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.

![Features](image)

<table>
<thead>
<tr>
<th>Major Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Wiki</td>
</tr>
<tr>
<td>✔ Image Galleries</td>
</tr>
<tr>
<td>✔ Articles</td>
</tr>
<tr>
<td>✔ Trackers</td>
</tr>
<tr>
<td>✔ Calendar</td>
</tr>
<tr>
<td>Blogs</td>
</tr>
<tr>
<td>File Galleries</td>
</tr>
<tr>
<td>Forums</td>
</tr>
<tr>
<td>Polls</td>
</tr>
</tbody>
</table>

Configuring the Global Calendar Settings

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

### Administration: Calendar

Calendar settings

![Administration: Calendar](image)

**Tip**

To add/remove calendars, look for "Calendar" under "Admin" on the application menu, or [Click Here](#)

**Calendar settings**

- Group calendar sticky popup [ ]
- Group calendar item view tab [ ]
- Default view mode [ ]
- Calendar manual selection of time/date [ ]
- JsCalendar [ ]
- First day of the week [ ]
- Split hours in periods of
- First year in the dropdown, either year number, or relative to current year (+/- N) if no jscalendar
- Last year in the dropdown, either year number, or relative to current year (+/- N) if no jscalendar

**Change settings**

Global Calendar Settings Page for 1.10

| 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 |
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:

<table>
<thead>
<tr>
<th>ID</th>
<th>name</th>
<th>loc</th>
<th>participants</th>
<th>cat</th>
<th>lang</th>
<th>prio</th>
<th>subscription</th>
<th>perso</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>W-G02-Calendar</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
</tr>
<tr>
<td>12</td>
<td>W-G01-Calendar</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
</tr>
<tr>
<td>11</td>
<td>prova-Calendar</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>n</td>
<td>n</td>
<td>n</td>
<td>n</td>
</tr>
<tr>
<td>7</td>
<td>Professorat-Calendar</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>n</td>
<td>y</td>
<td>n</td>
<td>n</td>
</tr>
<tr>
<td>17</td>
<td>LiPUWI-G01-Calendar</td>
<td>y</td>
<td>y</td>
<td>y</td>
<td>n</td>
<td>y</td>
<td>n</td>
<td>n</td>
</tr>
</tbody>
</table>
Create/edit Calendars

Categorize
Name:
Description:

Custom Locations: no
Custom Participants: no
Custom Categories: no
Custom Languages: no
Custom Subscription List: no
Custom Priorities: no
Personal Calendar: no

Save

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
Import a list of events

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

- **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](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
- Js Calendar
- Module calendar_new