



## **CALENDAR FEATURES FOR VERSION 3.+**

**'Php Web Based Timesheet, And Project Tracking Software'**  
**By: Creative-Dr Sdn. Bhd.**

<b>1. CALENDAR.....</b>	<b>3</b>
1.1 LISTING CATEGORIES (ADMIN ONLY).....	3
1.2 ADDING / UPDATING CATEGORIES (ADMIN ONLY) .....	4
1.3 LISTING EVENTS (ADMIN ONLY) .....	5
1.4 ADDING / UPDATING EVENTS (ADMIN ONLY).....	6
1.5 MAIN CALENDAR .....	7

# 1. Calendar

Click the "CALENDAR" icon at the top menu to access the Calendar Module.

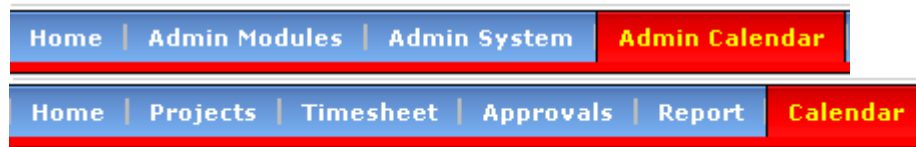
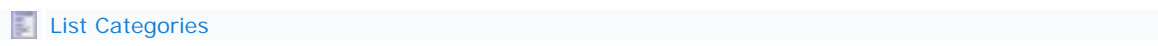



Figure 1: Calendar Top Menu (Admin and User)

## 1.1 Listing Categories (Admin Only)



Click the " Categories List" Tab to List Available Categories for Events.

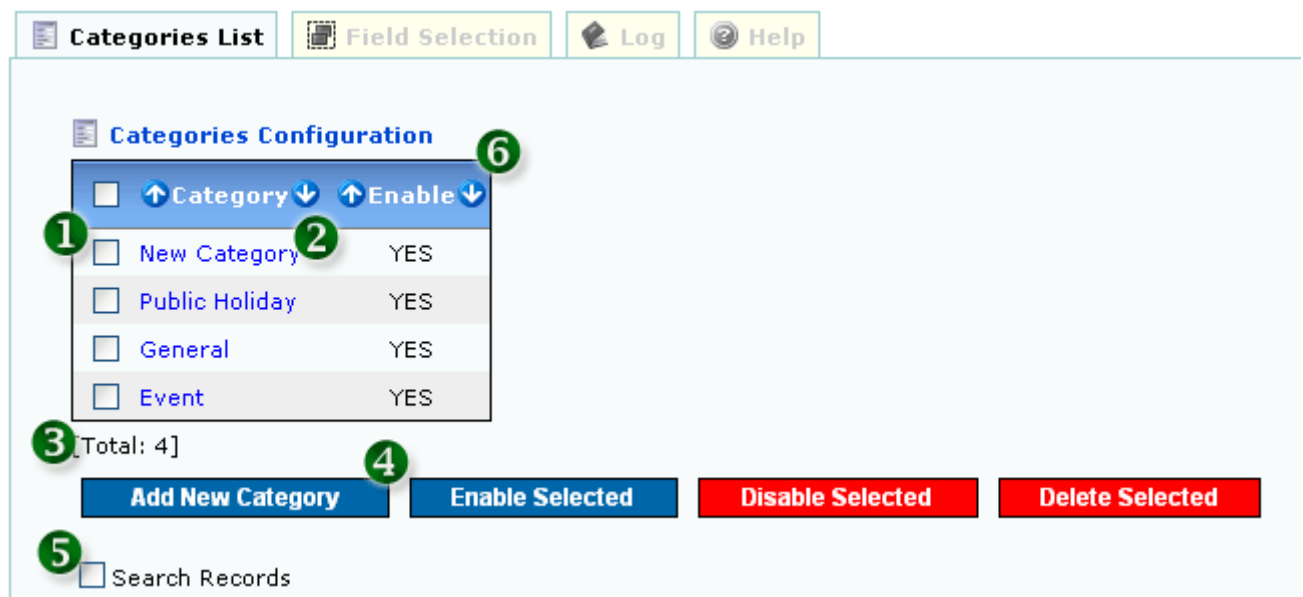


Figure 2: Categories Listing

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
1. CHECK AND CLICK "DISABLE SELECTED" TO DISABLE RECORD
1. CHECK AND CLICK "ENABLE SELECTED" TO ENABLE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

## 1.2 Adding / Updating Categories (Admin Only)

Click the "Add New Category" Button to Add New Category.

Click the Category Link to Update Category.

The screenshot shows a web interface for 'Category Configuration'. At the top, there are three buttons: 'Category Configuration' (with a document icon), 'Log' (with a key icon), and 'Help' (with a question mark icon). Below these is a section titled 'Update Category: Public Holiday'. Inside this section is a 'Details' box. The 'Details' box contains two fields: 'Category' with the value 'Public Holiday' (highlighted with a green circle 1) and 'Enabled' with a checked checkbox (highlighted with a green circle 2). Below the 'Details' box is a blue button labeled 'Update Record'.

Figure 3: Adding / Updating New Category

1. CATEGORY NAME (MANDATORY & UNIQUE)
2. ENABLE THIS CATEGORY FOR SELECTION IN SYSTEM

## 1.3 Listing Events (Admin Only)

 List Events

Click the " Events List" Tab to add List Events.



**Events List** | Field Selection | Log | Help

**Events Configuration**

<input type="checkbox"/>	↑ Headline ↓	↑ Start Date ↓	↑ End Date ↓	↑ Category ↓
<input type="checkbox"/>	New Event	08-February-2007	08-February-2007	Event
<input type="checkbox"/>	This is my new headline	01-February-2007	01-February-2007	New Category
<input type="checkbox"/>	This is not going to be added	09-January-2007	09-January-2007	Public Holiday
<input type="checkbox"/>	There is no announcement	03-January-2007	03-January-2007	Event
<input type="checkbox"/>	Add Aother One Here	16-January-2007	16-January-2007	Event
<input type="checkbox"/>	How about this ones	01-January-2007	31-January-2007	New Category
<input type="checkbox"/>	Chinese New Year	01-February-2007	01-February-2007	Public Holiday

Total: 7]

**Add New Event** | **Enable Selected** | **Disable Selected** | **Delete Selected**

☐ Search Records

Figure 4: Listing Events

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
1. CHECK AND CLICK "DISABLE SELECTED" TO DISABLE RECORD
1. CHECK AND CLICK "ENABLE SELECTED" TO ENABLE RECORD
2. CLICK LINK TO GO TO EDIT MODE
3. LISTING MAX PAGE: Configurable in the User Preference section
4. CLICK TO ADD NEW RECORD
5. CHECK TO SEARCH RECORDS
6. SORTABLE FIELDS

## 1.4 Adding / Updating Events (Admin Only)

Click the "Add New Event" Button to Add New Event.

Click the Event Link to Update Event.

The screenshot shows the 'Update Event' form within the 'Event Configuration' section. The form is titled 'Add Event Details' and contains the following fields:

- Headline:** A text input field containing 'This is my new headline' (labeled 1).
- Description:** A text area field (labeled 2).
- Start Date:** A date input field showing 'Feb 1 2007' (labeled 3).
- End Date:** A date input field showing 'Feb 1 2007' (labeled 4).
- Category:** A dropdown menu showing 'New Category' (labeled 5).
- Share With Announcement:** A checkbox field (labeled 6).
- Enable Event:** A checkbox field with a green checkmark (labeled 7).

At the bottom of the form is a blue button labeled 'Update Record'.

Figure 5: Adding / Updating Events

1. **EVENT HEADLINE (MANDATORY)**
2. **EVENT DESCRIPTION**
3. **EVENT START DATE (MANDATORY)**
4. **EVENT END DATE (MANDATORY)**
5. **EVENT CATEGORY**
6. **ANNOUNCE EVENT:** Announcement Will Display Event Based on Start and End Date
7. **ENABLE EVENT**

## 1.5 Main Calendar

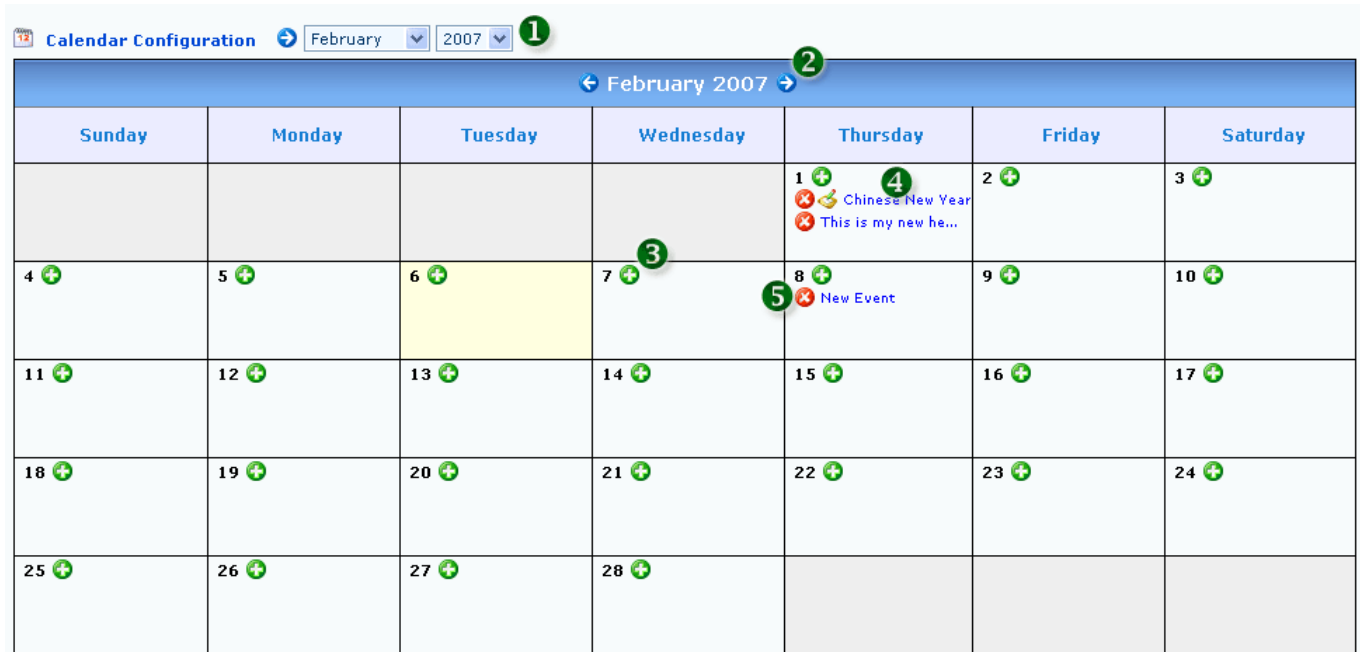


Figure 6: Adding New Task

1. JUMP TO SELECTED MONTH AND YEAR
2. TRAVERSE BETWEEN MONTHS
3. ADD NEW EVENT (ADMIN ONLY)
4. UPDATE EVENT (ADMIN ONLY)
5. DELETE EVENT (ADMIN ONLY)