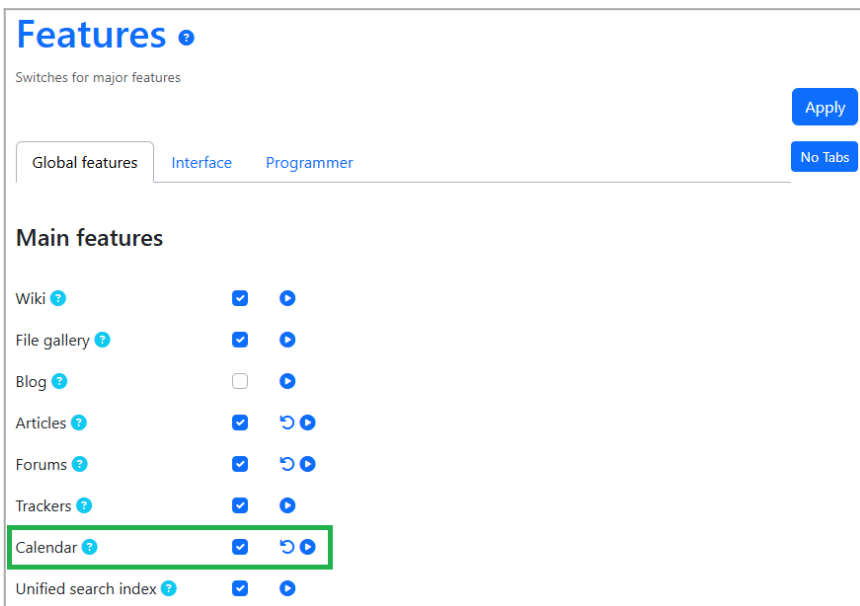


# Calendar Admin

## 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.




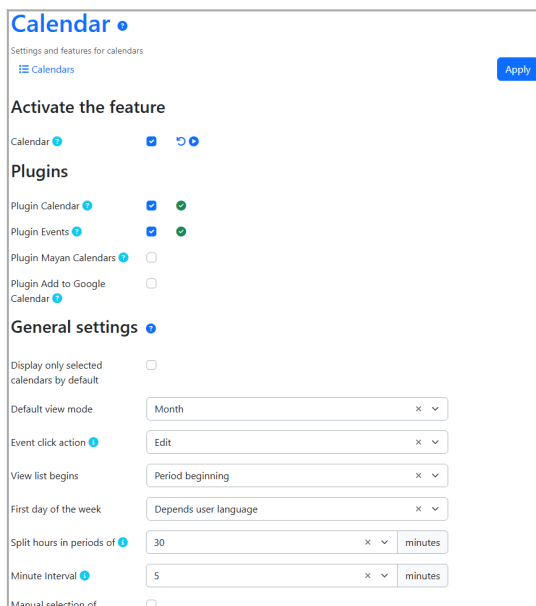
The screenshot shows the 'Features' administration page. At the top, there is a title 'Features' with a help icon, and a subtitle 'Switches for major features'. Below this are three tabs: 'Global features', 'Interface', and 'Programmer'. There are two buttons: 'Apply' and 'No Tabs'. Under the 'Main features' section, there is a list of features with checkboxes and expand icons. The 'Calendar' feature is highlighted with a green box, indicating it is enabled.

Feature	Enabled	Expand
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**)



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	<a href="#">Help</a> needed for this item
Default View Mode	Choose from "Day, Week, Month, Quarter, Semester, Year"
Calendar Manual Selection of time/date	<a href="#">Help</a> needed for this item
JSCalendar	Use a JavaScript calendar widget for event time/date entry
First Day of the Week	Choose from Saturday, Sunday, Monday or set it dependent on the language used
Split hours into periods of	Choose from 1, 5, 10, 15, and 30 minutes
First/Last Year in the dropdown	Allows the admin to set how many years are shown in the dropdown box for year when entering events. Set it to -1 if you want last year visible, 0 if just want this year visible. <b>Note:</b> 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:

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

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

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**.

system Menu

Home

See

Cat

Cal

My

Wil

Calendar import

Calendar import

View Calendars Admin Calendars

Daily Chronicles

Choose File No file chosen

import

Help

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>

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

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- [Calendar](#)
- [Calendar User](#)
- [Calendar Details](#)

- Js Calendar
- Module calendar\_new