**JECC Battle Rhythm Calendar User Guide**

**Introduction**

Welcome to the **JECC Battle Rhythm Calendar Solution**. This guide will help users understand how to access, manage, and interact with the six strategic calendars:

* **Battle Rhythm**
* **CRISIS Battle Rhythm**
* **CMD Events**
* **Key Leader Engagements**
* **OPS**
* **Training Events**

This calendar system enhances event visibility and coordination across JECC personnel while maintaining controlled access.

**Calendar Access and Permissions**

**Access Levels**

To maintain structure and avoid unnecessary events, access is managed in four levels:

1. **Super Admins (J6)**
   * Full control over calendar creation, management, and automation.
   * Owns the service account.
2. **Admins**
   * Can assign view/edit permissions to users.
   * Cannot create new calendars but can manage access.
3. **Contributors**
   * Can create and modify events but **cannot delegate permissions**.
4. **Members**
   * View-only access to calendars.

**Calendar Access Request Process**

1. Users request access through the **Calendar Request Power App**.
2. Once a request is submitted, an **Access Request Email** is sent to Admins.
3. Admins review and approve the request.
4. After approval, the user receives a **Calendar Invite Email**.
5. Once the user accepts the invitation, calendar access is granted.

For reference, see the following attachments:

* **Calendar Access Power App.png**
* **Grant Access to Calendar Email.png**
* **Calendar Invite Email.png**

**Event Creation & Management**

**Creating an Event in Outlook**

1. Open **Outlook Desktop/Web App**.
2. Navigate to the appropriate **Shared Calendar**.
3. Click **New Event** and input relevant details:
   * **Title** (Clear and concise, e.g., "Quarterly Strategy Briefing")
   * **Date/Time**
   * **Location**
   * **Description** (Include any necessary attachments or links)
4. Select the appropriate calendar from the **“Save to Calendar”** dropdown.
5. Click **Save** to finalize the event.

**Modifying & Deleting Events**

* **Contributors** can edit their own events but not others’ events.
* **Admins & Super Admins** can modify and delete all events.
* Deleted events are **not recoverable** from SharePoint.

**Best Practices for Event Posting**

* **Relevance**: Ensure events align with JECC mission objectives.
* **Consistency**: Use standardized naming conventions for easy identification.
* **Avoid Overposting**: Keep the calendar clutter-free by avoiding non-essential events.

**Calendar Synchronization with SharePoint**

* All **Outlook Shared Calendar events** automatically propagate to the **main SharePoint calendar**.
* Updates made in Outlook reflect in SharePoint in **real time**.
* This allows all personnel to view consolidated schedules without requiring Outlook access.

**Event Notifications & Reminders**

* **Default event reminders are disabled** to prevent excessive notifications.
* Individual users may manually enable reminders when creating/editing an event.
* Notifications can be managed in **Outlook Calendar settings**.

**Drag & Drop Feature**

* Users can **drag events from the shared calendar into their personal calendar**.
* This feature is fully functional in the **Outlook Desktop App** and partially supported in **Outlook Web App (OWA)**.

**How to Use Drag & Drop**

1. Open **Outlook Desktop App**.
2. Navigate to the shared calendar and select an event.
3. Drag the event to your personal calendar.
4. The event will now appear in your personal schedule.

**Common Issues & Troubleshooting**

|  |  |
| --- | --- |
| **Issue** | **Solution** |
| I can’t see a calendar | Ensure you have **correct permissions**; contact an **Admin**. |
| My event didn’t sync with SharePoint | Wait a few minutes for synchronization; refresh the SharePoint page. |
| I’m receiving too many event notifications | Disable reminders in Outlook event settings. |
| Drag & Drop isn’t working | Use **Outlook Desktop App** instead of OWA. |

**Next Steps & Future Enhancements**

* **Phase 2 Implementation:** Custom email notifications via **Calendar Request Power App**.
* **Refined Access Control:** Further decentralization of calendar privileges while maintaining oversight.
* **User Training & Support:** Regular training sessions and documentation updates.

For further assistance, contact the **JECC J6 Team** or your assigned **Admin**.