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# **DIGIMAKER 6.0**



## Digimaker 6.0 How to guides

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## 1.1 Creating and Managing Calendars

Calendars are a wonderful way of scheduling activities and resources. By providing you with a calendaring system, Digimaker makes the work of scheduling events within the company and outside it very easy. With appropriate templates you can also publish this information on your Website.


This section describes the procedure to create a new calendar. A calendar can be posted on the website to announce an upcoming event, announce important dates or it can be used to schedule events within an organization.

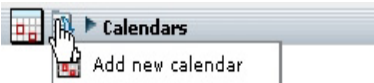
**Note! If you require the calendar to be displayed in the website make sure that your template provides a placeholder for the calendar.**

**To add a new calendar,**

**Step 1:** A calendar can be added in two ways: Go to the Content tab in the main menu and move the mouse over the Calendar submenu. A drop down menu is displayed. Select **Add new calendar**.



Go to Calendars menu in the **Content Explorer** located on the left side and click on  icon. A drop down menu is displayed. Select **Add new calendar**.



**Step 2:** Fill in the properties page **Figure 11.28**. The options are as follows:

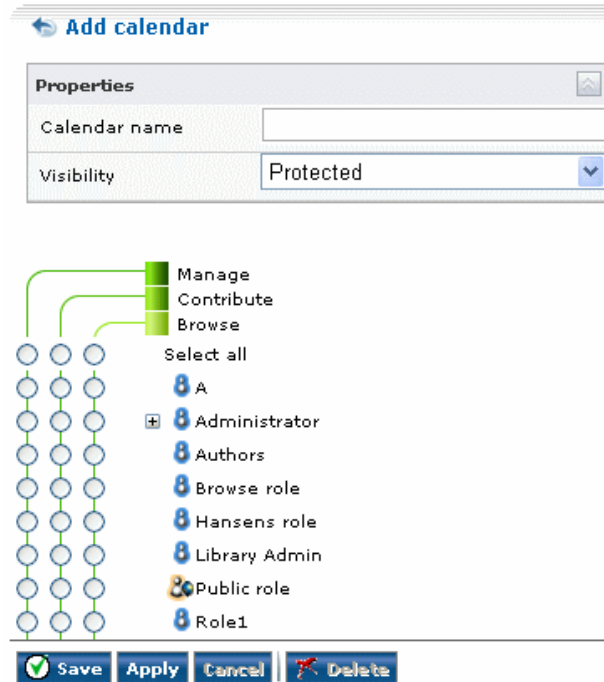





Figure 10-1: Add a new calendar

**Calendar name** allows you to enter a name for the new calendar. It is suggested that you provide a descriptive name that maps to the events that you plan to store in the calendar.

**Visibility** decides who can view calendars. In Digimaker there are three visibility modes; **Public**, **Protected** and **Private**.

A **Public**  calendar is visible to everyone.

A **Protected**  calendar is visible only to users who have permission to see it.

A **Private**  calendar is visible only to the creator users who have permission to see it.

**Step 3:** Set the permissions for the users.

**Manage** grants a user permission to add, edit and delete calendars and events.

**Contribute** on the other hand gives you permission to add, edit, and delete calendars and events only if you created or added them yourself.

**Browse** grants the user permission to view calendars or events.

**Step 4:** Click the **Save** button to save the calendar. Navigate the calendar you created anytime by accessing it from the calendar section in the **Content Explorer**.

## 1.2 How to Add a New Event

After creating a calendar you can add events to it. An event is defined as any time-bound activity, which you schedule in a calendar. The event may or may not involve other people and resources. Typical examples of events involving other people and resources are meetings and conference calls. The event could last as long as you schedule it. You can create as many events as you want in a calendar and relate it to menu items, organizations or calendars unless they are marked private.

**Note! To create an event, first create a calendar.**

**Step 1:** Select **Calendars** from **Content Explorer** to view all the calendars in the system. You can see only those calendars that you have permission to view.

Move the mouse over the calendar that you want to add an event. A menu is displayed. Select **Add Event**.

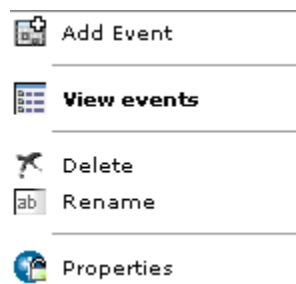


Figure 10-2: Calendar Options pop-up menu

In the **Content Explorer**, navigate to the event that you want to add an event to. Position the mouse over the click to display the pop-up menu, select **Add Event**.

**Step 2:** Fill in the **Manage calendar event Workspace** with the event details.

This page has three tabs – **Details**, **Relations**, and **Schedule**. The **Details** page is displayed by default. This page is divided into two sections – **Basic settings** and **Relations**.

Manage calendar event: New Event

Details Relations Schedule

**Basic settings**

Creator Administrator Admin

Name of event New Event

Location

Description

Start time 4/5/2005 14:00

End time 4/5/2005 15:00

Label None

Show time as Free

**Relations**

Related calendars c1 Calendars...

Related menu items Menu items...

Related organizations Organizations...

Save Apply Cancel Delete

Figure 10-3: Adding a new event – Details

### Basic settings

The **Basic settings** section contains event details such as:

**Creator** is the name of the person creating the event. By default the name is taken from the login id. It is non-editable.

**Name of the event** allows you to enter the event name. Although single character names are allowed, a descriptive name is better as it can easily identify the event.

**Location** allows you to enter a location where the event is to be held.

**Description** allows you to enter the description of the event.

**Start time** allows you to enter the time an event is scheduled to start.

**End time** allows you to enter the time that the event is scheduled to finish.

**Label** helps you set priority for the event. It contains the following choices: None, Important, Business, Personal, Vacation, Must Attend, Travel Required, Need Preparation, Birthday, Anniversary, Phone call. Each type of the label is colour coded so that you can identify the event easily when you open the calendar.

In Digimaker the **default label** for an event is **None**. You can change it by selecting a different type from the drop-down list.

**Show time as** allows you to mark chunks of your time as Free, Tentative, Busy, Out of office, or Away through an event. It allows others know about your availability for events they are scheduling. When your calendar is viewed this block of time appears unavailable to others, unless you set it to **Free**.

In Digimaker the **default for Show time as** is **Free**. You can change the status by choosing a different option from the drop-down list.

## **Relations**

The **Relations** section contains options to relate the event to calendars, menu items, and organizations.

**Related Calendars** allows you to relate an event to another calendar so that you can share the event with another person. When an event is related to another calendar it is displayed on that calendar as well.

You can relate an event to:

- A **public** calendar and as long as you have access rights to it.
- Your own **private** calendar
- A protected calendar you have **Manage** permissions to.

### To relate a calendar,

- Step 1:** Click on the **Calendars** button. The Select Location dialog is displayed listing all the calendars that you are allowed to see.
- Step 2:** Step 2: Select the calendars that you want to relate this event to and click OK. The related calendar appears on top of the **Calendars** button.

**Related menu items** allows you to relate an event to a menu item so that you can display it on the website. Make sure that the template has a placeholder to display the event on the page.

### To relate a menu item to a calendar,

- Step 1:** Click on the **Menu items** button. The **Select Location** dialog is displayed listing all the menu items that you are allowed to view.
- Step 2:** Select the menu item that you want to relate this event to and click OK. The related menu item appears on top of the **Menu items** button.

**Related Organizations** allows you to relate an event to an organization so that you can share the event with everyone in the organization. It can also be used to display events on the organizations intranet or extranet. Make sure that the template has a placeholder to display the event on the page.

### To relate an organization,

- Step 1:** Click on the **Organizations** button. The Select Location dialog is displayed listing all the calendars that you are allowed to view.
- Step 2:** Select the calendars that you want to relate this event to and click OK. The related calendar appears on top of the **Calendars** button.

The **Relations tab** allows you to invite people to an event. You can also share documents, links or images with people who are attending this event.

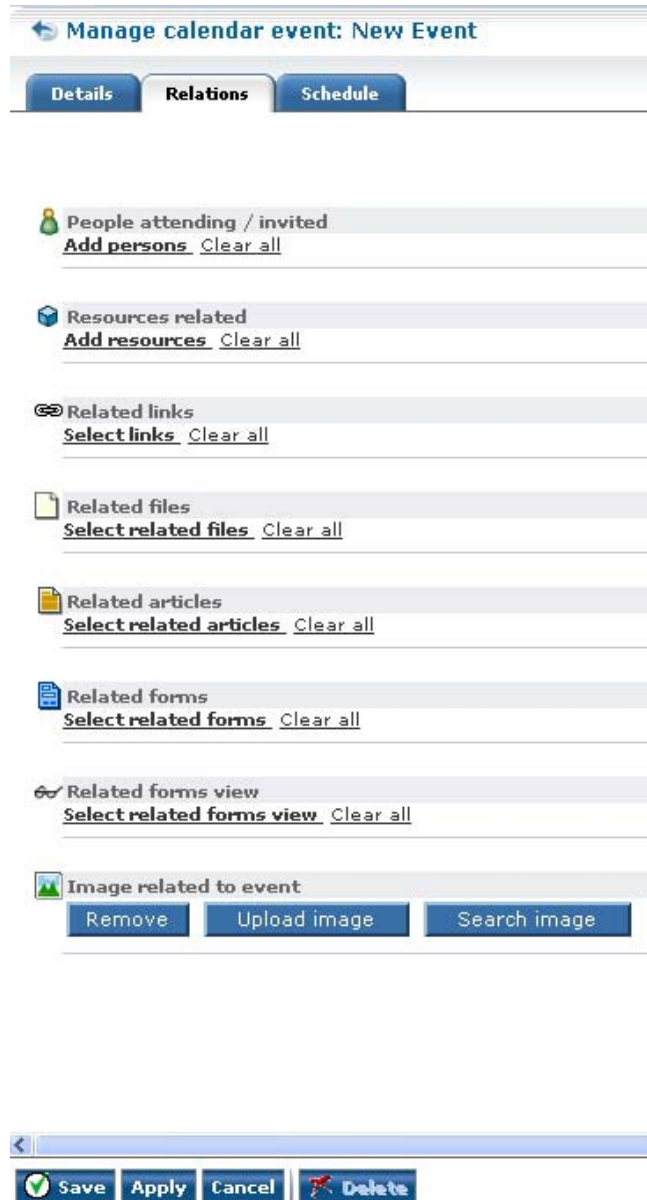


Figure 10-4: Adding a new event – Relations

### People attending/invited

Click **Add persons** to invite other people. A pop-up window is displayed expanding the **Users and Target Groups** menu. By default all the organizations in My org. is displayed. Click on the organization name to see the list all the persons (employees) in the organization.

To invite people to your event, select the names and click on **Apply** button located at the left bottom part of the window. The selected names appear in the relations part of the window, located at the bottom of the **Workspace**.

If you want to select any person that is not included in the list, click on **Add person** button.

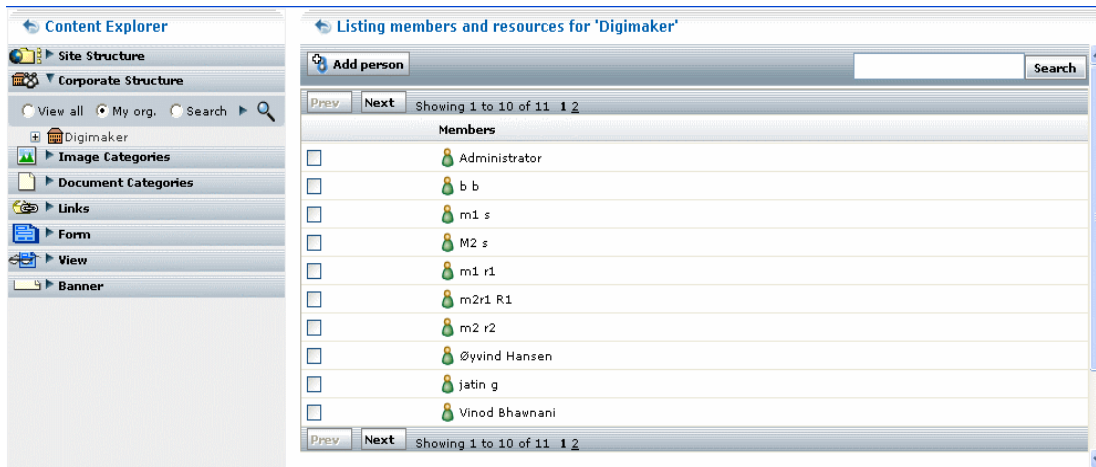


Figure 10-5: Add Persons

### Resources related

A resource can be a meeting room to hold the meeting which could be the event, and/or projectors, phones, chairs that you plan on using for the event. As with inviting persons to the event, you need to relate the resources that you need for the event, which in effect is scheduling the resource for your use.

Click **Add resources** to relate a resource to the event. Select the resources listed in the organization. The selected resources appear in the relations part of the window, located at the bottom of the **Workspace**.



Figure 10-6: Related employees

### Related links

Click **Select links** to relate a link to the event. A pop-up window is displayed with the Links menu expanded. Click on the category name to display the list of links. Select the links from and click **Apply**. The selected links appear in the Relations part of the window.

If you want to select any links that is not displayed in the list, use the search feature to find the link.

### Related files

Click **Select related files** to relate a document to the event. A pop-up window is displayed with the Documents Category menu expanded. Click on the document category name to display the available documents. Select the documents that you want to relate to the event and click **Apply**. The selected documents appear in the Relations part of the window.

If you want to select any document that is not displayed in the list, use the search feature to find the document.

### **Related articles**

Click **Select related articles** to relate an article to the event. A pop-up window is displayed with the Web Site Structure menu expanded. Click on the menu item to display all the articles in the menu item. Select the articles that you want to relate to the event and click **Apply**. The selected articles appear in the Relations part of the window.

If you want to select any article that is not displayed in the list, you can use the search feature to find the article.

### **Related forms**

Click **Select related forms** to relate a form to the event. A pop-up window is displayed with the Forms menu expanded. Click on the Forms category name to display the available forms. Select the forms that you want to relate to the event and click **Apply**. The selected forms appear in the Relations part of the window.

If you want to select any form that is not displayed in the list, you can use the search feature to find the form.

### **Related forms view**

Click **Select related forms view** to relate a forms view to the event. A pop-up window is displayed with the View menu expanded. Click on the view category name to display the available form views. Select the forms view that you want to relate to the event and click **Apply**. The selected forms view appears in the Relations part of the window.

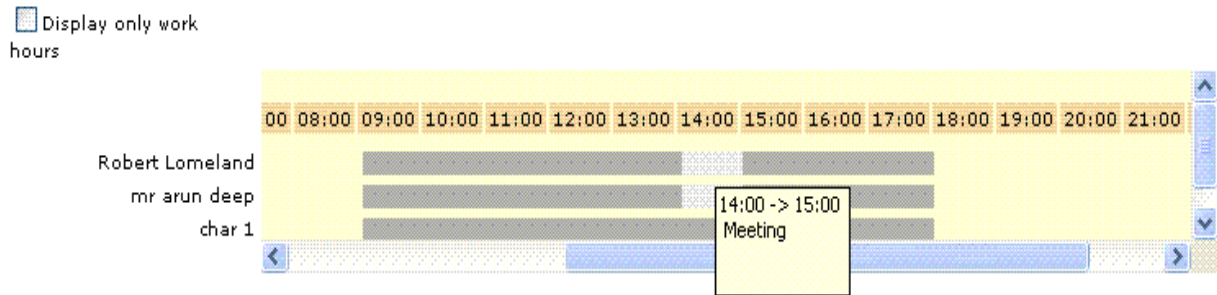
If you want to select any forms view that is not displayed in the list, you can use the search feature to find the forms view.

### **Image related to event**

Click on the **Search Image** button to relate images to the event. A pop-up window is displayed with the Image Categories menu expanded. Click on the category name to see all the images listed in the category. You can either click on the image or select the check box to relate the image to the event.

You can use the search feature to find the image you want. If you don't find the image that you want in any of the categories, you can upload an image using the **Upload image** button.

**Step 3:** Click on the Schedule tab to see the schedules of the people and resources that you have invited and related to your event. Figure 10-33 displays the schedule tab. By default the tab displays all the 24 hours. You can choose to display only work hours by selecting the **Display only work hours** checkbox.



**Figure 10-7: Schedule Tab**

In the example, three persons have been invited. The event has been scheduled from 9.00 to 19.00 represented by the dark grey shade. It also shows that two of the invitees are unavailable between 14.00 and 15.00 represented by the lighter shade. This helps you to know the availability of the resources and people during the event that you have scheduled. Armed with this knowledge you can either choose to reschedule your event.

## 1.3 How to view events in a Calendar

This section describes the procedure to view events in a calendar. You can customize the way events are displayed in a calendar. You can view the calendar by day, week, or month. You can also choose between viewing the weekends or just the weekdays alone.

**Step 1:** Click **Calendar** in **Content Explorer**. All the calendars that you have permission to see are displayed.

**Step 2:** There are two ways in which you can view events in a calendar. Click on the calendar whose events you want to see or position the mouse over the downwards arrow to display the pop-up menu. Choose **View events** to display calendar details in the **Workspace**.

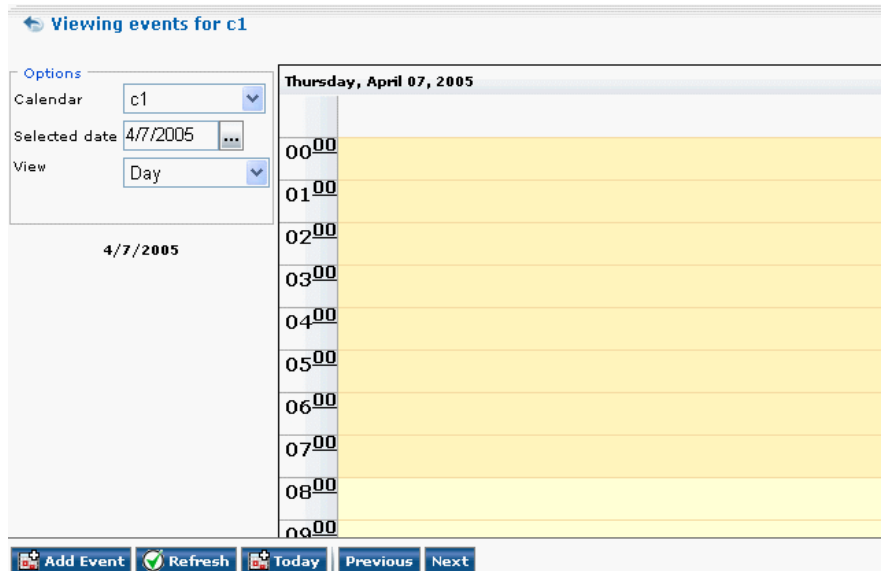



Figure 10-8: View Events - Day

### 1.3.1 Customizing the Calendar View

By default the calendar displays the events for the current day, in the day-wise format (24 hours). You can change it to display week-wise or month-wise by choosing appropriate option from the **View drop-down list**.

The current date is highlighted by default. You can change the default date to any date by clicking on the  date in **Selected date**. A calendar is displayed as shown below.

April, 2005							
«	<	Today				>	»
wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

Select date

Figure 10-9: Calendar

The choices offered are:

- **Change date in the current month:** Click directly on the date (Figure 10-43) or keep clicking **Next** or **Previous** button until you reach the date you want. If you want to come back to the current date, click on **Today** button.
- **Change week in the current month:** Choose 'week' from the **View drop-down list** and click on the **Next** or **Previous** buttons.
- **Change month:** Click  to go to the next month or hold down the  button and choose the month directly from the drop-down list. If you want to change to the previous months, keep clicking  until you reach the month you want or hold the down the button and choose directly from the drop-down list. Alternately you can choose 'month' from the View drop-down list and click on the Next or Previous buttons.
- **Change year:** Click  to go to the next year or hold down the button and choose the month from the drop-down list.
- To go the previous year click  or hold down the button and choose from the drop-down list.

### 1.3.2 Weekly View of the Event

**Figure 10-44 Viewing Events – Week** displays the weekly view of the events in a calendar. By default the events for the current week are displayed. You can change it to display any week of your choice. The events are color coded so that you can easily distinguish the nature of the event. If you click on any events, it takes you to the event details page.

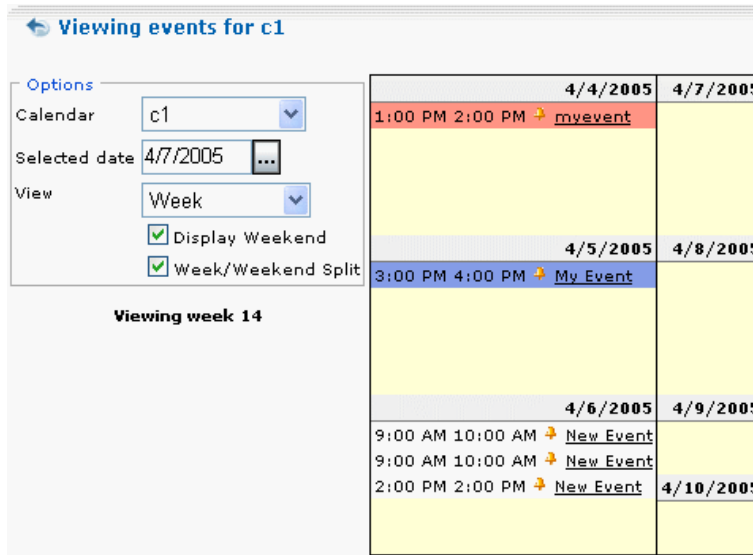


Figure 10-10: Viewing Events – Week

The customizations offered in the weekly view are:

- **Display Weekend** turns on or off the display of weekends and have a split view of the weekend.
- **Week/Weekend Split** displays the events in two column format including the weekends. Turning off this option displays the events in a single column.

### 1.3.3 Monthly View of the Events

There are two kinds of monthly view:

- **Month** displays all the events in the current month.
- **Simple Month** displays only the dates in the month.

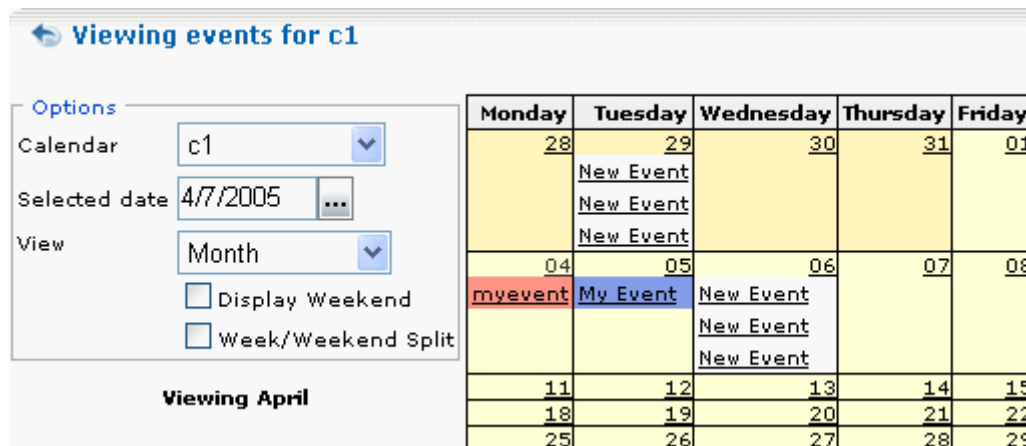


Figure 10-11: Monthly view of events

Figure 10-45 displays the monthly view of the events in a calendar and Figure 10-46 displays the simple monthly view. By default, the events in the current month are displayed. You can choose

to view any month by selecting the month from the **View** drop-down list of the **Selected date** calendar.

Click on any of the event names to see the details of the event. The events are colour coded so that you can easily distinguish the nature of the even.

**Viewing events for c1**

Options

Calendar: c1

Selected date: 4/7/2005

View: Simple Month

4/7/2005

April 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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
1	2	3	4	5	6	7

Figure 10-12: Viewing Events – Simple Month