

Overview

The Private Calendar module of Active Data Calendar is a great tool for posting events to category calendars that an organization may not want to be publically viewable. This module offers the ability to extend the functionality of the base product by providing essentially a second master Calendar. However, although named “Private”, the Private Calendar can be used in any public or private way that fits a business requirement since its main distinction is a different set of categories and therefore a different set of events for a unique audience.

Please note that the Private Calendar module does not include any built-in security features or login requirements. To launch the Private Calendar you will need to simply add the Private Calendar link from wherever you want your web visitors to enter in at, such as a portal, intranet, extranet, or any other web page. If you would like to explore custom options for further securing the Private Calendar, please review the document “Securing the Private Calendar” on your Client’s Only area.

Creating the Private Calendar URL

Enabling the Private Calendar within an Active Data Calendar instance allows for the ability to set an extension that is essentially a parameter passed within the URL of the Private Calendar to pass a user over to view the Private calendar. This parameter is set in *Configuration: Private Calendar Settings*. As a default the parameter is able to be any odd number such as “3”. Once set to something more specific such as “privatecalendar” it must not be changed since this parameter is used in the URL, syndication code, mini grid syndication, RSS feeds and quicklinks to Private Calendar categories. If this is changed, it will break any marketing functionality unless later changed at the source code placed across your website. There is also a configuration on this screen to allow Public categories and by default Public events to be shown on the Private Calendar; however Private categories can never show on the Public Calendar.

The simplest way to create the Private Calendar URL is to go to *Marketing: Generate: Quicklinks* and select the type as Private and any other desired criteria.

- URL Structure: <http://<Calendar URL Base>/default.aspx?type=<Odd Number or Parameter>>
- Example: <http://www.calendarurl.com/default.aspx?Type=3>

The screenshot shows the 'Setup Calendar' configuration page in the Active Data Calendar application. The page has a navigation bar with links for PUBLIC CALENDAR, PRIVATE CALENDAR, MAIN MENU, HELP, LOGOUT, and ABOUT. Below the navigation bar is a menu with links for Events, Registration, Workflow, Facilities, Categorization, Marketing, Reports, and Configuration. The main content area is titled 'Setup Calendar' and contains a dropdown menu for 'Select a Configuration Option: Private Calendar Settings'. Below this is a section for 'Private Calendar' with a description: 'The Private Calendar configurations allow you to set category options and the private calendar URL extension.' There is a table with three columns: 'Attribute', 'New Configuration', and 'Current Configuration'. The first row is for 'Show Public Categories In Private Calendar:' with radio buttons for 'Enable' and 'Disable' (selected), and the current configuration is 'Disable'. The second row is for 'Private Calendar URL Extension:' with an empty text input field and the current configuration is 'adeprivate'. At the bottom of the form are buttons for 'CANCEL', 'PREVIEW', and 'SAVE'. The footer of the page contains copyright information: 'Copyright 2009. Powered by Active Data Calendar, an events planning and marketing calendar solution from Active Data Exchange. POWERED BY active data exchange'.

Configuring the Private Calendar

The Private Calendar can be configured with a completely different set of colors and front end configurations regarding calendar views and interactive functionality. Go to the [Configuration: Setup Calendar](#) and visit each page in the drop down menu. Almost all pages have a toggle in the upper right hand corner of the screen to go to the Private side and make completely different changes to existing settings that are determined for the Public Calendar. The only areas that are shared across the two master calendars and not able to be dually configured are the following:

- Conflict Notification Settings
- Custom Admin Text Settings (*login screen text*)
- Custom Event Administration Settings (*custom external and internal fields*)
- Email Settings
- General System Settings
- Open Entry Settings (***only available if the Private Open Entry Module is licensed*)
- Workflow Configuration

Once these areas have been set, please remember to re-visit [Configuration: Private Calendar Settings](#) to decide the Private Calendar extension and also whether or not you would like to show Public categories and by default Public events in the Private Calendar.

The screenshot shows the 'Setup Calendar' configuration page in the Active Data Calendar interface. At the top, there is a navigation bar with links for PUBLIC CALENDAR, PRIVATE CALENDAR, MAIN MENU, HELP, LOGOUT, and ABOUT. Below this is a secondary navigation bar with tabs for Events, Registration, Workflow, Facilities, Categorization, Marketing, Reports, and Configuration. The main content area is titled 'Setup Calendar' and includes a dropdown menu for 'Select a Configuration Option' set to 'Custom Graphic Settings'. To the right of this dropdown is a toggle switch for 'Public' and 'Private', with 'Private' selected and circled in red. Below the toggle is a section for 'Custom Graphic Settings' and a 'Master Calendar Header & Footer' section. This section contains two rows: 'Header' and 'Footer'. Each row has a checkbox, a text input field, a 'Browse...' button, and a 'Remove Custom' link. To the right of these fields are links for 'Current Configuration', 'Custom Private Header', and 'Custom Private Footer'.

Configuring Private Categories

When first configuring the Private Calendar it is important to layout and define the new category structure and purpose of the Private Calendar. The categories will act the same as the Public Calendar in that they can be used to generate syndication code, mini grid syndication, RSS feeds and quicklinks to Private Calendar category views. Categories are a two-tiered structure so there is an option to create a master and subcategory structure.

Go to [Categorization: Category\(s\): Add](#) to start adding master categories and then any relevant subcategories to further granularize and break out the way you are classifying your events. Please note that any category labeled a Private category will appear in the list with an asterik (*) next to it to denote it as a Private category.

When adding a Private category please fill out and review the following options.

Configuration Option	Description
Category Name	Enter the category name for new Private category. This cannot be the same name as any current Public or Private category name.
Category Type	Select "Private Event Category" from the drop down.
Lock This Category	Locking the category will present a list of possible Category Owners based on permissions previously set in a user's/group's profile. If the category remains locked but no user/group is selected, the approval notification will be sent to the Super User. Approving locked categories is an approve/deny function; modifying the event requires the user account to be a department administrator of the department associated to the event.
Restrict User Access to Add Events to this Category	Restricting access to a category hides the category from a user's/group's category drop down menu for selection during the event entry process.
Do not include in the master category search list	This option is only available for organizations that have the private Calendar module. If this checkbox is selected, the category will not display in the master public/private category search drop-down for selection. The only way to navigate to this category will be through a quick link.
Do not include in the Open Entry Submission Form	This option is only available for organizations that have the Open Entry Module (public, private or both). If this checkbox is selected, the category will not be included in the category drop-down on the open entry submission form.
Upload Custom Category Header/Footer	This option includes the ability to upload a custom header and/or footer .html file to be displayed as the header and footer if this category is selected for viewing of events on the front-end view screens. *NOTE: Calendar header and footer files that are uploaded must be HTML files (.htm and .html) in file format. You cannot upload .gif, .jpg or any other file type for your header/footers.

active data
CALENDAR

[PUBLIC CALENDAR](#)
[PRIVATE CALENDAR](#)
[MAIN MENU](#)
[HELP](#)
[LOGOUT](#)
[ABOUT](#)

[Events](#)
[Registration](#)
[Workflow](#)
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CATEGORY(S): [Add](#) - [Modify/Delete](#) SUBCATEGORY(S): [Add](#) - [Modify/Delete](#) [View](#)

Add Category

*Category Name:

Category Type: ▼

Lock This Category

Restrict User Access to Add Events to this Category

Category Display Configuration

Do not include in the master category search list (on front-end view screens).

Do not include in the Open Entry Submission Form.

Upload Header:

Upload Footer:

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Configuring Users for Private Calendar Permissions

In addition to locking Private categories to assign owners and restricting user access to specific categories, you are also able to determine if a user/group can add to any private categories as a global setting. Navigate to *Workflow: Accounts/Groups: Modify/Add* and go to Step 3 of the user/group wizard to "Department Privileges" and select from the following two options in "Event Marketing Privileges". This allows for a Public only, Private only or mixed user account.



Event Marketing Privileges

- Add/Modify/Cancel/Delete Public Events
- Add/Modify/Cancel/Delete Private Events

Event Entry for Private Events

When entering events users/groups will now be presented with the options previously configured of what categories and even if they can add to the Private calendar at all. The only difference in event entry is on the Step 1 of the add event wizard with selecting the "Event Type" as Public, Private or Both. Based on the type selected the respective categories will appear.

If a User selects to add the event to the Public Calendar (by selecting "Public" in the Event Type drop-down when adding their event), then the event will only display under the Public Categories selected on the Public Calendar. Even if that Public Category is shown on the Private Calendar, the event will not display because the event was tagged as Public Only. The event has to be tagged as "Both" under "Event Type" in order for it to display under the Public Categories in the Private Calendar. If a User selects for an event to go to "Both" Calendars but only selects one Category that happens to be a Private Category, then the event will only display on the Private Calendar until at least one Public Category is also selected (through Modify Event) and vice versa.

***NOTE:** Any category labeled a Private category will appear throughout the calendar administration area with an asterik (*) next to it to denote it as a Private category. This asterik will be shown next to Private categories but not on the front end facing master Public or Private calendars.

Generating Syndication Code, MiniGrid Syndication, RSS & Quick Links for the Private Calendar

- Be sure to select "Private" as the Event Type in the drop-down selector.
- Syndication Code and RSS can be selected as Public only, Private only or Both. If "Both" is selected then the syndicated list will include events that were only classified as "Both" and will not be a cumulative list of both Public and Private.
- MiniGrid Syndication and Quicklinks can only be Public or Private and not Both.

Workflow and the Private Calendar

If you setup a User Account to have the privilege to post events to the Private Calendar and they select a department for their event which is administered by another administrative user account that does not have the privilege to add events to the private calendar, then the administrative user will see the event for processing and they will also see the private categories selected but they will not be able to change the "Event Type" since they do not have that drop-down option.

Support

Please contact Product Support at (610)-997-8100 or support@activedatax.com for further assistance.