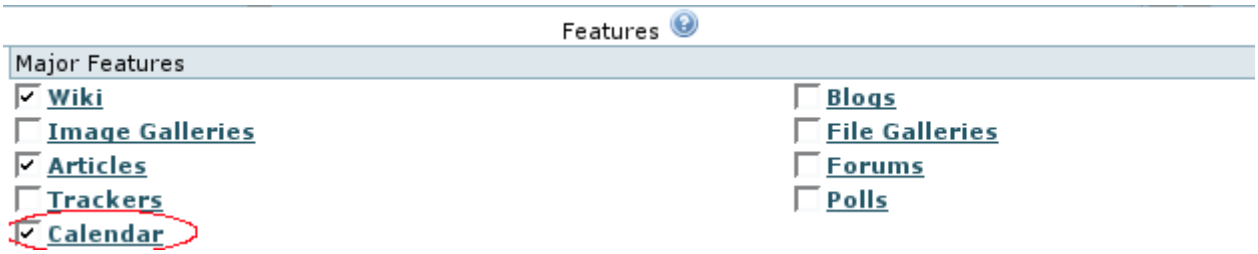
Calendar Admin

Enabling the Calendar Feature

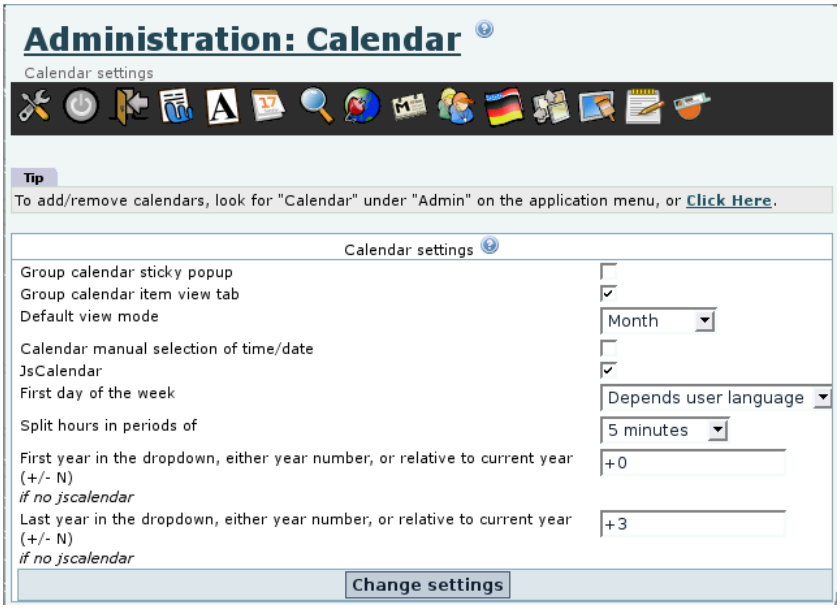
From the Administration: Administration page, click on the features icon. The calendar feature is enabled by clicking the check box in the top section of the admin page, then saving your changes. You now should see a Calendar item when you expand the Admin menu.



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**)



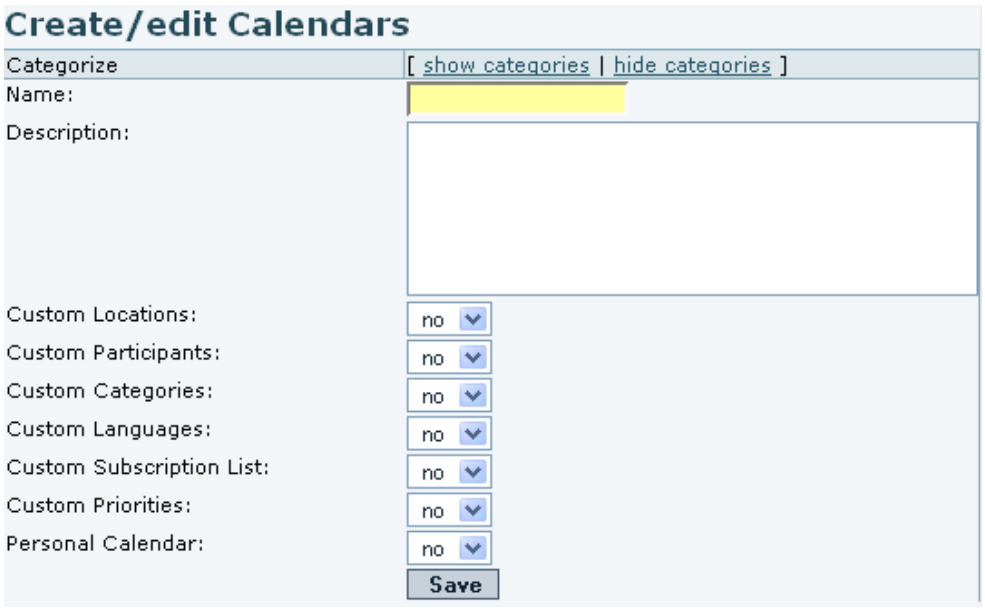
Global Calendar Settings Page for 1.10

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
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 following selections enable custom pulldown menus for additional descriptive fields:

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

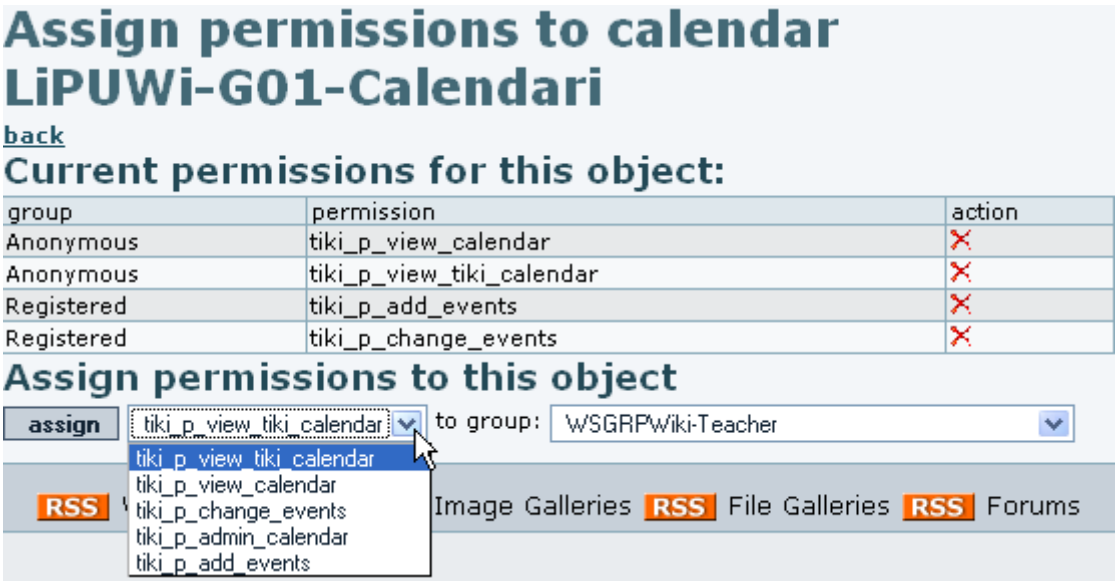
***Please note**: from v6.0 the label "Custom Categories" is changed to "Custom Classifications" to avoid confusion with permission categories.*

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

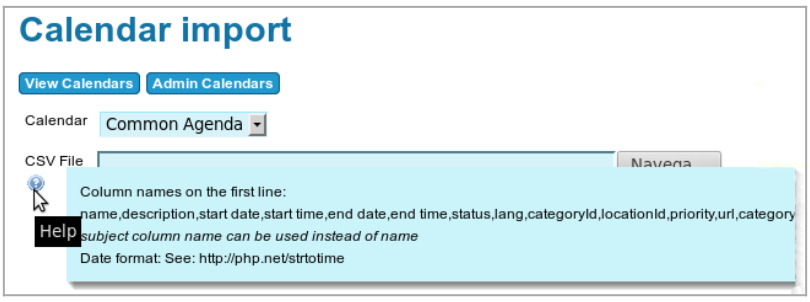
calendar.

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**.



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 chooose 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