

# Calendar Admin

# Enabling the Calendar Feature

From the Administration: Administration page, click on the features icon. The calendar feature is enabled by clicking the check box in the top section of the admin page, then saving your changes. You now should see a Calendar item when you expand the Admin menu.

## Features ?

Switches for major features

Global features

Interface

Programmer

Apply

No Tabs

### Main features

Wiki ?	<input checked="" type="checkbox"/>	<a href="#">▶</a>
File gallery ?	<input checked="" type="checkbox"/>	<a href="#">▶</a>
Blog ?	<input type="checkbox"/>	<a href="#">▶</a>
Articles ?	<input checked="" type="checkbox"/>	<a href="#">↺ ▶</a>
Forums ?	<input checked="" type="checkbox"/>	<a href="#">↺ ▶</a>
Trackers ?	<input checked="" type="checkbox"/>	<a href="#">▶</a>
Calendar ?	<input checked="" type="checkbox"/>	<a href="#">↺ ▶</a>
Unified search index ?	<input checked="" type="checkbox"/>	<a href="#">▶</a>

Click to expand

# Configuring the Global Calendar Settings

You can select the Calendar settings through the Main Application menu "Admin home > Calendar (icon)"  (which will lead you to **tiki-admin.php?page=calendar**)

Calendar

Settings and features for calendars

Calendars

Apply

Activate the feature

Calendar

☒

Plugins

Plugin Calendar

☒

Plugin Events

☒

Plugin Mayan Calendars

☐

Plugin Add to Google Calendar

☐

General settings

Display only selected calendars by default

☐

Default view mode

Month

x

v

Event click action

Edit

x

v

View list begins

Period beginning

x

v

First day of the week

Depends user language

x

v

Split hours in periods of

30

x

v

minutes

Minute Interval

5

x

v

minutes

Manual selection of

☐

Click to expand

Group Calendar Sticky Popup	If enabled the calendar stays on screen after the mouse is moved away from event date
Group Calendar Item View Tab	Help needed for this item
Default View Mode	Choose from "Day, Week, Month, Quarter, Semester, Year"
Calendar Manual Selection of time/date	Help needed for this item
Calendar	Use a JavaScript calendar widget for event time/date entry
First Day of the Week	Choose from Saturday, Sunday, Monday or set it dependent on the language used
Split hours into periods of	Choose from 1, 5, 10, 15, and 30 minutes

First/Last Year in the dropdown



Allows the admin to set how many years are shown in the dropdown box for year when entering events. Set it to -1 if you want last year visible, 0 if just want this year visible. **Note:** These fields are not active if you select JScalendar for event input.

# Create or edit calendars

Click on "Admin > Calendar" to go to Calendar Admin (**tiki-admin\_calendars.php**).

There are two sections (tables) to this screen:

## Admin Calendars

 View Calendars  Import

Calendars











Create Calendar

Create Subscription

### Calendars

Find...

Find

ID	Name	Location	Participants	Language	Personal	Private	
1	Daily Chronicles 	No	No	No	No	No	
2	Timeless Treasures 	No	No	No	No	No	
3	Moments in Motion 	No	No	No	No	No	
4	Epoch Explorer 	No	No	No	No	No	
5	Yearly Journeys 	No	No	No	No	No	

Click to expand

### Create Calendar

Categorize [Select Categories](#)

Name  ☒ Show in popup box

Description ☒ Show in popup box

Custom location  × ▾ ☐ Show in popup box

Custom participants  × ▾ ☐ Show in popup box

Custom classification  ▾ ☐ Show in popup box

Custom language  × ▾ ☐ Show in popup box

Custom URL  × ▾ ☐ Show in popup box

Custom priority  × ▾

Personal Calendar [?](#)  × ▾

Private Calendar [?](#)  × ▾

Start of day  × ▾

End of day  × ▾

Click to expand

The following selections enable custom pulldown menus for additional descriptive fields:

- **Custom Locations:**
- **Custom Categories:**

**Please note:** from v6.0 the label "Custom Categories" is changed to "Custom Classifications" to avoid confusion with permission categories.

Other selections control specialized features:

- **Custom Participants:** - only a specified list of registered users can use the calendar.
- **Custom Languages:** - language selection from pulldown menu of available languages
- **Custom Priorities:** - select priority from 1-9.

- **Personal Calendar:** - controls whether only the owner of the calendar will have access to this calendar.

# Assigning permissions

## Assign permissions to calendar: Daily Chronicles

[← Back](#) [Admin Groups](#) [Admin users](#) [Admin Categories](#) [Object Permissions List](#)

Assign Permissions

Select groups

Select features

Quick Permissions

Show permissions for disabled features ☐

### Assign permissions to this object

AssignCopy

### Permissions

☒ Toggle sections ☐ Show only selected

▼ calendar

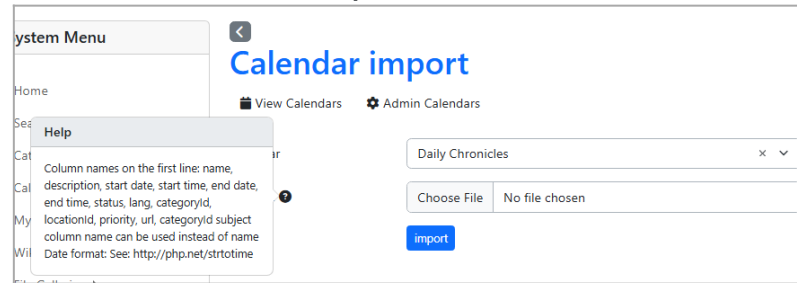
	Permission
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can create/admin calendars ( <i>tiki_p_admin_calendar</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can create/admin private/personal calendars ( <i>tiki_p_admin_private_calendar</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can browse the calendar ( <i>tiki_p_view_calendar</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can view event details ( <i>tiki_p_view_events</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can add events in the calendar ( <i>tiki_p_add_events</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can edit events in the calendar ( <i>tiki_p_change_events</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can add himself or herself to the participants ( <i>tiki_p_calendar_add_my_particip</i> )
<input type="checkbox"/> <input checked="" type="checkbox"/>	Can add guest to the participants ( <i>tiki_p_calendar_add_guest_particip</i> )

Assign

Click to expand

# Import a list of events

You can import a list of events in a csv (Comma Separated Values) file, through **tiki-calendar\_import.php**.



Click to expand

- Column names on the first line:

name,description,start date,start time,end date,end time,status,lang,categoryId,locationId,priority,url,categoryId

- *subject column name can be used instead of name*
- Date format: See <http://php.net/strtotime>

# Personal calendar

The personal calendar is a calendar where an event is only visible by the user that creates it. Physically it is a big unique calendar in the database that contains all the events. An event is displayed only for his creator. A personal calendar has special perms that needs to be reserved to work correctly. The admin can choose a name for a personal calendar. You can have more than one personal calendar.



# Urls

- the url to add an event directly to an specific calendar is  
**tiki-calendar\_edit\_item.php?calendarId=5**, if 5 is the id of the calendar where you want the event to be stored
- The url to display one calendar is  
**tiki-calendar.php?calIds=5**, if 5 is the id of the calendar you want to display
- To display more than one calendar  
**tiki-calendar.php?calIds[]=5&calIds[]=1**, if 5 and 1 are the calendar ids
- To display all the calendars  
**tiki-calendar.php?allCals=y**
- To display the calendars in mode list  
**tiki-calendar.php?viewlist=list**  
Other value for viewlist is table
- To display the calendars in mode list  
**tiki-calendar.php?viewmode=month**  
Other values for viewmode are day, week, month, quarter, semester, year
- Any of the above parameters can be cumulated  
**tiki-calendar.php?viewlist=list\$calIds[]=5**

Related pages

- 
- Calendar
  - Calendar User

- Calendar Details
- Js Calendar
- Module calendar\_new