

Oracle Calendar: Exporting Data

This document contains the following sections:

- [Overview](#)
- [Steps to Export Data](#)
- [Export Designate or Resource](#)

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)
 - [10.1.2 Enhancements at a Glance \(http://www.cmu.edu/computing/doc/calendarglance.pdf\)](http://www.cmu.edu/computing/doc/calendarglance.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)
- Guidelines for Use
 - [Students \(http://www.cmu.edu/computing/guideline/calendar-students.html\)](http://www.cmu.edu/computing/guideline/calendar-students.html)
 - [Faculty and Staff \(http://www.cmu.edu/computing/guideline/calendar.html\)](http://www.cmu.edu/computing/guideline/calendar.html)

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Overview

Computing Services has adopted a policy to purge Andrew Calendar Events and Tasks that are older than three years. This purge will take place annually each June. Removal of this information has become increasingly critical to the performance of routine server functions.

If Events and Tasks that you deem important will be affected by this purge, you may use Andrew Calendar's export feature to archive your data. Exported data can be read by several types of applications, depending on the format you select. Applications include calendar tools, spreadsheets and other applications that are capable of reading a text file (e.g., NotePad, WordPad, etc.)

Notables

The following lists details on how the purge handles your data:

- Repeating meetings are stored as a list of dates on which they will happen. Only the instances which fall before the purge date will be removed. In other words, the start date is "bumped up" so that it is after the purge date.
- Tasks will be purged if the start, due and completion date are ALL before the purge date.
- The Andrew Calendar Address Book will NOT be affected by the purge. Note that the Andrew Calendar Address Book feature was never officially supported by Computing Services.

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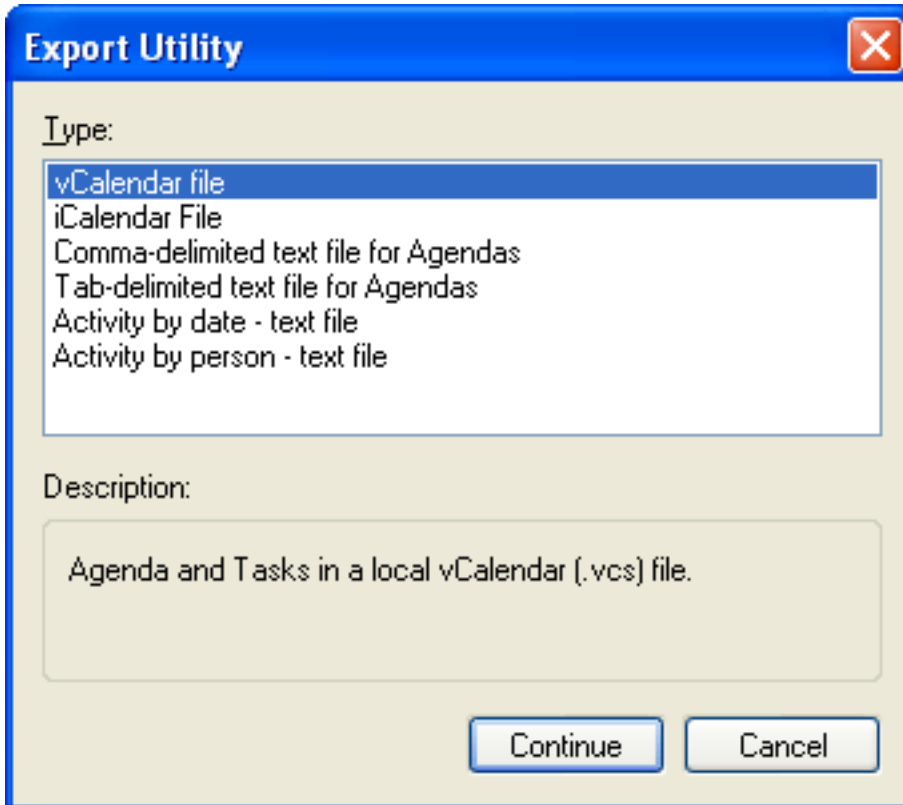
Steps to Export Data

Follow these steps to export calendar data to a file on your local computer.

Note: Archiving CANNOT be accomplished via the Andrew Calendar web client.

Note: When archiving through Mac, Andrew Linux, or Andrew Solaris, the screen displays may appear differently.

1. Launch the Andrew Calendar desktop client.
2. Select **File > Export Data...** The Export Utility dialog box appears.



3. In the Type field, select your output file type based on the chart below.

File Type (click to view an example of output)	Comments
vCalendar (http://www.cmu.edu/computing/doc/software/calendar/export/vcal.vcs)	vCalendar is the ONLY output type that SUPPORTS Tasks. The vCalendar or iCalendar format can be used if you intend to import the data back into your calendar, or if you wish to import calendar data into other applications that understand the vCalendar/iCalendar format (Microsoft Outlook, Mozilla Calendar, and MacOSX iCal are three such applications). These file types can be
iCalendar (http://www.cmu.edu/computing/doc/software/calendar/export/calendar_icalendar.ics)	

	<p>opened in word/text processing applications, but they are difficult to read due to the format of the data they contain.</p> <p>Another difference between vCalendar and iCalendar is that vCalendar exports a sub-set of the data that iCalendar exports. Essential calendar data (attendees, category, date/time, summary [title], and priority) are in every vCalendar exported file. If the iCalendar format can't be imported into your application, try the vCalendar format instead.</p>
<p>Comma delimited text file for Agendas (http://www.cmu.edu/computing/doc/software/calendar/export/comma.txt)</p>	<p>Delimited export files can be used to import the calendar data into applications that understand the delimited format. This would include spreadsheet applications such as Microsoft Excel QattroPro, OpenOfficeCalc, or database applications like Microsoft Access and Paradox. Use of such a file in a spreadsheet like Excel allows you to sort by the various columns.</p>
<p>Tab delimited text file for Agendas (http://www.cmu.edu/computing/doc/software/calendar/export/tab.txt)</p>	
<p>Activity by date text file (http://www.cmu.edu/computing/doc/software/calendar/export/actdate.txt)</p>	<p>Readable in any application that is capable of opening a text file (e.g., web browsers, NotePad, WordPad, Microsoft Word, WordPerfect, OpenOfficeWriter, TextEdit, etc.) For exporting a single person's calendar, the "Activity by person" format is much more valuable. If you are exporting a single person's calendar, the "Activity by person" format is much more readable.</p>
<p>Activity by person text file (http://www.cmu.edu/computing/doc/software/calendar/export/actpers.txt)</p>	

4. Once you've selected the file type, click **Continue** (Windows) or **OK** (Mac). The Export dialog box appears. Complete the fields as follows:

- In the **Export** field:
 - o >To export Events, select the check box for Meetings, Day Events, Daily Notes.
 - o To export Tasks, select the check box for Tasks

Note: vCalendar is the ONLY output type that supports Tasks. When exporting in any other format, the Task option is grayed out.

- In the **Period** field, select the All, Range or Custom radio button. For Range or Custom, you will need to enter a specific date range that you wish to export.

Note: Computing Services will purge all data prior to 6-30-2002.

- In the **People/Resources** section, create a list of users whose information you want to export.

Note: The level of detail that is exported is dependent on your access privileges for that person's agenda. If you are exporting an agenda for which you are a Designate, see the *Steps to Export: Designate or Resource* section.

- In the **File Name** field, enter a name for your file. Click **Browse** to locate an existing file. If applicable, you must specify a file name for each user whose information you want to export.

5. Click **OK**. The export function runs and your exported information is stored in the file name you specified.

Note: Exported data is copied to the destination file. It will also remain on the Calendar server until a purge is completed (see the *Overview* section).

Export Designate or Resource

To export another person's calendar for whom you are a Designate, follow these steps:

Note: Exporting CANNOT be accomplished via the Andrew Calendar web client.

1. Launch the Andrew Calendar desktop client.
2. Do one of the following:
 - Windows: Select **File > Open as Designate > Agenda**.
 - Mac: Select **File > Agenda > Open as Designate**.
3. Select **File > Export Data....** The Export Utility dialog box appears. The Export option will automatically use your designate rights to access and export the specified calendar Events and Tasks.
4. Repeat these steps for each resource or agenda data you want to export.

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