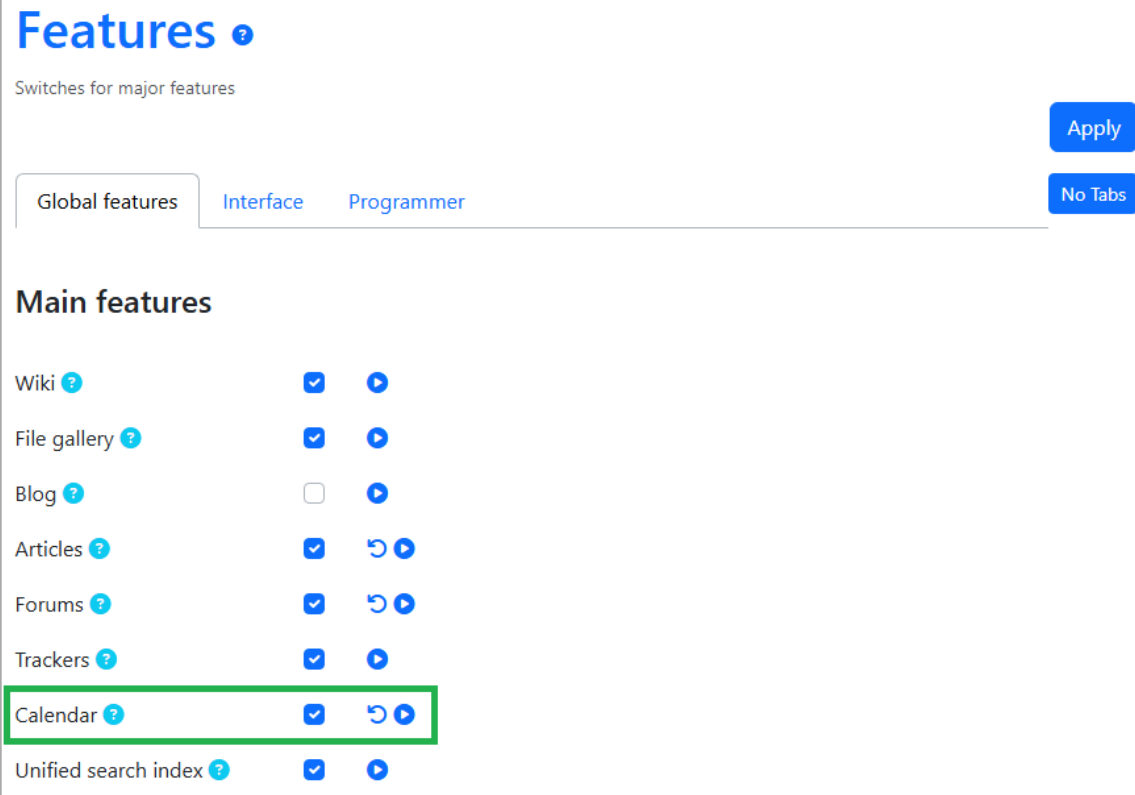


Calendar Admin

Enabling the Calendar Feature

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



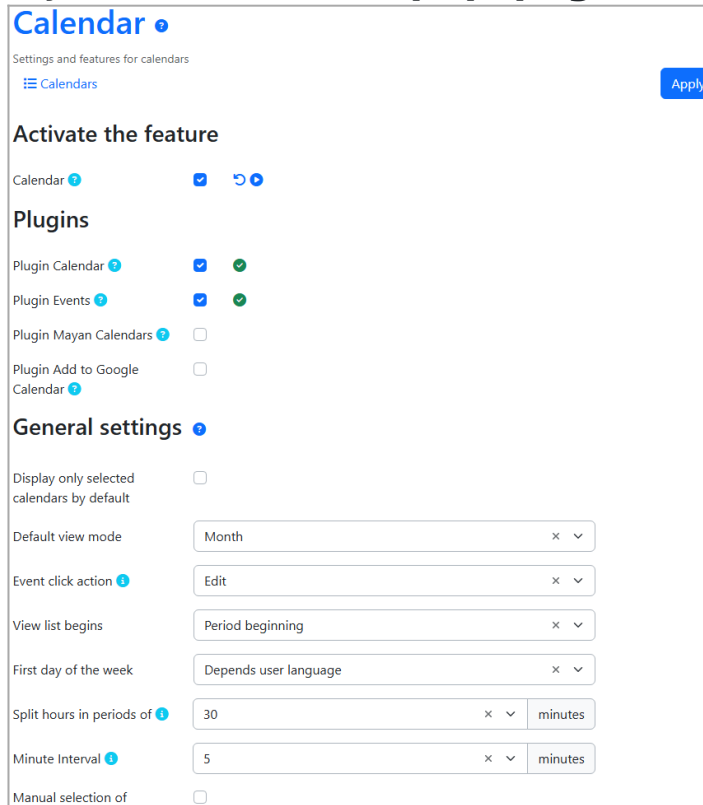
The screenshot shows the 'Features' administration page. At the top, there is a title 'Features' with a help icon, followed by the subtitle 'Switches for major features'. On the right side, there are two blue buttons: 'Apply' and 'No Tabs'. Below this, there are three tabs: 'Global features' (selected), 'Interface', and 'Programmer'. The main section is titled 'Main features' and contains a list of features with their respective status and expand/collapse icons. The 'Calendar' feature is highlighted with a green border, indicating it is the focus of the instruction. The 'Calendar' feature has a checked checkbox and expand/collapse icons.

Feature	Enabled	Expand/Collapse
Wiki	<input checked="" type="checkbox"/>	▶
File gallery	<input checked="" type="checkbox"/>	▶
Blog	<input type="checkbox"/>	▶
Articles	<input checked="" type="checkbox"/>	↺ ▶
Forums	<input checked="" type="checkbox"/>	↺ ▶
Trackers	<input checked="" type="checkbox"/>	▶
Calendar	<input checked="" type="checkbox"/>	↺ ▶
Unified search index	<input checked="" type="checkbox"/>	▶

Click to expand

Configuring the Global Calendar Settings

You can select the Calendar settings through the Main Application menu "Admin home > Calendar (icon)"  (which will lead you to **tiki-admin.php?page=calendar**)



Calendar ⓘ

Settings and features for calendars

[Calendars](#) Apply

Activate the feature

Calendar ⓘ ↻ ↺

Plugins

Plugin Calendar ⓘ ✓

Plugin Events ⓘ ✓

Plugin Mayan Calendars ⓘ

Plugin Add to Google Calendar ⓘ

General settings ⓘ

Display only selected calendars by default

Default view mode × ▼

Event click action ⓘ × ▼

View list begins × ▼

First day of the week × ▼

Split hours in periods of ⓘ × ▼

Minute Interval ⓘ × ▼

Manual selection of

Click to expand

Group Calendar Sticky Popup	If enabled the calendar stays on screen after the mouse is moved away from event date
Group Calendar Item View Tab	Help needed for this item
Default View Mode	Choose from "Day, Week, Month, Quarter, Semester, Year"
Calendar Manual Selection of time/date	Help needed for this item
SCalendar	Use a JavaScript calendar widget for event time/date entry
First Day of the Week	Choose from Saturday, Sunday, Monday or set it dependent on the language used
Split hours into periods of	Choose from 1, 5, 10, 15, and 30 minutes

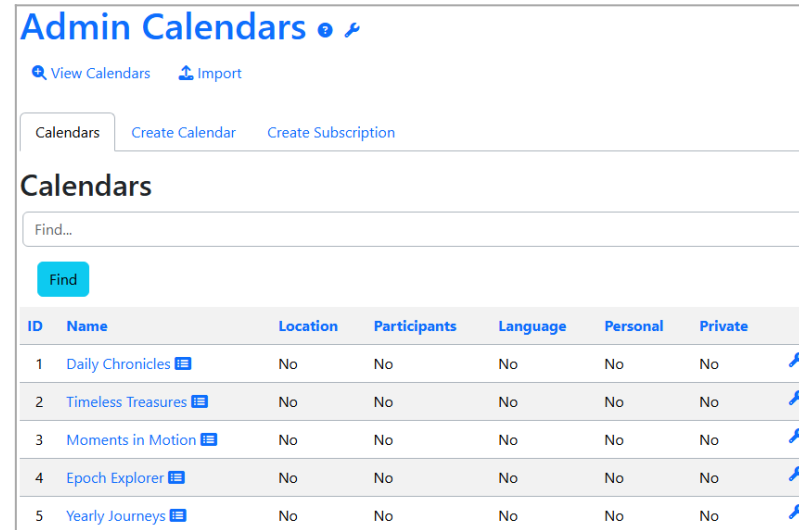
First/Last Year in the dropdown

Allows the admin to set how many years are shown in the dropdown box for year when entering events. Set it to -1 if you want last year visible, 0 if just want this year visible. **Note:** These fields are not active if you select JScalendar for event input.











Create or edit calendars

Click on "Admin > Calendar" to go to Calendar Admin (**tiki-admin_calendars.php**).

There are two sections (tables) to this screen:



The screenshot shows the 'Admin Calendars' page. At the top, there's a title 'Admin Calendars' with a search icon and a refresh icon. Below the title are two links: 'View Calendars' and 'Import'. There are three tabs: 'Calendars' (selected), 'Create Calendar', and 'Create Subscription'. Below the tabs is a search bar with the text 'Find...' and a 'Find' button. The main content is a table with the following data:

ID	Name	Location	Participants	Language	Personal	Private	
1	Daily Chronicles 	No	No	No	No	No	
2	Timeless Treasures 	No	No	No	No	No	
3	Moments in Motion 	No	No	No	No	No	
4	Epoch Explorer 	No	No	No	No	No	
5	Yearly Journeys 	No	No	No	No	No	

Click to expand

Create Calendar

Categorize [Select Categories](#)

Name Show in popup box

Description Show in popup box

Custom location Show in popup box

Custom participants Show in popup box

Custom classification Show in popup box

Custom language Show in popup box

Custom URL Show in popup box

Custom priority

Personal Calendar

Private Calendar

Start of day

End of day

Click to expand

The following selections enable custom pulldown menus for additional descriptive fields:

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

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

Other selections control specialized features:

- **Custom Participants:** - only a specified list of registered users can use the calendar.
- **Custom Languages:** - language selection from pulldown menu of available languages
- **Custom Priorities:** - select priority from 1-9.

- **Personal Calendar:** - controls whether only the owner of the calendar will have access to this calendar.

Assigning permissions

Assign permissions to calendar: Daily Chronicles

← Back Admin Groups Admin users Admin Categories Object Permissions List

Assign Permissions Select groups Select features Quick Permissions

Show permissions for disabled features

Assign permissions to this object

Assign Copy

Permissions

Toggle sections Show only selected

calendar

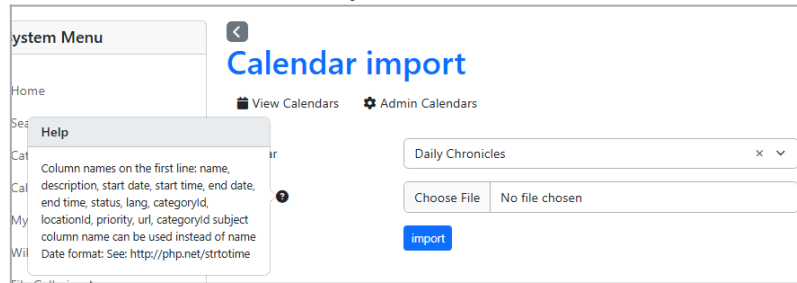
Permission
<input type="checkbox"/> <input checked="" type="checkbox"/> Can create/admin calendars (<i>tiki_p_admin_calendar</i>)
<input type="checkbox"/> <input checked="" type="checkbox"/> Can create/admin private/personal calendars (<i>tiki_p_admin_private_calendar</i>)
<input type="checkbox"/> <input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

Assign

Click to expand

Import a list of events

You can import a list of events in a csv (Comma Separated Values) file, through **tiki-calendar_import.php**.



Click to expand

- Column names on the first line:

`name,description,start date,start time,end date,end time,status,lang,categoryId,locationId,priority,url,categoryId`

- *subject column name can be used instead of name*
- Date format: See <http://php.net/strtotime>

Personal calendar

The personal calendar is a calendar where an event is only visible by the user that creates it. Physically it is a big unique calendar in the database that contains all the events. An event is displayed only for his creator. A personal calendar has special perms that needs to be reserved to work correctly. The admin can choose a name for a personal calendar. You can have more than one personal calendar.

Urls

- the url to add an event directly to an specific calendar is
tiki-calendar_edit_item.php?calendarId=5, if 5 is the id of the calendar where you want the event to be stored
- The url to display one calendar is
tiki-calendar.php?calIds=5, if 5 is the id of the calendar you want to display
- To display more than one calendar
tiki-calendar.php?calIds[]=5&calIds[]=1, if 5 and 1 are the calendar ids
- To display all the calendars
tiki-calendar.php?allCals=y
- To display the calendars in mode list
tiki-calendar.php?viewlist=list
Other value for viewlist is table
- To display the calendars in mode list
tiki-calendar.php?viewmode=month
Other values for viewmode are day, week, month, quarter, semester, year
- Any of the above parameters can be cumulated
tiki-calendar.php?viewlist=list\$calIds[]=5

Related pages

-
- Calendar
 - Calendar User

- Calendar Details
- Js Calendar
- Module calendar_new