

Diary

The agenda of SaltOS allows you to easily manage your meetings and events. You can relate the phonebook entries with a client, project, budget, etc. well as assign them to multiple users.

SaltOS will automatically remind the upcoming events and if this is not enough, synchronize the calendar with SaltOS *Google Calendar*.

The two calendar views

The agenda of SaltOS can be found in two ways: as a list or as a calendar.

Listing

The first looks like any list of SaltOS, showing or users assigned, start and end of the event, client or related project, event name and its type and condition.

In this view you can create a new event by clicking the corresponding button in the lower left corner, browse the list of controls in the lower right corner and search for an event by simply searching.

Listado de eventos - Suite de Gestión Empresarial - SaltOS v3.1.r7648										Inicio		Correo	Agenda	RSS	Perfil	Soporte	Cerrar		
General		Listado de eventos		Opciones de filtro		Calendario de eventos		Ayuda											
Inicio		Nuevo evento		Buscar														Buscar	Reset
Cód.	Usuario	Inicio	Fin	Cliente	Proyecto	Evento	Tipo de evento	Estado											
00100	Administrador (admin)	2013-11-15 03:59:56	2013-11-15 05:59:56	posuere cubilla Cura...	ut cursus luctus, b...	scelerisque dui. Suspendisse ac metus vitae velit.	Visita técnica	Acabada											
00099	Administrador (admin)	2013-12-05 01:30:31	2013-12-05 03:30:31	[Sin cliente asociad...	[Sin proyecto associa...	egestas, urna justo faucibus lectus, a sollicitudin orci.	Otras reuniones	Programada											
00098	Administrador (admin)	2013-04-21 04:52:08	2013-04-21 06:52:08	Integer aliquam ado...	neque. Nullam ut nisl...	moribus, nascetur ridiculus mus. Donec.	Reunión técnica	Programada											
00097	Administrador (admin)	2013-10-17 23:00:13	2013-10-18 01:00:13	si, libero. Morbi ac...	facilisis eget, posu...	et lorem, vehicula et, rutrum eu, ultrices sit.	Llamada seguimiento	Programada											
00096	Administrador (admin)	2012-02-28 14:26:48	2012-02-28 16:26:48	posuere cubilla Cura...	ut cursus luctus, b...	non dui nec urna suscipit.	Otras reuniones	Acabada											
00095	Administrador (admin)	2013-11-16 13:47:22	2013-11-16 15:47:22	tellus. Aenean sagitt...	Lorem ipsum dolor si...	egit lacus. Mauris non dui nec urna suscipit, nonummy. Fusce.	Visita técnica	Cancelada											
00094	Administrador (admin)	2014-01-05 17:26:33	2014-01-05 19:26:33	tristique. Donec vi...	sem magna nec quam...	dolor dapibus gravida. Aliquam tristique, nunc ac metis ornare.	Llamada comercial	Programada											
00093	Administrador (admin)	2013-10-05 05:31:00	2013-10-05 07:31:00	[Sin cliente asociad...	[Sin proyecto associa...	nascetur ridiculus mus. Aenean eget magna.	Email comercial	Por confirmar											
00092	Administrador (admin)	2013-09-01 22:12:14	2013-09-02 00:12:14	consectetur adipisc...	Etiam imperdiet dict...	erat, eget tristique dui augue eu.	Visita técnica	Cancelada											
00091	Administrador (admin)	2013-09-23 02:02:11	2013-09-23 04:02:11	amet, faucibus ut, n...	penetibus et magna...	nisi. Cum sociis natoque penatibus et magnis dis...	Otras reuniones	Cancelada											
00090	Administrador (admin)	2013-09-02 23:34:46	2013-09-03 01:34:46	si, libero. Morbi ac...	facilisis eget, posu...	sem, vitae aliquam eros turpis.	Email comercial	Cancelada											
00089	Administrador (admin)	2013-10-07 11:37:59	2013-10-07 13:37:59	Integer aliquam ado...	mauris sit amet lore...	at amet, dapibus ut, blandit at, nisi.	Llamada seguimiento	Cancelada											
00088	Administrador (admin)	2013-11-26 05:04:01	2013-11-26 07:04:01	amet, faucibus ut, n...	penetibus et magna...	egestas. Fusce aliquet magna a neque. Nullam.	Visita comercial	Acabada											
00087	Administrador (admin)	2012-05-07 00:34:30	2012-05-07 02:34:30	Integer aliquam ado...	neque. Nullam ut nisl...	cursus et, eros. Proin ultrices. Duis volutpat nunc.	Otras vistas	Programada											
00086	Administrador (admin)	2013-11-12 03:18:11	2013-11-12 05:18:11	amet, faucibus ut, n...	penetibus et magna...	lorem. Suspendisse sagittis. Nullam vitae.	Visita técnica	Acabada											
00085	Administrador (admin)	2013-07-17 21:42:13	2013-07-17 23:42:13	consectetur adipisc...	Etiam imperdiet dict...	Cras sed leo. Cras vehicula aliquet libero. Integer.	Otras vistas	Acabada											
00084	Administrador (admin)	2013-05-13 11:40:27	2013-05-13 13:40:27	Integer aliquam ado...	mauris sit amet lore...	blandit at, nisi. Cum sociis natoque penatibus et magnis dis...	Reunión técnica	Acabada											
00083	Administrador (admin)	2013-05-20 23:57:06	2013-05-21 01:57:06	tellus. Aenean sagitt...	Lorem ipsum dolor si...	pharetra. Nam ac nulla. In tristique.	Visita comercial	Cancelada											
00082	Administrador (admin)	2014-02-16 21:56:09	2014-02-16 23:56:09	tristique. Donec vi...	sem magna nec quam...	lectus convallis est, vitae sodales nisi magna sed dui.	Llamada técnica	Acabada											
00081	Administrador (admin)	2012-07-29 08:36:12	2012-07-29 10:36:12	[Sin cliente asociad...	[Sin proyecto associa...	aliquam arcu. Aliquam ultrices lacus odio. Nam interdum.	Email comercial	Programada											
00080	Administrador (admin)	2013-12-11 21:57:44	2013-12-12 23:57:44	posuere cubilla Cura...	ut cursus luctus, b...	Fusce aliquam, enim nec tempus scelerisque.	Llamada comercial	Programada											
00079	Administrador (admin)	2012-06-12 08:49:54	2012-06-12 10:49:54	tellus. Aenean sagitt...	Lorem ipsum dolor si...	sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus.	Reunión técnica	Por confirmar											
00078	Administrador (admin)	2013-08-02 03:10:33	2013-08-02 05:10:33	Integer aliquam ado...	neque. Nullam ut nisl...	vel, convallis in, cursus et.	Visita comercial	Por confirmar											
00077	Administrador (admin)	2012-07-07 15:19:39	2012-07-07 17:19:39	si, libero. Morbi ac...	facilisis eget, posu...	torquent per convallis nostra, per inceptos hymenaeos. Mauris ut.	Otros eventos	Por confirmar											
00076	Administrador (admin)	2012-07-09 17:56:27	2012-07-09 19:56:27	Integer aliquam ado...	mauris sit amet lore...	ut, sem. Nulla interdum. Curabitur dictum. Phasellus in fele. Nulla.	Otras reuniones	Por confirmar											

Página 1 de 4 (registros del 1 al 25 de 100)

Registros por página: 25

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

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87

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89

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91

92

93

94

95

96

97

98

99

100





Página 1 de 4 (registros del 1 al 25 de 100). Registros por página: 25

- **Ref .:** Numeric code that identifies the event.
- **User:** User who created the event.
- **Home:** Date and time of start of the event.
- **End:** Date and time of end of event.
- **Customer:** Customer linked to this event.
- **Project:** Project linked to this event.
- **Event:** Title or subject of the event.
- **Event type:** Event type (calls, meetings, visits, emails, events).
- **State:** State where you will find the event (Scheduled, TBC, Finished, Cancelled).

Remember: The events can be arranged by dragging them to the user folder you want.

Listing Options

On each record you can perform a series of actions that are represented by the following icons:

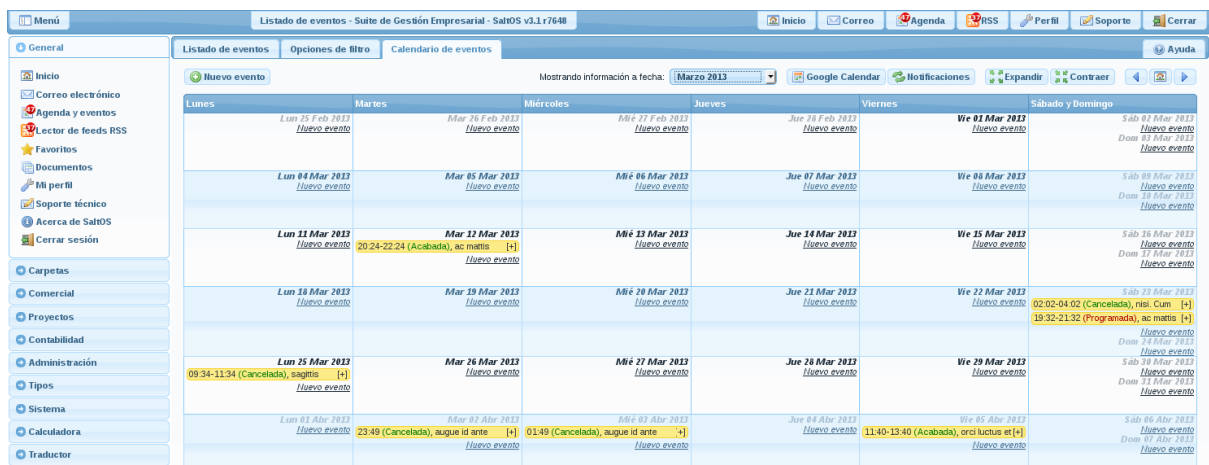
-   : Check / Edit / Delete Record.
- : This action will lead to the creation of a new record using data from the current.

Filter Options

For more information about the filter options listed in the [ayuda general](#).

Calendar

The view *Calendar* will display the current month as a grid, with one day per column. You can create a new event by clicking *New event* box on the relevant date. To display another calendar month, select it from the drop *Showing information to date*. If you want to navigate to the previous or next month, click the arrows at the top right corner. To return to the current month, click the icon located between the two arrows.



Lunes	Martes	Miércoles	Jueves	Viernes	Sábado y Domingo
Lun 26 Feb 2013 Nuevo evento	Mar 26 Feb 2013 Nuevo evento	Mié 27 Feb 2013 Nuevo evento	Jue 28 Feb 2013 Nuevo evento	Wie 01 Mar 2013 Nuevo evento	Sáb 02 Mar 2013 Nuevo evento Dom 03 Mar 2013 Nuevo evento
Lun 04 Mar 2013 Nuevo evento	Mar 05 Mar 2013 Nuevo evento	Mié 06 Mar 2013 Nuevo evento	Jue 07 Mar 2013 Nuevo evento	Wie 08 Mar 2013 Nuevo evento	Sáb 09 Mar 2013 Nuevo evento Dom 10 Mar 2013 Nuevo evento
Lun 11 Mar 2013 Nuevo evento	Mar 12 Mar 2013 20:24-22:24 (Acabada), ac matris [+]	Mié 13 Mar 2013 Nuevo evento	Jue 14 Mar 2013 Nuevo evento	Wie 15 Mar 2013 Nuevo evento	Sáb 16 Mar 2013 Nuevo evento Dom 17 Mar 2013 Nuevo evento
Lun 18 Mar 2013 Nuevo evento	Mar 19 Mar 2013 Nuevo evento	Mié 20 Mar 2013 Nuevo evento	Jue 21 Mar 2013 Nuevo evento	Wie 22 Mar 2013 Nuevo evento	Sáb 23 Mar 2013 02:02-04:02 (Cancelada), rni, Cum [+] 19:32-21:32 (Programada), ac matris [+]
Lun 25 Mar 2013 09:34-11:34 (Cancelada), augue id ante [+]	Mar 26 Mar 2013 Nuevo evento	Mié 27 Mar 2013 Nuevo evento	Jue 28 Mar 2013 Nuevo evento	Wie 29 Mar 2013 Nuevo evento	Sáb 30 Mar 2013 Nuevo evento Dom 31 Mar 2013 Nuevo evento
Lun 01 Abr 2013 Nuevo evento	Mar 02 Abr 2013 23:49 (Cancelada), augue id ante [+]	Mié 03 Abr 2013 01:49 (Cancelada), augue id ante [+]	Jue 04 Abr 2013 Nuevo evento	Wie 05 Abr 2013 11:40-13:40 (Acabada), ori luctus et [+]	Sáb 06 Abr 2013 Nuevo evento Dom 07 Abr 2013 Nuevo evento

To expand or collapse the detail of all the events listed, click the corresponding button in the upper right corner. You can also restart notifications by clicking the button *Notifications*.

To synchronize the calendar with *Google Calendar* Click the appropriate button at the top. Note that you must have previously set up your Google account in the application *My Profile*. The synchronization process may take a while, depending on the connection speed, the service status of Google and the number of events to be synchronized.

Event Form

This is the application of events, with it you can add, modify and view all data from the various events held in the state, the information is classified in different tabs: main data, assigned users, comments, file attachments, data on the registry modifications and assignments to folders.

Event Info tab

In this tab you can view and modify the main data events. Here we relate all information fields.

The screenshot shows the 'Modificación del evento' form. The sidebar on the left contains a menu with options like 'Inicio', 'Correo electrónico', 'Agenda y eventos', 'Lector de feeds RSS', 'Favoritos', 'Documentos', 'Mi perfil', 'Soporte técnico', 'Acerca de SaltOS', and 'Cerrar sesión'. The main form area has a tabbed interface. The 'Datos del evento' tab is selected, displaying various fields for event modification. These include dropdown menus for 'Campana', 'Posible cliente', 'Cliente', 'Presupuesto', and 'Proyecto'. There are also date and time pickers for 'Inicio' and 'Fin', a text field for 'Nombre', a dropdown for 'Tipo de evento', a text field for 'Lugar', and a dropdown for 'Estado'. A large text area is provided for 'Descripción'. At the bottom, there are checkboxes for 'Notificación inicio recibida' and 'Notificación final recibida', and three buttons: 'Actualizar', 'Actualizar y volver aquí', and 'Cancelar'.

- **Campaigns:** To link the event to a particular marketing campaign.
- **Prospect:** To link the event with a possible specific customer.
- **Budget:** To link the event with a possible specific budget.
- **Customer:** To link the event with a particular customer.
- **Project:** To link the event with a specific project.
- **Home (*):** Start time of the event.
- **Fin (*):** End time of the event.
- **Event type:** Event type (calls, meetings, visits, emails, events).
- **Location:** Venue of the event.
- **State:** Current Status of the event (Default, TBC, Finishing, canceled).
- **Description (*):** Brief description of the event.
- **Report:** To indicate when we have to notify the notice.
- **I start notification received:** Checking this box will make the announcement event start disappearing.
- **Final report received:** Checking this box will notice event to disappear.

(*) Required when creating or modifying an event fields.

Creation

To create a new event enter the date and start time, the name (which is displayed in the listings), description, type of event and state. Note that the event is considered pending when has the status "Confirmed" or "To be confirmed" in any other shall be deemed not pending or closed.

To facilitate the introduction of the date, click the icons next to the corresponding boxes. A dialog that allows you to choose the date browsing the calendar opens. Click on the corresponding day to select the date.

You can also enter the time through a help dialog by clicking on the icon next to the text box. Select the hour and minute via buttons, to change between *AM* and *PM* click the appropriate button.

To receive notification as a reminder, enter in the box *Notify* how far in advance you want to receive the notice (in hours). If you want to be notified after the start of the event, choose "After" in the corresponding drop-down. If you do not wish to receive any notice, dial controls *Start Notification received* and *Final notification received*.

To assign the event to more users, select the tab *Assigned Users*. The event will automatically appear in the calendar of users assigned.

You can associate the event with a campaign, a potential client, an existing customer, a budget or project through the corresponding pop. When linking an event with any of these applications will appear in detail the respective content. This way you can take effective control of all meetings with a client or a project.

To attach files, you can do it on the tab *New file attachments*.

Once completed press *Create* or *Create and return here*.

Modification

When editing an event, you can enter or modify the same data during creation. Additionally you can add a comment, for example, to discuss the topics discussed during the meeting, the reason for cancellation, etc.

For an event to stop appearing as pending, change its status to *Finished*, *Canceled* or *Error*.

Consultation

In the query mode, you can view the different parameters of the event, as well as assigned users and download attachments, if any. You can also see if it has already shown the notice of initiation or termination.

You can edit the event by clicking on the button *Edit*.

New comments tab

For more information about the filter options listed in the [ayuda general](#).

Comments Tab

For more information about the filter options listed in the [ayuda general](#).

New Tab attachments

For more information about the filter options listed in the [ayuda general](#).

Attachments tab

For more information about the filter options listed in the [ayuda general](#).

Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

Tab Folders

For more information on Folder Options [ayuda general](#).