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1 Introduction

This document describes key steps for successfully setting up Sentral Calendar Module. This document describes the different functionality for Calendars.

Note: the only module that syncs to the Calendar module is staff absences.

2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Calendar module. Calendars

Staff will need to decide which type of Calendars they would like to set up. Schools often have calendars that are public facing and those that are private/group access. Some examples would be executive calendar, excursions, exams.

2.1 Staff Access

Which staff members can access the Calendar Module and who can create, edit Calendars? This needs to be setup via the **Sentral Cog Wheel > Enterprise Setup > Permissions > Calendar Setup**.

	Viewer	Teacher	Coordinator	Executive
Bookings				
Create new bookings	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> allow
Edit other users' bookings	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> allow
Calendars				
Edit/View All Calendars	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> CEdit	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> CEdit	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> CEdit	<input type="radio"/> None <input checked="" type="radio"/> View <input checked="" type="radio"/> Edit
Allow users to create new calendars	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> allow
Create calendars that import other staff timetables from timetable builder	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> allow
Setup				
Access Setup Options	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Create and edit locations	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Create and edit resources	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow
Create and edit timetables	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> Allow	<input type="radio"/> None <input checked="" type="radio"/> allow

3 Preferences

Most modules in Sentral have a Setup section and in Calendars there is a feature called Preferences. When you are in My Calendars you can use Preferences to design and edit your calendar/s the way you want. Depending on the settings your administrator has set for All Calendars, you may or may not see the Preferences button, depending on your access rights.

The following is a description of the Preferences for Calendars. The Preferences button allows you to edit the details of a calendar.

There are five tabs on the Preference screen, each containing editing details:

- Preferences
- Event Types
- Event Categories
- Access Controls
- Subscriptions

3.1 Preferences

The Preferences Tab allows you to set up the Preferences for the Calendar which includes Name, Owner, Privileges, Hours etc.

3.1.1 Period Preferences

When a calendar has been organised by Periods, there will be extra settings shown on the Preference screen. This usually occurs for High Schools or schools who have set up their calendar this way. i.e. recess, lunch start and end period.

3.2 Event Types

You can limit calendar entries to specific phrases instead of allowing users to type their own. Ensure that you put each item on a new line. This can be left blank where no limitations apply.

3.3 Event Categories

The creator of a calendar can set categories for each event in the calendar. This allows the user to filter (by event) by selecting the categories if they have been set. Ensure that you put each item on a new line.

3.4 Access Controls

The purpose of having Access Controls for Calendars is to be able to control who can (and cannot) View and/or Edit Calendars. Access Controls list the staff members in Sentral and allow the calendar creator to set the Access privileges for their calendar, of each staff member

If a calendar does not have privileges of **Private**, then you cannot set access to **No Access**.

Each column has a different Access Type:

- **No Access** – means the selected user will have no access to view or edit the calendar.
- **View This Calendar** – means the selected user will be able only to view the calendar.
- **View and Edit This Calendar** – means the selected user will be able to view and edit the calendar.

3.5 Subscriptions

Subscriptions allows you to view the events in one or more calendars inside your main/default calendar.

Note: you will not be able to edit any events from the subscribed calendars within your default calendar.

It is important to note to be able to see a calendar listed as available for subscribing, the View Privilege must be set as Shared (in Preferences). If you cannot see a calendar in Subscriptions list, this is because your settings are not set correctly.

4 Appendix A: Summary Checklist

So, you've scanned the detailed document and are wondering what's next? This table gives you a road map in concise, easy to read steps of how to get your Calendars module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Calendar Events</i>	Check Calendar events are up to date	On a regular basis
<i>Access to Calendars</i>	Check staff access to calendars	On a regular basis, particularly for new staff