

Overview

A Quick Link is a dynamic URL that is considered a pre-filtered web address intended to direct a web visitor to a specific calendar view based on category, location, keyword and/or date and time range.

All Quick Links, including the private calendar URL are dynamic and will automatically "render" as the public calendar URL once entered into a browser and submitted for request. This allows that the URLs are not easily re-distributed by copy and paste. Please note that if functionality is different from this it could be due to local cached internet browser settings.

In order to bookmark a calendar Quick Link, the web visitor needs to create an overall bookmark of the rendered URL and then modify the properties of the bookmark to manually add the dynamic quick link URL.



NOTE: If the Quick Link is placed behind any kind of external web based authentication mechanism, it is possible that the web visitor will not be directly taken to the specified URL. The user may be re-directed to an SSO/authentication page requiring login credentials. After logging in successfully, the web visitor may or may not be directed to the requested Quick Link URL. The visitor's final destination after logging in will be based on the specific configuration and capability of the external SSO/authentication implementation.

Instructions on How to Bookmark a Quick Link URL

(Note: Directions based on Internet Explorer 7)

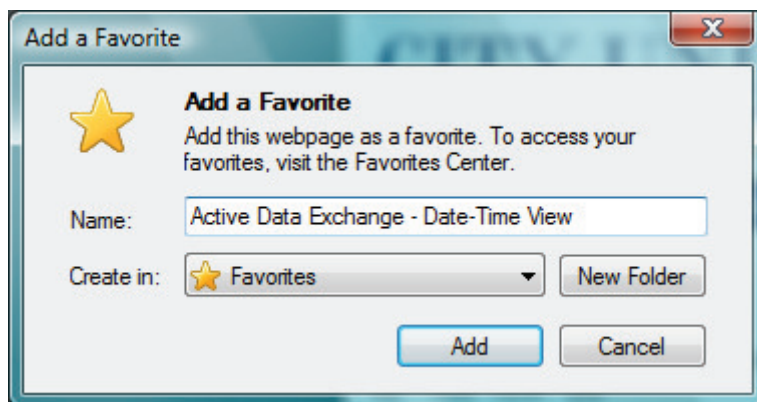
1. Enter the Quick Link URL into the internet browser's address bar and hit Enter.

- The requested Calendar view displays appropriately but note the difference in the rendered URL from the original Quick Link URL in the browser's address bar.

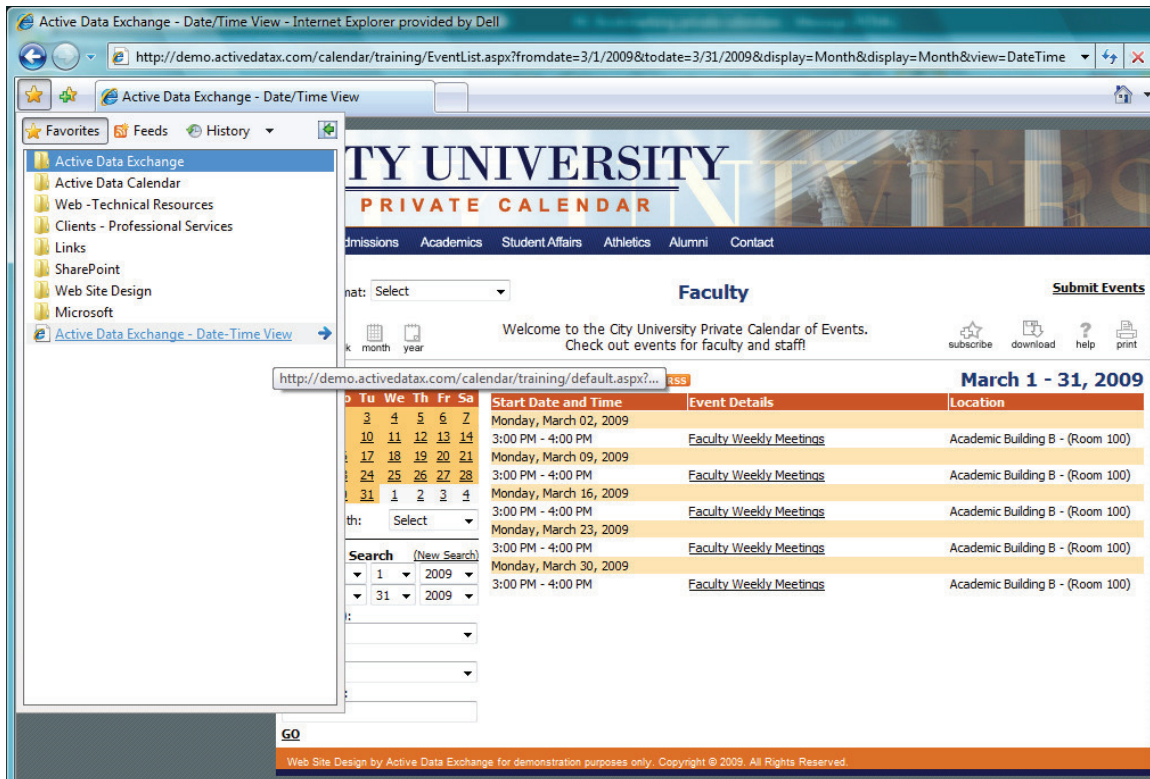
The screenshot shows a web browser displaying the City University Private Calendar. The address bar shows the URL: `http://demo.activedatax.com/calendar/training/EventList.aspx?fromdate=3/1/2009&todate=3/31/2009&display=Month&display=Month&view=DateTime`. The page title is "Active Data Exchange - Date/Time View". The main header features the "CITY UNIVERSITY PRIVATE CALENDAR" logo and a navigation menu with links: Home, Admissions, Academics, Student Affairs, Athletics, Alumni, and Contact. Below the header, there is a "Display Format:" dropdown set to "Select" and a "Faculty" section. A welcome message reads: "Welcome to the City University Private Calendar of Events. Check out events for faculty and staff!". To the right of the welcome message are icons for "subscribe", "download", "help", and "print". The main content area is titled "Date/Time View" and shows a calendar for March 2009. The calendar grid highlights the dates from March 1 to March 31. Below the calendar grid is an "Advanced Search" section with fields for "From:" (Mar 1 2009), "To:" (Mar 31 2009), "Category(s):", "Location(s):", and "Keyword(s):". A "GO" button is at the bottom of the search section. The "Date/Time View" table lists events for March 1 - 31, 2009. The table has three columns: "Start Date and Time", "Event Details", and "Location". The events listed are "Faculty Weekly Meetings" occurring on Monday, March 02, 09, 09, 16, 23, and 30, 2009, all from 3:00 PM to 4:00 PM, located in "Academic Building B - (Room 100)".

Start Date and Time	Event Details	Location
Monday, March 02, 2009 3:00 PM - 4:00 PM	Faculty Weekly Meetings	Academic Building B - (Room 100)
Monday, March 09, 2009 3:00 PM - 4:00 PM	Faculty Weekly Meetings	Academic Building B - (Room 100)
Monday, March 16, 2009 3:00 PM - 4:00 PM	Faculty Weekly Meetings	Academic Building B - (Room 100)
Monday, March 23, 2009 3:00 PM - 4:00 PM	Faculty Weekly Meetings	Academic Building B - (Room 100)
Monday, March 30, 2009 3:00 PM - 4:00 PM	Faculty Weekly Meetings	Academic Building B - (Room 100)

- Add the bookmark as a favorite.



4. Open up the Favorites tab, right click on the bookmark and choose "Properties".



5. Edit the URL string in the bookmark from the generic calendar URL to the dynamic quick link URL and hit OK. Click on the bookmark again to see the changes in effect.

