

Admin Configuration

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The configuration option in Calendar admin will allow you to make some adjustments to the features within the calendar application.

To access the configuration go to Admin > Calendar > Configuration

The screenshot shows the 'Admin / Calendar / Configuration' page. On the left is a sidebar with three items: 'Calendars', 'Personal calendars', and 'Configuration' (which is highlighted with a purple background). The main content area has the following sections:

- First day of the Week**: A dropdown menu currently set to 'Monday'.
- Calendar view mode**: A label 'Default calendar view mode (month, week, day, agenda)' followed by a dropdown menu set to 'Week'.
- iCalendar export from**: A label '"From" date for iCal calendar export ('-1 week' - one week ago, '-1 month' - one month ago). May be empty, if specified, should always be negative' followed by a text input field containing '-1 month'.
- iCalendar export to**: A label '"To" date for iCal calendar export ('1 week' - one week from now, '1 month' - one month from now). May be empty, if specified, should always be positive' followed by an empty text input field.
- A purple 'Save Configuration' button at the bottom.

The changes made here are as follows:

First day of the week - Allows you to configure the day in which the calendar will define as the first day when looking at the weekly view

Calendar view mode - Determines the default viewing mode when users access the calendar application

iCalendar export - Determines how far back your calendar exports will default to for instance if you type -1 week the export will run that far back -2 weeks, -1 month etc. Any value you specify should always be a negative

iCalendar import - The opposite functionality of the iCalendar export allowing you to specify how far into the future you wish to import data. The value specify in this field should always be positive.

Once you are happy with your changes click Save Configuration at the bottom of the page to confirm your changes.

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