

## Calendar: Admin overview

**Application administrators** of Calendar can access its admin side to manage all group or personal calendars created on the site and alter various configuration options.

There are 3 tabs on the left side of the **Admin > Calendar** area:

A screenshot of the Claromentis Admin &gt; Calendar interface. The top navigation bar includes the Claromentis logo, a search bar, and various utility icons. Below the navigation bar, the left sidebar shows the 'Admin' section with three tabs: 'Calendars', 'Personal calendars', and 'Configuration'. The main content area is titled 'Admin &gt; Calendar' and is divided into three sections. The 'Group calendars' section has an 'Add new calendar' button and a list of existing group calendars: Social, Meetings, Marketing, Sales, Super Demo Refreshes, Personal Google Calendar, and Support team calendar. The 'System calendars' section has a 'Select all' checkbox and a list of system calendars: Common holidays, Team holidays, and Events. The 'Contact confirmations' section has a checkbox to 'Allow sending confirmation URL by email to external invitees' and a note that the link will only work if the system is accessible from the Internet. An 'Update' button is located below the system calendars section.

## Calendars

This lists all group calendars that have been created by administrators.

A new **Group calendar** can be created.

Clicking into each existing calendar allows its configuration options to be edited:

Admin > Calendar > Edit calendar

**Name**  
Meetings

**Calendar colours**  
#6B5AC2  
Pick a colour

**Description**  
Company wide meetings only

**Permissions**  
☐ Internet Calendar  
 Start typing to add... Browse Remove  
 All registered  
 Role: Administrators  
☒ View  
☒ Add / edit own events  
☐ Administrate all events  
[View effective permissions...](#)  
 Submit Cancel Delete

If an administrator chooses to delete a calendar it is possible to either delete all events in it or re-assign these to another calendar:

claromentis

Home Company Department Dashboards E-F

**Delete options**

What to do with existing events:  
☐ Delete ☒ Reassign

existing events to  
 -> Social

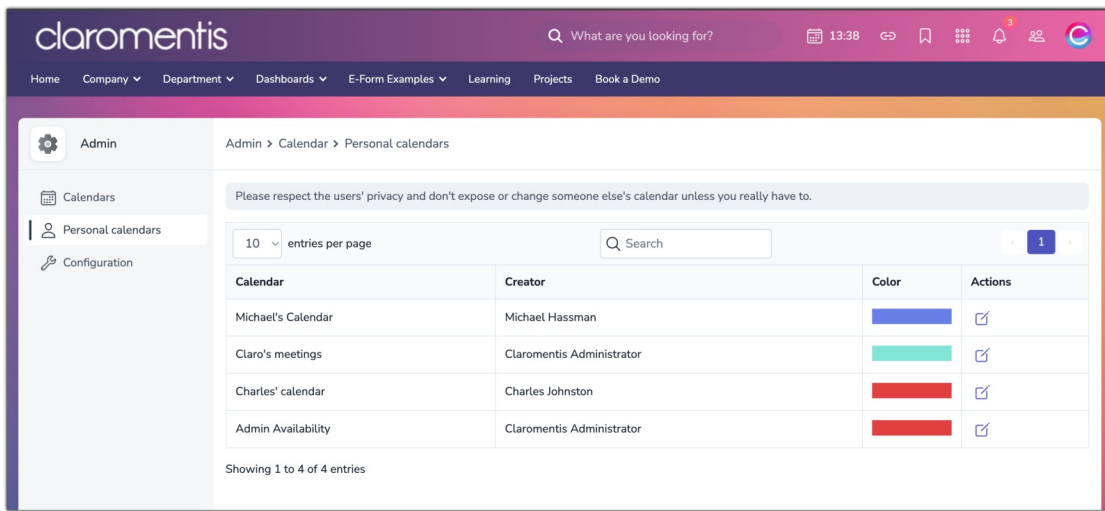
Cancel Delete

**Please note:** If events are deleted (and not reassigned) they have been permanently removed and are not retrievable.

## Personal calendars

This area lists any [Personal calendars](#) that users have created for themselves.

These can be viewed and edited by administrators in case assistance is required:



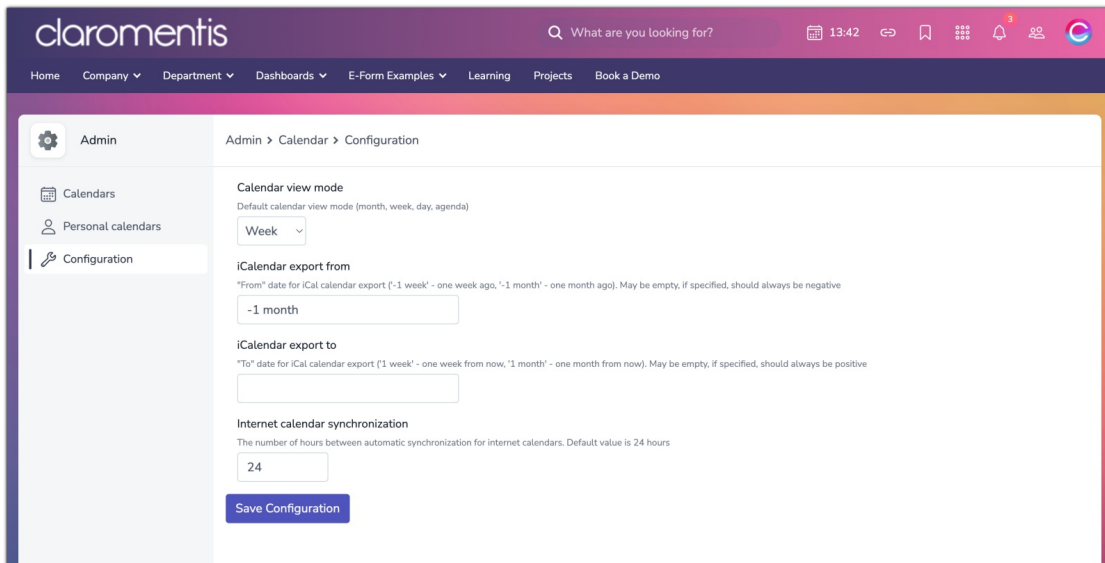
As the message outlines these calendars may contain personal or sensitive information about that individual's schedule and discretion is advised if administrative changes are required.

Administrators can carry out the same actions on personal calendars as they can for group calendars.

If changes are required we recommend contacting the owner of the personal calendar first so they are aware.

## Configuration

Certain options can be changed as follows:



- **Calendar view mode:** Determine the default view shown when users access the Calendar application.
- **iCalendar export from:** Determine how far back your calendar exports be offered by default. Any value you specify should always be a negative value ('-'). For instance, '-1 week' will run the export back to a week ago.
- **iCalendar import to:** Determine how far in the future your calendar imports will default. Any value you specify should be positive.
- **Internet calendar synchronisation:** The number of hours between automatic synchronisation for Internet calendars. The default value is 24 hours. (Only applies to [URL Internet calendars](#) set up on a site)

Last modified on 22 April 2025 by [Veronica Kim](#)

Created on 14 June 2024 by [Hannah Door](#)

Tags: [admin](#), [calendar](#), [user guide](#), [permissions](#)