

QUICK START GUIDE

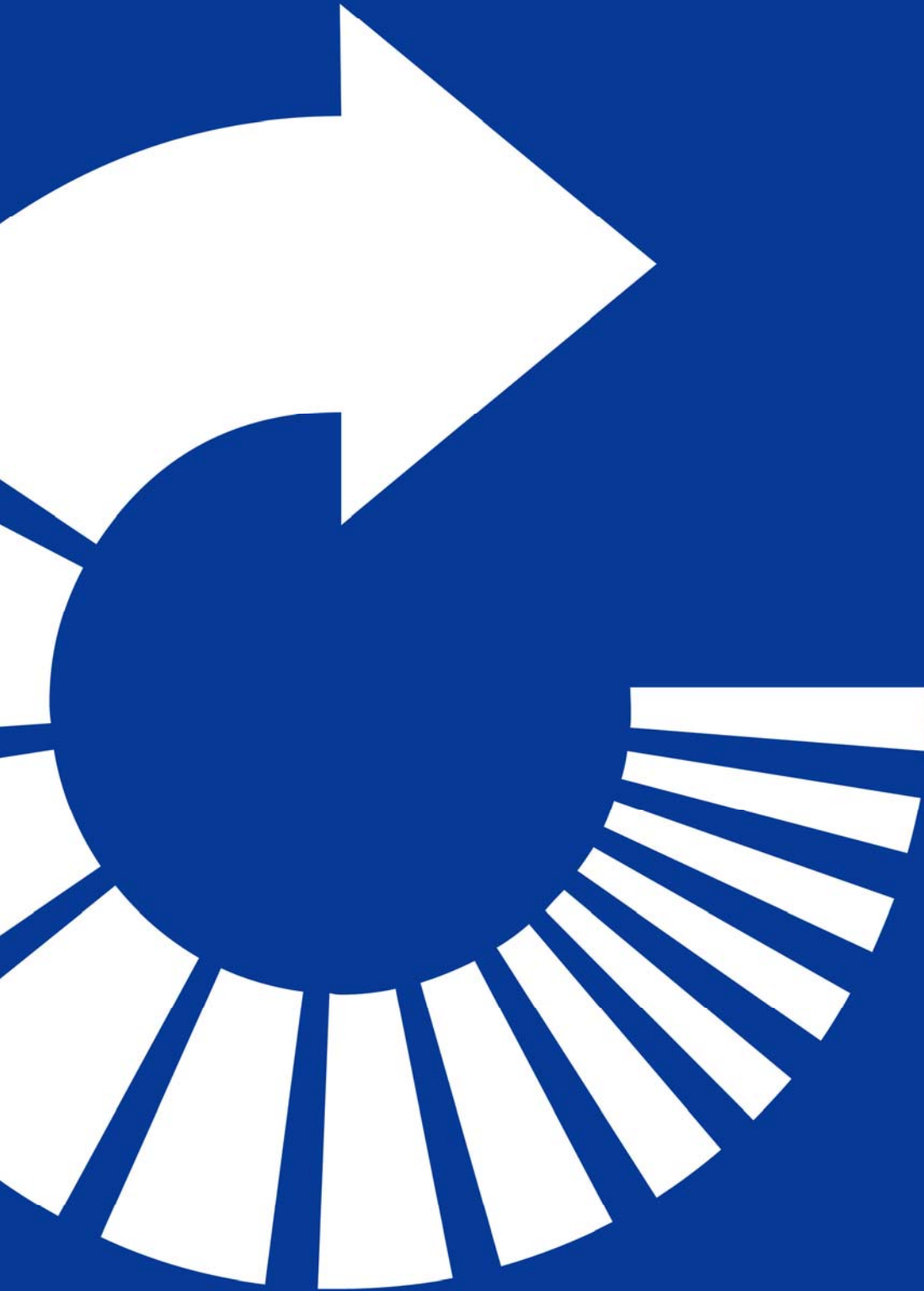


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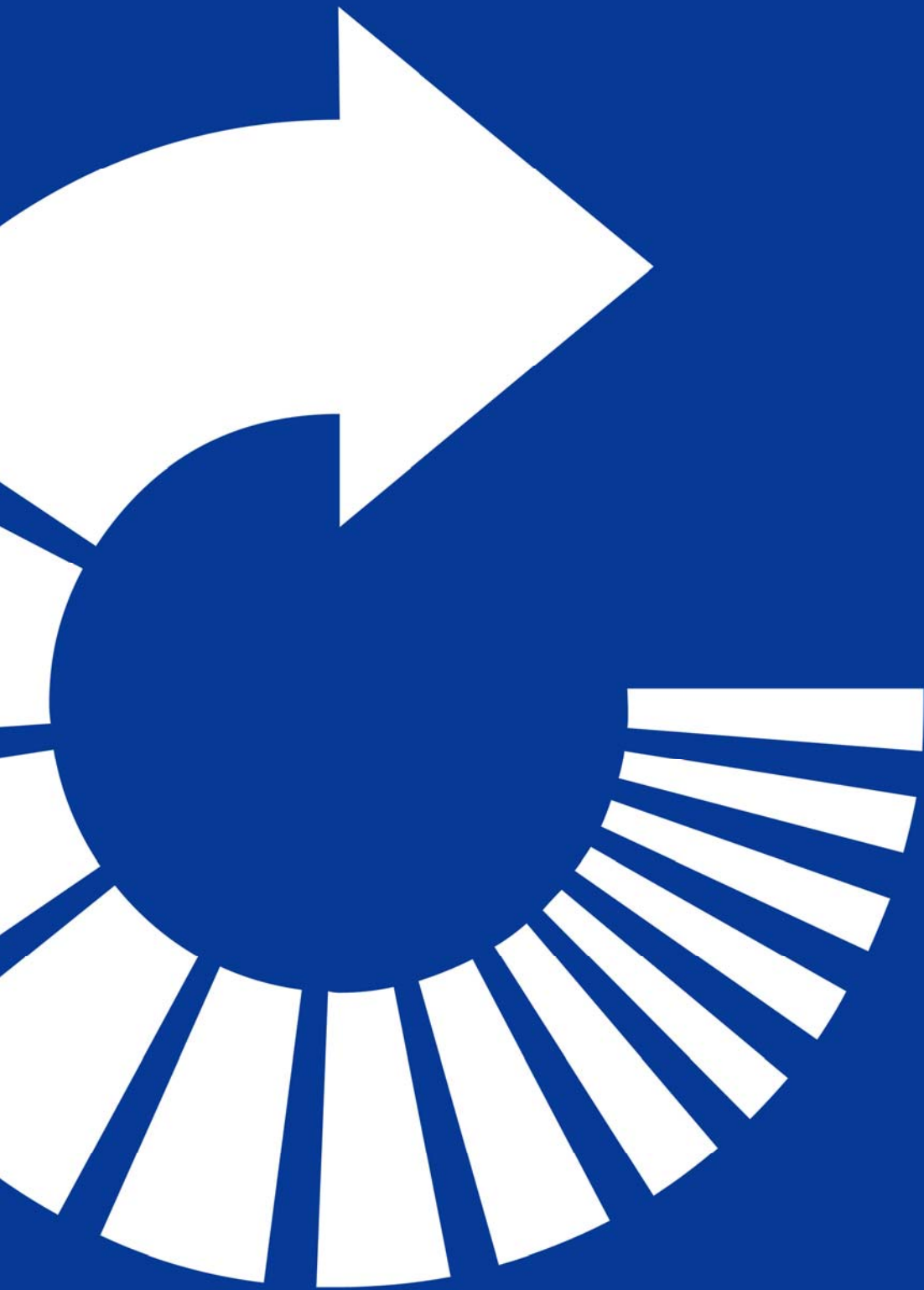
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ABOUT THIS GUIDE

Welcome to the aspWebCalendar FREE Quick Start Guide. This guide is intended for administrators who want to setup and configure aspWebCalendar FREE. If you are fairly familiar with .asp based products you may not need to read through this entire guide... although it is highly recommended that you do so.

Installation of the software is a fairly easy process that should only take a few minutes but this guide will give you the information you need to verify that your installation is done properly and more importantly SECURLY.

Please take at least a few minutes to read through this guide before installing the product.



CHAPTER 1

Installation & Configuration

SYSTEM REQUIREMENTS

Before doing your installation verify that your server/system meets the following requirements:

Web Server

aspWebCalendar FREE will run on any Windows based server running Windows 2000 or higher. It is recommended that the system be run on a Windows 2003 Server running the latest Microsoft Service Pack.

ASP (Classic .asp)

aspWebCalendar FREE is designed in classic .asp. It is NOT required to have ASP.net running on your server in order to run aspWebCalendar FREE.

Database Format

aspWebCalendar FREE runs using a simple Microsoft Access database and will run right out of the box with little to no configuration. Although the script doesn't support any database servers right out of the box, it should be fairly easy to convert the script to use an SQL database if necessary. The product was designed to easily add a simple event calendar to your website so we have not included SQL scripts.

3rd Party Components

aspWebCalendar FREE doesn't require any 3rd party components. Email functionality is handled through CDOSYS which is installed on Windows based IIS servers by default. We do support several other components if you don't have access to CDOSYS though.

Client Browser Requirements

aspWebCalendar FREE was designed to support all standard web browsers including:

Microsoft Internet Explorer (versions 5.5,6.x,7.x)
FireFox (versions .x,1.x)

Safari (versions ALL)

Although the software has been designed to work in all browser types there are some display elements that may vary from browser to browser... most notable is the user of dynamic gradients in headings, etc... this is a feature that is currently only supported by Internet Explorer. In other browsers gradient elements will only display as solid colors.

Hosting Requirements

If you intend to run the software on a remotely hosted server (a web hosting company) you shouldn't have any problems as long as the host server is running a current version of Windows on the server. aspWebCalendar FREE will NOT run on a Unix or Linux based platform.

It is also helpful if your hosting company provides you with a utility to modify file and folder permissions on your hosting account... you will need a way to set permissions on files and folders in order to setup the script. If you don't have a utility your hosting company should be able to make the changes for you but it may require a phone call to your hosting company's support department.

INSTALLATION

Installation of aspWebCalendar FREE in its default configuration is very easy... you simply need to get the files you have downloaded from us onto your web server. From there you just need to verify folder permissions and your ready to go.

Copying the files to your server

In order to run aspWebCalendar FREE the first thing you need to do is get the files from our distribution out on your web server. If that is an in-house server simply copy the files to a folder under the root folder on your web server. If you are using a 3rd party web host just FTP to your website and upload the files from our distribution to a folder on your website.

The files can reside in any folder on your website, just make a note of where you put the files... you will need to open the software in a browser after you are finished uploading the files.

We have designed aspWebCalendar FREE to reside in the same folder that all the other web files do for your current website. If you upload the distribution into the root folder of your website integration will be EXTREMELY easy... you can move the files into a sub folder but that may require some extra work in getting a template wrapped around the scripts output so it matches your websites look and feel.

Setting folder permissions

If you are running the script in its default installation you will need to setup permissions on a single folder from our distribution. The following folder requires that the default IIS user on your server has "FULL CONTROL" over the folder and all the files and folders under it:

"calendar" - This is the folder that the database resides in.

Note that by default the database is located in the "calendar" folder. Although that is the default location of the database it is HIGHLY RECOMMENDED that you move the database to a secure

location outside of the root of your website. This will ensure that no one will be able to download the database file via URL. Many times a 3rd party hosting company will have a "database" folder already setup for you that is located outside the root level of your website. If so it is recommended that you use that folder. Just move the "calendar.mdb" file from the "calendar" folder to the "database" folder that you, or you host, has setup. Remember, if you created this folder you will still need to have the correct permissions set on the folder... most likely if you host created the folder for you then the permissions are already setup correctly for database read/write access.

After moving the database file you must make a change in the "db.asp" file to tell the script the new location of the database. The "db.asp" file is location in the "calendar" folder. Just open that file with notepad or some other text/code editor and change line 19 to reflect the new location of the database:

```
18 '----- Access OLE DB Driver Connection String -----
19 strConn = "Provider=Microsoft.Jet.OLEDB.4.0;Data Source=" & Server.MapPath("calendar/calendar.mdb")
20 Set dbc = Server.CreateObject("ADODB.Connection")
21 dbc.open strConn
```

Note that by default the script uses a DSN-Less connection, which is recommended, but you can use the script with a DSN... to do so just comment out lines 19, 20, and 21 and un-comment lines 24 and 25. Then just change the DSN name on line 25 to reflect the name of the DSN you have created.

```
23 '----- Access Connection USING DSN -----
24 'Set dbc = Server.CreateObject("ADODB.Connection")
25 'dbc.open "DSN=aspWebCalendarFREE"
```

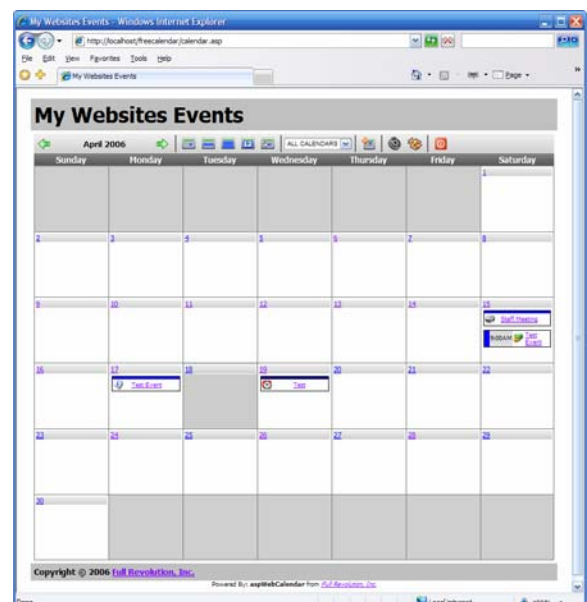
That concludes the installation... all you need to do to run the script is point your browser to the location that you upload the files to... for example... if you upload the script to the root folder of your website then just open your browser and point it to:

<http://www.yourwebsite.com/calendar.asp>

That will load the calendar in it's default installation and it should look like this screenshot:

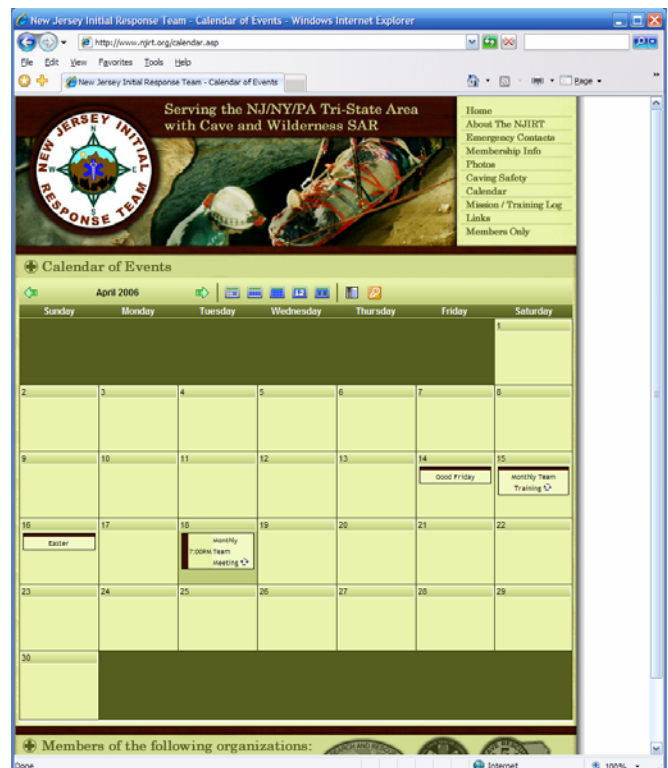
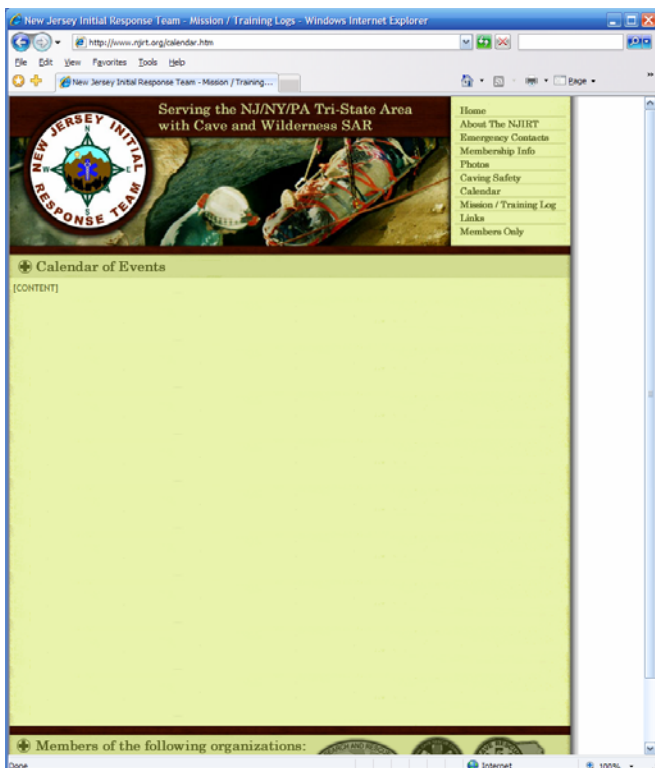
You installation will not have any events in it but the look and layout of it should look the same.

Now on to the configuration...



Configuration

Integrating aspWebCalendar FREE into your website is VERY easy... we have design the script to use a simple HTML template file that is wrapped around the calendars output... this allows you to simply design a page using your favorite HTML editor and leave a TOKEN where you want the calendar output to be displayed. The script then takes that template and wraps it around all the calendar output pages. Below is a real world example of a template and then a sample of the calendar output inside the template:



Notice the layout of the HTML template... it is just a standard HTML page with a token in place of the content.

Setting up your HTML template file

In order to create your HTML template that you will be wrapping around the calendar you just need to create a page and include 2 tokens... one that is replace by the STYLE tags from aspWebCalendar FREE and one that is replaced by the calendar content itself... below is an example of the a simple HTML template:

```
calendar.htm - Notepad
File Edit Format View Help
<html>
<head>
<meta http-equiv="Content-Language" content="en-us">
<meta http-equiv="Content-Type" content="text/html; charset=windows-1252">
<title>My websites Events</title>
<style>
%%STYLES%%
</style>
</head>
<body>
<div align="center">
<table border="0" width="800" id="table1" cellspacing="0" cellpadding="5">
<tr>
<td bgcolor="#C0C0C0"><font face="Tahoma" size="6"><b>My Websites
Events</b></font></td>
<td valign="top"><font face="Tahoma" size="2">%%CONTENT%%</font></td>
</tr>
<tr>
<td colspan="2">
<td bgcolor="#C0C0C0"><b><font face="Tahoma" size="2">Copyright ©
2006 <a href="http://www.fullrevolution.com/">Full Revolution, Inc.</a></font></b></td>
</tr>
</table>
</div>
</body>
</html>
```

The STYLES token is "%%STYLES%%" and should be placed between an open and closing <STYLE> tag... this allows you to include your own styles as well... just put the token in under your own styles but before the closing </STYLE> tag.

The CONTENT token is "%%CONTENT%%" and can be placed anywhere in your HTML document... it is best to use a table or some other container to hold the calendars output. That will allow you to fully control the size of the calendars output... just define the size of the table cell that the CONTENT token resides in.

By default the script uses a template file name "calendar.htm" but you can substitute that with a different name... just modify the configuration variable in the web based configuration for the script.

Accessing the scripts configuration

Accessing the script configuration is easy... you just need to be logged into the script... when you are logged in you will see a "Edit Configuration" icon on the icon bar at the top of the script output. The configuration section will allow you to change several variables that effect the scripts output... remember though, this was designed to be a simple tool to add events to a

website so there are not a ton of configuration options.

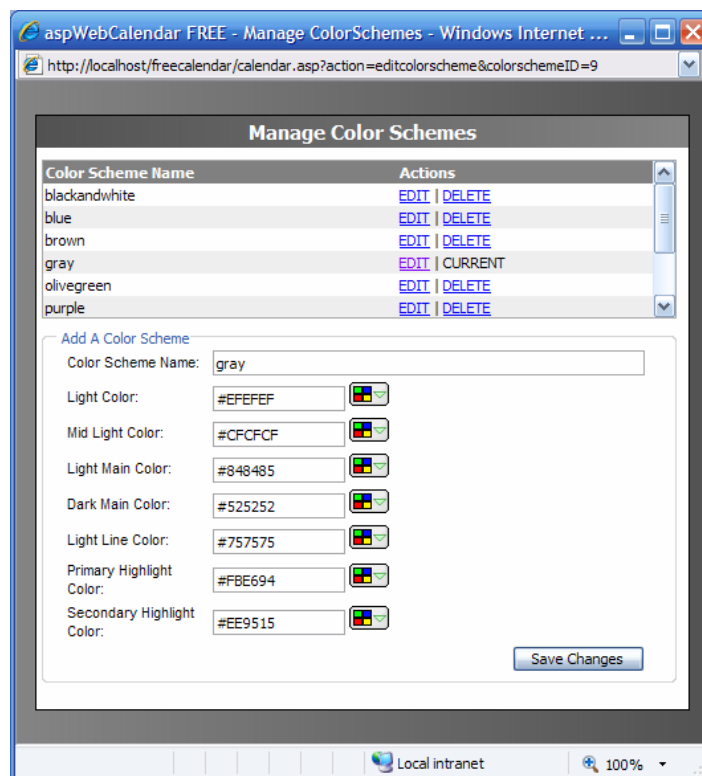
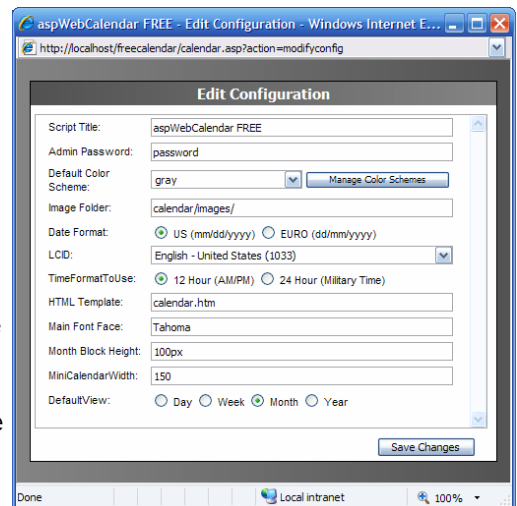


Changing your admin password

The first that you are going to want to do is change the admin password from the default password or "password" to something unique. You can do so in the script configuration section. Once you change the password and save your configuration you should verify your new password by logging out of the calendar and then logging back in.

Color Schemes

The script is also setup with a Color Scheme interface that allows you to easily match the scripts output to the look of your website... we have built in several color schemes but you can also create your own so the script can EXACTLY match the colors on your site. There are about 6 variables that make up a color scheme two main pairs that make up the light colored gradient items and the dark colored gradient items, a line color, and a primary and secondary highlight color that makes up the gradient used to highlight items and buttons. Experiment with the color schemes... those variables are used throughout the scripts output.



Some Other Notes

By now you should have the script setup and integrated into your website... just some other notes... this manual is just intended as a primer to get you up and running.

- Adding / editing and deleting events is very easy and shouldn't require any explanation.
- The script supports non-US date and time formats and there are configuration options available to change the country code you are running and the date and time formats.
- The script also supports multiple color coded calendars... you can view ALL of the calendars together, or a single calendar at a time. If you need more detailed group controls you should look at the full version of aspWebCalendar.
- There is no user interface built into this calendar... it is just designed with the webmaster in mind and doesn't provide any rights management or approval structure, again... if those are the kinds of features you are looking for in a calendar then take a look at the full version of aspWebCalendar.
- Recurring events are NOT supported by the free version of this product... that add a ton of extra code and processing so in order to keep things short and sweet we have not included them in this free version of aspWebCalendar... the full version of aspWebCalendar has full support for the entire array of recurrence options.
- Through the admin section you can define the default view to use when the calendar is displayed... by default it is the "month" view.

aspWebCalendar FULL VERSION

This script is not designed to bait you in to purchase the full version of aspWebCalendar... originally aspWebCalendar was geared completely towards websites and was much simpler than the current version... this script was designed to give webmasters an attractive, simple to use, and simple to integrate calendar. The full version of aspWebCalendar has really grown into a network type calendar that allows you to book conference rooms, etc... the current version is much more geared towards a shared workgroup calendar that it is a website calendar... that isn't to so though that it cannot be used as a great website calendar. We have found though that some of its features are really overkill for a simple website calendar of events... enter aspWebCalendar FREE!

Comments / Questions

If you have any comments or questions about this product or any of our other products please use the pre-sales contact form on our website at <http://www.fullrevolution.com>