

Calendar: Admin overview

The guide will provide an overview of the admin area of the Calendar application.

The admin side of the Calendar application contains various configuration options that can be applied to make adjustments to the front-end features of the application.

We will cover the following topics:

- How to create group calendars
- Editing personal calendars
- General configuration options

The admin side & calendar permissions

To access the admin panel of the Calendar application, you will need to be granted permission as a Calendar admin first.

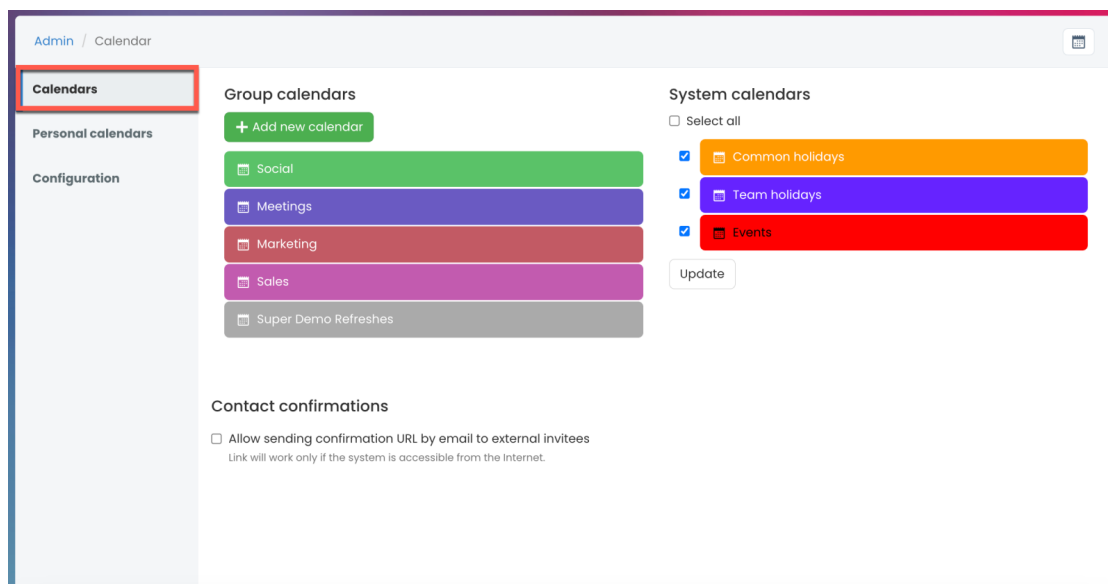
As a Calendar application admin, you will be able to configure the areas covered in this guide.

For more information on how to assign sysadmins, click [here](#).

Group calendar

Group calendars are used to share and display events for all group members.

1. Head to **Admin > Calendar > Calendars**



2. Select + Add new calendar

The screenshot shows the 'Admin / Calendar' interface. On the left is a sidebar with 'Calendars', 'Personal calendars', and 'Configuration'. The main area is divided into 'Group calendars' and 'System calendars'. In 'Group calendars', the '+ Add new calendar' button is highlighted with a red arrow. Below it are buttons for 'Social', 'Meetings', 'Marketing', 'Sales', and 'Super Demo Refreshes'. In 'System calendars', there are checkboxes for 'Common holidays', 'Team holidays', and 'Events', all of which are checked. An 'Update' button is at the bottom right of the system calendars section. At the bottom of the main area, there is a 'Contact confirmations' section with a checkbox 'Allow sending confirmation URL by email to external invitees' and a note: 'Link will work only if the system is accessible from the Internet.'

3. Enter the details of the calendar as follows.

The screenshot shows the 'Admin / Calendar / Edit calendar' interface. The sidebar is the same as in the previous screenshot. The main area contains a form with the following fields: 'Name' (a text input field), 'Calendar colours' (a color picker showing '#00adef' and a grid of color swatches), 'Description' (a text area), 'Internet Calendar' (a checkbox), 'Permissions' (a section with a search input 'Start typing to add...', 'Browse', and 'Remove' buttons, and a dropdown menu showing 'User: Claromentis Administrator'), and a list of permission checkboxes: 'View', 'Add / edit own events', and 'Administratre all events' (note the typo). There is a link 'View effective permissions...' below the checkboxes. At the bottom are 'Submit', 'Cancel', and 'Delete' buttons.

- **Name:** Enter the name for the calendar (i.e. Support Team Calendar)
- **Calendar colours:** Choose the colour of the calendar and/or click Custom Color for more colour options
- **Description:** Provide a description of the calendar to outline what the calendar is being used for
- **Permissions:** Enter the appropriate users/roles/groups and check the relevant permission checkboxes

4. Select **Submit** when you have completed the required details to create the calendar.

Admin / Calendar / Edit calendar


Calendars

Personal calendars

Configuration

Name

Calendar colours #00adef



Description

☐ Internet Calendar

Permissions Start typing to add...

User: Clarentis Administrator

☒ View
☒ Add / edit own events
☒ Administrate all events
[View effective permissions...](#)

Personal Calendar

Personal calendars display events that are catered to individuals and can be created by all users from the front-end of the application.

As an admin, existing personal calendars can be configured, if necessary.

1. Head to Admin > Calendar > Personal calendars.

Admin / Calendar / Personal calendars





Calendars

Personal calendars

Configuration

Please respect the users' privacy and don't expose or change someone else's calendar unless you really have to.

10 entries per page

Calendar	Creator	Color	Actions
Charles' calendar	Charles Johnston		
Admin Availability	Clarentis Administrator		

Showing 1 to 2 of 2 entries

2. Select the **Edit** (pencil) icon next to the relevant calendar.

Admin / Calendar / Personal calendars

Calendars

Personal calendars

Configuration

Please respect the users' privacy and don't expose or change someone else's calendar unless you really have to.

10 entries per page

Search

Calendar	Creator	Color	Actions
Charles' calendar	Charles Johnston		
Admin Availability	Claramentis Administrator		

Showing 1 to 2 of 2 entries

3. Adjust the calendar information as needed.

Admin / Calendar / Edit calendar

Calendars

Personal calendars

Configuration

Name: Admin Availability

Calendar colours: #00adeb

Description:

Internet Calendar: ☐

Permissions: Start typing to add... Browse Remove

All registered
Owner
User: Claramentis Administrator

☒ View
☐ Add / edit own events
☐ Administrate all events
[View effective permissions...](#)

Submit Cancel Delete

- **Name:** The name for the calendar (i.e. Admin Availability)
- **Calendar colours:** The colour of the calendar
- **Description:** The description that outlines what the calendar is being used for
- **Permissions:** The users/roles/groups with permission to view and/or interact with the calendar

4. Select **Submit** when you have completed the required details.

Admin / Calendar / Edit calendar

Calendars

Personal calendars

Configuration

Name: Admin Availability

Calendar colours: #00adef
Pick a colour...

Description:

☐ Internet Calendar

Permissions: Start typing to add... Browse Remove

All registered
Owner
User: Claramentis Administrator

☒ View
☐ Add / edit own events
☐ Administrate all events
[View effective permissions...](#)

Submit Cancel Delete

Please note: If changes to the permission options are being made, please consider the user's privacy as they may have created personal events within the calendar.

Admin configuration

General configuration will be applied to all (personal & group) calendars.

1. Head to Admin > Calendar > Configuration.

Admin / Calendar / Configuration

Calendars

Personal calendars

Configuration

First day of the Week: Monday

Calendar view mode: Default calendar view mode (month, week, day, agenda)
Week

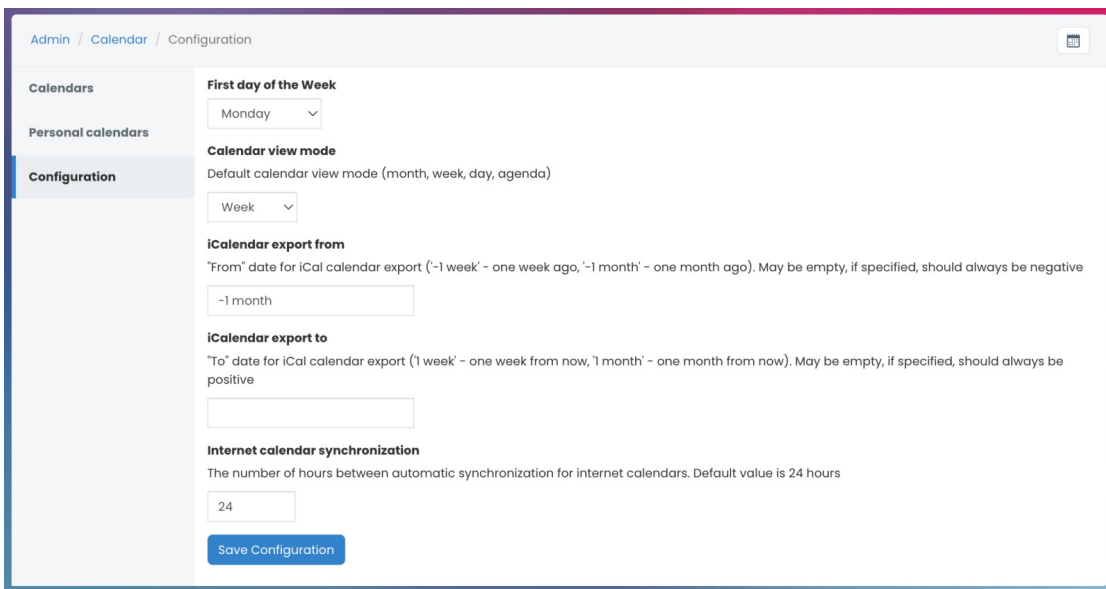
iCalendar export from: "From" date for iCal calendar export ('-1 week' - one week ago, '-1 month' - one month ago). May be empty, if specified, should always be negative
-1 month

iCalendar export to: "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

Internet calendar synchronization: The number of hours between automatic synchronization for internet calendars. Default value is 24 hours
24

Save Configuration

2. The available changes are as follows.

A screenshot of the 'Calendar Configuration' page in an application. The page has a sidebar on the left with three items: 'Calendars', 'Personal calendars', and 'Configuration'. The 'Configuration' item is selected and highlighted. The main content area contains several sections: 'First day of the Week' with a dropdown menu set to 'Monday'; 'Calendar view mode' with a dropdown menu set to 'Week'; 'iCalendar export from' with a text input field containing '-1 month'; 'iCalendar export to' with an empty text input field; and 'Internet calendar synchronization' with a text input field containing '24'. At the bottom of the main content area is a blue button labeled 'Save Configuration'.

Admin / Calendar / Configuration

Calendars

Personal calendars

Configuration

First day of the Week

Monday

Calendar view mode

Default calendar view mode (month, week, day, agenda)

Week

iCalendar export from

"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

-1 month

iCalendar export to

"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

Internet calendar synchronization

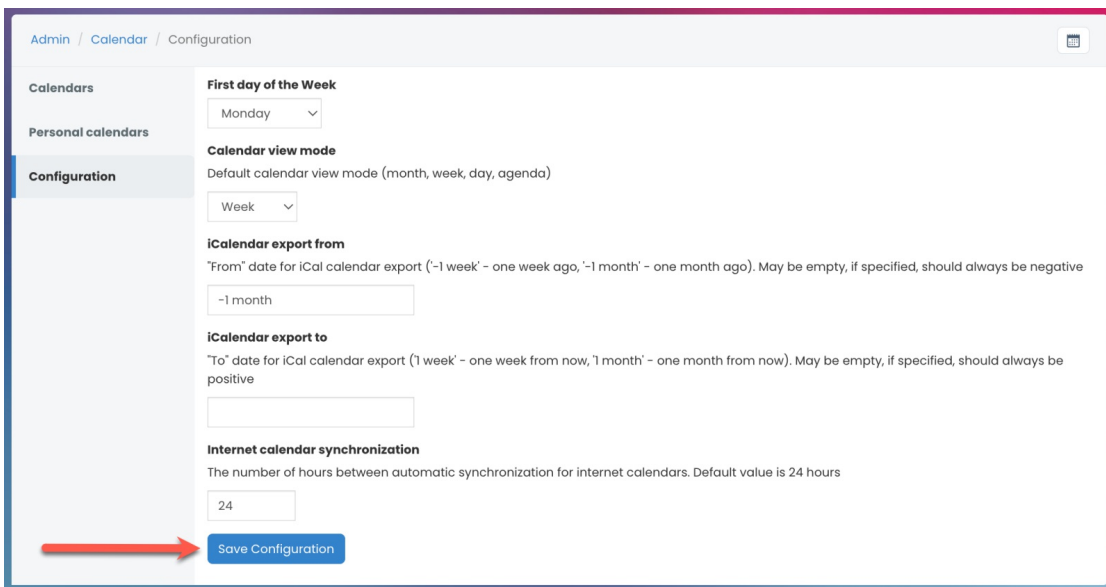
The number of hours between automatic synchronization for internet calendars. Default value is 24 hours

24

Save Configuration

- **First day of the week:** Configure the day which the calendar will define as the first day when looking at the weekly view.
- **Calendar view mode:** Determine the default viewing mode when users access the Calendar application.
- **iCalendar export:** Determine how far back your calendar exports will default to. 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:** Determine how far in the future your calendar imports will default. Any value you specify should always be a positive value.

3. Select **Save configuration** to confirm your changes.

This is the same screenshot as the one above, showing the 'Calendar Configuration' page. A red arrow is added, pointing from the left towards the 'Save Configuration' button at the bottom of the page.

Admin / Calendar / Configuration

Calendars

Personal calendars

Configuration

First day of the Week

Monday

Calendar view mode

Default calendar view mode (month, week, day, agenda)

Week

iCalendar export from

"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

-1 month

iCalendar export to

"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

Internet calendar synchronization

The number of hours between automatic synchronization for internet calendars. Default value is 24 hours

24

Save Configuration

To learn more about the front-end of the Calendar application, check out our [How to create a Personal or Group Calendar](#).

Last modified on 30 November 2023 by Hannah Door

Created on 16 August 2021 by Veronica Kim

Tags: admin, calendar, user guide, permissions