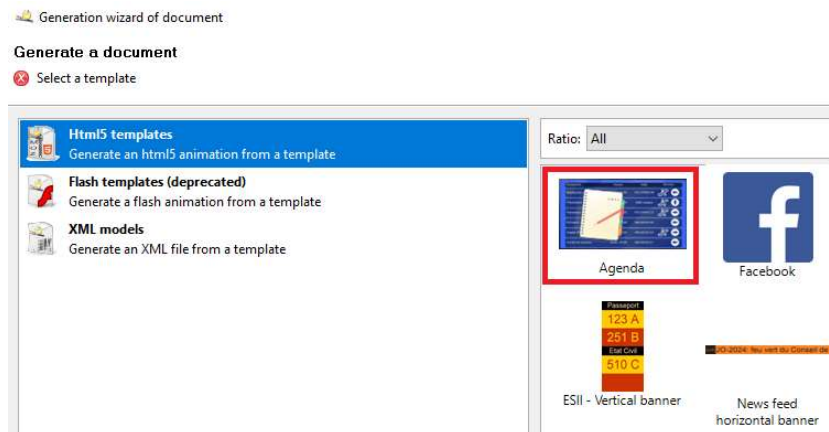


Agenda 1.10.1X (MAFF Model)

Thumbnail :



Form

The form consists in 2 tabs :

- **Content**
- **Layout**

1. Event level : **Past / Pending / Scheduled**

There is 3 levels of event display status :

In the example, It is 15:15


- **Status : Scheduled**
 - On the second line, the event from 16 :00 to 19 :00 is scheduled but not yet started.
- **Status : Pending**
 - On the 3rd line, the pending event from 16 :00 to 19 :0 is blinking.
 - The blinking is an option which can be inactivated
- **Status : Past**
 - On the first line, the event on the past from 9 :00 to 12 :00 is greyed and becomes less visible that the others events

Location	Event	Date/Time
Loc	LEVEL: PAST Training Office (morning)	09:00 12:00
Hall6	LEVEL: SCHEDULED (NOT STARTED) Training Office (evening)	16:00 19:00
Loc	LEVEL: PENDING Training Office (pending)	15:00 16:00

2. « Content » tab

The **Content** form permits to enter the agenda events (meeting, conference, ...)




Edit the media resource

 A minimum of one event is required

Entry form | **Linked medias** | Properties

Content | Layout

Date/Time	Event	Place	Info 1	Info 2

Click on **Add** button to add a new event (**Edit** button to modify it, **Delete** button to delete it)

At least one event is required to validate the form

Date/Time

☒ Date/Time ☐ Date ☐ Time

Début Date 18/02/01 Time 10 h 33 mn

Fin ☒ Date 18/02/01 Time 10 h 33 mn

Location

Line 1

Line 2 ☐

Event

Line 1

Line 2 ☐

Info 1

Line 1

Line 2 ☐

Info 2

Line 1

Line 2 ☐

For any agenda input, the event location (line1) and Event name (line1) must be filled

When you enter a new event, choose the event type according to your needs

- **Date/Time :**
 - A event **Date/time** is an event whose the date and the time value are mandatory
 - The end date is optionnal and can be ticked or unticked. When the end date is unticked, the end date is considered as equaling to the start date (meaning a single day duration event)
 - An event is considered as pending until the current date/time does not exceed the time of its end date
 - The date is chosen with a date picker.
 - The time value can be from 00h00 to 23h59.
 - When the start date and the end date are the same, the start time cannot be upper than the end time

- It is possible to enter an event taking place on several days by setting a end date upper than the start date
- Default rendering
 - Layout > Column > date format = **date/time** (default)
 - With a value entered in a **line2** field and ticked (✓).
 - In the example
 - (close to the ShowRoom)
 - (invitation required)

Location	Event	Date/Time
Meeting Room Paris (close to the ShowRoom)	Conférence (Today) (invitation required)	1/2/18 10:00
Hall4	Conference (Yesterday)	31/1/18 14:30
Hall1	Conference (Today PM)	1/2/18 14:00

The layout format, date format, police and background color can be then configured in « layout » tab

Note : It is possible also in layout tab to to

- configure the date display format
- decide to display or not the date or the time
- add some prefix or suffix or separator
 - **Separator**
 - **All day**
 - **Range prefix**

(Layout tab > Columns)

Columns			
Enabled	Id	Label	Align
<input checked="" type="checkbox"/>	place	Ort	left
<input checked="" type="checkbox"/>	event	Sitzung	left
<input checked="" type="checkbox"/>	date-time	Datum/Uhrzeit	right
<input type="checkbox"/>	info1		left
<input type="checkbox"/>	info2	Info 2	left

Click to configure the required date format

Press on button **Click to configure the required date format**

Start

☒ Date/Time
 ☐ Date
 ☐ Time

☐ **End**

☒ Date/Time
 ☐ Date
 ☐ Time

Format

Date/Time

d/m/yy

HH:MM(24)

☐ Separator

Date

d/m/yy

All day

Time

HH:MM(24)

Range prefix

Ok

Cancel

for more information, go to **Layout** tab chapter

This is the default rendering when

- Layout > Column > **Range prefix** is defined : FROM/TO
 - note that FROM/TO is display only for recurring meeting
- Layout > Column > date format = **Date/time**
- a value is entered in a line2 field and ticked.

Location	Event	Date/Time
Meeting Room Paris (close to the ShowRoom)	Conférence (Today) (invitation required)	1.2.18 # 10:00 12:00
Hall4	Conference (Yesterday)	31.1.18 # 14:30 18:00
Hall1	Conference (Today PM)	1.2.18 # 14:00 14:30
Hall8	Conference	1.2.18 # 15:00 18:00
Hall 5	Conference form 1/02 to 3/02	FROM 1.2.18 # 15:00 TO 3.2.18 # 18:00

• **Date :**

- A event **Date** is an event whose only the date is required
- In this case the default time range stored for this event is 00:00 to 23:59
- The end date is optionnal and so can be ticked or unticked. When the end date is unticked, the end date is considered as equaling to the start date, meaning a single day duration event
- An event **Date** is considered as pending until the current date does not exceed its end date
- The date is chosen with a date picker.
- It is possible to enter an event taking place on several days by setting a end date upper than the start date
- Default rendering

- Layout > Column > date format = **Date/time** (default)
- no value is entered in a line2 field

Ort	Sitzung	Datum/Uhrzeit
Hall	Showroom product 2018 (recurrin	1/2/18 00:00
Hall	Conference Paris 1st Feb	1/2/18
Hall2	Conference2 Paris 1st Feb (no enc	1/2/18

When a prefix is defined like configured below

Start
☒ Date/Time ☐ Date ☐ Time

End
☐ Date/Time ☐ Date ☐ Time

Format

Date/Time: ☐ Separator

Date:

Time:

Ok Cancel

This is the rendering when a the **All day** field is defined (ex : [ALL_DAY](#))

Ort	Sitzung	Datum/Uhrzeit
Hall	Showroom product 2018 (recurring f	FROM 1/2/18 00:00
Hall	Conference Paris 1st Feb	1/2/18 ALL_DAY
Hall2	Conference2 Paris 1st Feb (no end)	1/2/18 ALL_DAY

This is the rendering when

- the **Date** format is chosen and
- both **Start** and **End** date is displayed and
- the **Range prefix** field is defined (ex : [FROM, TO](#))

Start
☐ Date/Time ☒ Date ☐ Time

End
☒ Date/Time ☒ Date ☐ Time

Format

Date/Time: ☐ Separator

Date:

Time:

Ok Cancel

Ort	Sitzung	Datum/Uhrzeit
Hall	Showroom product 2018 (recurring from 1/2 to 3/2)	FROM 1/2/18 TO 3/2/18
Hall	Conference Paris 1st Feb	1/2/18
Hall2	Conference2 Paris 1st Feb (no end)	1/2/18

Note : when the end date is chosen also, the font size is automatically resized

- **Time :**

- A event **Time** is an event whose only the time is required
- In this case, the default date stored for this event is the current date

- The end time is optional and can be ticked or unticked. When the **End** time is unticked, the **End** date is considered as equaling to the start time
- An event **Time** is considered to attend every day
- The date is chosen with a date picker.
- It is possible to enter an event taking place on several days by setting a end date upper than the start date
- Default rendering

- Layout > Column > date format = **Date/time** (default)
- no value is entered in a line2 field

Location	Event	Date/Time
Loc	Training Office (morning)	2/2/18 09:00
Hall6	Training Office (evening)	2/2/18 16:00
Loc	Training Office (pending)	2/2/18 15:00

And this is the rendering when the **Time** format is chosen

Start

☐ Date/Time ☐ Date ☒ Time

☐ **End**

☐ Date/Time ☐ Date ☒ Time

Format

Date/Time: ☐ Separator

Date:

Time:

Ok Cancel

Location	Event	Date/Time
Loc	Training Office (morning)	09:00
Hall6	Training Office (evening)	16:00
Loc	Training Office (pending)	15:00

When **End** Time is chosen with a separator #

Start

☐ Date/Time ☐ Date ☒ Time

☒ **End**

☐ Date/Time ☐ Date ☒ Time

Format

Date/Time: ☒ Separator

Date:

Time:

Ok Cancel

Location	Event	Date/Time
Loc	Training Office (morning)	09:00 12:00
Hall6	Training Office (evening)	16:00 19:00
Loc	Training Office (pending)	15:00 16:00

Note : when the end time is chosen also, the font size is automatically resized

3. « Layout » tab

The **Layout** tab permits to configure the rendering of the mask by configuring the font colour, the background image, the logo, current date display, the event edge color, ...)

▪ Version

- The initial **version** of the model Agenda is **1.10.10**
- The agenda is delivered in a content model pack 3.53 (or above). The model pack is updated regularly. You're invited to visit Innes support Web site to get the last update if any

▪ Page



- **Transparent** : permits to display the event with a transparent background.
- **Plain color** (default) / **circle** : permits to display a background color plain or plain with circle
- **File as...** (background image) : permits to set your own background image
- **Left/right margin (in %)** : permit to add padding in percent on the left and on the right of the model
- **Style** : **plain/embossed** : permits to have a rendering with embossed form

▪ Page sequencing

The default line number per page is 8. In this case, that means that when there is more than 8 events to display, they are displayed on 2 pages (or more) alternatively.



- **Time for full pages**
 - permits to define the time per page when the number of events is filling exactly the page
- **Time for partial pages**
 - **1 to 3** : permits to define the time per page when there is 1 to 3 events to displayed
 - **4 to 6** : permits to define the time per page when there is 4 to 6 events to displayed
 - **7 or more** : permits to define the time per page for 7 and more

Note : the number 1 to 3, 4 to 6 are changing when the max. lines per page is changed

▪ Header



- The header is the top banner of your agenda. The header is not active by default. Tick it to activate it and choose amongs the different value to be displayed.
- **Height**
 - Permit to choose the font size between : **small/mediu/large**
- **Title** : permit to add a title to your agenda
 - The title can be centered, at aligned at the left or at the right
 - Choose the title font color with the color picker

- **Subtitle** : permit to add a subtitle to your agenda
 - The subtitle can be centered, at aligned at the left or at the right
 - Choose the subtitle font color with the color picker
- **Logo**
 - Permits to display also your logo in the header
- **Date**
 - Permits to display the current date with different formats.

Note : the date language and format is depending on the device regionality (WebUI/regionality)
- **Separator**
 - Permits to add a separator between the currentdate and the current time
 - Example with separator #
 - 2/2/2018 # 12 :30
- **Time**
 - Permits to display the current time (**H12** of **H24**)

The time format is depending on the device regionality (WebUI/regionality)

Rendering at this step


2/2/18 # 04:06 PM Corporation scheduled events 2018W02

Location	Event	Date/Time
Loc	Training Office (morning)	09:00 12:00
Hall6	Training Office (evening)	16:00 19:00
Loc	Training Office (pending)	15:00 16:00

- Column headers

☒ **Column headers**

Header shape ☒ Square ☐ Round


Font color 


Header transparency %

Border transparency %

☒ Add a separator between the columns

Font size

Background color 

Border color 

Format ☒ B ☒ I ☒ U

Vertical borders ☐ No ☒ Yes


- **Header shape** : square/round :
 - permits to set **square** corners or **round** corners
- **Font color / font size / format**
 - Permits to configure the header font
- **Header transparency / background color**
 - Permits to configure the header background
- **Border transparency / Border color / vertical borders**: permits to configure the header border
- Option **Add a separator between the columns**
 - permits to add a separator between the columns


2/2/18 # 04:35 PM Corporation scheduled events 2018W02

Location	Event	Date/Time
Loc	Training Office (morning)	09:00 12:00
Hall6	Training Office (evening)	16:00 19:00
Loc	Training Office (pending)	15:00 16:00



- Columns

Columns

Enabled	Id	Label	Align
<input checked="" type="checkbox"/>	place	Location	left
<input checked="" type="checkbox"/>	event	Event	left
<input checked="" type="checkbox"/>	date-time 	Date/Time	right
<input type="checkbox"/>	info1	Info 1	left
<input type="checkbox"/>	info2	Info 2	left

Columns position and size 

Location	Event	Date/Time
----------	-------	-----------

- **Enabled :**
 - when ticked, permits to activate the display of the associated column id
 - By default only the column id **place**, **event** and **date-time** are activated
- **Id :** column ID
 - **Place**
 - **Event**
 - **Date-time** 
 - A important specific button for date & time format is availalbe with the button **Date-Time**  . Please see below **Button date-time**
 - Info1
 - Info2
- **Label :** free text for your column title
 - Default place free text : **Location**
 - Default event free text : **Event**
 - Default date-time free text : **Date/Time**
- **Align**
 - Permits to align columns value on the left, centered or on the right
- **Column position and size**
 - Permits to increase/decrease column width with a simple drag'n drop

Columns position and size 

Location	Event	Date/Time
----------	-------	-----------

○ **Button date-time**

▪ **Start**

- **Date/Time** (default) : permits to display the **Start** date and the **Start** time of the event
- **Date** : permits to display only the **Start** date of the event
- **Time**: permits to display only the **Start** time of the event

*Note : in case the events have all the same **Date** type, it is recommended to choose a **Date** display mode. In case the events have all the same **Time** type, it is recommended to choose a **Time** display mode.*

▪ **End (optional)**

- **Date/Time** (default) : permits to display also the **End** date and the **End** time of the event
- **Date** : permits to display also the **End** date of the event
- **Time**: permits to display also the **End** time of the event

▪ **Format**

- **Date/time** : when **Date/time** format is chosen, until 6 formats are supported permit to display
 - Day in letter (shortened or not)
 - ex :
 - **Thu** or
 - **Thursday**
 - Months in letter (shortened or not), or in number
 - Ex :
 - **Dec**
 - **December**
 - **12**
 - year shortened or not
 - Ex
 - **2018**
 - **18**
 - time : H12 o H24
 - ex :
 - **6 :00 PM**
 - **18 :00**
- **Date** : when date format is chosen, until 6 formats are supported permit to display
 - Day in letter (shortened or not)
 - ex :
 - **Thu** or
 - **Thursday**
 - Months in letter (shortened or not), or in number

- Ex :
 - Dec
 - December
 - 12
- year shortened or not
 - Ex
 - 2018
 - 18

- **Time** : when date/time format is chosen, until 6 formats are supported permit to display
 - time : H12 o H24
 - ex :
 - 6 :00 PM
 - 18 :00

- **Separator**
- **All day**
 - Permits to display an additional suffix for all day long event (ex : ALL_DAY)
 - *It is highly recommended to add your custom suffix*
- **Range prefix**
 - Before displaying Start date (ex : FROM)
 - Before displaying End date (ex : TO)
 - *Note FROM/TO is displayed only for event accross several day*

▪ Events

The screenshot shows the 'Event' configuration window with the following settings:

- Display:** 8 line(s) maximum
- Font:**
 - Size: small
 - Color: Odd lines (dark purple), Even lines (medium purple)
 - Format: B (Bold), I (Italic), U (Underline)
- Background:**
 - Opacity: 0 %
 - Color: Odd lines (dark blue), Even lines (medium blue)
- Border:**
 - Opacity: 20 %
 - Color: Odd lines (red), Even lines (yellow)
 - Vertical borders: No
- Checkboxes:**
 - ☒ Add spacing between events
 - ☒ Add a separator between the columns
 - ☐ Square, ☒ Round (Event shape)
 - ☒ Flash current events

- **Display <n> line(s) maximum** : permits to display the number of line per page (min :1 to max :15)
 - Given that the font height is resized automatically, it is not recommended to set less than 5 event per pages except when displayed in small zone
 - It is possible to decrease/increase the font size only by respectively increasing/decreasing the line number per page
- **Font** : permits to configure the events font format
 - **Size** : small/medium/large
 - **color for odd line / color for even lines** : choose the color with the color picker
 - **format B/U/I** : bold/undelined/italic
- **Background** : permits to configure the background of events lines
 - **Opacity** : in %
 - **Color for odd lines / color for even lines** : choose the color with the color picker
- **Border** : permits to configure the borders of events lines
 - **Opacity** : in %
 - **Color for odd lines / color for even lines** : choose the color with the color picker
 - **Vertical borders** : yes/no
- **Add spacing between events** : permit to lighten the display by inserting spaces between the event lines
- **Add a separator between the columns** : permits to display a visual separator on the events lines
- **Event shape** : **square/round** : permits to choose between square corners or round corners

- **Flash current events** : permits to activate or inactivate automatic blinking for pending events (by default : activated)

2/2/18 06:04 PM Corporation scheduled events 2018W02

Location	Event	Date/Time
Loc	Training Office (morning)	09:00 12:00
Hall6	Training Office (evening)	16:00 19:00
Loc	Training Office (pending)	15:00 16:00