Computer Training & Support Services
Academic Computing & Networking Services
221 Weber Building
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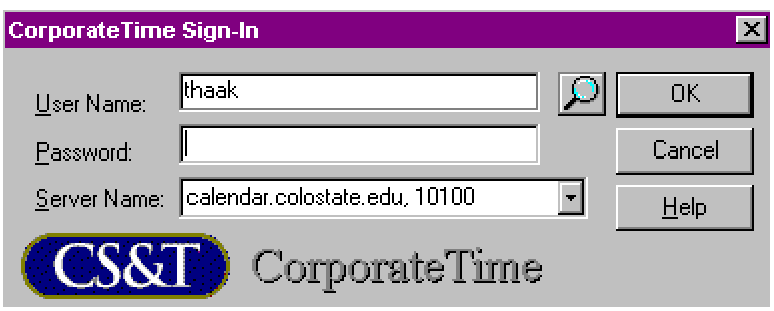
CS&T Corporate Time Calendar Client

Corporate Time is a calendar solution that allows you to create and share your calendar and to schedule meetings for yourself or others who are using the same calendar system. Using this system you can have the software check for conflicts, find mutually acceptable meeting times for all involved and then send email about the meeting.

How to get a Calendar Account

To use Corporate Time you must get an account on the campus calendar server. Each Department/College will have a calendar coordinator (CC) who will request that an account be set up on the calendar server by ACNS. The CSU web page that lists more information on the calendar system is at *http://www.colostate.edu/acns/calendar/* Anyone seeking a calendar account must have an active Lamar account first.

After your account has been activated, either you or your system administrator will need to install the client portion of the calendar software on your machine, unless you intend to use the Web interface only.



Starting and Signing On

Individuals gain access to the system using their Lamar login-name and a password that will be communicated by the CC in the individual's department. Your **User Name** will be the same as your Lamar log-in name. Once the individual has met the requirements listed, the CC will initiate an add request and the individual will be added to the system.

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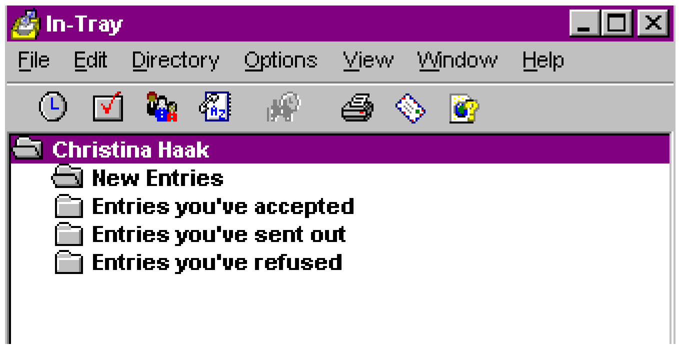
Changing your Password

To change your password, from either the **In-Tray** or **Agenda** window, choose **Options, Sign-In.** Enter your old password and then a new one. Note: your Lamar and Calendar passwords are not synchronized. Changing it in one place does not automatically change it in the other.



The In-Tray

Once you have logged in you will normally view the **In-Tray** first. The **In-Tray** window is the primary source for managing entries received or sent to others. It displays a list of folders that contain entries you have received, sent out, accepted and refused. By viewing the **In-Tray** you can quickly see any new entries since the last Calendar session and can view details of an entry by double-clicking on the item.

The In-tray's **New Entries** folder displays entries (invitations) to which you have not yet responded. To view those entries, open the folder by clicking on the icon to the left. Double-click an Entry Title to open the **View Entry** dialog box. The contents of the dialog box depend on the type of Entry you have selected.

Click an Entry's icon to view a list of all the people and resources that have been invited to the Entry. Next to each name is an icon indicating if and how the person has replied to the Entry.

You can reply to an Entry by selecting and dragging it into the desired folder. Use the **Shift** and **Ctrl** keys to select and move multiple Entries at once.

University Holidays

University holidays are set in advance and cannot be altered in your calendar. Holidays for the year will appear in your In-Tray and will remain visible there unless you place it in another folder or remove it from your agenda. To remove it from your agenda, right-click it and choose **Remove from Agenda.** If you wish, you could alternatively drag the item to a folder as described above.

Responding to Invitations

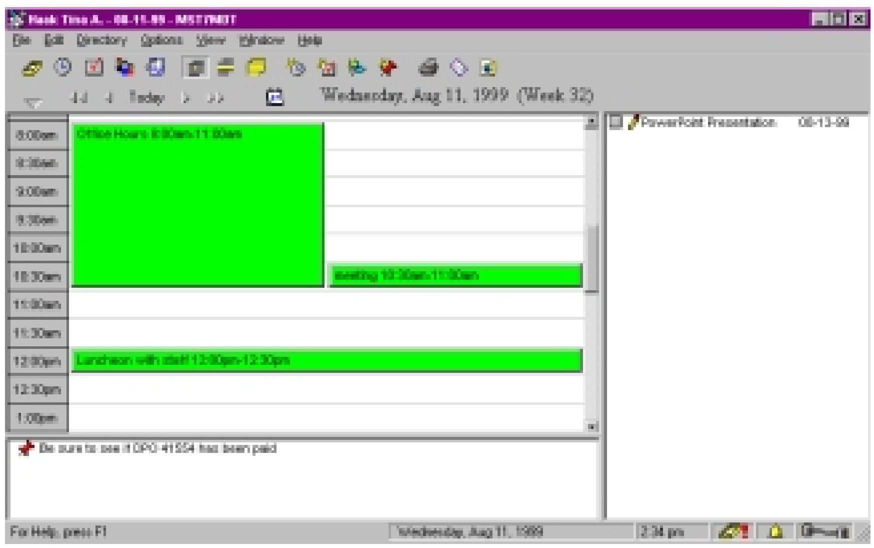
By default, the setting "Can Invite Me To Events" under the **Options, Access Rights, Scheduling** menu is checked. That means, by default, anyone can invite another calendar user to an event.

When you are invited to an event, an entry appears in your **In-Tray** as well as on the appropriate day in your agenda. To respond to an invitation, double click on the event either from your In-Tray or from your agenda. Choose from the following options: **I will attend**, **I will not attend** or **I will confirm later**.

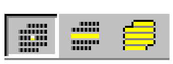
Click anywhere on an Entry line with your right mouse button to reply to an Entry without opening its dialog box. Once you have replied to an Entry, your Agenda will put it in the appropriate In-tray folder (as an Entry you have either accepted or refused).

To control how long an item remains in the In-Tray, go to **Options, In-Tray** and set your preferences.

Opening an Agenda



To open an agenda, press **Ctrl-A,** click the button on the Toolbar, or go to **File, Open Agenda.** This will open your calendar for the current day in **Day View** with 8 a.m. showing at the top of the display. The **Day View** shows scheduled appointments for the day as well as any uncompleted tasks, notes and daily events that you have entered. Tasks, notes and events are all entered and edited via their own set of dialog boxes.

Other Views 

In addition to the day view, you may wish to see either a weekly or monthly view. To change the view of your calendar, from the **View** menu, choose **View Day, View Week,** or **View Month**. Or, click the corresponding button on the toolbar. New meetings can be scheduled from any view. *Tasks may only be viewed from the Day View of the Agenda. Notes may be view in either Day or Week Views.*

Other options may be set in Day or Week View that modifies the size of the slots for agenda items (**View, Decrease and Increase Row Height**) and that changes the time range each slot represents (**View**, **Decrease and Increase Row Time**). Note that if you make the slots too narrow, no text will appear for an agenda item.

For any agenda item, you may see one or more of the following icons:

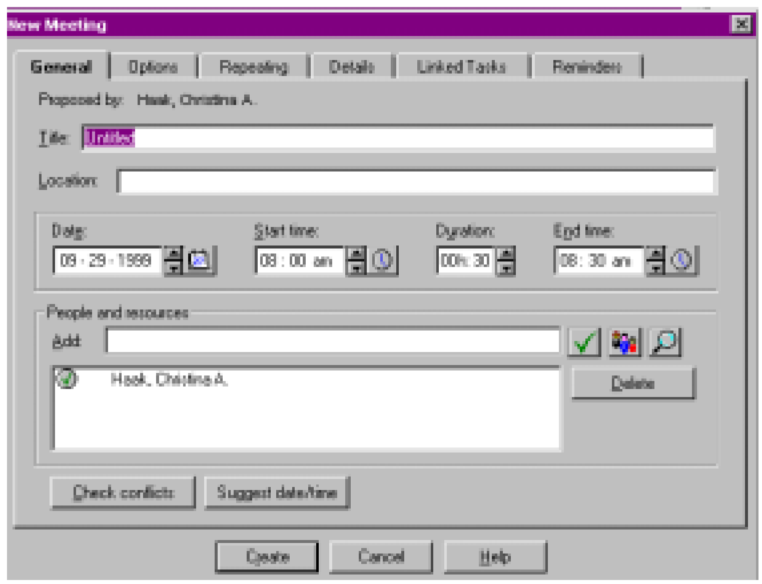
- you have accepted the Meeting;
- you have refused the Meeting;
- you have not yet replied to the Meeting;
- there is a Description attached to the Meeting;
- there is a file attached to the Meeting;
- there is more information included with the Meeting;
- the Meeting has more than one attendee;
- you have set a Reminder for the Entry;

Scheduling Meetings

To create a new event, choose one of the following:

1. Click in the time slot and type the event to be scheduled;
2. Double-click the time (this opens the **New Meeting** dialog box);
3. Highlight a range of time and double click on it to open the dialog box;
4. Click on the **New Meeting** button on the  toolbar.

[Note: it is possible to double schedule events. Any overlapping or simultaneous events will be placed side by side in the calendar view. The owner of the calendar must then choose what to do about the conflict.]

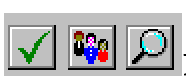


New Meeting Dialog Box

When entering a new item, you can add detail and/or schedule the time through the **New Meeting** dialog box.

Date/Time

Select a title and location and date for your meeting. To see a calendar or time control, click on the button to the right of the date/time space. Using the graphical controls, you can point and click or drag to select dates or adjust the time.



People and Resources

To find a person, type their last name in the **Add (People and Resources)** box and click on the green checkmark to search for them. To invite a group, click on the button that displays a group of people and choose the appropriate group from the list of displayed groups.

To use search criteria, click the magnifying glass to enter the search options. You can search by first name, last name, department, or location. See search parameter information in the table below.

Search Parameter	Result

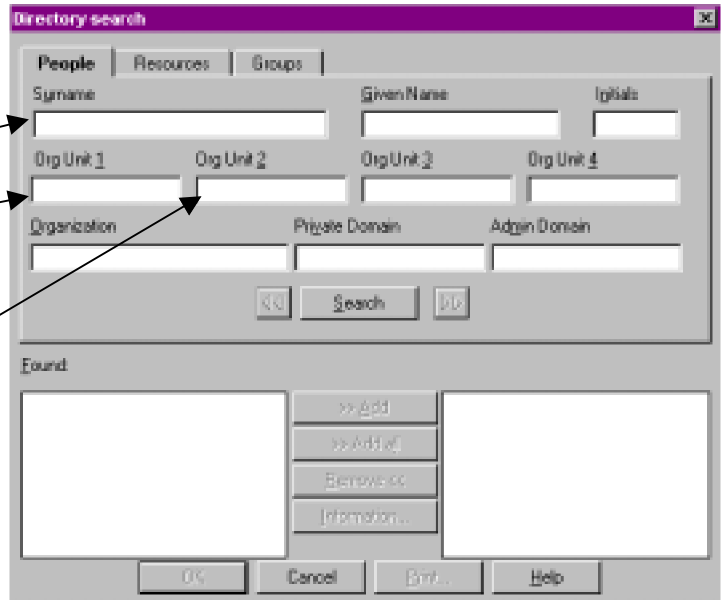
c	Users whose last names begin with C
c *	Users whose first names begin with C
c h	Users with the initials c h
gr:*	All groups
res:*	All resources

Notes on Searching

Enter any number of letters from the beginning of a person's last name

Search by Department in Org Unit 1

Search by postal address, e.g, 6FLS Univ



The search tool will only look for other people at CSU who are using the CST Calendar. It does not search the CSU Directory (LDAP server). To search by department, type criteria in the **Org Unit 1** box.

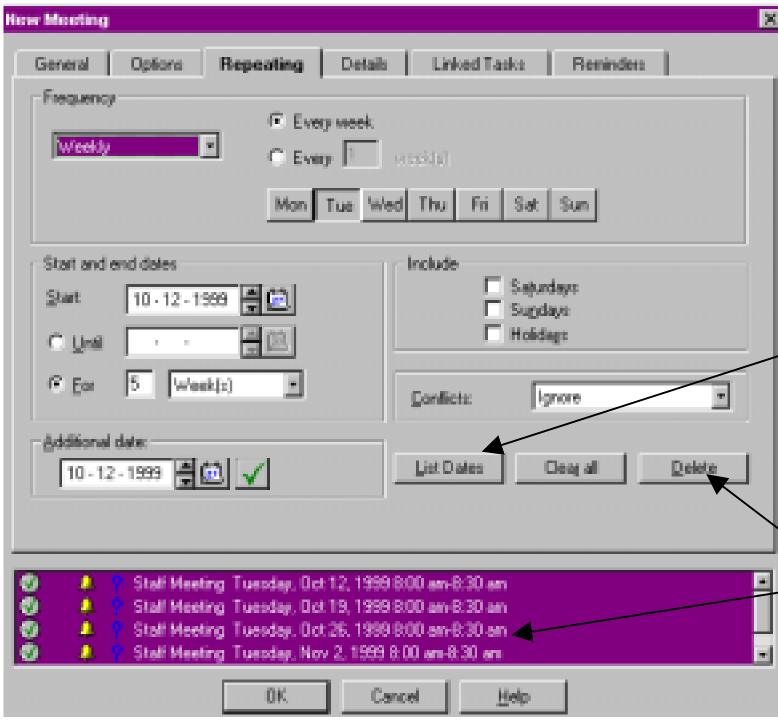
[Note: the department name or postal address you type should be the same as listed in the CSU LDAP Directory Service which is accessible from the CSU Home Page. To see that list, choose ***Browse Organizational Units*** *from the CSU Directory Page to find the Department name. For instance, to find all those in Academic Computing, the correct criteria statement entered in Org Unit 1 would be "Acad Computing".]*

All fields are searchable. If you enter criteria in more than one field, the criteria will be treated as an "and" statement.

You can also search for resources by their short name. The departmental calendar coordinator determines the short name.

Scheduling Repetitive Meetings

To schedule a meeting that will recur on a regular basis, from the **New Meeting** dialog box, click on the **Repeating** tab. After you have selected the date, time, start and end dates, click on the **List Dates** tab. This will place all the dates within the specified time frame in a list. If you wish to delete any of the scheduled dates during that period, select the date(s) and click **Delete**. *[Note: The approximate number of repeating dates you can create is 55.]*



You must click on the **List Dates** button to complete the scheduling process.

Select a date from the list below and click Delete to clear a date.

Inviting Others to Attend

You will only be able to see free times on another person's calendar if the owner of that calendar has granted you **Access Rights** to do so. This must be done by the person whose free/busy times you wish to view, using his or her own calendar. If they have not granted you any specific **Access Rights** then you will only be able to invite them to a meeting. You will not be able to see if there are schedule conflicts nor will the Calendar be able to suggest an open date/time. If you do have **viewing rights** then you could check for conflicts and receive suggestions regarding open dates/times.

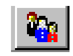
Viewing Others' Agendas

By default, anyone can open your agenda. However, unless you have specifically assigned **Access Rights** to individuals or changed the default **Viewing Rights** (see section on **Access Rights** below), anyone opening your agenda will see it as blank. They will not be able to view your free/busy times and consequently will not be able to be able to take advantage of the Calendar capabilities to detect conflicts and suggest free times to meet. If you wish to take full advantage of these scheduling features, you will need to change **Viewing Rights** for the **Default User** (anyone with a CST calendar) or for specified individuals. (*Note: if you open another's agenda and they have a meeting scheduled that you are also invited to, you will be* *able to see the full details of that meeting, regardless of the Access Rights assigned to you.)*

You cannot see another person's In-Tray unless you have been assigned as their Designate and have their Agenda open.

Viewing Multiple Agendas

You can view multiple agendas side by side to select an appropriate meeting time. You can either add individuals to the view or if you have already made a group (see section on **Creating and Managing Groups** below) you can view the agendas for each of the group members. To simultaneously view more than one agenda select **File, Open Agenda, Group Agenda** from the menu or click the Group Agenda button on the toolbar. Select and add the names of individuals or groups whose agendas you wish to view.



The left column will show the **Combined** busy/free times of all agendas displayed. To schedule a meeting to include all those displaying calendars, select a time with your mouse in the **Combined** column and then double click to open the **New Meeting** dialog box.

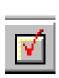
Edit, Duplicate, Reschedule, or Delete Meetings

To edit an existing meeting, simply double click the item to edit. This will open the **Edit Entry** dialog box. To duplicate or reschedule a meeting, click the agenda item to select it, then choose **Duplicate Meeting** or **Reschedule Meeting** from the **Edit** menu. To delete a meeting, select the item and press the **Del** key or choose **Delete Meeting** from the **Edit** menu. *[Note: you cannot delete a meeting from your agenda if you did not initiate it.]* You can also alter a meetings start or end time by selecting the item and dragging the frame of the item to the desired time. Move a meeting by selecting and dragging the entire block of time.

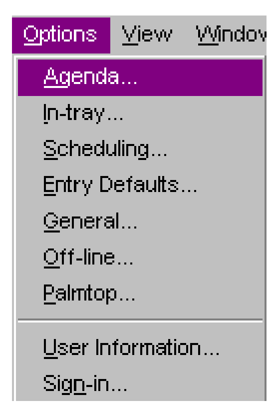
Day Events & Daily Notes

Day Events are items that run for an entire day but do not block out time in your Agenda. Events appear in the Notes section of the day and week view. Daily notes function in the same manner. The only difference is the icon that appears next to a daily note.



Tasks

You can schedule tasks that need to be performed. You may include information such as due date/time, start date/time. You can also track the status of a task and mark them as completed. To create a new task, select **Edit, New Tasks.** An item on your task may be marked as completed by clicking the icon to the left of the task. To view a list of tasks, click on the **Open Tasks** button.



Preferences
Each menu item listed under **Options** will display a series of dialog boxes in which you may change some of the default settings of your calendar. Note that you may not see a change take effect until you exit and restart Calendar.

Agenda
Two tabs are active in this window, **Display** and **Notification**. Use **Display** options to set start and end times for the first and last time slots of your Day/Week views. You can choose the desired time interval (default is ½ hour), as well as other color and display options for your agenda. The **Notification** tab lets you determine how you will be notified of upcoming events, whether others can send you e-mail notification and if you would like to send e-mail to users you invite to events.

In-Tray
Use this option to change the length of time that items you have sent, accepted, or refused will be displayed.

Scheduling
Scheduling lets you set the time frame in which to search for available meeting times when using its Suggest a Date/Time function. You can set different times for each day or apply a given time frame to all days of the week at once.

Entry Defaults
This controls default reminders for meetings, tasks, notes, and events. *[Note: you can control reminders individually for an item by going through the* ***Edit, New*** *menu.]*

General
This is used to change formats for dates and to select another time zone. You can also specify the e-mail client to be used.

Off-line
If you find it necessary to download your agenda information and work off-line (not connected to the CST server), then you can modify your options through this dialog box. You can choose where to store the local agenda and select *reconciliation options* to properly "sync" the information when you upload it to the server.

Palmtop
Palmtop software is available from the Software Cellar and must be purchased separately. For more information contact the Software Cellar located in the basement of the Weber building.

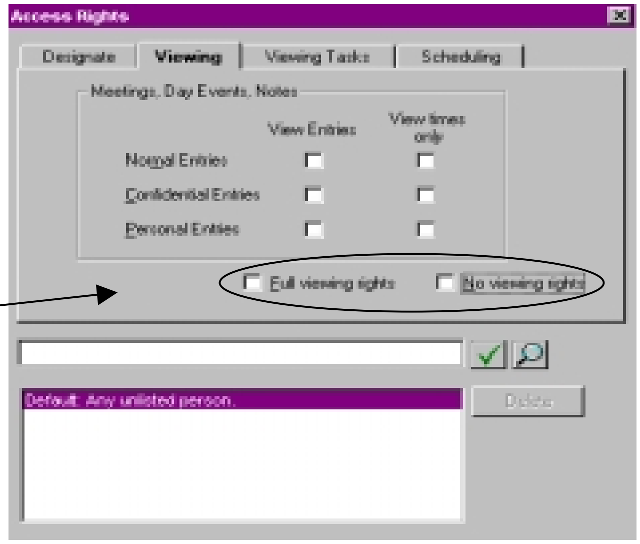
User Information
This information cannot be changed by the user but, rather, is kept current by Academic Computing & Networking Services.

Reminders
To change the reminder for a single event, double click the agenda item and choose the **Reminders** tab from the New Meeting dialog box. To change the default reminder (or turn it off) for all events, from the main menu choose **Options, Entry Defaults**.

Access Rights

Access rights are privacy controls that allow you to limit the kinds of entries other users can see in your Agenda. Choose **Access Rights** from the **Options** menu. The four tabs that appear are **Designate, Viewing, Viewing tasks, and Scheduling.** By default, no access to another user's calendar is permitted. Therefore, no one else can see any information in your calendar, unless you specifically give that person permission to do so.

You must de-select both boxes before you can edit the viewing rights for the entries listed above.



View Entries: allows others to view time, location, title and other information about an entry.
View Times Only: others can only view the busy/free time.

Designate

A designate is one that you allow to work in your agenda. You can assign various levels of access by clicking on the **Designate** tab and setting the desired options.

Creating and Managing Groups

If you frequently schedule meetings with a recurring group of people, you may want to create a group list of those individuals. Once a group is created, meetings can be scheduled by referencing the group rather than each individual.

To create or edit groups, select **Directory, Manage Groups**. Choose a name for the group and place persons in the group by searching for them or typing their name in the **Members** box. Use the **checkmark** icon to add names to your list.

There are two kinds of groups you can create: **private** and **members only** groups. **Private** groups are only available to the group owner (creator of the group). **Members only** groups may be used by anyone who is a part of the group.

Web Calendar Client
Calendar has a web interface accessible from any computer with an Internet connection. To use the Web to access your calendar, go to the following URL: *https://www.colostate.edu/cgi-bin/ctime/login.cgi* Or you can access the web interface from the ACNS Calendar information page at *http://www.colostate.edu/acns/calendar/*

You can use most of the features of the CST client software through the Web. (Exception: you cannot open an agenda on the Web as a designate.) When you make a change using the Web interface or your local calendar the changes are immediately reflected in the other. On-line help is available by clicking the help button.

[Note: Due to security settings that CSU has implemented on the server, on-line Help is only available from the main page on Loma. If you try to go to Help from any other page of the CST Web Interface, you will not be able to link to it.]

Working Off-Line
A user can download an agenda to a local machine and work on it away from a network connection. When finished, the user can upload the file to the server. Any conflicts between the two calendars may be resolved through **Reconciliation** options (see section on **Preferences** above). To download your agenda to a local file, choose **Download to Local File** from the **File** menu. When you are finished working off-line, upload the data to the server by choosing **File**, **Upload from Local File.**

Printing
There are a variety of formats including Avery, Day Timer, Franklin, etc. in which you can print your calendar. To print, go to **Print** on the **File** menu. Choose the style from the drop down list and also the period of time (day, month, year) you wish to print. To preview before printing, select **Preview**.

You can also print information for a specific event. Select the entry and choose **Print Selected Entry** from the **File** menu. If Tasks are linked to the meeting, those Tasks will be included in the printout.

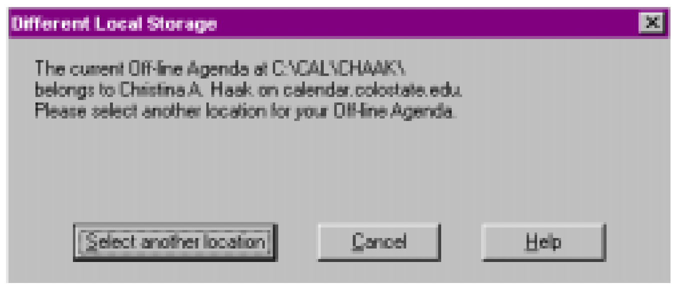
Attachments

You can attach a document to an event. However, it can be no larger than 100 kb and there can be only one attachment per event. *[Note: you may want to consider attaching a document to the e-mail notification rather than to the event notification.]*

Address Book
The Address Book in CST allows you to organize information for business and personal contacts. Aside from storing names, addresses, phone numbers, etc., it will also store important dates for a person (e.g., birthday, anniversary) and enter that information at the appropriate date in your agenda as an note or event. Also, if you use a Palm device and synchronize that with your CST calendar, the Address Books will be synced as well. *[Note: the Address Book is saved locally on your PC. You may want to back it up periodically if you use it frequently. It is one of the 4 XTM*.* files in the default directory.]*

Default Directory
When you open CST on your machine, the program will select a directory in which to store four files. These four files (all beginning with XTM) contain your profile and address book information.

If you wish to access your calendar from a computer other than your own, it is recommended that you use the Web interface. If you choose to use the local CST client on a machine other than your own, a **Different Local Storage** dialog box will display and indicate that the current profile is owned by whomever the previous CST user was on that machine. You then have two choices. **Cancel** which will exit CST or **Select another location.**



Choosing another location means you will need to type in a new path for the local files, or select another path using **Browse**.
[Note: the directory does not have to exist; CST will make a new directory if you specify a directory name that does not currently exist.]

If you select another location and use the calendar on that machine, the next person to use Calendar from there will have to go through the same procedure.

Import/Export
The Import and Export utilities allow you to transfer data in a palmtop or text file format. To use these, choose either **Import** or **Export** from the **File** menu. Select the desired format from the drop down list and then follow the instructions in the dialog boxes that appear.

Help
A comprehensive CST manual (135 pages) may be viewed or downloaded as PDF from the ACNS web page at http://www.colostate.edu/acns/calendar/userguide.pdf.