CALENDAR FEATURES FOR VERSION 3.+

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

1. CALENDAR 3

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.

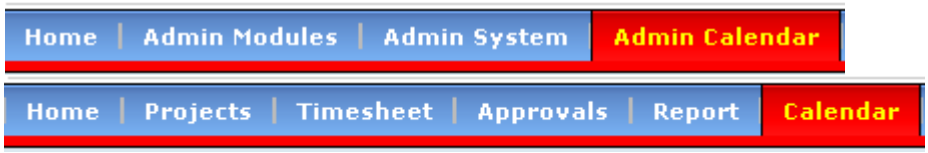

Figure 1: Calendar Top Menu (Admin and User)

1.1 Listing Categories (Admin Only)

Click the “ **Categories List**” Tab to List Available Categories for Events.

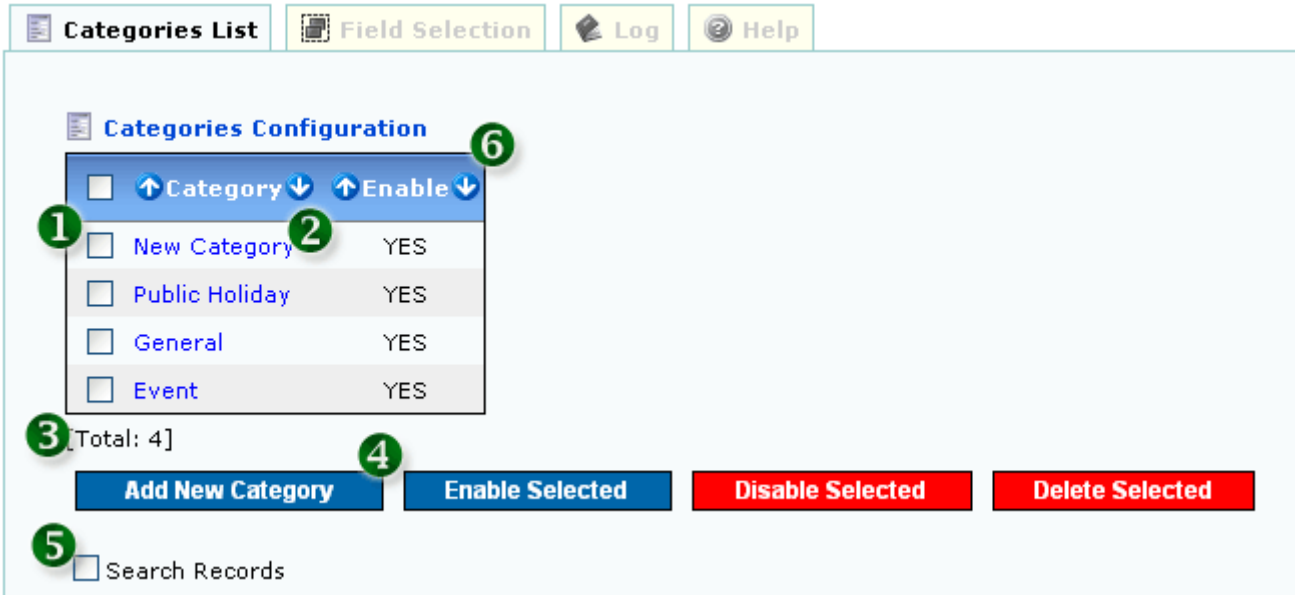

Figure 2: Categories Listing

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.

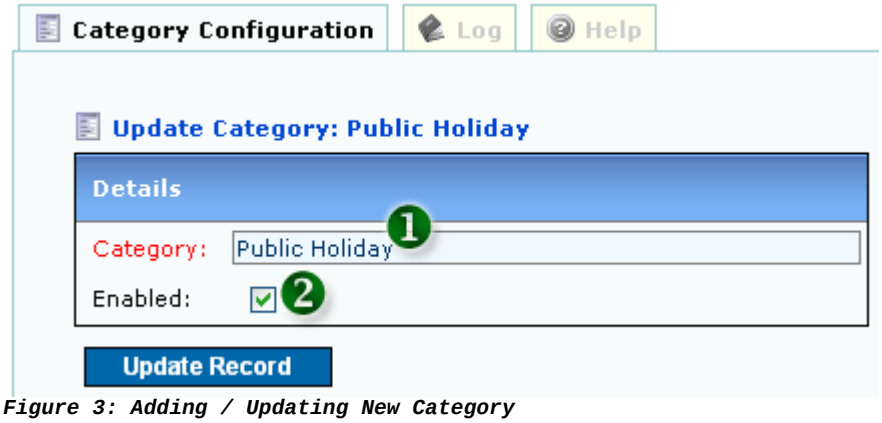

Figure 3: Adding / Updating New Category

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.

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.

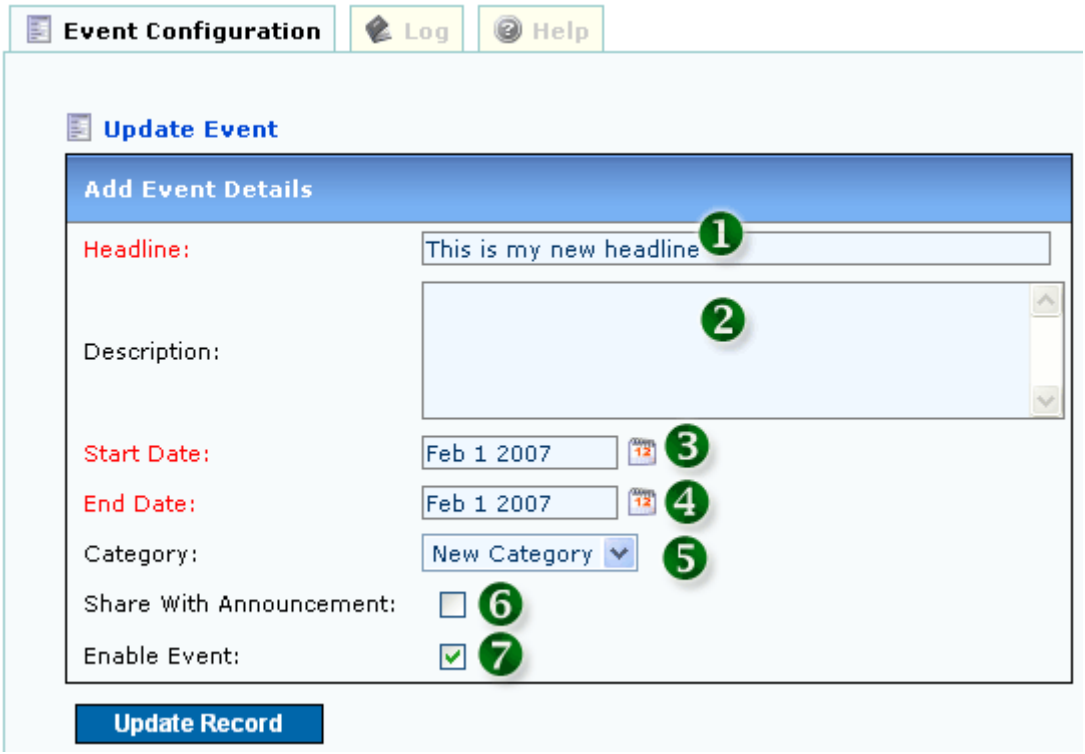

Figure 5: Adding / Updating Events

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

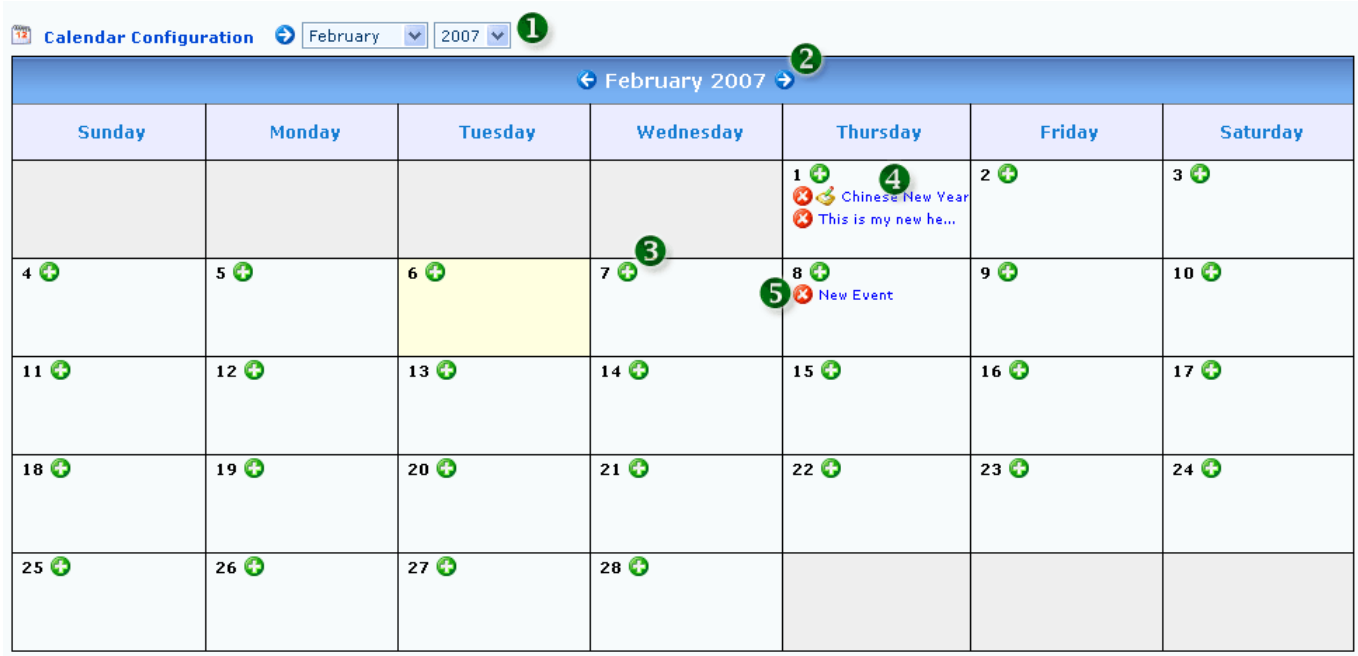

Figure 6: Adding New Task

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)