

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.

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Listado de eventos - Suite de Gestión Empresarial - SaltOS v3.5 f8483

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	Cód.	Usuario	Inicio	Fin	Cliente	Proyecto	Evento	Tipo de evento		Estado
Inicio	00100	Administrador (admin)	2013-11-15 03:59:56	2013-11-15 05:59:56	posuere cubilia Curae.	ut cursus luctus, p...	sclerisque 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 asocia...	egetas, urna iusto faucibus tectis a sollicitudin orci	Otras reuniones	Programada	▼
Agenda y eventos	00098	Administrador (admin)	2013-04-21 04:52:08	2013-04-21 06:52:08	Integer aliquam adip...	neque. Nullam ut nis...	montes, nascetur ridiculus mus. Donec	Reunión técnica	Programada	▼
	00097	Administrador (admin)	2013-10-17 23:00:13	2013-10-18 01:00:13	at, libero. Morbi ac...	facilisis eget, ipso...	mi lorem, vehicula et, rutrum eu, ultrices sit	Llamada seguimiento	Programada	▼
Documentos	00096	Administrador (admin)	2012-02-28 14:28:48	2012-02-28 16:28:48	posuere cubilia Curae.	ut cursus luctus, p...	non dui nec urna suscipit	Otras reuniones	Acabada	▼
	00095	Administrador (admin)	2013-12-15 13:47:22	2013-12-15 15:47:22	tellus, Aenean eget...	Lorem ipsum dolor si...	eget lacus. Mauris non dui nec urna suscipit nonummy. Fusce	Visita técnica	Cancelada	▼
Mi perfil	00094	Administrador (admin)	2014-01-05 17:26:33	2014-01-05 19:26:33	trincidunt. Donec vi...	sem magna nec quam...	dolor dapibus gravida. Aliquam trincidunt, nunc ac mattis ornare,	Llamada comercial	Programada	▼
	00093	Administrador (admin)	2013-10-05 05:31:00	2013-10-05 07:31:00	(Sin cliente asociad...	(Sin proyecto asocia...	nascetur ridiculus mus. Aenean eget magna,	Email comercial	Por confirmar	▼
Soporte técnico	00092	Administrador (admin)	2013-09-01 22:12:14	2013-09-02 00:12:14	consectetuer adipisc...	Etaam imperdiet dict...	erat, eget trincidunt dui augue eu	Visita técnica	Cancelada	▼
	00091	Administrador (admin)	2013-03-23 02:02:11	2013-03-23 04:02:11	amet, faucibus ut n...	penatibus et magnis dis...	nisi. Cum sociis natoque penatibus et magnis dis	Otras reuniones	Cancelada	▼
Acerca de SaltOS	00090	Administrador (admin)	2013-09-02 23:34:46	2013-09-03 01:34:46	at, libero. Morbi ac...	facilisis eget, ipso...	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 adip...	mauris sit amet bre...	sit amet, dapibus id, blandit at, nisi.	Llamada seguimiento	Cancelada	▼
Carpetas	00088	Administrador (admin)	2013-11-26 05:04:01	2013-11-26 07:04:01	amet, faucibus ut n...	penatibus et magnis di...	egetas. Fusce aliquet magna a neque. Nullam	Visita comercial	Acabada	▼
Carpeta personal	00087	Administrador (admin)	2012-05-07 02:05:07	2012-05-07 02:34:30	Integer aliquam adip...	neque. Nullam ut nis...	cursus et, eros. Proin ultrices. Duis volutpat nunc	Otras visitas	Programada	▼
	00086	Administrador (admin)	2013-11-12 03:18:11	2013-11-12 05:18:11	amet, faucibus ut n...	penatibus et magnis is...	ipsum. Suspendisse sagittis. Nullam vitae	Visita técnica	Acabada	▼
Comercial	00085	Administrador (admin)	2013-07-17 21:42:13	2013-07-17 23:42:13	consectetuer adipisc...	Etaam imperdiet dict...	Cras sed leo. Cras vehicula aliquet libero. Integer	Otras visitas	Acabada	▼
	00084	Administrador (admin)	2013-05-13 11:40:27	2013-05-13 13:40:27	Integer aliquam adip...	mauris sit amet bre...	blandit at, nisi. Cum sociis natoque penatibus et magnis dis	Reunión técnica	Acabada	▼
Proyectos	00083	Administrador (admin)	2013-05-20 23:57:05	2013-05-21 01:57:05	tellus, Aenean eget...	Lorem ipsum dolor si...	pharetra. Nam ac nulla. In trincidunt	Visita comercial	Cancelada	▼
	00082	Administrador (admin)	2014-02-16 21:56:09	2014-02-16 23:56:09	trincidunt. Donec vi...	sem magna nec quam...	lectus convallis et, vitae sodales nisi magna sed dui	Llamada técnica	Acabada	▼
Contabilidad	00081	Administrador (admin)	2012-07-29 08:36:12	2012-07-29 10:36:12	(Sin cliente asociad...	(Sin proyecto asocia...	aliquam arcu. Aliquam ultrices laculis odio. Nam interdum	Email comercial	Programada	▼
	00080	Administrador (admin)	2013-12-11 21:57:44	2013-12-11 23:57:44	posuere cubilia Curae.	ut cursus luctus, p...	Fusce aliquam, enim nec tempus sclerisque,	Llamada comercial	Programada	▼
Tipos	00079	Administrador (admin)	2012-06-12 08:49:54	2012-06-12 10:49:54	tellus, Aenean eget...	Lorem ipsum dolor si...	sociis natoque penatibus et magnis dis parturiet montes, nascetur ridiculus	Reunión técnica	Por confirmar	▼
	00078	Administrador (admin)	2013-08-02 03:10:33	2013-08-02 05:10:33	Integer aliquam adip...	neque. Nullam ut nis...	vel, convallis in, cursus et	Visita comercial	Por confirmar	▼
Sistema	00077	Administrador (admin)	2012-07-07 15:19:39	2012-07-07 17:19:39	at, libero. Morbi ac...	facilisis eget, ipso...	torquent per conubia 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 adip...	mauris sit amet bre...	ut sem, Nulla interdum. Curabitur dictum. Phasellus a tellus. Nulla	Otras reuniones	Por confirmar	▼
	00075	Administrador (admin)	2013-03-23 2013-03-23	Integer aliquam	neque. Nullam ut		ac mattis velit justo nec ante, Maecenas mi tellus,	Otras reuniones	Programada	▼





- **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:

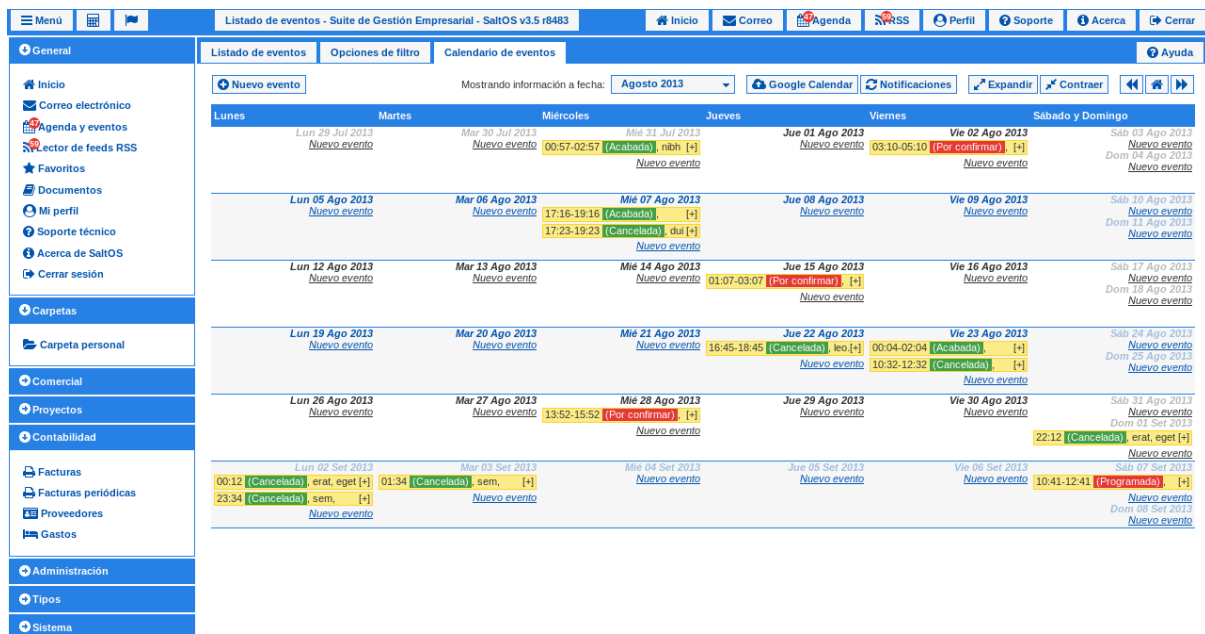
-    Check / Edit / Delete Record.
-  This action will lead to the creation of a new record using data from the current.

## 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.



The screenshot shows the 'Listado de eventos' application interface. The top navigation bar includes links for 'Inicio', 'Correo', 'Agenda', 'RSS', 'Perfil', 'Soporte', 'Acerca', and 'Cerrar'. The left sidebar contains a menu with categories like 'General', 'Carpetas', 'Comercial', 'Proyectos', 'Contabilidad', 'Administración', 'Tipos', and 'Sistema'. The main content area displays a calendar for August 2013, with a 'Nuevo evento' button in the top left. The calendar grid shows events for each day, with some events highlighted in yellow and others in red. The interface is in Spanish and includes various icons for event management.

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 'Alta de un nuevo evento' (New Event Registration) form. The top navigation bar includes links for Inicio, Correo, Agenda, RSS, Perfil, Soporte, Acerca, and Cerrar. The left sidebar lists various application modules like General, Carpetas, Comercial, Proyectos, Contabilidad, Administración, Tipos, and Sistema. The main form area is titled 'Alta de un nuevo evento - Suite de Gestión Empresarial - SaltOS v3.5 r8483'. It features tabs for 'Datos del evento', 'Usuarios asignados', 'Nuevos ficheros adjuntos', and 'Carpetas'. The 'Datos del evento' tab is active, showing fields for Campaign, Possible client, Client, Budget, Project, Start time, End time, Event type, and Location. There are also checkboxes for notifications and buttons for 'Crear', 'Crear 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](#).