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:

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:

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:
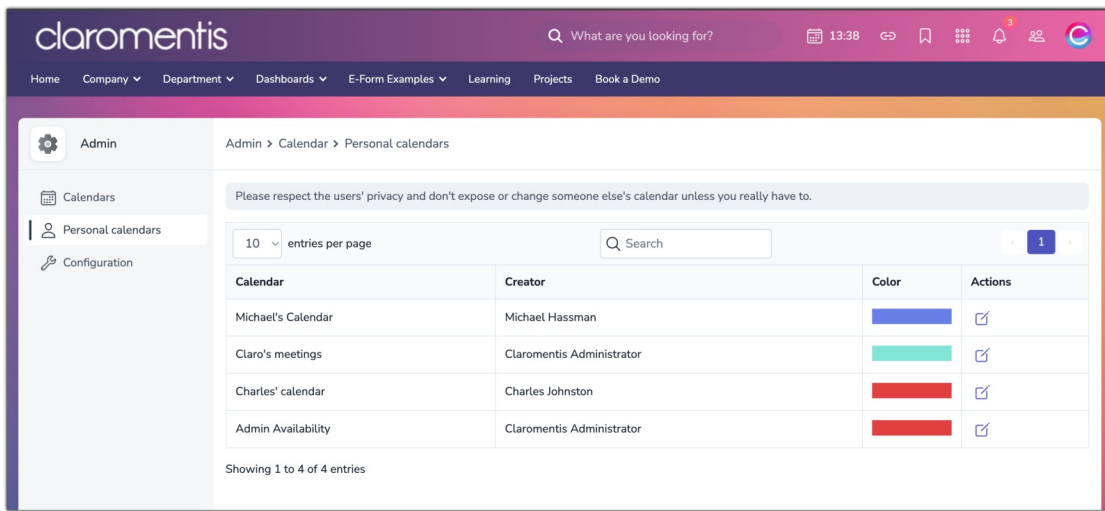

Please note: If events are deleted (and not reassigned) they have been permanently removed and are not retrievable.

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:
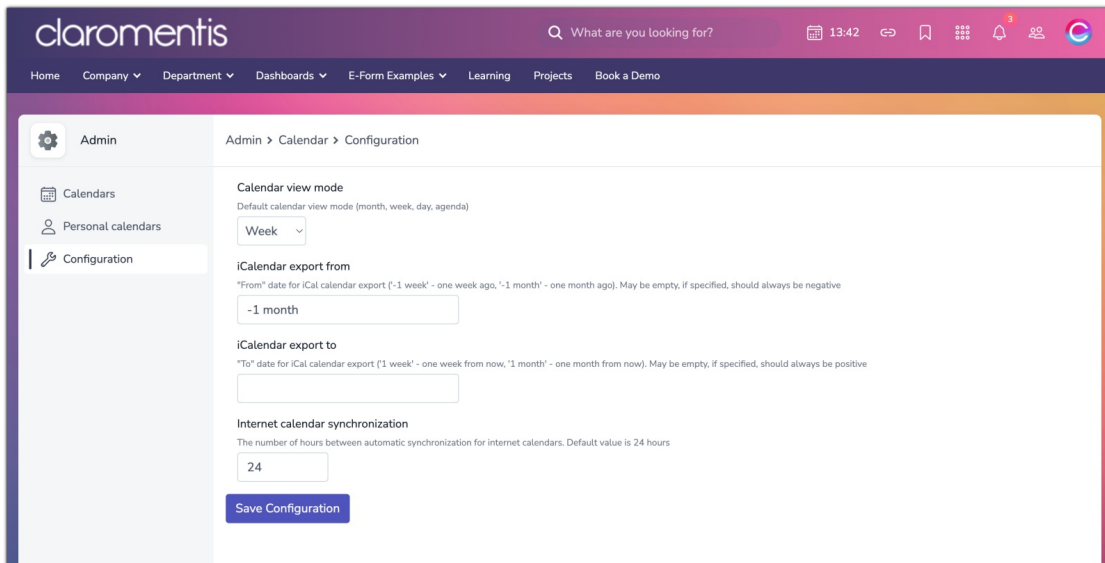
- **Calendar view mode:** Determine the default view shown when users access the Calendar application.
- **iCalendar export from:** Determine how far back your calendar exports be offered by default. Any value you specify should always be a negative value ('-'). For instance, '-1 week' will run the export 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)

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