



User manual

Calendar UI

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1 Introduction

This document provides installation and deployment information for administrators planning to deploy the **calendarui** compatible with Innes digital signage.

The **calendarui** is software compatible with software platform PlugnCast. This applet allows you easily manage a schedule of meeting room booking

The next steps must be followed to guarantee a correct deployment.

- Install and configure **calendarui**
- Configure the view

2 System Requirements

The requirements must be met before the installation.

- Innes Plugncast Server V2.50.25 (or above)

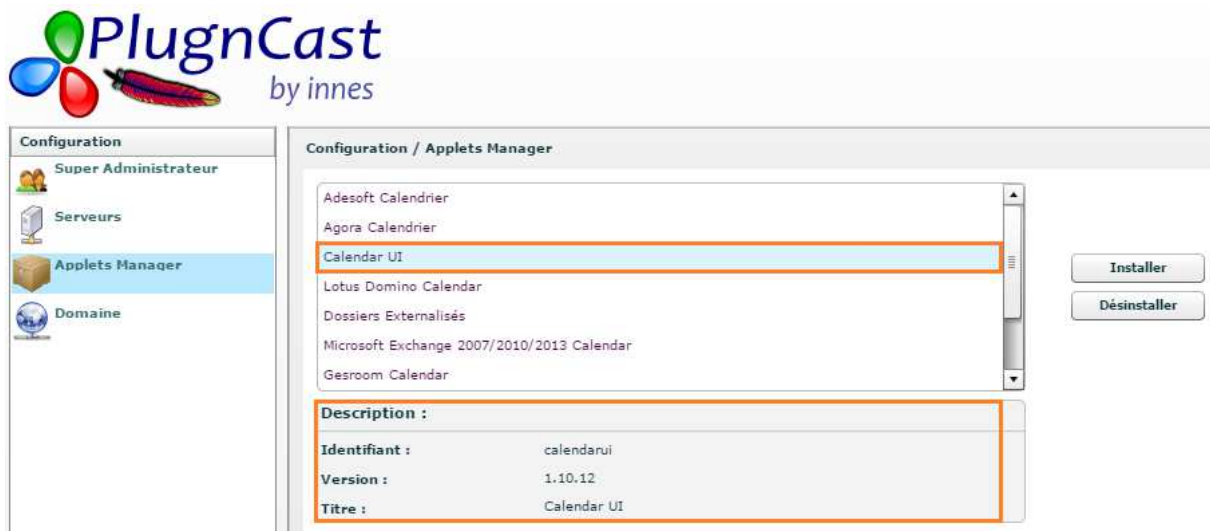
3 Installation

- Go to the Innes Plugncast Server Web Interface with your internet browser.

<http://<host>/configuration>

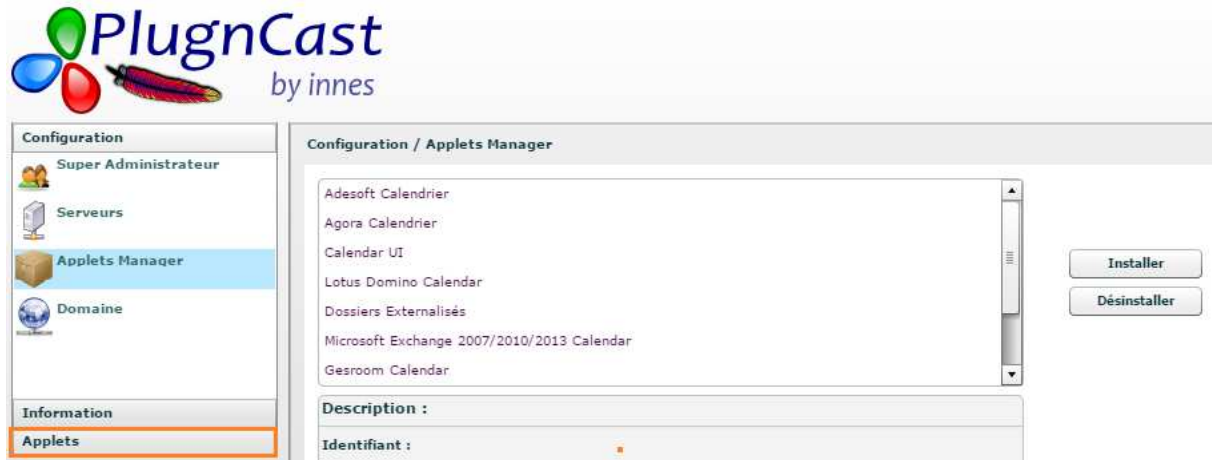
The **<host>** is the IP address or DNS of your Innes PlugnCast Server.

- Log-in as “Super Administrator”
- Go to “**Applets Manager**” and click “Install” button
- Select your *calendarui.saz* file on your PC and follow the installation steps
- You should have then **Calendar UI** installed



4 Configuration

- Go into “Applets” tab






- Click “Calendar UI” button



Different icons allow you to quickly identify the levels of hierarchy of


- places,
 - buildings
 - rooms

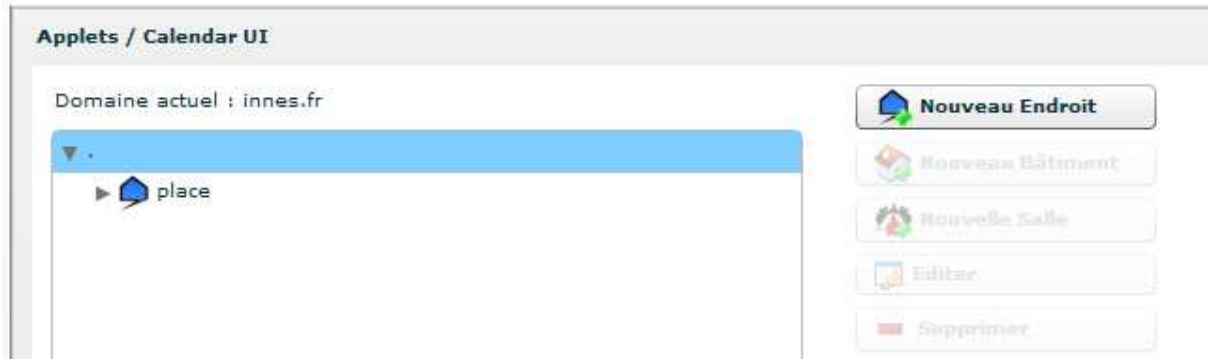
	Geographic location of broadcasting
	Building
	Room

These are the rooms that are connected directly to the calendar on which you can enter the room reservations (see §3.2.)

By default, a geographical location and a building are already created when you open Meeting Room for the first time. At least one geographical locations having one building having one room is required to work with Meeting Room.

4.1 Place organization

By default, a single location is indicated. If your screens dedicated to display to the management of meeting rooms are spread over several geographical locations, it may be interesting to create a new place of distribution by clicking on "New Location"  ❶



❷ Enter the name of the new location (example: city B) then click OK



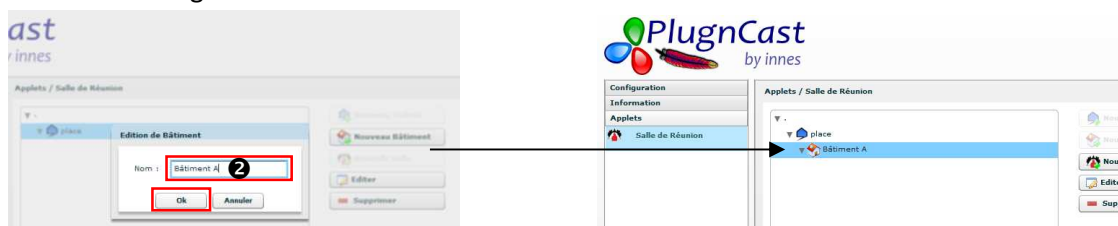
Note: You can create as many new places as required by repeating these steps

4.2 Building organization

❶ Click « New Building » 



❷ Enter the building name and click OK

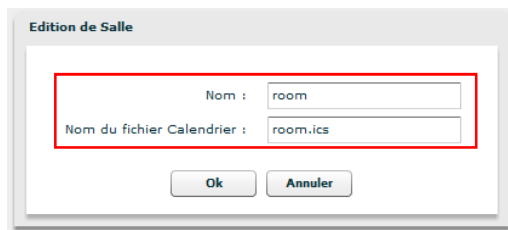


Note: You can create as many new buildings as required by repeating the steps previously explained.

4.3 Rooms organization

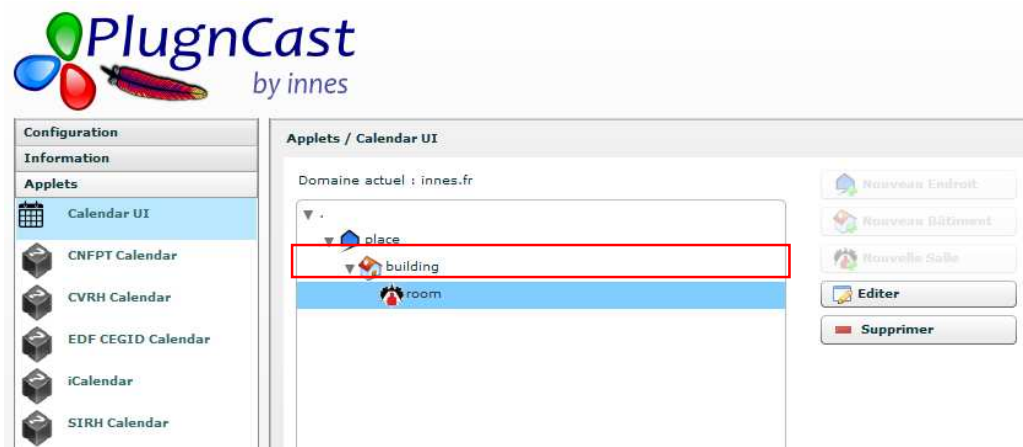


❶ Select a building, then click "New Room" 



❷ In the "Editing the room," enter the name of the room and the name of the file that will be generated when booking the room (. ics file)

Once created, "Room 1" should appears in the interface of the applet "CalendarUI".



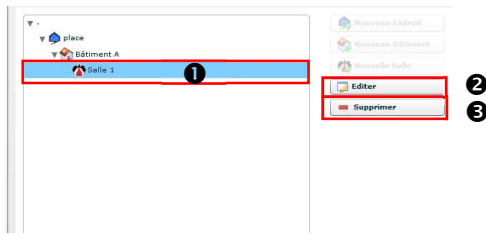
Note : You can create up to 200 new rooms by repeating the steps previously explained.



4.4 Edit or delete a room (a building or a place)

At any time, you can edit a place, a building or room. Note that if you delete a building consisting of three rooms, you also delete the three rooms!

❶ Select the room (blue background)

Then click "Edit" or "Delete":



- 2 Click on « Edit »  to change the name of the room
- 3 Click « Remove » . You will lose all stored information.

Note: In some rare case, renaming could not work properly. To work around, delete the room, and create it again.

5 Booking a room on CalendarUI interface

5.1 CalendarUI interface

Open your browser:

- If you are working from the PC on which was installed the software PlugNCast server, type this address : <http://localhost>
If you work on any PC user, type the address
<http://adresse-ip-du-PC-serveur> (ask the network administrator the ip address of the server PC)
- Enter username/password of the user
(You must log in with a user account of the domain)

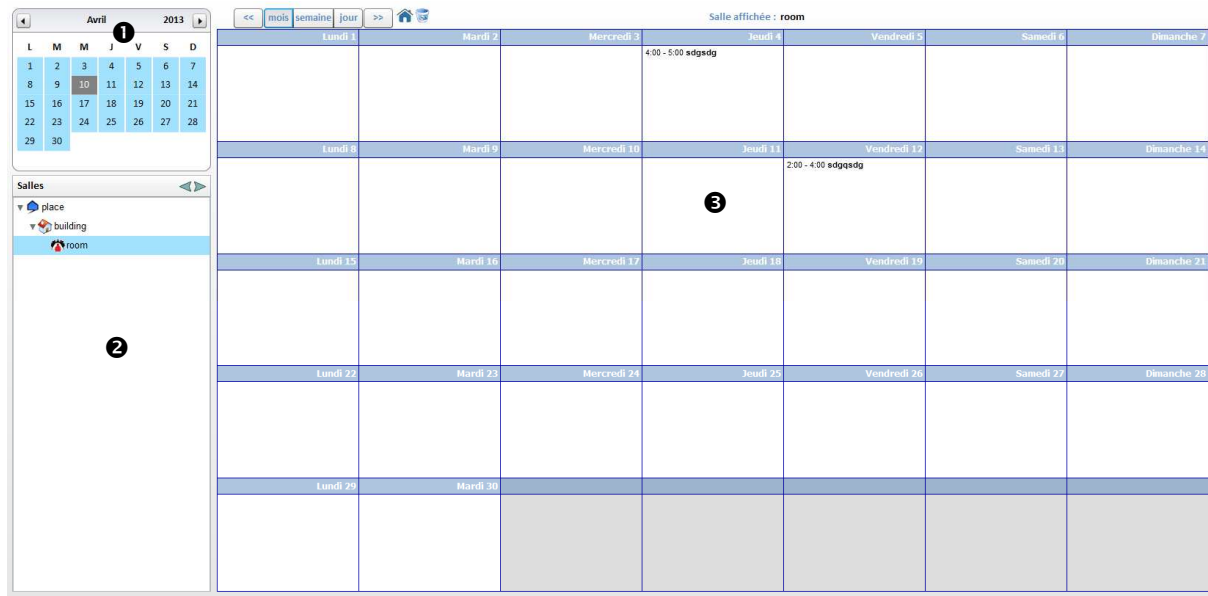
If the interface is not open directly on **Calendar UI** tab, click on “Calendar UI”.



Note: With recent version of Firefox, calendar UI tab could not be active when connecting as localhost/#/calendarui. To solve the issue, connect with Mozilla Firefox Web browser as incognito session, or connect with Google Chrome Web browser

The interface is divided into three parts:

- 1 General calendar for the choice of the period
- 2 Rooms
- 3 Calendar of room selected






5.1.1 Rooms

Places, rooms and buildings have been previously identified and prioritized on the server PC in step "2.1. Organization of places of broadcasting for multi-site".

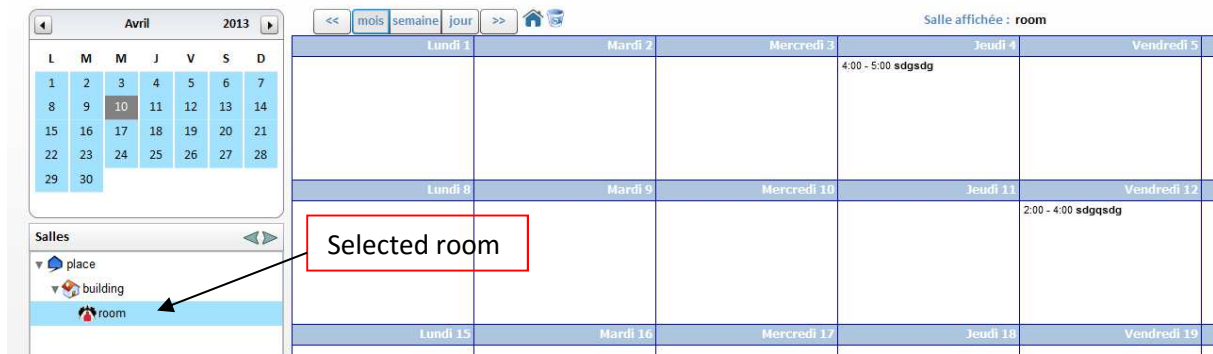
These places, rooms and buildings therefore appear in the "rooms" and cannot be changed from the interface Calendar UI.

Levels of hierarchy of places, buildings and halls are represented by the following icons:

	Geographic location of broadcasting
	Building
	Room



These are the rooms that are connected directly to the calendar on which you can enter the room reservations.

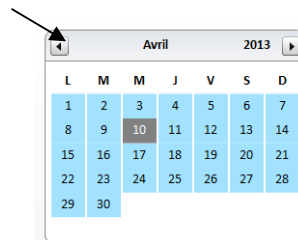
Before you start filling in the booking calendar for a room, make sure the room is selected (blue background). The room is also displayed above the calendar for the room.



5.1.2 General calendar

General schedule allows you faster access to the period for which you want to make room reservations.

To get an overview of a month, use the arrows   at the top of the calendar. Note that if you click on a particular day, the calendar linked to a room (to the right of the interface) automatically displays the day only.







5.1.3 Calendar linked to a room




The room to which is bound the calendar displayed is always shown at the top of the calendar:



You can easily spot you on the calendar using the various functions present in the top of the calendar linked to a room:



	Return to the previous month or day. If the granularity of calendar associated with a room is a day, you go back to the previous day. If the granularity of calendar associated with a room is a month, you will return to the previous month.
	View the current month (relative to the day displayed)
	View the current week (relative to selection)
	Back in the day selected just before the current display mode

	Go to the month or the next day. If the granularity of calendar associated with a room is a day, you go to the next day. If the granularity of calendar associated with a room is a month, you go to the next month.
	Today
	Remove meetings have already taken place

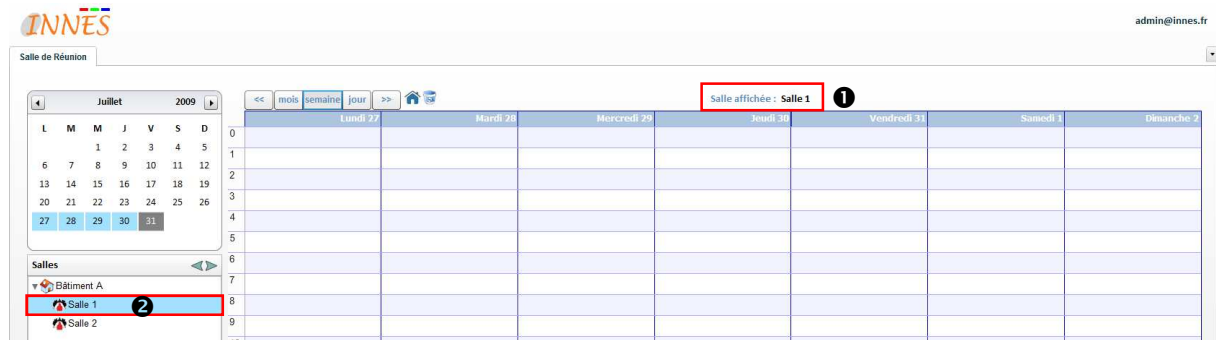
5.2 Book a room on Calendar UI

5.2.1 Window « Add meeting »

Booking a room on CalendarUI takes a few simple steps.

❶ Check the calendar is linked to the room you want to book a specific date by referring to the marking above the calendar.

❷ If necessary, select a different room.



❸ Double-click on a day to show the window "Adding a meeting."

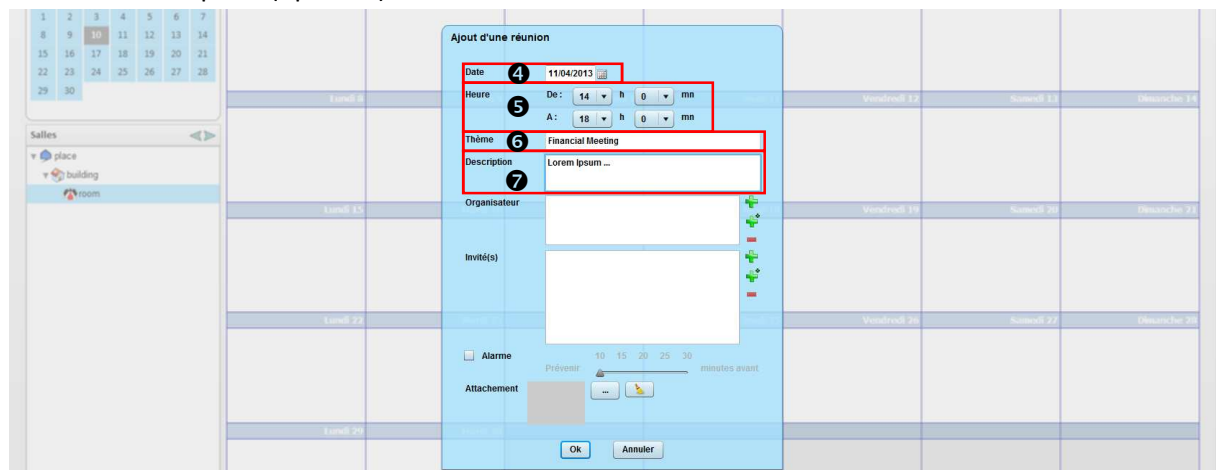
In the window « Adding a meeting »:

❹ Check and if necessary change the date

❺ Specify the start times and end of the meeting with the drop-down menus

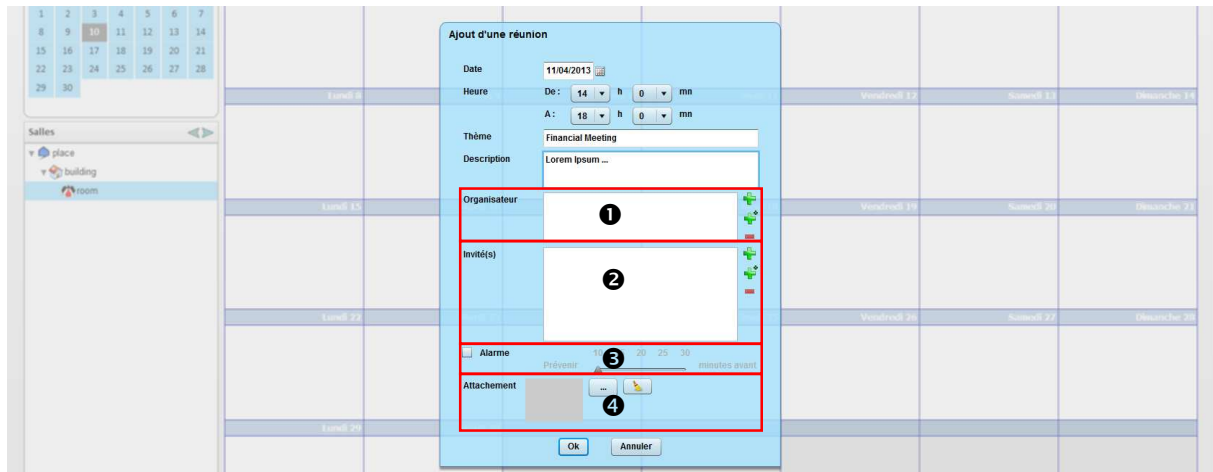
❻ Enter the subject of the meeting (required)

❼ Enter a description (optional)






You can also optionally specify:

- ❶ The organizer, ❷ attendees ❸ alarm and ❹ attach



In front of each of the fields "❶ Organizer" and "❷ Attendees", options are available depending on what you want to do.

	Insert organizer / attendee registered user of your domain
	Insert organizer / attendee unregistered user of your domain
	Delete a organizer / attendee

Restriction:

Only one organizer can be set.

❸ You can set an alarm. If you define an alarm, the event will be displayed x minutes before the start time of event

❹ You can attach a picture by selecting a picture available on your computer. This picture will be visible in the meeting room mask when the related event will be displayed.

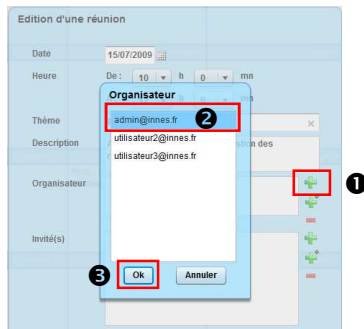
5.2.2 Organizer

5.2.2.1 Add organizer registered in your domain

- ❶ Click on 


❷ In the window « Organizer », select an organizer in the list (users displayed are to registered users in the web interface PlugnCast, ask the network administrator)

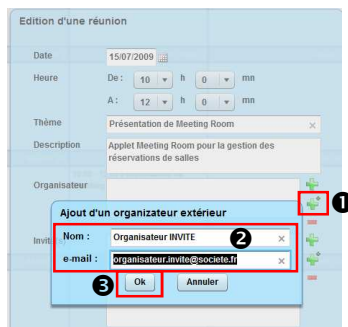
- ❸ Validate by OK



Only one organizer can be set.


5.2.2.2 Add organizer unregistered in your domain

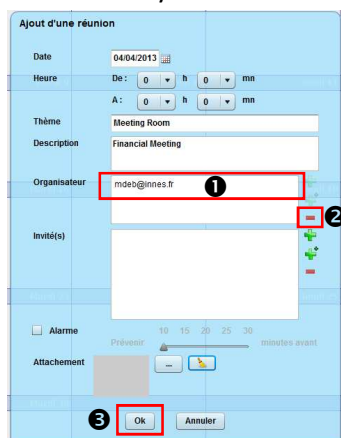
- 1 Click on 
- 2 In the window "Adding an external organizer," enter the name of the organizer and external e-mail address (required)
- 3 Validate by OK



Only one organizer can be set.


5.2.2.3 Delete organizer

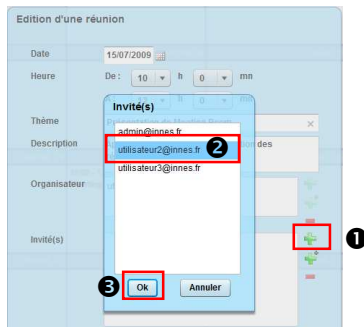
- 1 Select organizer that you want delete
- 2 Click on 
- 3 Validate by OK



5.2.3 Attendees


5.2.3.1 Add attendee registered in your domain

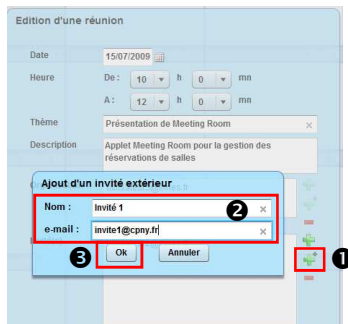
- ❶ Click on 
- ❷ In the window « Attendee », select an attendee in the list (users displayed are to registered users in the web interface PlugnCast, ask the network administrator). To select multiple, hold down the Ctrl key while you click the e-mail addresses of users. You can later add attendee registered user by reiterating this manipulation.
- ❸ Validate by OK



You can add many registered or unregistered attendees.


5.2.3.2 Add attendee unregistered in your domain

- ❶ Click on 
- ❷ In the window "Add a attendee outside," enter the name of the attendee and external e-mail address (required)
- ❸ Validate by OK



You can add many registered or unregistered attendees.

5.2.3.3 Delete attendee

- ❶ Select attendee that you want delete
- ❷ Click on 
- ❸ Validate by OK



5.2.4 Alarm

5.2.4.1 Activate alarm

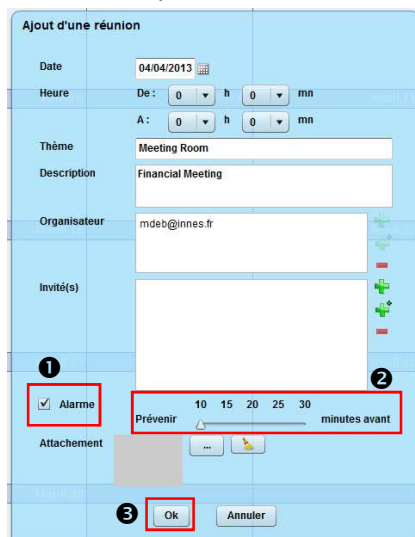
If you define an alarm, the event will be displayed x minutes before the start time of event



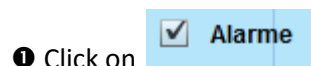
① Click on

② Select in the slider the numbers of minutes.

③ Validate by OK



5.2.4.2 Inactivate alarm



① Click on

② Validate by OK

Ajout d'une réunion

Date: 04/04/2013

Heure: De: 0 h 0 mn
A: 0 h 0 mn

Thème: Meeting Room

Description: Financial Meeting

Organisateur: mdeb@innes.fr

Invité(s):

☐ Alarme: 10 15 20 25 30 minutes avant


Attachement: ...

Ok Annuler

5.2.5 Attachments

5.2.5.1 Add attachments

If you add attach, you must select a picture available on your computer. This picture will be visible in the meeting room mask when the related event will be displayed.

- 1 Click on 
- 2 Select a picture stored in your PC.
- 3 Click on Save
- 4 Validate by OK

Ajout d'une réunion

Date: 04/04/2013

Heure: De: 0 h 0 mn
A: 0 h 0 mn

Thème: Meeting Room

Description: Financial Meeting

Organisateur: mdeb@innes.fr

Invité(s):

☒ Alarme: 10 15 20 25 30 minutes avant

Attachement: ...

Ok Annuler

Ajout d'une réunion

Choix du fichier à transférer par localhost

Enregistrer dans: Bureau

Nom Taille Type Date de modification

Emplacements récents: Backup bureau, crnft backup, des, incies, outils_fmailard

Bureau: release, Workspace_FL, garden.jpg, index.png

fmo: landscape.jpg, landscape-hug...

Ordinateur: Ordinateur

Nom du fichier: garden.jpg

Type: Images (*.jpg; *.png)

Enregistrer Annuler

Ajout d'une réunion

Date: 04/04/2013

Heure: De: 0 h 0 mn
A: 0 h 0 mn


Thème: Meeting Room

Description: Financial Meeting

Organisateur: mdeb@innes.fr


Invité(s):

☐ Alarme: 10 15 20 25 30 minutes avant

Attachement: 

Ok Annuler

5.2.5.2 Remove attach

- 1 Click on 
- 2 Validate by OK

Ajout d'une réunion

Date: 04/04/2013

Heure: De: 0 h 0 mn A: 0 h 0 mn


Thème: Meeting Room

Description: Financial Meeting

Organisateur: mdeb@innes.fr

Invité(s):

☒ Alarme Prévenir 10 15 20 25 30 minutes avant

Attachement: 

1 **2**

5.2.5.3 Validate the new meeting

Ajout d'une réunion

Date: 04/04/2013

Heure: De: 0 h 0 mn A: 0 h 0 mn


Thème: Meeting Room

Description: Financial Meeting

Organisateur: mdeb@innes.fr

Invité(s): shareics@innes.fr mickael@innes.fr *

☒ Alarme Prévenir 10 15 20 25 30 minutes avant

Attachement: 

To finish adding meeting, press OK

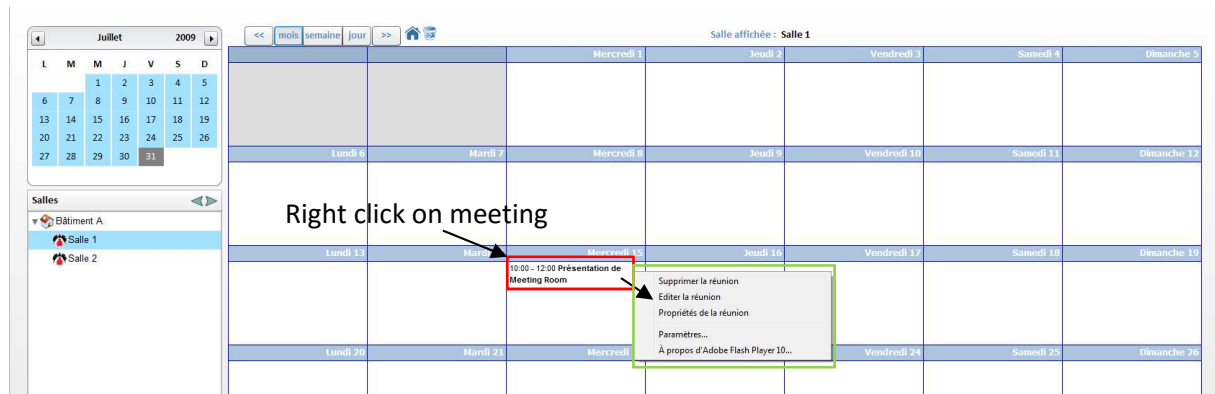
The meeting appears in the calendar:

Calendar view showing the meeting "Présentation de Meeting Room" on Wednesday, July 15, 2009, from 10:00 to 12:00. The meeting is highlighted in red. The calendar interface includes a date picker for July 2009, a list of rooms (Salle 1, Salle 2), and a sidebar with navigation buttons (mois, semaine, jour).

To change the date, times, description, organizer or attendees, double-click the meeting to open the editing window of the meeting.

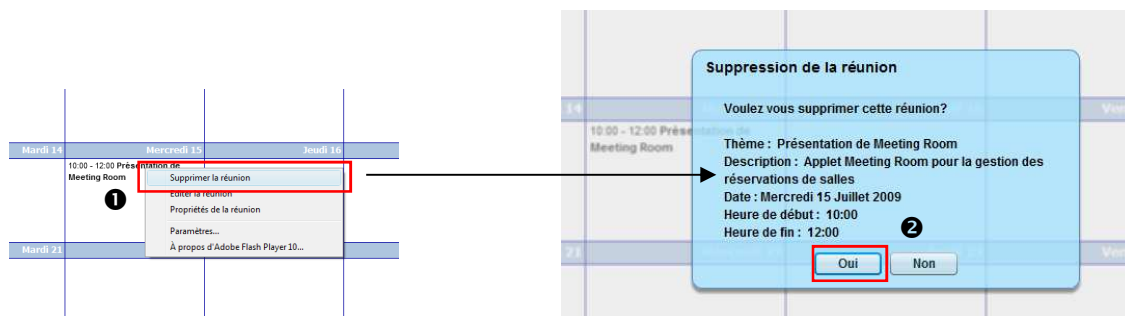
5.2.6 Context menu of meeting: properties, edit, delete a meeting

Once the meeting inserted in the calendar, you can edit or delete from the context menu. Right click on the meeting to bring up the context menu:



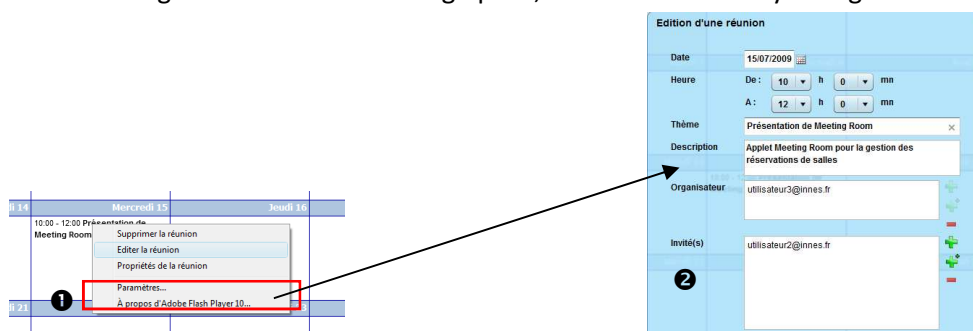
5.2.6.1 Delete the meeting

- ❶ Right click on the meeting to access the context menu and click "Remove meeting"
- ❷ In the window that appears, confirm the deletion by clicking "Yes" or cancel.



5.2.6.2 Edit the meeting

- ❶ Right click on the meeting to access the context menu and click "Edit meeting"
- ❷ The editing window of the meeting opens, make the necessary changes and click OK.



5.2.6.3 Properties of the meeting

- ❶ Right click on the meeting to access the context menu and click "Properties of the meeting"
- ❷ The Properties window of the meeting opens. Click OK to close.

