

# 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.

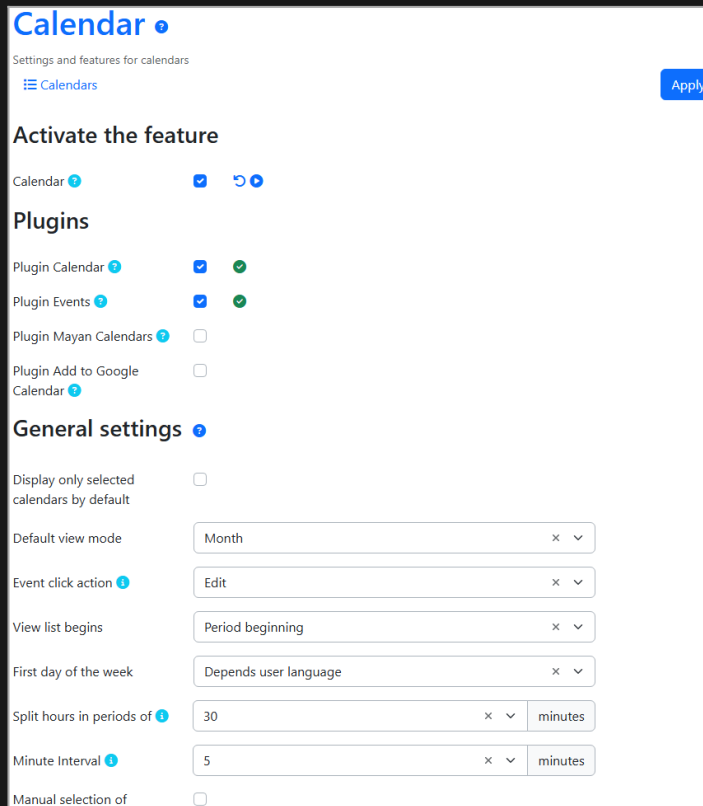
The screenshot shows the 'Features' administration page. At the top, there is a title 'Features' with a plus icon and a subtitle 'Switches for major features'. On the right side, there are two buttons: 'Apply' and 'No Tabs'. Below the title, there are three tabs: 'Global features', 'Interface', and 'Programmer'. The 'Global features' tab is selected. Underneath, the 'Main features' section is displayed. It contains a list of features with checkboxes and expandable icons. The 'Calendar' feature is checked and its expandable icon is also active, and the entire row is highlighted with a green border. Other features include Wiki, File gallery, Blog, Articles, Forums, Trackers, and Unified search index.

Feature	Enabled	Expandable
Wiki	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File gallery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Blog	<input type="checkbox"/>	<input type="checkbox"/>
Articles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forums	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trackers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unified search index	<input checked="" type="checkbox"/>	<input 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**)



The screenshot shows the 'Calendar' settings page in Tiki. The page title is 'Calendar' with a sub-header 'Settings and features for calendars'. There is a blue 'Apply' button in the top right corner. The settings are organized into sections: 'Activate the feature', 'Plugins', and 'General settings'. Under 'Activate the feature', the 'Calendar' checkbox is checked. Under 'Plugins', 'Plugin Calendar', 'Plugin Events', 'Plugin Mayan Calendars', and 'Plugin Add to Google Calendar' are listed with checkboxes. Under 'General settings', there are several options: 'Display only selected calendars by default' (checkbox), 'Default view mode' (Month), 'Event click action' (Edit), 'View list begins' (Period beginning), 'First day of the week' (Depends user language), 'Split hours in periods of' (30 minutes), 'Minute Interval' (5 minutes), and 'Manual selection of' (checkbox).

Click to expand

## Group Calendar Sticky Popup

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If enabled the calendar stays on screen after the mouse is moved away from event date

Group Calendar Item View Tab

Default View Mode

Calendar Manual Selection of time/date

JSCalendar

First Day of the Week

Split hours into periods of

[Help](#) needed for this item

Choose from "Day, Week, Month, Quarter, Semester, Year"

[Help](#) needed for this item

Use a JavaScript calendar widget for event time/date entry

Choose from Saturday, Sunday, Monday or set it dependent on the language used

Choose from 1, 5, 10, 15, and 30 minutes

First/Last Year in the dropdown

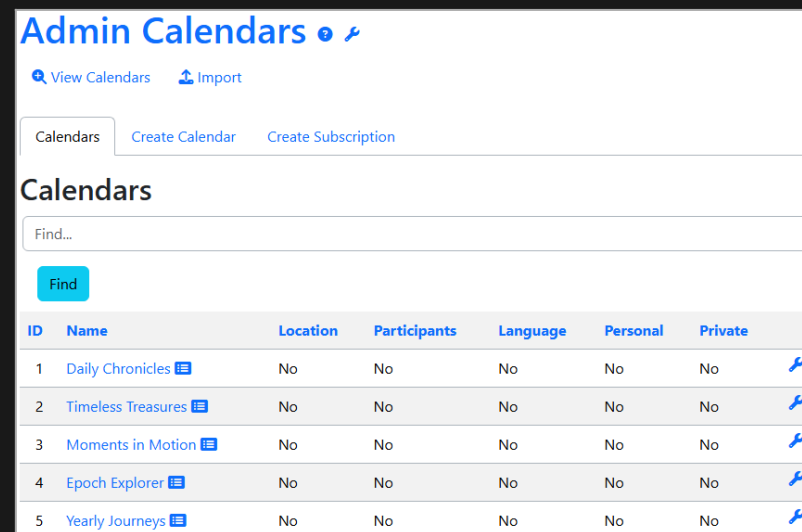
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Allows the admin to set how many years are shown in the dropdown box for year when entering events. Set it to -1 if you want last year visible, 0 if just want this year visible. **Note:** These fields are not active if you select JScalendar for event 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 is a search bar for 'View Calendars' and an 'Import' button. Below that, there are tabs for 'Calendars', 'Create Calendar', and 'Create Subscription'. A search bar labeled 'Find...' is present, followed by a 'Find' button. 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 with the following fields and options:

- Categorize:** A blue button labeled 'Select Categories'.
- Name:** A text input field with a checked checkbox 'Show in popup box'.
- Description:** A large text area with a checked checkbox 'Show in popup box'.
- Custom location:** A dropdown menu with 'No' selected and an unchecked checkbox 'Show in popup box'.
- Custom participants:** A dropdown menu with 'No' selected and an unchecked checkbox 'Show in popup box'.
- Custom classification:** A dropdown menu with 'No' selected and an unchecked checkbox 'Show in popup box'.
- Custom language:** A dropdown menu with 'No' selected and an unchecked checkbox 'Show in popup box'.
- Custom URL:** A dropdown menu with 'No' selected and an unchecked checkbox 'Show in popup box'.
- Custom priority:** A dropdown menu with 'No' selected.
- Personal Calendar:** A dropdown menu with 'No' selected and a blue information icon.
- Private Calendar:** A dropdown menu with 'No' selected and a blue information icon.
- Start of day:** A dropdown menu with '00' selected.
- End of day:** A dropdown menu with '20' selected.

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 Assign Copy

Permissions  Toggle sections  Show only selected

▼ calendar

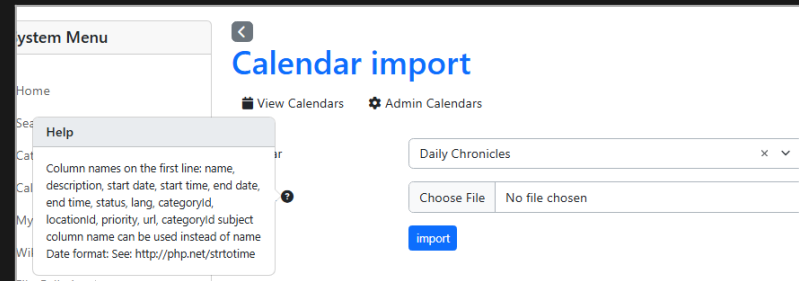
Anonymous Registered	Permission
<input type="checkbox"/>	<input checked="" type="checkbox"/> Can create/admin calendars ( <i>tiki_p_admin_calendar</i> )
<input type="checkbox"/>	<input checked="" type="checkbox"/> Can create/admin private/personal calendars ( <i>tiki_p_admin_private_calendar</i> )
<input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



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\$callds[]=5**

#### Related pages

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- [Calendar](#)
- [Calendar User](#)
- [Calendar Details](#)
- [Js Calendar](#)
- [Module calendar\\_new](#)