

PAWS Intermediate Customization, Advanced E-mail and Advanced Calendaring



Information Technology Services Division
Training Services: <http://training.usask.ca/courses>

Table of Contents

The PAWS Environment	1
Personalized Access to Web Services.....	1
Personalizing PAWS.....	2
Customizing Content Layout	2
Adding a Tab.....	2
Adding Content to a Tab.....	2
Creating a Standard Tab.....	3
Creating a Web Tab	3
Repositioning a Tab	4
Renaming a Tab	4
Deleting a Tab.....	4
Restructuring Tab Content.....	5
Adding a Channel	6
Repositioning a Channel	6
Deleting a Channel.....	7
Advanced E-mail Management.....	8
Working with the Address Book	8
Displaying the Address Book	8
Adding a Contact	8
Editing Contact Information	9
Deleting a Contact.....	10
Creating a Contact Group	10
Editing a Contact Group	11
E-mailing a Group.....	11
Customizing the E-mail Environment	12
E-mail Options	12
Configuring Address Book Preferences.....	12
Blocking an Address	13
Changing Display Settings.....	13
Applying a Message Filter	14
Setting a Message Preference	15
Creating/ Applying a Signature	16
Advanced Calendar Management.....	17
Setting the Calendar View	17
Viewing Your PAWS Calendar	17
Changing Your Calendar View.....	18
Managing Events	18
Creating a Calendar Event	18
Quick Add Event.....	19
Create New Event	19
Editing a Calendar Event	21
Creating a Recurring Event.....	21
Deleting a Calendar Event	22
Searching for An Event.....	22

Generating an Event Invitation	23
Viewing/ Responding to an Invitation	23
Managing Tasks	24
Viewing Task Lists	24
Quick Add Task	25
Create New Task.....	25
Editing a Task	27
Completing a Task	27
Deleting a Task	28
Searching for Tasks.....	28
Maintaining Calendars	29
Displaying/ Selecting a Calendar	29
Viewing a Calendar List	29
Subscribing to a Calendar	30
Viewing Permissions to a Subscribed Calendar	31
Unsubscribing to a Calendar	32
Creating a New Calendar	33
Setting Calendar Properties.....	34
Viewing/Editing General Information	35
Setting Public Access.....	35
Setting Individual Permissions	35
Specifying another Owner	36
Creating a Calendar Group	36
Editing A Calendar Group	38
Adding an Event to a Calendar Group.....	38
Customizing the Calendar Environment.....	39
Setting Calendar Defaults	40
Setting Global Defaults.....	40
Setting Address Book Defaults.....	41

The PAWS Environment

Personalized Access to Web Services

PAWS is the acronym for **Personalized Access to Web Services**, a customizable web environment at the U of S.

PAWS hosts a variety of web-based application tools that provide role-based access to a broad and comprehensive range of information. This service is available to students, faculty, staff, alumni and other members of the University community.

PAWS is personalized to you. When you log in, you will see a set number of tabs with predefined channels. The displayed information and services will be related to your specific role(s) at the University. You may then customize this view by subscribing to other areas of interest.

PAWS Tabs

PAWS Channels

The screenshot displays the PAWS web environment within an Internet Explorer browser window. The browser title is "PAWS - Windows Internet Explorer". The address bar shows the URL "http://paws.usask.ca/render.user.syourRootNode.u?NF_root=root". The page features the University of Saskatchewan logo and the PAWS logo. A "PAWS Navigation Bar" is visible with tabs for Home, Academics, Admin Services, Alumni, Campus Life, Library, PD & Training, and News. Below the navigation bar are several channels: "Announcements" with a list of news items, "Welcome to PAWS!" with a list of links, "On Campus News - Latest Issue" with a featured article titled "OCI On Campus News" dated October 16, 2009, and "Bookmarks" with a list of personal bookmarks. The browser interface includes a search bar, navigation buttons, and a status bar at the bottom.

Personalizing PAWS





Customizing Content Layout

Customization of the PAWS environment is now carried out through a number of intuitive quick click or drag and drop procedures. All customization begins with the creation and modification of organizational units referred to as *tabs*.

A tab may then be divided into related but separate *channels* (units) of detail, including website accessibility.

Adding a Tab

To add a new tab:

Step	Action
1	<p>From the PAWS window, click the Add a Tab link (icon) located to the right of the default system tab display.</p>  <p><i>An empty tab name box appears along with the Add tab and Cancel buttons:</i></p> 
2	<p>Type the name for the new tab and click Add tab.</p>  <p>Note: Click <i>Cancel</i> to abort the new tab creation.</p> <p><i>The new tab appears to the right of the existing tabs:</i></p> 

Adding Content to a Tab

To add content to a tab:

Step	Action
1	<p>Click on the tab.</p> <p><i>The new tab page displays two options for creating tab content:</i></p> 
2	<p>Select the <i>standard</i> or <i>framed website</i> tab options.</p>

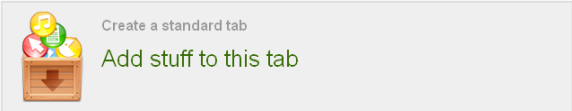
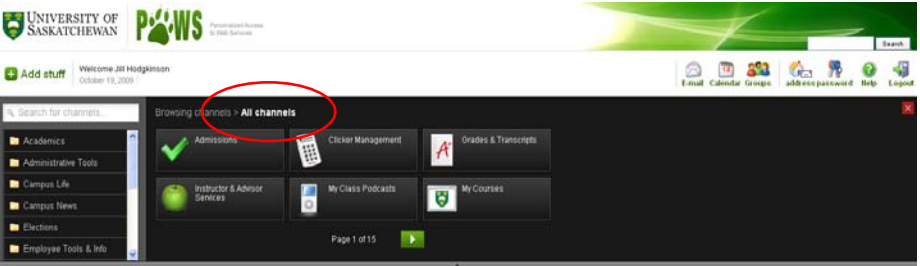
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Personalizing PAWS

Customizing Content Layout, Continued


Creating a Standard Tab

To create a standard tab:

Step	Action
1	<p>Click on the Add stuff to this tab link (left side).</p>  <p><i>The All channels pane appears:</i></p> 
2	Add the desired channel(s).

Creating a Web Tab

To create a website tab:


Step	Action
1	<p>In the <i>Create a framed website tab</i> option area (right side), click in the URL textbox; either type or paste in the desired website address and click Create.</p> <p>URL textbox</p>  <p><i>The website content appears in the tab window:</i></p> 

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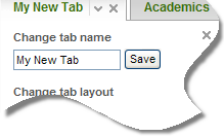
Personalizing PAWS

Customizing Content Layout, Continued


Repositioning a Tab To rearrange the display of tabs:

Step	Action
1	<p>From the PAWS window, click and drag any tab to another location. <i>The tab becomes semi transparent during the drag procedure.</i></p>  <p>Note: Only the <i>Home</i> tab can not be moved.</p>

Renaming a Tab To rename a tab:

Step	Action
1	<p>From the PAWS window, click on a tab to make it active. <i>Two symbols, an arrow and an x are displayed beside the tab.</i></p> 
2	Click on the arrow beside the Tab name.
3	<p>Type the desired name in the <i>Change tab name</i> text box:</p>  <p>Note: System or default tab names may not be changed.</p>

Deleting a Tab To delete a tab:

Step	Action
1	From the PAWS window, click any tab to make it active.
2	<p>Click on the x beside the Tab name. <i>A cancellation prompt is displayed:</i></p> 
3	<p>Click OK to confirm deletion of the tab. Note: If a default tab is deleted, you must send a request to the <i>Help Desk</i> to reset the layout.</p>

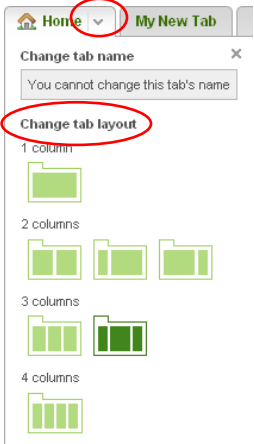
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Personalizing PAWS, Continued

Customizing Content Layout, Continued

Restructuring Tab Content

To restructure columnar layout for an entire tab:

Step	Action
1	From the PAWS window, click on a tab to make it active.
2	<p>Click the arrow beside the tab name.</p> <p><i>The tab's Columnar layout options appear:</i></p>  <p>Note: The current format selection is dark green.</p>
3	<p>Click the icon representing the desired columnar structure.</p> <p>Note: All tab (except the default system tab formats are changed accordingly).</p>

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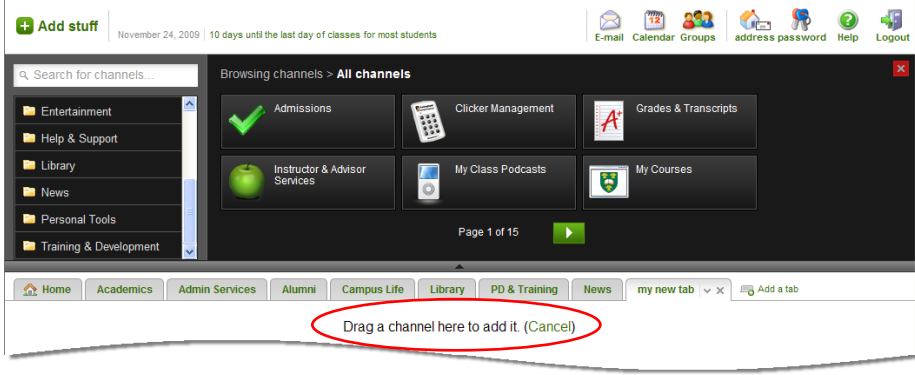
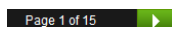
Personalizing PAWS

Customizing Content Layout, Continued

Adding a Channel

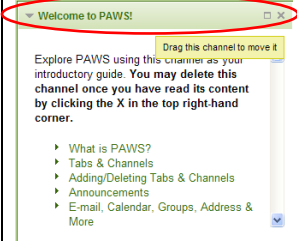
Channels are topical, at-a-glance, information and links provided by the U of S. A channel can be added to any tab and may be positioned according to the tab's columnar format.

To add a channel:

Step	Action
1	<p>From the PAWS window, with the desired tab selected, click on the + Add stuff link (top right).</p>  <p><i>The All channels pane appears:</i></p> 
2	<p>Click on the Page navigation arrow  Page 1 of 15</p> <p>or</p> <p>Click on a folder (to the left), to display more channels.</p>
3	<p>Drag the desired channel to the tab content area.</p>

Repositioning a Channel

To reposition a channel in a tab:

Step	Action
1	<p>From the PAWS window, click the title bar of any channel and drag to another location.</p> 

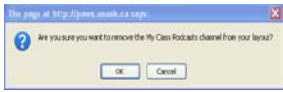
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Personalizing PAWS, Continued

Customizing Content Layout, Continued

Deleting a Channel

To remove a channel from view:

Step	Action
1	On the channel <i>title</i> bar, click on the x (right corner). <i>The deletion prompt is displayed:</i> 
2	Click OK to confirm the deletion. Note:


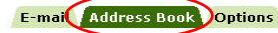
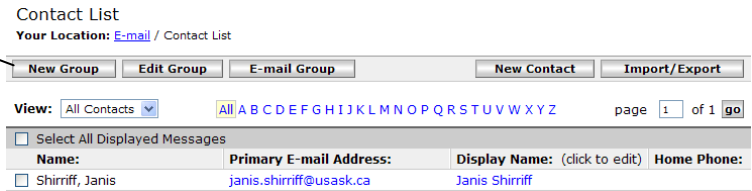
Advanced E-mail Management

Working with the Address Book

The Address Book allows you to maintain information about frequent contacts. It is located in the E-mail application component of PAWS.

Displaying the Address Book

To view the address book:

Step	Action
1	From the <i>PAWS</i> navigation bar, click the E-mail icon. 
2	From the <i>E-mail</i> application window, click on the Address Book tab.  The <i>Contact List</i> page appears: 

E-mail Options button bar

Adding a Contact

To add a contact:

Step	Action
1	From the <i>E-mail Options</i> button bar, click New Contact . 

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Advanced E-mail Management

Working with the Address Book, Continued

The Add Contact form dialogue appears:

Add Contact
Your Location: [E-mail](#) / [Address Book](#) / Add Contact

Personal Information

First Name: Last Name:
Display Name:

Contact Information

Primary E-mail:
Secondary E-mail:
Web Page:

Home Number: Work Number:
Pager: Cellular:
Fax:

Home Address	Work Address
Street Address: <input type="text"/>	Company Name: <input type="text"/>
City: <input type="text"/>	Street Address: <input type="text"/>
State/Province: <input type="text"/>	City: <input type="text"/>
Zip/Postal Code: <input type="text"/>	State/Province: <input type="text"/>
Country: <input type="text"/>	Zip/Postal Code: <input type="text"/>
	Country: <input type="text"/>

Birthday: -- -- (e.g. 1978)
Notes:

2 Enter all relevant or known information into the form and click **Ok**.
The contact is added to your contact list.

Editing Contact Information

To edit a contact:

Step	Action								
1	<p>From the <i>Contact List</i> page, in the <i>Display Name</i> column, click the desired contact name.</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name:</td> <td style="width: 25%;">Primary E-mail Address:</td> <td style="width: 25%; border: 2px solid red; border-radius: 50%;">Display Name: (click to edit)</td> <td style="width: 25%;">Home Phone:</td> </tr> <tr> <td><input type="checkbox"/> Shirriff, Janis</td> <td>janis.shirriff@usask.ca</td> <td style="border: 2px solid red; border-radius: 50%;">Janis Shirriff</td> <td></td> </tr> </table> </div> <p><i>The contact form dialogue is displayed.</i></p>	Name:	Primary E-mail Address:	Display Name: (click to edit)	Home Phone:	<input type="checkbox"/> Shirriff, Janis	janis.shirriff@usask.ca	Janis Shirriff	
Name:	Primary E-mail Address:	Display Name: (click to edit)	Home Phone:						
<input type="checkbox"/> Shirriff, Janis	janis.shirriff@usask.ca	Janis Shirriff							
2	Make the required changes and click Ok .								

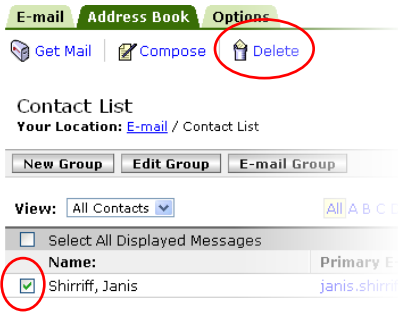
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Advanced E-mail Management

Working with the Address Book, Continued

Deleting a Contact

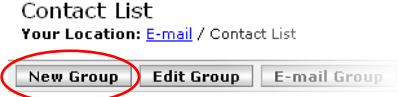


To delete a contact:

Step	Action
1	<p>From the <i>Contact List</i> page, click the checkbox to the left of the contact to be deleted.</p>  <p>The screenshot shows the 'E-mail' interface with the 'Address Book' tab selected. Below the navigation bar, there are buttons for 'Get Mail', 'Compose', and 'Delete'. The 'Delete' button is circled in red. Below this, the 'Contact List' section is visible, showing 'Your Location: E-mail / Contact List' and buttons for 'New Group', 'Edit Group', and 'E-mail Group'. A 'View:' dropdown is set to 'All Contacts'. A checkbox for 'Select All Displayed Messages' is present. A table of contacts is shown with 'Shirriff, Janis' selected, indicated by a red circle around the checkbox.</p>
2	Click the Delete link (icon) and click Ok to confirm the deletion.

Creating a Contact Group

Contacts can be organized into groups for quick distribution of messages to multiple individuals interested in the same information.

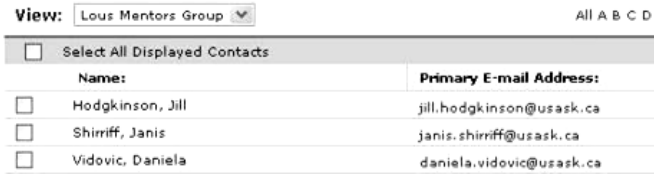
To create a contact group:

Step	Action
1	<p>From the <i>Contact List</i> page, on the <i>E-mail Options</i> button bar, click the New Group button.</p>  <p>The screenshot shows the 'Contact List' page with the 'New Group' button circled in red. Below the screenshot, the text reads: 'The Create Group dialogue appears:'</p>  <p>The dialog box has a 'Group Name' field at the top. Below it, there are two columns: 'All Contacts' and 'New Group Contents:'. The 'All Contacts' list includes Daniela Vidovic, Janis Shirriff, Josie Hotel, Jill Hodgkinson, and Lou Fraise. There are right and left arrow buttons between the two columns.</p>
2	Type a Group Name . Note: Spaces are allowed.
3	Select contacts from the <i>All Contacts</i> list on the left. Note: Hold down the <i>CTRL</i> key when selecting multiple contacts.
4	Click the  button to add selected contacts to the <i>New Group Contents</i> area.

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Advanced E-mail Management

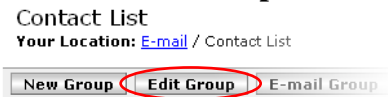
Working with the Address Book, Continued

5	<p>Click the Ok button to save the group.</p> <p><i>The new address book appears as the current View, and all members of the group are displayed:</i></p>  <p>Note: The <i>View:</i> list box default is <i>All Contacts</i>.</p>
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Editing a Contact Group

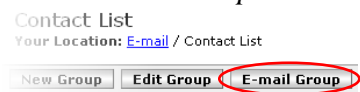

Contact groups may be edited as participants come and go.

To edit a contact group:

Step	Action
1	From the <i>current address book display</i> , click the associated checkbox to select the desired group.
2	<p>Click the Edit Group button.</p> 
3	Select, move and/or delete individuals from the <i>New Group Contents</i> area.

E-mailing a Group

To send an e-mail to a contact group:

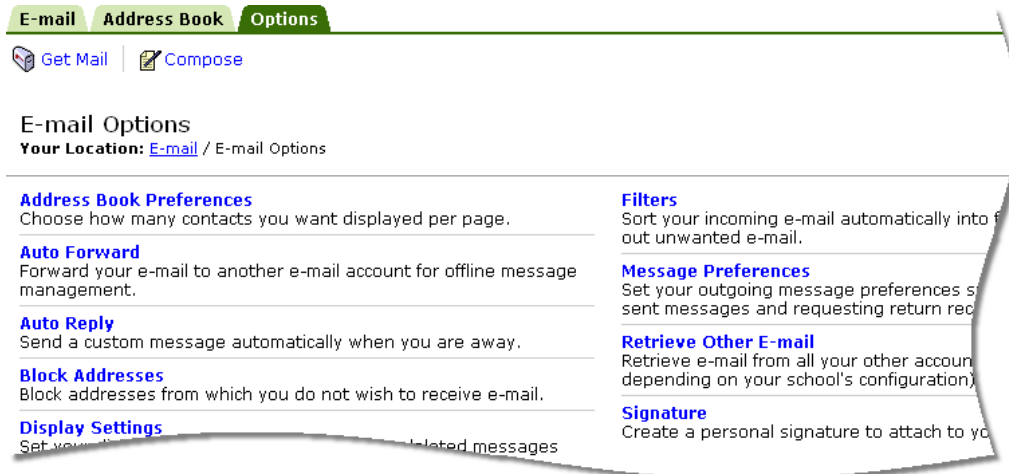
Step	Action
1	From the <i>Contact List</i> page display, click the associated group checkbox to select the desired group.
2	<p>From the <i>E-mail Options</i> button bar, click the E-mail Group button.</p>  <p><i>The Compose E-mail dialogue opens displaying the selected recipient group in the To: text box.</i></p>
3	<p>Compose and send the message.</p> <p><i>A confirmation screen displays the list of individual contacts who are receiving the message.</i></p> 

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Advanced E-mail Management

Customizing the E-mail Environment

E-mail Options PAWS E-mail is configurable in a variety of ways through the Options tab. This section identifies some customizations that can make e-mail processing more efficient.



Configuring Address Book Preferences

To set Address Book Preferences:

Step	Action
1	From the <i>E-mail</i> window, click the Options tab.
2	From the <i>E-mail Options</i> page, click the Address Book Preferences link. <i>The Address Book Preferences dialog appears:</i> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Address Book Preferences</p> <p style="text-align: center;">Your Location: E-mail / Options / Address Book Preferences</p> <hr/> <p style="text-align: center;">This feature allows you to set the number of contacts to be displayed on each page in your address book.</p> <p style="text-align: center;">Contacts Per Page: <input checked="" type="radio"/> 20 <input type="radio"/> 50 <input type="radio"/> 100</p> <hr/> <p style="text-align: center;">If your school has enabled Global Address Book searches, this feature allows you to opt out of being found by people performing searches.</p> <p style="text-align: center;">Exclude me in Directory Search: <input type="checkbox"/></p> <hr/> <p style="text-align: right;"><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p> </div>
3	Specify the desired preferences and click Ok to save and exit.

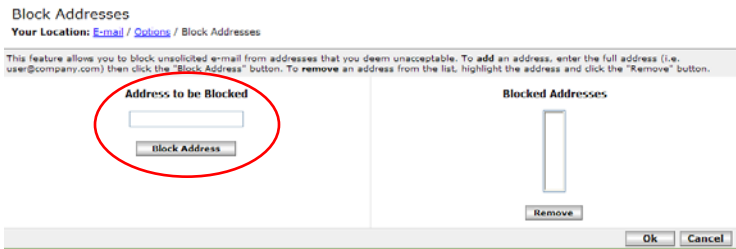
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Advanced E-mail Management

Customizing the E-mail Environment, Continued

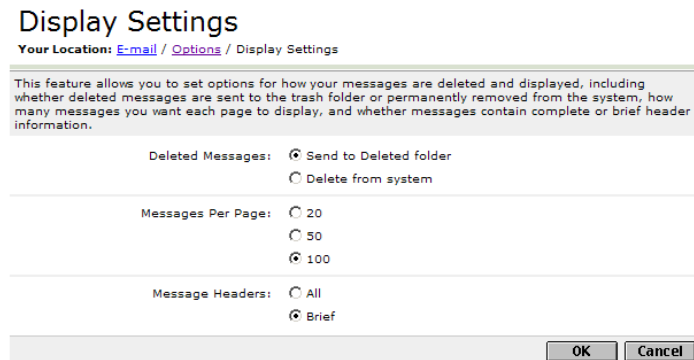
Blocking an Address

To block receipt of unwanted (unsolicited) e-mail from specific addresses:

Step	Action
1	From the <i>E-mail</i> window, click on the Options tab.
2	From the <i>E-mail Options</i> page, click on the Block Addresses link. <i>The Block Addresses dialogue appears:</i> 
3	Type the e-mail address in the Address to be Blocked text box.
4	Click Block Address . <i>The address appears in the Blocked Addresses display area.</i>
5	To discontinue blocking an address, in the <i>Blocked Addresses</i> display area, select the desired address and click Remove .
6	Click Ok to save and exit.

Changing Display Settings

To change display settings:

Step	Action
1	From the <i>E-mail</i> window, click on the Options tab.
2	From the <i>E-mail Options</i> page, click the Display Settings link. <i>The Display Settings dialogue appears:</i> 
3	Make the desired adjustments to the display settings and click OK .

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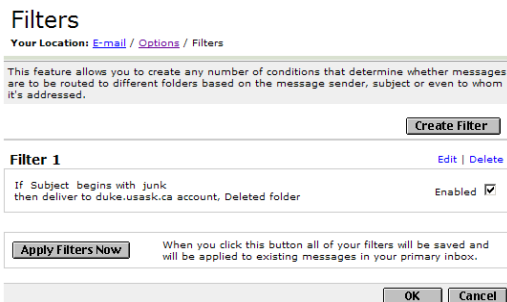
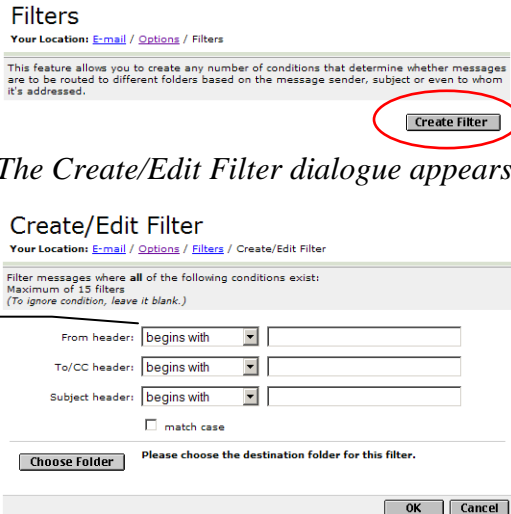
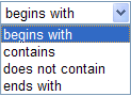
Advanced E-mail Management

Customizing the E-mail Environment, Continued

Applying a Message Filter

Message filters can automatically route messages to specific folders.

To apply a message filter:

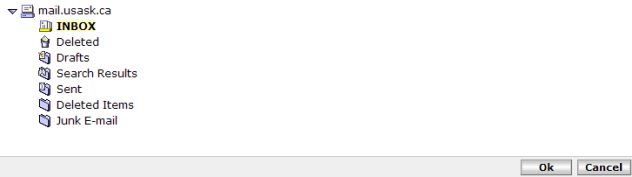
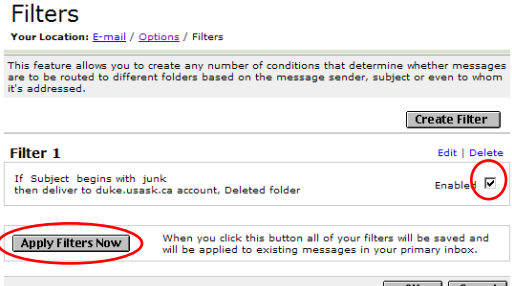
Step	Action
1	From the <i>E-mail</i> window, click the Options tab.
2	<p>From the <i>E-mail Options</i> page, click the Filters link.</p> <p><i>The Filters instruction dialogue appears:</i></p> 
3	<p>Click Create Filter.</p> <p><i>The Create/Edit Filter dialogue appears:</i></p> 
4	<p>Designate filter specifics by selecting a filter criteria:</p>  <p>and entering an e-mail addresses beside the desired filter categories:</p> <p>From header: incoming from a specific e-mail address To/CC header: addressed or cc'd to a specific email address Subject header: based on subject line content</p>

Filter Criteria List Box

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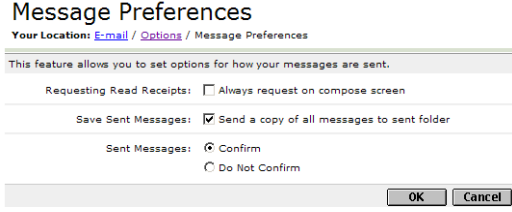
Advanced E-mail Management

Customizing the E-mail Environment, Continued

5	<p>Click Choose Folder.</p> <p><i>Your current PAWS E-mail folder structure appears:</i></p> <p>Select folder to which you want filtered messages delivered.</p> 
6	Select the destination folder for the filtered messages and click Ok .
7	Click Ok to verify and save the filter.
8	<p>Click Apply Filters Now to apply the new rule to existing messages; or</p> <p>click the Enabled checkbox to activate/deactivate a single filter and click OK.</p> 

Setting a Message Preference

To set message preferences:

Step	Action
1	From the <i>E-mail</i> application window, click on the Options tab.
2	<p>From the <i>E-mail Options</i> page, click the Message Preferences link.</p> <p><i>The Message Preferences dialogue appears:</i></p> 
3	Select the desired preferences and click OK .

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Advanced E-mail Management

Customizing the E-mail Environment, Continued

Creating/ Applying a Signature

Signatures are used to automatically add common closing or administrative detail to e-mails.

To create and apply a Signature:

Step	Action
1	From the <i>E-mail</i> application window, click the Options tab.
2	<p>From the <i>E-mail Options</i> page, click the Signature link.</p> <p><i>The Signature dialogue appears:</i></p> 
3	Type your signature information in the text box area and click on the Add Signature to all messages by default check box.
4	Click OK to save the signature.

Advanced Calendar Management


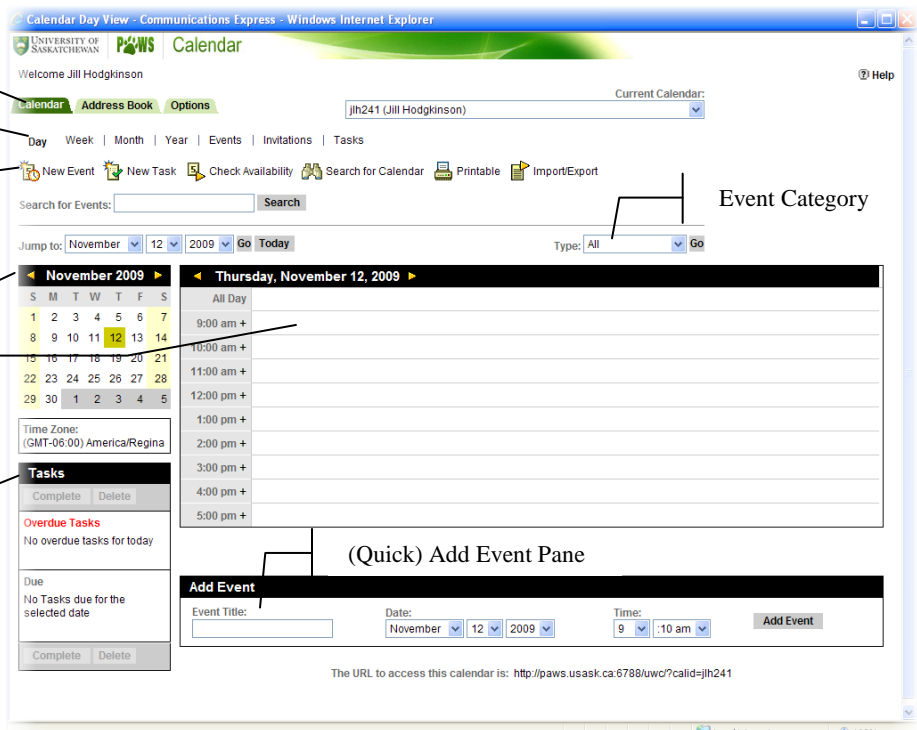
Setting the Calendar View

The PAWS Calendar application allows access to course, group and personal calendars. Course calendars containing pertinent scheduling information are displayed automatically to those enrolled in a class. Membership in an on-line group also results in the automatic display of the associated Group Studio calendar. In addition, personal calendars may be created and shared with others.

This section describes typical scheduling activities such as recording events, tasks and sharing your calendar with others.

Viewing Your PAWS Calendar

To view your PAWS calendar:

Step	Action
1	<p>From the <i>PAWS</i> navigation bar, click the Calendar icon:</p>  <p>Your default calendar application window appears in the default Day view:</p>  <p>Calendar Related Tabs</p> <p>Calendar Views Menu</p> <p>Calendar Activities Bar</p> <p>Date Pickers (Navigators)</p> <p>Calendar Grid</p> <p>Tasks Pane</p> <p>Event Category</p> <p>(Quick) Add Event Pane</p>

Continued on the next page

Advanced Calendar Management

Setting the Calendar View, Continued

Changing Your Calendar View The default Calendar display is based on the current *Day* view. Subsequent displays can be toggled by choosing both timeframe and activity category.

Displays of Events, Invitations and Tasks are determined by first selecting the timeframe. Specific timeframes may also be defined with the Date Picker option features.

To change the calendar view:

Step	Action
1	From the <i>current calendar</i> window, click on the desired <i>timeframe</i> view in the <i>calendar views</i> menu: Day Week Month Year
2	To view specific activity details, click on the desired <i>activity</i> category in the <i>calendar views</i> menu: Events Invitations Tasks
3	To define a specific date (up to five years from the current date), click on the desired timeframe view and select from any of the date picker options. Jump to: November 17 2009 Go Today ◀ Tuesday, November 17, 2009 ▶ ◀ November 2009 ▶ S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5

Managing Events

Creating a Calendar Event The most common calendaring requirement is to create, process and view events. There are two ways to designate (create) an event in PAWS:

1. The (Quick) Add Event pane at the bottom of the current calendar window allows for the quick creation of events often useful to your own scheduling requirements.

Note: This option adds a new event to a calendar only if you have the appropriate read/write access to the selected calendar.

2. The New Event link (icon) generates a comprehensive dialogue of additional options used in defining an event that often includes others.

Continued on the next page

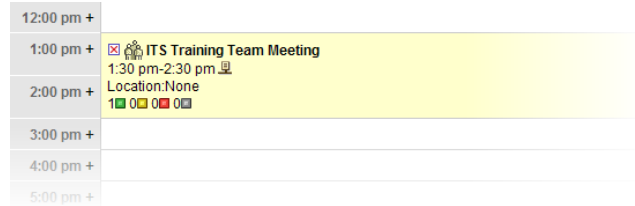
Advanced Calendar Management

Managing Events, Continued

Quick Add Event

To quickly add a personal event to your PAWS calendar:

Step	Action
1	From the <i>current calendar</i> view, select the desired timeframe to which the event will be added.
2	In the (Quick) Add Event pane, type a descriptor (title) for the event.
3	If necessary, specify the correct date for the event.
4	Enter the start time. Note: A duration of one hour is automatically designated for the event.
5	Click on Add Event to create the event. <i>The event descriptor appears in the Calendar grid:</i>



Create New Event

To add a more detailed event to the PAWS calendar:

Step	Action
1	From the <i>current calendar</i> view, select the desired timeframe to which the event will be added.
2	From the <i>calendar activities</i> bar, click on the New Event link (icon).

Continued on the next page

Advanced Calendar Management

Managing Events, Continued

The New Event dialogue is displayed:

New Event

Event Details
Invitees

Recurrence
Reminders

Title:

Calendar:

Start time: : am All day event

End time: : pm

Availability: Show as busy

Type:

Privacy:

Location:

Notes:

[Back to top](#)

Frequency:

[Back to top](#)

Invitee:

Type the invitee's email address, or calendar id, then click Add. You may also add invitees from your Address Book.

Invitee List:

No Invitees Selected

[Back to top](#)

Send an Email Reminder

Email Address:

Send Reminder: 30 minutes before the event
 November 12 2009 at 11 :10 am

Reminder Message:

[Back to top](#)

3	Click on the <i>Section Jump Links</i> to navigate to the option areas.
4	Complete the event information and click Save to add the event to your calendar.

Continued on the next page

Advanced Calendar Management

Managing Events, Continued

Editing a Calendar Event

Once created, calendar entries may be modified or deleted.

To edit a calendar event:

Step	Action
1	From the <i>current calendar grid</i> , click on the event descriptor (title). <i>The event dialogue is displayed.</i>
2	Click Edit (bottom of the window). <i>The event option fields become available.</i>
3	Navigating via the <i>section jump links</i> , make changes to the desired Event options. <u>Event Detail Option Descriptions to Note</u> Title: Concise descriptor of the Event Start/End Time: Use the Calendar icon to ensure correct entry of dates Availability: Select the checkbox to display busy status for this timeframe when others view your availability Type: Include an event category description to tag the event for more efficient searching functionality Privacy: <i>Public</i> – allows everyone to view title, description, time and duration of the event. Event details may only be viewed with Read permission. <i>Private</i> – Only the date and time is displayed for calculating availability status. Uncheck Availability if the event is to be completely transparent to others. <i>Show Time and Date Only</i> – Displays no other detail while the event timeframe is blocked as busy. Remember: Send an Email reminder to yourself for events requiring lead-time.
4	Click Save to record the changes and return to the calendar window.

Creating a Recurring Event

To create a recurring event entry:

Step	Action
1	Select or create the desired event to be repeated. Note: For existing events, click the Edit button.
2	In the <i>Edit Event</i> dialogue, navigate to the Recurrence section.

Continued on the next page

Advanced Calendar Management

Managing Events, Continued

3	Select the desired Frequency timeframe. <i>Additional options appear:</i> Frequency: <input type="text" value="Weekly"/> Pattern: Every <input type="text" value="2"/> Week On: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday End: <input checked="" type="radio"/> End After <input type="text" value="10"/> Occurrences <small>Maximum of (0) occurrences may be created</small> <input type="radio"/> End By <input type="text" value="November"/> <input type="text" value="13"/> <input type="text" value="2009"/> <input type="radio"/> No End Date
4	Complete the desired recurrence pattern.
5	Click Save to record or update the event and return to the current calendar window.

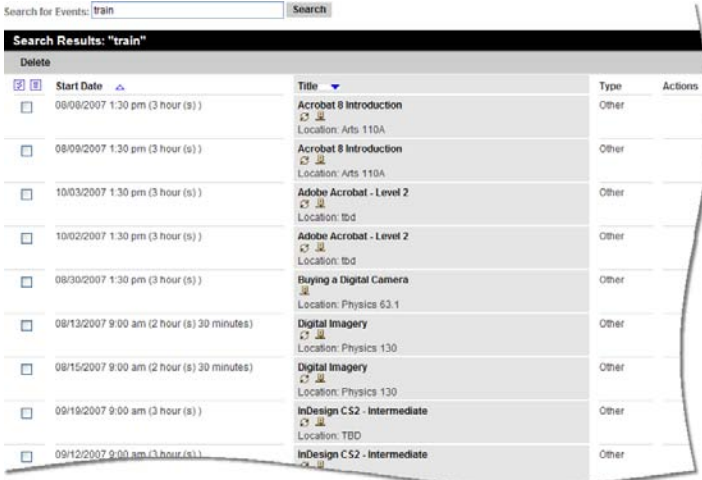
Deleting a Calendar Event

To delete an event:

Step	Action
1	From the <i>current calendar grid</i> , click the red x icon associated with the event entry. Note: This icon is only visible if Delete permission has been granted.
2	At the prompt, click Yes to confirm the deletion.

Searching for An Event

To search for an event or related events:

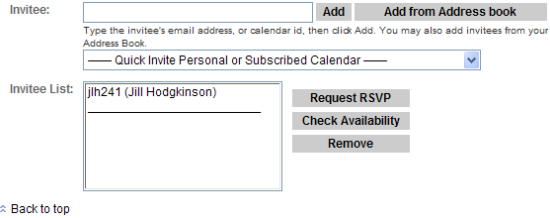
Step	Action
1	From any calendar view, in the <i>Search for Events</i> text box, type the title or partial description of the event and click Search . <i>Events matching the criteria are listed in the Events pane:</i>  <p>The screenshot shows a search interface with a text box containing 'train' and a 'Search' button. Below it is a table titled 'Search Results: "train"'. The table has columns for 'Start Date', 'Title', 'Type', and 'Actions'. There are 10 rows of results, each with a 'Delete' icon in the 'Actions' column. The events listed are: Acrobat 8 Introduction (Arts 110A), Adobe Acrobat - Level 2 (Tbd), Buying a Digital Camera (Physics 63.1), Digital Imagery (Physics 130), and InDesign CS2 - Intermediate (Tbd).</p>
2	Order the listed events by clicking on the Start Date or Title headings.
3	Click on the event title to view details.

Continued on the next page

Advanced Calendar Management, Continued

Managing Events, Continued

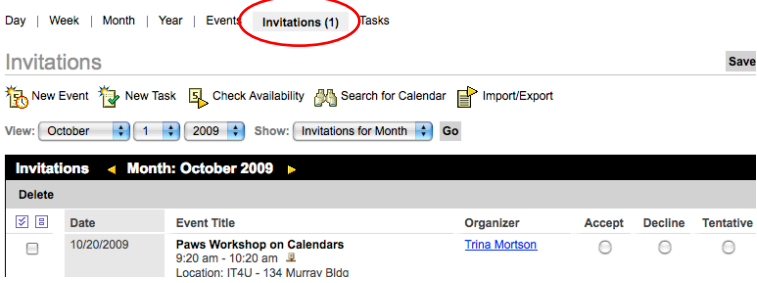
Generating an Event Invitation To invite one or more users to an event:

Step	Action
1	Select or create the desired event for which invitations will be sent. Note: For existing events, click the Edit button.
2	In the <i>Edit Event</i> dialogue, navigate to the Invitees section: 
3	Type the NSID of the invitee and click Add or select users from an existing address book by selecting Add from Address Book .
4	Repeat steps 3-5 to complete the Invitee List participants.
5	From the <i>Invitee List</i> , click on Check Availability to review possible scheduling conflicts.
6	From the <i>Invitee List</i> , click on Request RSVP to receive a response from the user. Note: This option is set by default for all invitations.
7	Click Save to record or update the event.

**Viewing/
Responding to
an Invitation**

The generation of an event invitation automatically records the event in the recipient's calendar and invitations list. Invitations awaiting reply are indicated in parentheses beside the invitations link.

To respond to an invitation:

Step	Action
1	In the <i>PAWS Calendar</i> window, click Invitations in the calendar views options bar. <i>The invitation list appears in the Invitations pane.</i> 
	Note: Depending on the configuration of your email environment, you may also receive an email invitation. Responding to the email does not post your response to the calendar.

Continued on the next page

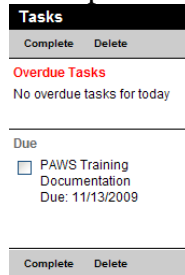
Advanced Calendar Management

Managing Events, Continued

2	To respond to an invitation, select the desired response by clicking the associated radio button: Accept; Decline; Tentative Note: When Tentative is selected, the event is not displayed in the invitations list.
3	Click Save to send your response(s).
4	To email the organizer of the event, click on the name link in the Organizer column.

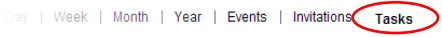
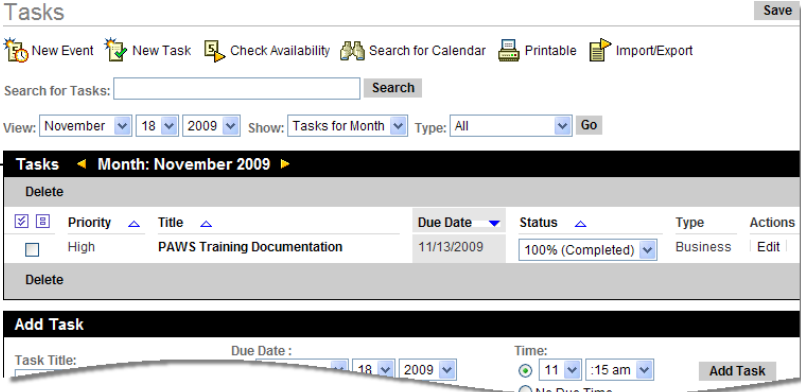
Managing Tasks

Daily task status is monitored through the current calendar window via the Tasks pane display.



Viewing Task Lists

To view a detailed task list:

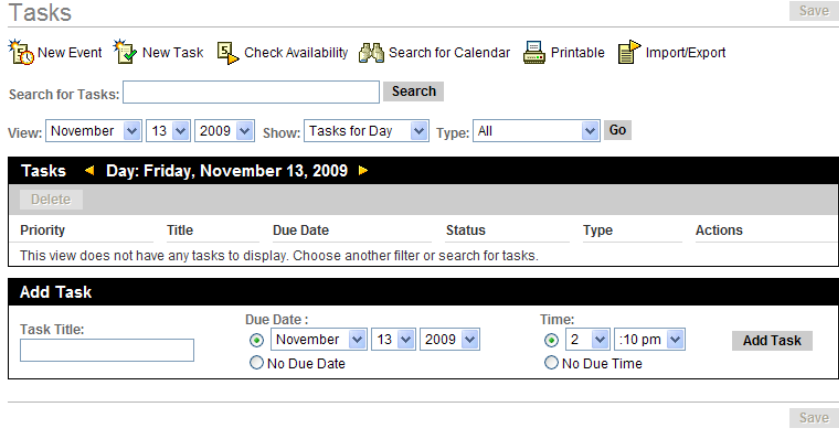
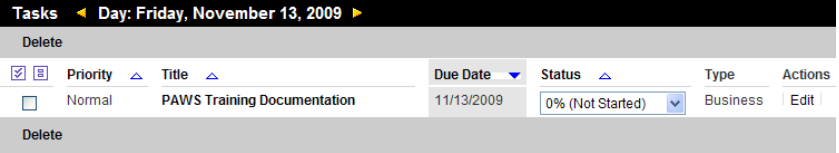
Step	Action
1	<p>From the <i>current calendar</i> view, select Tasks from the <i>calendar view options</i> menu:</p>  <p><i>The Tasks page is displayed. All tasks appear in the Tasks List Pane.</i></p>  <p>Tasks List Pane</p>

Continued on the next page

Advanced Calendar Management, Continued

Managing Tasks, Continued

Quick Add Task To quickly create a task:

Step	Action
1	<p>From the <i>current calendar</i> view, select Tasks from the <i>calendar view options</i> menu:</p> <p><i>The Tasks page appears:</i></p> 
2	In the (quick) Add Task pane, enter a Task Title .
3	If desired, select a Due Date and Time.
4	<p>Click on Add Task.</p> <p><i>The new entry appears in the Tasks pane:</i></p> 
5	Click on any view to return to the current calendar window.

(Quick) Add Task Pane

Create New Task

To add a more detailed Task to the PAWS calendar:

Step	Action
1	From the <i>current calendar</i> view, select the desired timeframe to which the event will be added.

Continued on the next page

Advanced Calendar Management

Managing Tasks, Continued

2 From the *calendar activities* bar, click on the **New Task** link (icon).
The New Task window appears:

New Task

Section Jump Links: Task Details, Recurrence, Reminders

Task Details Section:

Title:

Calendar:

Start Date:

Due Date: No Due Date

Time: No Due Time

Type:

Priority:

Status:

Privacy:

Location:

Notes:

Recurrence Section:

Frequency:

Pattern: Every 1 day(s)
 Every Week Day

End: End After 5 Occurrences
Maximum of [0] occurrences may be created
 End By
 No End Date

Reminders Section:

Send an Email Reminder

Email Address:

Send Reminder: 30 minutes before task due time
 at

Reminder Message:

Buttons: Save, Save and Add Another, Cancel, H

Continued on the next page

Advanced Calendar Management

Managing Tasks, Continued

Editing a Task To edit task information:

Step	Action
1	In the <i>Tasks</i> pane, click on the Task descriptor (title). <i>The Task dialogue appears.</i>
2	Click the Edit button (bottom of the window). <i>The Task option fields become available.</i>
3	Navigating via the section jump links, make changes to the desired task options. <u>Task Option Descriptions to Note</u> Title: Concise Description of the Task Start/End Time: Use the Calendar icon to ensure correct entry of dates Type: Include a category description to tag the task for more efficient searching Priority: <i>Low</i> – <i>Normal</i> – <i>High</i> – Status: Choose a percentage of completion value Privacy: <i>Public</i> – those with the appropriate permissions can view all event details. <i>Private</i> – Event details are not viewable by others. <i>Show Time and Date Only</i> – Displays no other detail. Notes: Maximum 256 characters. Remember: Send an Email reminder to yourself for tasks requiring lead-time.
4	Press Save to record the changes and return to the calendar window.

Completing a Task To designate a task as complete:

Step	Action
1	From the <i>current calendar</i> window Tasks pane area, click the checkbox corresponding to the desired task.
2	Click the Complete button. <i>The task title disappears from the Task processing dialogue but remains listed in the Tasks activity window for tracking purposes until it is deleted.</i>

Continued on the next page

Advanced Calendar Management, Continued

Managing Tasks, Continued

Deleting a Task To delete a task:

Step	Action
1	Click the Tasks option in the <i>calendar activities</i> bar, and click the Delete button (bottom of the Tasks window). or If the task is still viewable in the Tasks pane, Select the task and click on the Delete button.

Searching for Tasks To search for a task or related tasks:

Step	Action
1	From the Tasks view, in the <i>Search for Tasks</i> text box, type the title or partial description of the event and click Search . <i>Tasks matching the criteria are listed in the Tasks List pane:</i>
2	Order the listed tasks by clicking on Priority, Title or Due Date headings.
3	Click on the task title to view details.

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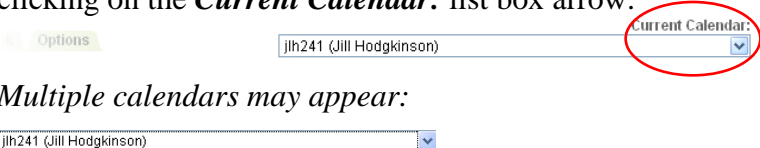
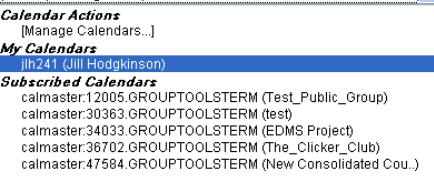
Advanced Calendar Management

Maintaining Calendars

Displaying/ Selecting a Calendar


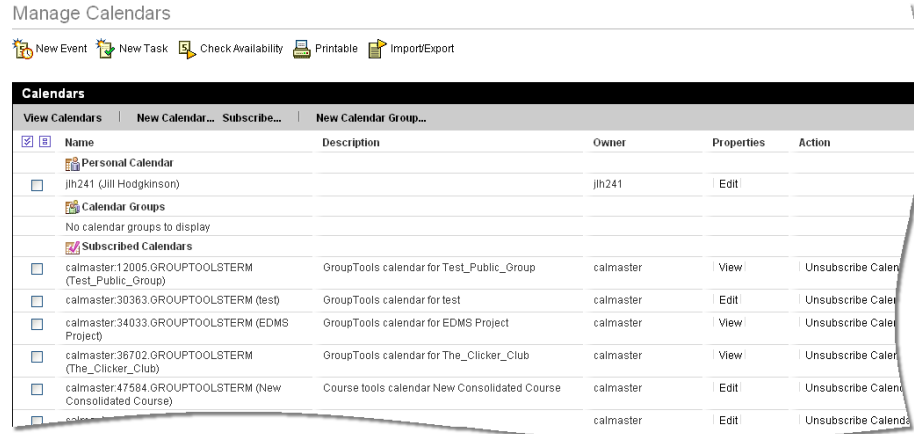
Multiple calendars may already appear your PAWS Calendars list. If you are taking classes or have joined a specialty group, these calendars are also listed.

To select/display a calendar from the list:

Step	Action
1	<p>From the <i>current calendar</i> window, display your list of calendars by clicking on the Current Calendar: list box arrow:</p>  <p><i>Multiple calendars may appear:</i></p> 
2	Click on any calendar to make it the current calendar view.

Viewing a Calendar List

To view the list of your calendars for management purposes:

Step	Action
1	From the <i>calendar</i> window, display the Current Calendar: list.
2	<p>From the <i>Calendar Actions</i> section, select [Manage Calendars...].</p>  <p><i>The Manage Calendars view appears:</i></p> 
3	<p>Selecting multiple calendars (by clicking in the associated checkboxes), creates a comparison display of the selected calendars.</p> <p>Note: The names of the selected calendars are concatenated to create a new calendar in the current calendar dropdown list which is only available for the current session.</p>


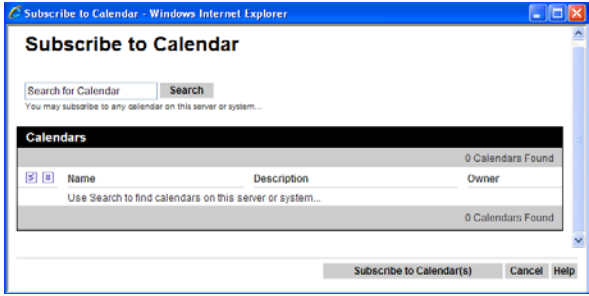
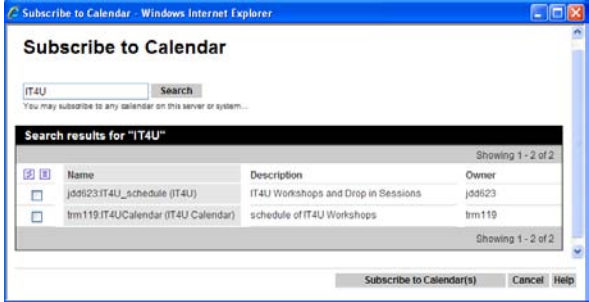
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Advanced Calendar Management

Maintaining Calendars, Continued

Subscribing to a Calendar Depending on access permission, you can subscribe to other calendars.

To subscribe to a calendar:

Step	Action
1	From the <i>calendar</i> window, display the Current Calendar: list. <i>The Manage Calendars view is displayed.</i>
2	Click the Subscribe... option from the <i>Calendars</i> task bar:  <i>The Subscribe to Calendar window appears:</i> 
3	In the <i>Search for Calendar</i> text box, specify a key word related to the subject/class of calendar or enter the NSID/name associated with a specific personal calendar.
4	Click the Search button. <i>Calendars meeting the criteria appear:</i>  Note: Sometimes it takes a moment for the calendar display to refresh.
5	Select the checkbox beside the desired calendar(s) and continue searching for other calendars.
6	When all calendar selections are complete, click on Subscribe to Calendar(s) .
7	To view a specific calendar, display the <i>Current Calendar:</i> list and select the desired calendar.

Continued on the next page

Advanced Calendar Management

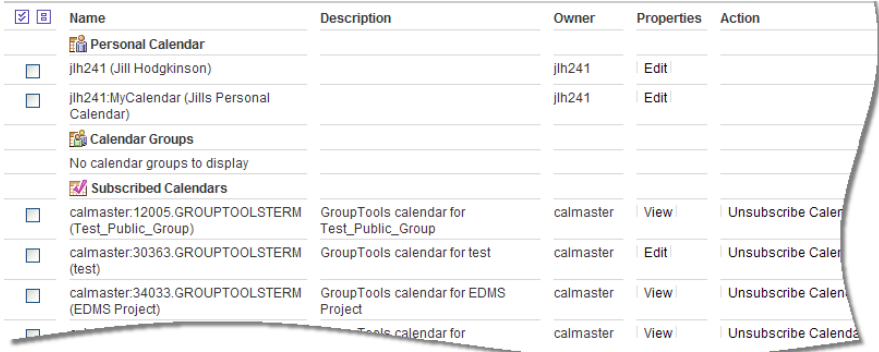
Maintaining Calendars, Continued

Viewing Permissions to a Subscribed Calendar

When subscribing to a calendar, the permissions specified by the owner will determine access.

Read, delete and modify permissions provide the ability to display, schedule, and delete activities in a subscribed calendar.

To view the granted permissions for a subscribed calendar:

Step	Action
1	<p>From the Calendar window, display the Current Calendar list and select [Manage Calendars...].</p> <p><i>The Manage Calendars view appears.</i></p> <p>Note: There are five columns (categories) of information displayed for each calendar:</p>  <p>The screenshot shows a table with the following columns: Name, Description, Owner, Properties, and Action. The rows include: <ul style="list-style-type: none"> Personal Calendar jlh241 (Jill Hodgkinson) jlh241.MyCalendar (Jills Personal Calendar) Calendar Groups No calendar groups to display Subscribed Calendars calmaster:12005.GROUPTOOLSTERM (Test_Public_Group) calmaster:30363.GROUPTOOLSTERM (test) calmaster:34033.GROUPTOOLSTERM (EDMS Project) Tools calendar for </p> <p>Note: Calendars with at least some modification access will display Edit in the Properties column.</p>
2	In the <i>Subscribed Calendars</i> section, navigate to the calendar for which the desired permissions are to be displayed.

Continued on the next page

Advanced Calendar Management, Continued

Maintaining Calendars, Continued

3 In the *Properties* column, click on **Edit**.
The *Edit Calendar* dialogue appears:

Edit Calendar

General Information [Share this Calendar with Specific Users](#) [Time Zones](#)
[Share This Calendar](#) [Owners](#)

Calendar ID: calmaster:62349.200705
 Display Name: 2007 Spring&Summer Term 1: TRNG-102-01 (TR4)
 Description:

Availability: Include this calendar when calculating your availability

[Back to top](#)

Select all that apply:

Anyone can view my availability
 Anyone can read my calendar
 Anyone can invite me to an event
 Anyone can modify events, tasks and invitations on my calendar
 Anyone can delete events, tasks and invitations on my calendar

[Back to top](#)

Note: This window does not allow edits.

4 Navigate to the **Share This Calendar** section to view public permissions.
If you have been given personal permissions, navigate to the **Share This Calendar With Specific Users** section:

Permissions List

Remove	Name:	Add	Add from Address book			
<input checked="" type="checkbox"/>	Name	Availability	Read	Invite	Modify	Delete
<input type="checkbox"/>	jdd374 (jdd374)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	tbb153 (tbb153)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Back to top](#)

Unsubscribing to a Calendar

To unsubscribe from a calendar:

Step	Action
1	Display the <i>Current Calendar</i> : list and select [Manage Calendars...]
2	Navigate to the calendar to be removed.
3	In the <i>Action</i> column for the calendar, click on the Unsubscribe Calendar link. <i>The calendar is removed from the list.</i>

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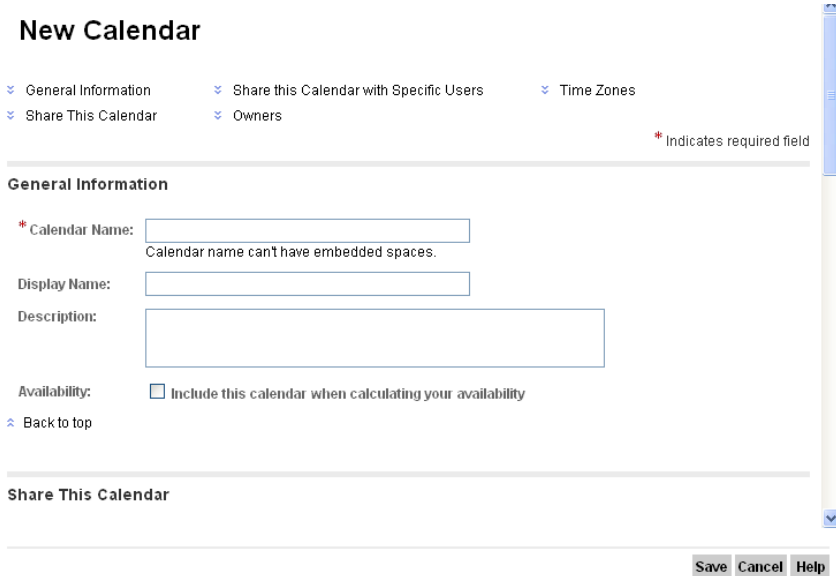
Advanced Calendar Management

Maintaining Calendars, Continued

Creating a New Calendar

If you are in charge of group projects or need to keep track of scheduled resources, you can create a new calendar complete with multi-user access permissions.

To create a new calendar:

Step	Action
1	From the <i>Current Calendar</i> : list box display, select [Manage Calendars...] : <i>The Manage Calendars window is displayed.</i>
2	Click the New Calendar... option from the <i>Calendars</i> task bar:  <i>The New Calendar dialog appears:</i> 
3	Type a Calendar Name in the <i>Calendar Name</i> : text box.
4	In the <i>Display Name</i> : text box, type the viewing name for the calendar.
5	In the <i>Description</i> : text box, enter the purpose of the calendar. Note: This information assists in determining the benefit of subscribing to the calendar.
6	Select the Availability checkbox if this calendar is a consideration in determining free time.
7	Click Save to create the calendar.
8	To view this calendar, select it from the <i>Current Calendar</i> : list.

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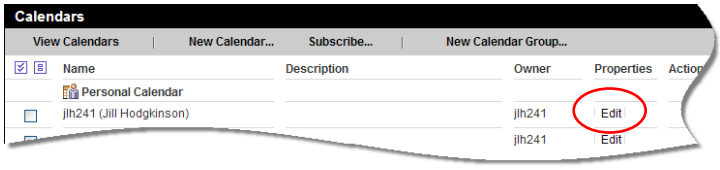
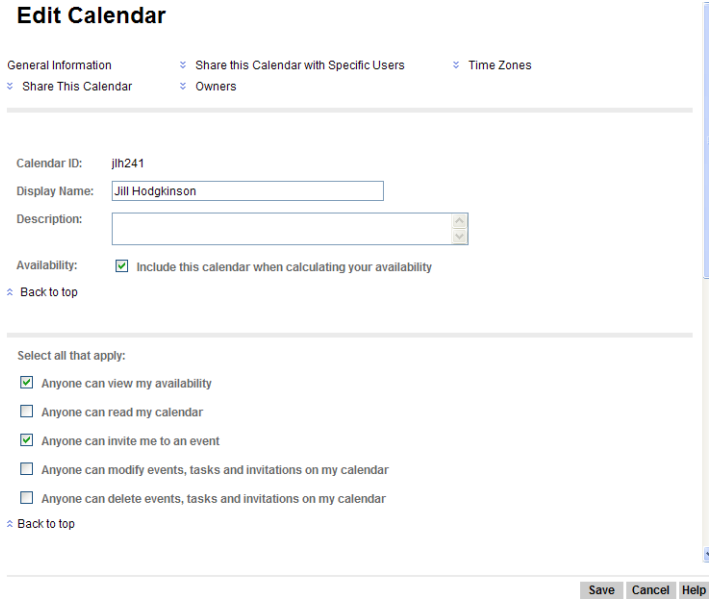
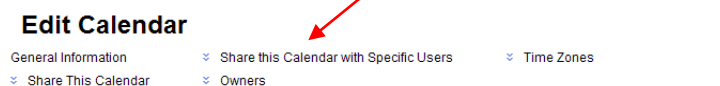
Advanced Calendar Management

Maintaining Calendars, Continued

Setting Calendar Properties

Continue to specify public accessibility, individual user permissions, time zones and ownership through the Edit Calendar dialogue.

To set the properties for a calendar:

Step	Action
1	<p>From the <i>Current Calendar</i>: list box display, select [Manage Calendars...].</p> <p><i>The Manage Calendars window is displayed.</i></p>
2	<p>Under the <i>Properties</i> column in the Calendars pane, click on the Edit link of the desired calendar.</p>  <p><i>The Edit Calendar dialogue appears:</i></p>  <p>The Edit Calendar dialogue is divided into sections displayed by scrolling or clicking the <i>section jump links</i> at the top of the window:</p> 

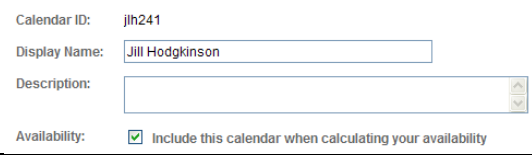
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Advanced Calendar Management

Maintaining Calendars, Continued

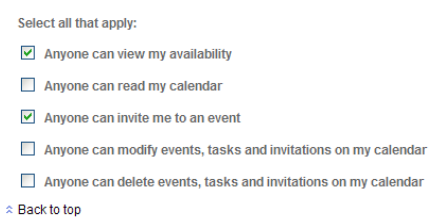
Viewing/Editing To view/edit general information for a specific calendar:

General Information

Step	Action
1	<p>From the top of the <i>Edit Calendar</i> dialogue, click on the General Information link.</p> <p><i>The public access section is displayed:</i></p>  <p>Calendar ID: jih241 Display Name: Jill Hodgkinson Description: Availability: <input checked="" type="checkbox"/> Include this calendar when calculating your availability</p>
2	Make the desired changes and click the Save button at the bottom of the window.

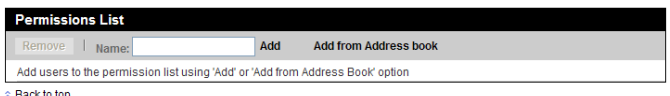
Setting Public Access

To set public access permissions:

Step	Action
1	<p>From the top of the <i>Edit Calendar</i> dialogue, click on Share This Calendar link.</p> <p><i>The public access section appears:</i></p>  <p>Select all that apply:</p> <p><input checked="" type="checkbox"/> Anyone can view my availability <input type="checkbox"/> Anyone can read my calendar <input checked="" type="checkbox"/> Anyone can invite me to an event <input type="checkbox"/> Anyone can modify events, tasks and invitations on my calendar <input type="checkbox"/> Anyone can delete events, tasks and invitations on my calendar</p> <p>Back to top</p>
2	Select the desired access by clicking the associated checkboxes.
3	Make the desired changes and click Save .

Setting Individual Permissions

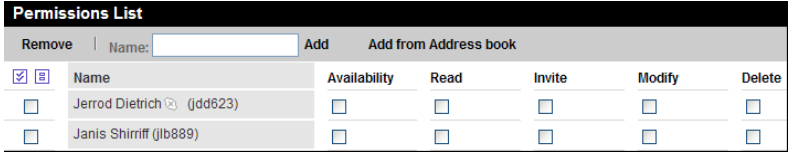
To set specific user permissions:

Step	Action
1	<p>From the top of the <i>Edit Calendar</i> dialogue, click on the Share This Calendar With Specific Users link.</p> <p><i>The individual permissions list is displayed:</i></p>  <p>Permissions List</p> <p>Remove Name: Add Add from Address book</p> <p>Add users to the permission list using 'Add' or 'Add from Address Book' option</p> <p>Back to top</p>
2	Type the NSID of a specific user and click Add or click Add from Address book to select from an <i>Address Book</i> .

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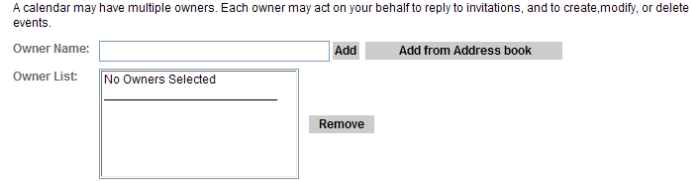
Advanced Calendar Management

Maintaining Calendars, Continued

Step	Action
	<p><i>Selected users appear in the Permissions List:</i></p> 
3	Designate permissions by clicking the corresponding checkbox for each desired attribute.
4	To remove a user, click on the checkbox in front of the user name.
5	Make the desired changes and click the Save button at the bottom of the window.

Specifying another Owner

Ownership of your calendar may be transferred to or shared with another. Owners have the same functional capabilities as the creator. To view/edit Owner information for a calendar:

Step	Action
1	<p>From the top of the <i>Edit Calendar</i> dialogue, click on the Owners link.</p> <p><i>The Owners section of the Edit Calendar appears:</i></p> 
2	Type the NSID of the user and click Add or Click Add from Address book to search for and select an owner.
3	Make the desired changes and click Save .

Creating a Calendar Group

Calendars may be combined for comparison, and for greater control over scheduling /managing your time. The ability to layer related calendars into a single view is referred to as Calendar grouping.


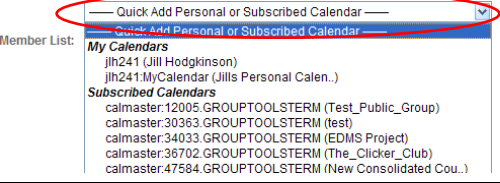
To create a calendar group:

Step	Action
1	<p>From the <i>Current Calendar</i>: list box display, select [Manage Calendars...].</p> <p><i>The Manage Calendars window is displayed.</i></p>

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Advanced Calendar Management, Continued

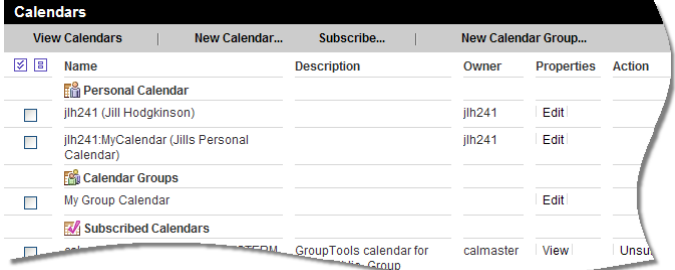
Maintaining Calendars, Continued

2	<p>Click the New Calendar Group... option from the Calendars task bar:</p>  <p><i>The New Calendar dialogue appears.</i></p> <p>New Calendar Group</p> <p>* Indicates required field</p> <p>*Group Name: <input type="text"/></p> <p>Description: <input type="text"/></p> <hr/> <p>Type the group member's calendar id, and then click Add. You may also select members from your personal and subscribed calendars list or search for calendars.</p> <p>Member: <input type="text"/> Add Search for Calendar</p> <p><input type="text"/> Quick Add Personal or Subscribed Calendar <input type="button" value="v"/></p> <p>Member List: <input type="text"/> No Members Selected <input type="button" value="Remove"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>																	
4	<p>Enter a Group Name (spaces allowed) and brief description for the Calendar Group.</p>																	
5	<p>Add a Member to the group by: Typing a calendar ID and clicking Add. or Clicking Search for Calendar to locate and select the desired calendar.</p> <p>Search for Calendar</p> <p><input type="text"/> Search <input type="button" value="Search"/></p> <p>You may search for any calendar on this server or system...</p> <table border="1"> <thead> <tr> <th colspan="3">Calendars</th> </tr> <tr> <th colspan="3">0 Calendars Found</th> </tr> <tr> <th><input checked="" type="checkbox"/></th> <th>Name</th> <th>Description</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td colspan="4">Use Search to find calendars on this server or system...</td> </tr> <tr> <th colspan="3">0 Calendars Found</th> </tr> </tbody> </table>	Calendars			0 Calendars Found			<input checked="" type="checkbox"/>	Name	Description	Owner	Use Search to find calendars on this server or system...				0 Calendars Found		
Calendars																		
0 Calendars Found																		
<input checked="" type="checkbox"/>	Name	Description	Owner															
Use Search to find calendars on this server or system...																		
0 Calendars Found																		
6	<p>To select members from your personal or subscribed calendar list, Display the Quick Add Personal or Subscribed Calendar list and select the desired calendar.</p> 																	
7	<p>To remove a calendar from the set, select the calendar name and click Remove.</p>																	

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Advanced Calendar Management, Continued

Maintaining Calendars, Continued

8	<p>With the member list complete, click Save.</p> <p><i>The new grouped Calendar appears in the Calendar Groups section of the Calendars pane:</i></p> 
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Editing A Calendar Group

To edit a calendar group:

Step	Action
1	From the <i>Current Calendar</i> : list box display, select [Manage Calendars...] . <i>The Manage Calendars window is displayed.</i>
2	Click on the Edit link in the same row as the desired calendar group.
3	Make the required changes and click Save .

Adding an Event to a Calendar Group

To add an event to a calendar group:

Step	Action
1	From the <i>Current Calendar</i> : display list, select a calendar group. <i>The Group Calendar is displayed.</i>
2	Click the New Event link (icon).
3	Specify the event specifics and click Save . <i>The event is recorded for all calendars in the Calendar Group.</i>

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Advanced Calendar Management

Customizing the Calendar Environment

The PAWS calendar is configurable in a variety of ways through the **Options** tab. This section identifies some customizations that can make calendaring processing more efficient.

Configurable options are divided into three Options View menu categories:
 Global used to set language, time zone, and date display preferences
 Calendar used to set the default calendar options
 Address Book used to set personal address book details

By default, the Options - Calendar dialogue appears:

Options View Tabs

Calendar | Address Book | Options

Global | **Calendar** | Address Book

Options - Calendar Save

Default Calendar View: Day

Default Type: Business
Type assigned to a new event or task.

Always show completed tasks wherever tasks are shown.

Default event status filter: Accepted Tentative Declined No Response
Only events with the selected status will be displayed.

Day Starts: 9:00 am Day Ends: 6:00 pm

Split Day Every: Hour

First Day of Week: Sunday

Weekend Days: Sun Mon Tue Wed Thur Fri Sat

Do not display weekend days in the Calendar Week and Month views.

When displaying a single calendar use its time zone.

Send an email reminder message for all events and tasks.

Email Address:
Separate multiple email addresses with a comma.

Send Reminder: 30 minutes before the event.

Send notification whenever somebody invites me to an event

Email Address:
Only one email address may be entered.

Save

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Advanced Calendar Management, Continued

Customizing the Calendar Environment, Continued

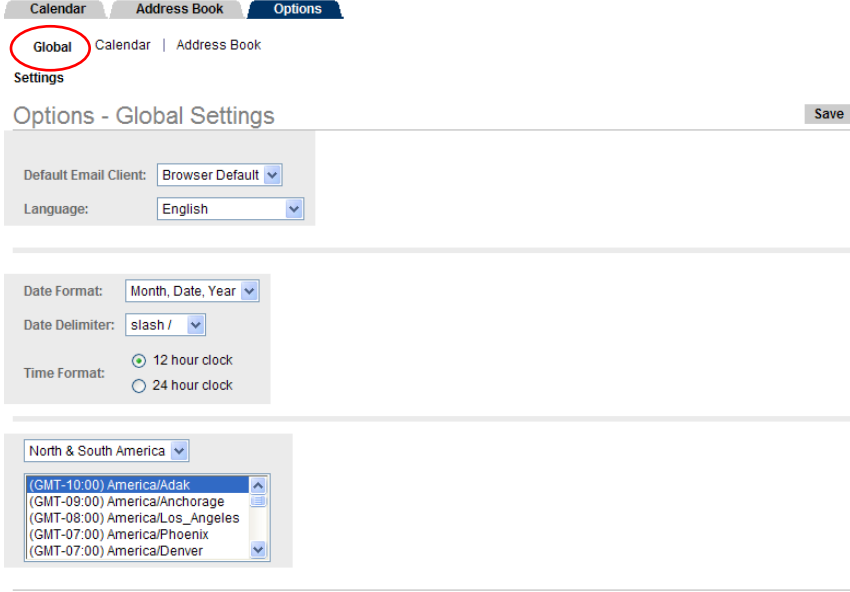
Setting Calendar Defaults

To change or set the default operation for your calendaring needs:

Step	Action
1	<p>From the <i>current calendar</i> display, click the Options tab.</p> <p><i>By default, the Options - Calendar dialogue is displayed.</i></p> <p>Calendar Options to Note:</p> <p>Default Calendar View: Choose from Day, Week, Month</p> <p>Default Type: Category assigned to events and tasks for searching and filtering purposes.</p> <p>Always show completed tasks whenever tasks are shown: Includes completed tasks in the Tasks List Display</p> <p>Default event status filter: Determines which events to display</p> <p>Send an email reminder message for all events and tasks: Specify any or all of your email addresses</p> <p>Send notification whenever somebody invites me to an event: Enter your preferred email address</p>
2	Complete the default settings and click Save to update the changes.

Setting Global Defaults

To set preferences for the overall operation of both calendar and address book:

Step	Action
1	From the <i>current calendar</i> display, click the Options tab.
2	<p>From the <i>Options View</i> tabs, click the Global link.</p> <p><i>The Options – Global Settings dialogue appears:</i></p>  <p>Save</p>

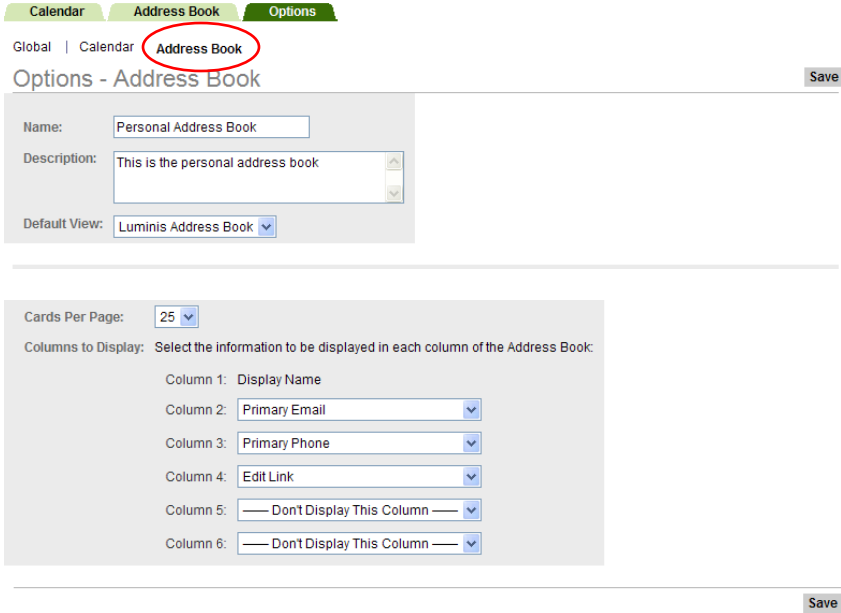
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Advanced Calendar Management, Continued

Customizing the Calendar Environment, Continued

Step	Action
2	Set desired preferences for Language, Date Display and Time Zone and click Save to update the changes.

Setting Address Book Defaults To set personal address book display preferences

Step	Action
1	From the <i>current calendar</i> display, click the Options tab.
2	<p>From the <i>Options View</i> tabs, click the Global link.</p> <p><i>The Options – Address Book dialogue appears:</i></p>  <p>Address Book Options To Note:</p> <p>Default View: Select from Luminous Address Book or Corporate Directory</p> <p>Columns to Display: Customize up to six categories of information to be displayed per contact from the following list: Display Name, Company, Title, Phone (Primary Phone, Work Phone, Home Phone, FAX Phone, Pager Phone), Email (Primary Email, Work Email, Home Email), Address (Home Address, Work Address), Web Page Address 1, Web Page Address 2, Calendar Address, Availability Address, Dates (Birthday, Anniversary Date), Organization Unit, Contact Actions (Edit link, View Calendar Icon).</p>
3	Set the desired preferences and click Save to update the changes.