

Oracle Calendar

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For information related to this topic refer to:

- Guidelines for Use
 - o [Students](http://www.cmu.edu/computing/guideline/calendar-students.html) (<http://www.cmu.edu/computing/guideline/calendar-students.html>)
 - o [Faculty and Staff](http://www.cmu.edu/computing/guideline/calendar.html) (<http://www.cmu.edu/computing/guideline/calendar.html>)

Last Updated: 2/10/08

Overview of Andrew Calendar

The Andrew Calendar service is a campus-wide calendar management and scheduling system. It allows you to create a personal calendar and to track appointments and meetings. The real power of Andrew Calendar comes from its ability to share meetings with others, which allows it to act as a group organizer.

Oracle Calendar is the client side application that allows you to access the Andrew Calendar service. Computing Services also supports an [Oracle Calendar Web Client \(https://calendar.andrew.cmu.edu/\)](https://calendar.andrew.cmu.edu/) which can be accessed via the My Accounts tab of the [Carnegie Mellon Web Portal \(https://my.cmu.edu/\)](https://my.cmu.edu/).

Where to Get Help

These pages are intended to help you through the basic steps of installing and gaining familiarity with the product. Additionally, the Oracle Calendar client and web applications come with rather extensive on-line help files.

If you need immediate help with the installation or use of this application, contact the Help Center at 8-4357 or email [Advisor \(mailto:advisor@andrew.cmu.edu\)](mailto:advisor@andrew.cmu.edu). Training on Oracle Calendar and the Andrew Calendar service are available through Computer Education. For additional information, please e-mail [Computer Education \(mailto:computer-education@andrew.cmu.edu\)](mailto:computer-education@andrew.cmu.edu) or visit [Education and Outreach \(http://www.cmu.edu/computing/ed-outreach/index.html\)](http://www.cmu.edu/computing/ed-outreach/index.html).

Last Updated: 01/30/07

Get an Andrew Calendar Account and/or Resource

Andrew Calendar Accounts

In order to use Oracle Calendar, you must have an Andrew Calendar account. Because Oracle Calendar works best when everyone in a group or department has an account, many departments have chosen to get "on board" with the program as a group. Individuals or department administrators can request accounts by completing the appropriate form on the My Accounts tab of the [Carnegie Mellon Web Portal \(https://my.cmu.edu\)](https://my.cmu.edu).

Resources

If your department or group needs to schedule rooms, equipment or other resources, an account needs to be created for that resource. To request an account for a resource, complete the [Requesting a Resource \(http://www.cmu.edu/computing/email/calendar/resource.html\)](http://www.cmu.edu/computing/email/calendar/resource.html) form. Please see [Resource Accounts \(http://www.cmu.edu/computing/doc/software/calendar/resource/index.html\)](http://www.cmu.edu/computing/doc/software/calendar/resource/index.html) for more help with resources.

Last Updated: 01/30/07

Access the Calendar

You can access Oracle Calendar by downloading the desktop client software and/or via the web client.

Desktop Client

Computing Services supports Oracle Calendar for Mac, Windows and Unix machines. Installation instructions are available as part of the installation package on the My Accounts tab of the [Carnegie Mellon Web Portal \(https://my.cmu.edu/\)](https://my.cmu.edu/) . Please see [Using the Oracle Calendar Desktop Client \(http://www.cmu.edu/computing/doc/software/calendar/desktop/index.html\)](http://www.cmu.edu/computing/doc/software/calendar/desktop/index.html) for more details.

Web Client

Oracle Calendar also allows users to access their calendar information through the Internet. It is not necessary to have the Oracle Calendar software installed to view and modify a calendar via the web client. Although there are some limitations to the web interface, it does provide a quick way to access information. Please see [Using the Oracle Calendar Web Client \(http://www.cmu.edu/computing/doc/software/calendar/web/index.html\)](http://www.cmu.edu/computing/doc/software/calendar/web/index.html) for details.

Andrew UNIX Environment

Andrew Calendar has been installed to the Andrew UNIX environment. To launch Andrew Calendar, type **oraclecalendar** at the system prompt.

Last Updated: 01/30/07

Oracle Calendar Client 10.1.2 Enhancements At a Glance

This document is intended to serve as a "Quick Start" guide to using the new features of the Oracle Calendar Client version 10.1.2. It does not replace the Oracle Calendar document.

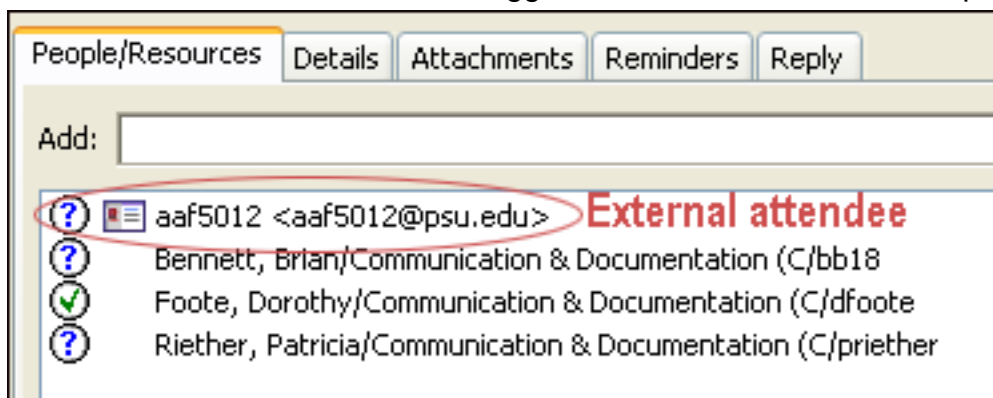
For information related to this topic refer to:

- [Oracle Calendar: Overview \(http://www.cmu.edu/computing/doc/calendar.pdf\)](http://www.cmu.edu/computing/doc/calendar.pdf)
- [Oracle Calendar Desktop Client \(http://www.cmu.edu/computing/doc/calendar-using.pdf\)](http://www.cmu.edu/computing/doc/calendar-using.pdf)
 - [Quick Reference \(http://www.cmu.edu/computing/doc/QuickReference.pdf\)](http://www.cmu.edu/computing/doc/QuickReference.pdf)
 - [Exporting Data \(http://www.cmu.edu/computing/doc/calendarexport.pdf\)](http://www.cmu.edu/computing/doc/calendarexport.pdf)
- [Oracle Calendar Web Client \(http://www.cmu.edu/computing/doc/calendarweb.pdf\)](http://www.cmu.edu/computing/doc/calendarweb.pdf)
- [Oracle Calendar Resources \(http://www.cmu.edu/computing/doc/calendarresource.pdf\)](http://www.cmu.edu/computing/doc/calendarresource.pdf)
- [Working as a Designate \(http://www.cmu.edu/computing/doc/calendardesignate.pdf\)](http://www.cmu.edu/computing/doc/calendardesignate.pdf)
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 - [Students \(http://www.cmu.edu/computing/guideline/calendar-students.html\)](http://www.cmu.edu/computing/guideline/calendar-students.html)
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Oracle Calendar 10.1.2 Enhancements

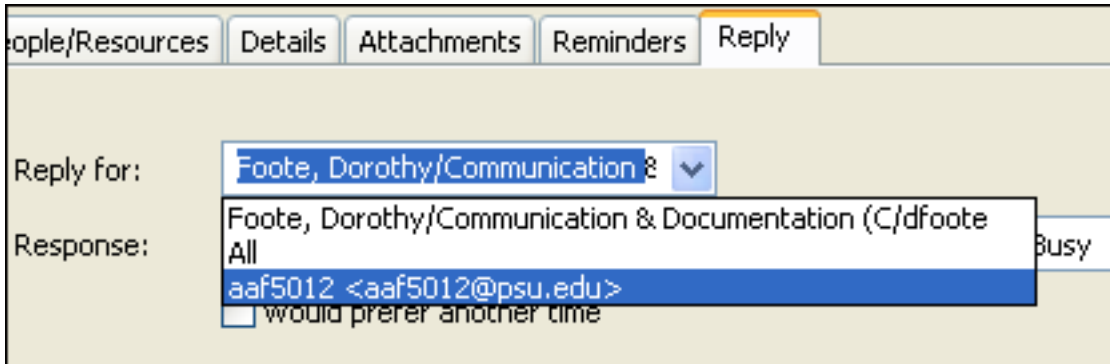
Scheduling

- You now have the ability to schedule external attendees (see step 7 of the Creating a Meeting section of [The Oracle Calendar Workspace \(http://www.cmu.edu/computing/doc/software/calendar/desktop/meeting.html\)](http://www.cmu.edu/computing/doc/software/calendar/desktop/meeting.html)) in Agendas using their e-mail addresses. Previously, you could enter only attendees with valid Andrew Calendar accounts. E-mail notifications will be sent to these people, but obviously, they will not be able to respond through Calendar. The external attendee's name will be flagged in the attendee list with a special icon.

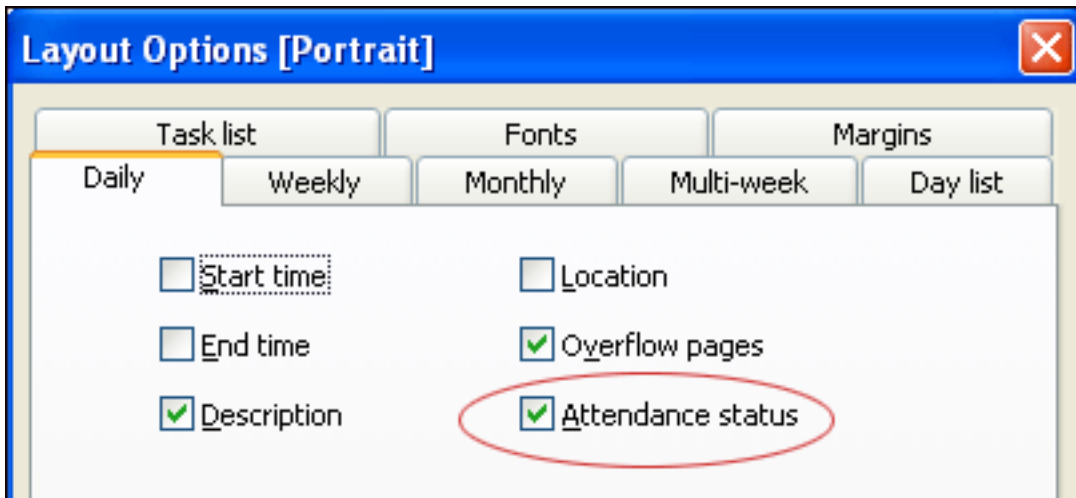


- Along with the External Attendees feature, entry owners have the ability to set the reply status for External Attendees (see the section

Viewing/Responding to an Entry in [The Oracle Calendar Toolbar](http://www.cmu.edu/computing/doc/software/calendar/desktop/toolbar.html) (<http://www.cmu.edu/computing/doc/software/calendar/desktop/toolbar.html>).



- You now have the ability to set your reply for an entry that you created as you are creating it (including free/busy information). This is done via the Reply tab which is now visible as you first create the meeting.
- A new print option to include the attendance status has been added. This option is available by default on Windows machines; Mac users must update their preference file.



Searching

- This version of Andrew Calendar client offers an automatic name completion option when opening agendas and tasks, adding people to entries, or locating a person. Simply enter at least 3 letters of the person's last name. The name(s) of possible attendees who match those letter will be completed for you. Note: In order to activate this feature, you will need to change your preference settings.

Offline Capabilities

- You can configure the Calendar program to prompt you to switch offline when the calendar server is unreachable; the program will also prompt you to reconnect when the connection is restored.
- You now have the ability to synchronize your offline password with your online password.

Preferences

- You can now configure Calendar to send e-mail reminders and notifications to an alternate e-mail address.
- Through the preference file, you have the ability to enable or disable pop-up reminders for all meetings when the application is launched. Note that this setting will take precedent over reply options that you have set for individual meetings.
- You can change your preferences so that your tasks are NOT timed by default. If you choose this option, the task you create will display over an infinite number of days.

For information on configuring preferences, see [Configuring Preferences in the Oracle Calendar](http://www.cmu.edu/computing/doc/software/calendar/desktop/agenda/preferences.html) (<http://www.cmu.edu/computing/doc/software/calendar/desktop/agenda/preferences.html>).

Things you Should Know

Windows

- The menu structure has changed. Previously, you would select **Edit > New Meeting** (or Daily Note, Day Event or Task). With version 10.1.2, you select these functions from the File menu. Also, you previously selected **File > Agenda** then Open or Open as Designate or **File > Group View**. With version 10.1.2, these functions are selected from the File menu, but in a different subgroup.
- Previously, the shortcut key used to open another person's agenda was **Ctrl+A**; now it is **Ctrl + O**.
- You can now set "Access" and "Importance" on the main create meeting window. Previously, it was on the Details tab.
- The **Access** and **Importance levels** and the **Attachment** feature were previously located on the Details tab; the Access and Importance levels are on the main New Meeting window.
- The **Attachment feature** now has its own tab.
- The new **Reply tab** offers the ability to set your reply for an entry that you created as you are creating it (including free/busy information).

Meeting to discuss Calendar - New Meeting

File Tools Advanced Window Help

Proposed by: Foote, Dorothy/Communication & Documentation (C/dfoote)

Title: Meeting to discuss Calendar

Location: Cyert 211

Access: Public Importance: High

Start: 02 - 16 - 2006 08 : 00 am

End: 02 - 16 - 2006 09 : 00 am Duration: 0 d

People/Resources Details Attachments Reminders Reply

Mac

- The **Access** and **Importance levels** and the **Attachment** feature were previously located on the Details tab; the Access and Importance levels are on the main New Meeting window.
- The **Attachment feature** now has its own tab.
- The new **Reply tab** offers the ability to set your reply for an entry that you created as you are creating it (including free/busy information).

Last Updated: 11/09/06

Usage Tips

When used properly, Oracle Calendar can be an incredibly powerful communication tool for individuals and groups of people. As with any powerful tool, however, there are any number of simple and seemingly harmless activities that can have an adverse affect not only on your effective use of the system, but on the usefulness to thousands of others.

This document outlines many of the common pitfalls that we have identified and will help you to avoid them. There are also points that will help you to avoid having an adverse affect on the usefulness of the system for others.

These are only examples - in general, you should always consider how your actions may be perceived by others and use your best judgment.

Meetings: Inviting People and Responding to Invitations

- **Don't schedule time with faculty members unless you have their permission to do so**

Students should refrain from scheduling professors, advisors, teaching assistants or any other member of Carnegie Mellon faculty for any meeting or event unless they have been given clear permission to do so. If you are unsure, e-mail the faculty member first and ask for permission to schedule with them.

- **Don't invite people you don't know**

In most cases, inviting someone you don't know to a meeting or other function will cause confusion and, in some cases, some amount of resentment. Call or send e-mail to the person beforehand to ask permission to schedule a meeting or, at the very least, let them know why you're inviting them (e.g., because someone they know told you to).

- **Don't invite large numbers of people**

There are few people who should have occasion to invite large numbers of people to meetings, events or notes. Users' inboxes would tend to fill up very quickly if every university event were announced through Oracle Calendar. The [Event Calendar \(https://my.cmu.edu/site/main/page.calendar\)](https://my.cmu.edu/site/main/page.calendar) has been created for this purpose.

- **Make sure people know what you're inviting them to**

When you invite people to meetings or other functions, make sure that the title is descriptive enough that they'll understand the true purpose of the event. If possible, use the Details tab to provide information such as topics of discussion, what to bring to the meeting, and so on.

- **Respond to invitations in a timely manner**

When you respond to an invitation, you not only extend the courtesy of letting the initiator know if you'll be attending but you also let others know when you'll be available for other activities. When you are invited to a meeting or other event, that block of time is set aside as "unavailable" until you respond. Anyone who tries to schedule something with you will encounter a conflict if they attempt to schedule during that time. If you respond that you will not attend, that block of time becomes available for someone else to schedule an event.

Managing your Calendar

- **Let others know when you're unavailable**

In order for your calendar to accurately reflect your availability for meetings or other functions, you should enter as many of your scheduled commitments as possible. You can easily enter your classes as recurring meetings. Ask your employer to enter your work schedule as soon as they know it, or enter it yourself as soon as you receive it. You should also enter team practices, your intramural sport schedule, or other sporting events in which you participate. Oracle Calendar is an effective tool in managing your organization's carnival schedule.

There are most likely times when you are not in class or at work, but want to show a block of time as unavailable. For example, you may want to schedule some uninterrupted study time. You can schedule this time on your calendar as a meeting to which only you are invited. When another user attempts to schedule a meeting with you, they will see a conflict if they try to schedule during this time.

- **Don't use meetings in place of Day Events or Daily Notes.**

If you are scheduling an event that is casual or optional for all or part of the scheduled time, enter it as a Note or Day Event, not as a meeting. For example, let's say you want people to know that they can drop by your room between 9:00 and 11:30 a.m. to pick up their copy of your group project report. If you schedule a meeting with those people from 9:00 a.m. to 11:30 a.m., anyone else who wants to schedule a meeting with these same people will encounter a conflict and will be forced to select a different time. However, if you set up a note entitled "Pick up Group Project Report in Mudge House room 222: 9:00 - 11:30 a.m." people will receive the message and other events can be scheduled during that time.

You can also use Day Events or Daily Notes to mark important dates (e.g., last day to withdraw from classes, registration dates, payment due dates, etc.) from the academic calendar.

- **Accept Day Events, Daily Notes & Holidays**

Your inbox will be much less cluttered if you simply accept the Day Events, Daily Notes and Holidays that people have sent to you.

Setting Access Rights to Your Agenda

You have a great deal of control over who can do what with your agenda. However, you should make sure that you don't set your access rights to be so restrictive that it becomes difficult or even impossible for others to schedule time with you.

The guidelines will help you to retain your right to privacy without making it impossible for other users to schedule meetings or other activities with you.

- **Allow others to view as much of your time information as possible.**

Unless there is a very good reason not to, you should allow anyone to view the times that you have scheduled. Giving everyone access to view the times of your meetings and other activities will help people to schedule with you only when you are available.

For information on how to give others additional access rights, see [Set Access Rights](#)

(<http://www.cmu.edu/computing/doc/software/calendar/desktop/agenda/access.html>).

- **Make sure your "Designates" have the access they need.**
If someone else will be acting as your designate and managing your schedule for you, make sure that they have access to the information and functions that they need to perform this task appropriately. At the very least, Designates should have "Modify" privileges to "Normal" level items so that they can schedule meetings in your behalf.
- **Understand the difference between access for viewing and inviting.**
You can allow people to invite you to meetings without allowing them to view detailed information about your meetings.
- **Allow people to send you mail**
The Oracle Calendar software allows people who are scheduling meetings or other events to send e-mail to the invitees. By default, you will be configured to receive these messages. You can turn this option off, but keep in mind that if you do, people will not be able to send you mail through Oracle Calendar to inform you of changes, meeting agendas, and so on. For more information, see [Set Agenda Preferences](http://www.cmu.edu/computing/doc/software/calendar/desktop/agenda/preferences.html) (<http://www.cmu.edu/computing/doc/software/calendar/desktop/agenda/preferences.html>).
- **Set the appropriate access level for each activity you schedule.**
When you schedule an activity in Oracle Calendar, you should set its access level. For example, you might want to enter a doctor's appointment with a "Personal" access level, but would probably schedule a class time with a "Normal" level.
- **Make sure your "Designates" have the access they need.**
If someone else will be acting as your designate and managing your schedule for you, make sure that they have access to the information and functions that they need to perform this task appropriately. At the very least, Designates should have "Modify" privileges to "Normal" level items so that they can schedule meetings in your behalf.
- **Understand the difference between access for viewing and inviting.**
You can allow people to invite you to meetings without allowing them to view detailed information about your meetings.

Designates

Oracle Calendar allows some users, known as designates, to maintain schedules for other users. When used properly, the Designate feature is a very powerful one. However, if you are a designate, there are some things that you should keep in mind to prevent problems for you and the people for whom you maintain schedules.

- **Make sure that you have the appropriate access to peoples' agendas.**
To properly administrate agendas for other people, you should make sure that they, at the very least, give you "Modify" access rights to the "Normal" level items in their agendas. This level of access will allow you to schedule, modify, and accept meetings on their behalf, which is the main objective of a designate.

To make sure that you can reasonably maintain other peoples agendas, encourage them to allow you to at least see the times for their personal and confidential items. They don't need to allow you to see the subject or other details, just the times.

- **Don't schedule meetings as if they're YOUR meetings.**

This is perhaps the most important of all things to avoid as a designate. When you schedule meetings for another person, you should open that person's agenda as a designate, then schedule the meeting. This gives that person ownership of the meeting instead of you. You will still be able to modify the meeting in the future, but so will the person for whom you're scheduling the meeting.

If you schedule the meeting from your agenda, you will encounter the following problems:

- o You will be set to attend the meeting. Therefore, if someone tries to invite you to a meeting, you will appear to be unavailable for that time, even if you really aren't attending the meeting you scheduled.
- o If you are out of the office sick or on vacation, or for whatever reason are not available to modify the meeting, no one else will be able to change the meeting - not even the person for whom you scheduled it.
- o If at any time you are no longer the designate for a person, all meetings that you have scheduled for that person under your own agenda will need to be scheduled again. There is no easy way to transfer ownership of a meeting from one person to another.

Resources

Oracle Calendar allows student organizations to maintain schedules for "resources" such as conference rooms. When handled properly, Oracle Calendar can be a very powerful tool for scheduling resources

- **All resources must have at least one designate.**

Computing Services will create resources upon request, but each resource must have at least one "designate" (up to a maximum of five) who will manage the schedule for that resource.

- **Use Oracle Calendar for complete management of the resource.**

We recommend that you use only Oracle Calendar to maintain a resource schedule. For example, if you set up a conference room as a resource in Oracle Calendar but also maintain a schedule for that room on paper, you will most likely run into scheduling conflicts as people record a meeting in one place but not in the other. If you set up a resource in Oracle Calendar, be prepared to eliminate the paper schedule.

Last Updated: 2/10/08