User Manual for Vacation Calendar

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# Installation Process

To install the module Vacation Calendar you first need the following dependences enabled in your Drupal 7 site.

* Calendar => <http://drupal.org/project/calendar>;
* Date => <http://drupal.org/project/date>;
* Date Popup (included with Date);
* Relation => <https://www.drupal.org/project/relation>;
* PHP(included in the Core);
* Help(included in the Core);

After installing/enabling these modules, download and install the module, then check if all the dependences are installed and enabled, the Module is divided into four modules.

* Vacation Calendar;
* Vacation Colors;
* Vacation User Days;
* Vacation Pop-up;

The main module “Vacation Calendar” is the only module that is compulsory to be enabled, the other sub-modules are additions for some functionalities like colours or user management.

Next, configure the Permissions for your user groups, the modules add different permissions.

* Vacation Calendar any/own:
  + Add content;
  + Edit content;
  + Eliminate content;
* Administer Vacation Calendar;
* Vacation Calendar Access;
* Vacation Calendar Approver;
* Administer Event Color;

“Administer Vacation Calendar” gives total access to the module, “Vacation Calendar Access” gives only access to the calendar and submissions menu, “Vacation Calendar Approver” gives access to the Approval and some of the configuration’s menus.

After this step go to “[your site]/vacation\_calendar” to the Vacation Calendar Others menu and copy the import code from there, then import and save the View.

Configure your desired colors if you have activated the Vacation Colors module in Vacation Colors menu.

If you want to display your calendar and your management menus make a link going to the respective paths, “calendar-node-vacation-calendar-date” by default and “vacation\_calendar”.

# Menus and Calendar

## Manage Approving Settings

When submitting your vacations you need someone that approves them, this can be defined by choosing an approver, the default is user 1 the default admin of the site.

This menu is added by the Vacation Calendar User Days module and the user needs the “Administer Vacation Calendar” permission to see it.

## Manage Holidays and Observances

Here you can add your custom national holidays and important days and then add them to the calendar together with some default holidays and observances that are available from over 170 countries to choose. You need internet connection for this feature to work.

You can also delete all the additions of these types from the calendar.

This menu is added by the Vacation Calendar module and the user needs the “Administer Vacation Calendar” permission to see it.

## Manage Submission Approval

If you have the Vacation Calendar User Days module not activated the menu is different from when it is activated.

Not activated it shows a simple table with all the vacations from all the users with the options of changing the state of each vacation.

When it is activated, only the approver has access to the specified user and has the option to approve or deny the vacation to that user.

This menu is added by the Vacation Calendar module and the user needs the “Vacation Calendar Approver” permission to see it.

## Manage Users

Here you can define how many days a user has in a certain year, it also shows the number of days a user has spent and how many days he had from last year.

This menu is added by the Vacation Calendar User Days module and the user needs the “Administer Vacation Calendar” permission to see it.

## Users Actions

In this menu it is displayed all the submissions that all the users have requested, it can be filtered by year.

This menu is added by the Vacation Calendar User Days module and the user needs the “Vacation Calendar Approver” permission to see it.

## Vacations Calendar Others

This menu only exists to import the calendar into the view and decide the extension for the requests of the Users Actions Menu.

This menu is added by the Vacation Calendar User Days module and the user needs the “Administer Vacation Calendar” permission to see it.

## Vacation Colors

In this menu you can choose the colors for the different types of status that the module has available, this menu is available only to those with “Administer Event Color” permission.

The user can use a color picker or the hexadecimal code to choose the colors and then save them, they will be displayed has a legend in the lower part of the calendar.

## Calendar

The place where you can find your national holidays and vacations and see the what the other users submitted or drafted, here you can just click on the calendar(if the Vacation Popup is activated) to create a new vacation starting that day or click on an already created to either comment on it or edit it if you can.

You can submit your changes to the calendar here, just put an email or leave empty if the approver is decided and submit your changes, you can also discard all the non-saved changes.