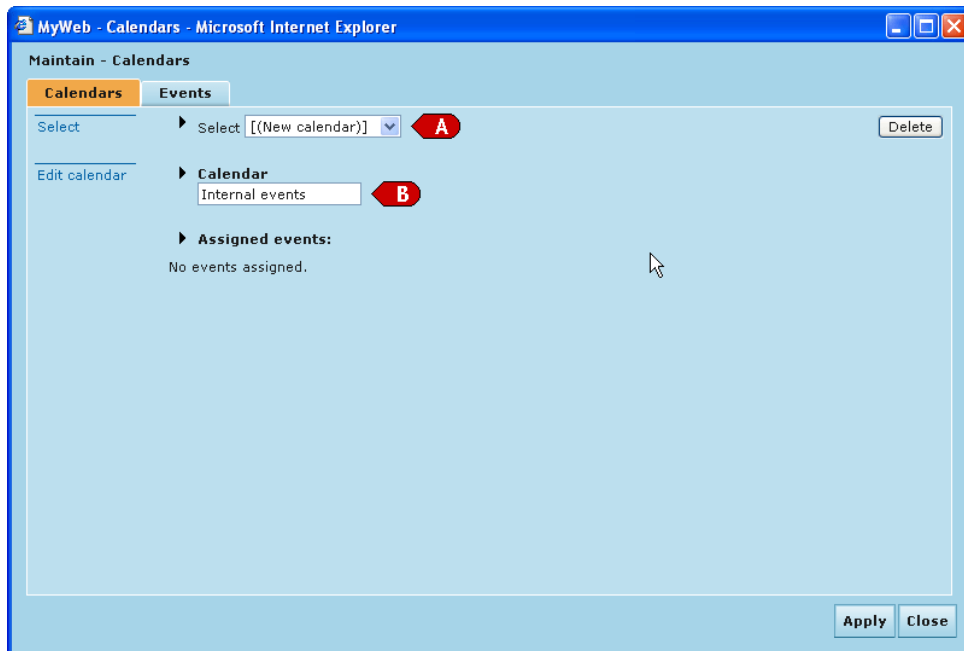
# 1 SETTING UP A CALENDER

To show an overview of activities/events, these activities and events first need to be entered. Activities and events are always categorized in calendars. In GX WebManager, agenda items belonging to one or more calendars can be shown in a calendar overview.

Agenda items and categories can be created and maintained by selecting the `Maintain > Calendars` menu. A new calendar can be created on the `[Calendars]` tab; events can be created and changed on the `[Events]` tab. Events can be assigned to calendars on both tabs.

## 1.1 Creating a calendar

- ⇒ From the `Maintain > Calendars` menu, select the `[Calendars]` tab and select 'New calendar' (see **A** in the image below).
- ⇒ Enter the name of the new calendar (see **B** in the image below):



- ⇒ Save the new calendar.
- ⇒ Enter as many categories as desired.

## 1.2 Creating an event

- ⇒ Select 'New event' on the [Events] tab (see **A** in the image below).
- ⇒ Give the item a 'Title', 'Start date', and 'End date'. In the 'Description' field, enter further item details and, if desired, enter a 'Location'.
- ⇒ At 'Link read more', a link can be created to jump to a location providing more information about the item. This location can be an internal or external GX WebManager page or file.
- ⇒ Assign the item to at least one calendar:

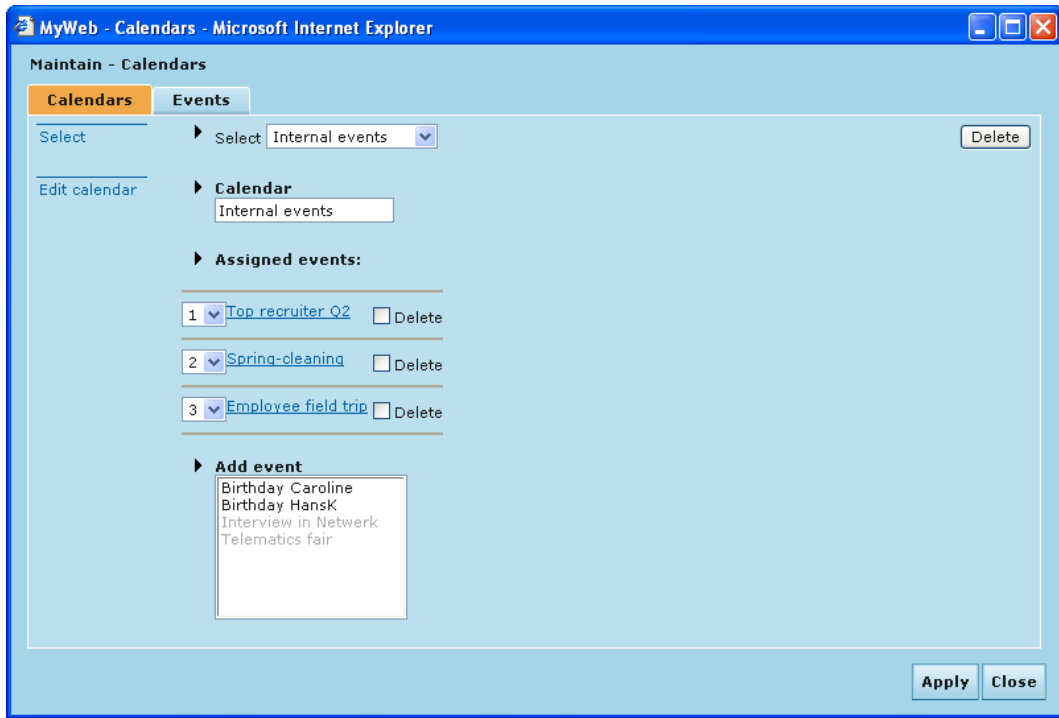
The screenshot shows a web browser window titled 'MyWeb - Calendars - Microsoft Internet Explorer'. The main content area is titled 'Maintain - Calendars' and has two tabs: 'Calendars' and 'Events'. The 'Events' tab is selected. At the top, there is a 'Select' dropdown menu showing 'Top recruiter Q2 (15/7/2007)' with a red 'A' icon next to it and a 'Delete' button. Below this is an 'Edit event' section. The 'Selected event' section contains the following fields:
 

- Title: Top recruiter Q2
- Start date: 15/7/2007
- End date: 15/7/2007
- Description: Everybody is welcome to congratulate Caroline Hovers with obtaining the title 'Top recruiter Q2'. From 4 PM (drinks till 7 PM)
- Location: Company restaurant
- Link read more: Search report of the jury.doc Delete

 Below the description, it states 'This event is assigned to the following calendars:' followed by 'Internal events' with a 'Delete' button. At the bottom, there is an 'Add calendar to the event:' section with a list box containing 'External events' and 'Birthdays'. 'Apply' and 'Close' buttons are at the bottom right.

- ⇒ Save the new event.
- ⇒ Enter as many events as desired.

The [Calendars] tab shows an overview of the items per calendar:





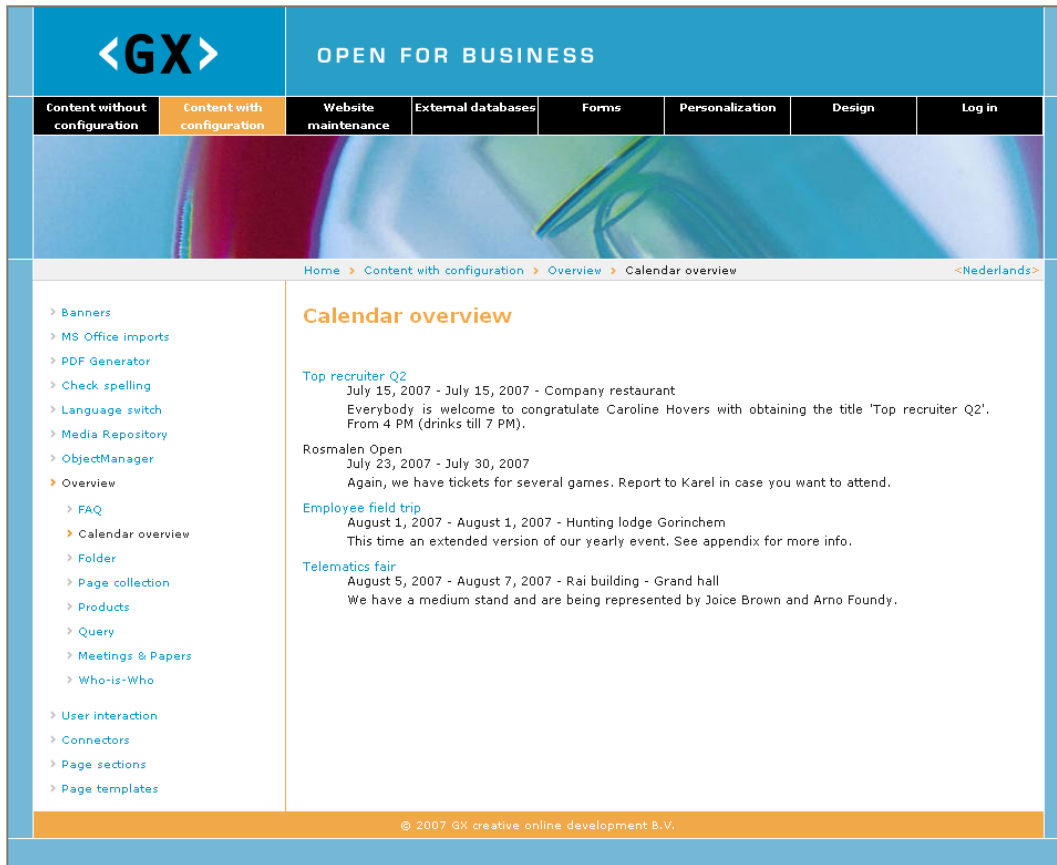
## 2 PLACING A CALENDAR

The *Calendar overview* content element can now be placed on a page to show a chronological overview of the active agenda items.

- ⇒ Give the calendar overview a title.
- ⇒ Select the maximum number of items to be shown.
- ⇒ Select an appropriate presentation (entered by the developers).
- ⇒ Select the item categories to be shown in the overview.

The content element might look like this:

At the front, the calendar overview might look like this:



**Note:** For three agenda items, the 'Link read more' was created; clicking these calendar items will show more information about these items. For 'Interview in Network', this is not the case.