

Category & Subcategory Icon/Text Tip Sheet

This tip sheet has been created to assist Active Data Calendar users when using the Category / Subcategory Icon/Text feature introduced in Active Data Calendar v. 3.14.4. In this document the feature will be summarized, its capabilities and limitations will be explained in detail, and information and instructions will be provided to assist in enabling and configuring the feature. Please note, your instance of Active Data Calendar must be version 3.14.4 or greater. You can check the version number of your calendar by logging into the administrative area, and clicking the "About" link in the top right corner. Additionally, some of the functionality in the document requires the custom text module. Specifically the ability to change the appearance of the Icon/Text outlined in:

["Appendix D: Modifying Category / Subcategory Icon/Text via the Custom Text Module Configuration of Auto-Icon/Text Category / Subcategory Separators."](#)

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Summary of Functionality

This functionality is intended to auto-populate all event names with a category Icon/Text and/or sub category Icon/Text at the beginning of the event name. The default display characteristics of this functionality is depicted below in [Figure a](#)



Start Date and Time	Event Details
Tuesday, April 01, 2014	
All Day	[Prefix-1](Prefix 1) Marketing Event
7:00 AM - 8:00 AM	[Prefix 2](Sub 2-2) Teacher Association Meeting
9:00 AM - 10:00 AM	[Prefix-1] Admissions Event
2:30 PM - 4:30 PM	[Prefix 2](Sub 2-1) City Hall Event
5:00 PM - 7:30 PM	[Prefix 2](Sub 2-1) Community Health Event

Figure a – Category / Subcategory Icon/Text in Date/ Time View

This functionality is not enabled by default, there is a configuration option to turn on/off category and sub category Icon/Text globally in the application. When enabled a text box will appear in the category / subcategory management screens for the Icon/Text that can hold up to 16 characters. Please note the total display length for the Icon/Text is limited to a total of 16 characters.

For all categories / subcategories the Icon/Text will be displayed within brackets. Alternatively, if the calendar has the custom text module the value assigned via the custom text module will be displayed. Sub categories will be displayed after the category Icon/Text within parenthesis, or the value assigned via the custom text module.

- For example an event that uses a category and subcategory with an event title of “Board Meeting” would appear like so: **[ABC] (123) Board Meeting**. In this example the category Icon/Text is “ABC” and the subcategory Icon/Text is “123”.
- If there are multiple categories and/or subcategories for an event, the Icon/Text will state **[multiple]**. Please note, if you select a subcategory, and its parent category the **[multiple]** Icon/Text will be displayed. If enabled, the Icon/Text will display on all front end calendar views (grid, summary, list, date/time, category, location, featured, and event details) with the exception of the Gantt view.

Implementation Considerations

1. The calendar will automatically generate the Icon/Text when displaying the event name on front end screens and syndication only.
2. If enabled and configured the user does not need to manually specify the category / subcategory Icon/Text in the event name when creating a new event. The Icon/Text will not be displayed in the event name (shown in blue below) at the time of event creation or editing. However, the Icon/Text will be displayed in the categorization drop downs (shown in red below) in the create an event process.

Add Event - General Details

*Event Name:
Tip Sheet Event

*Department:
Department 1

Publish on Selected Calendar(s):
Public Highlight This Event

*Category(s)/Subcategory(s):
Select
Select All
Select Multiple
[Prefix-1] Public Category
 [Prefix-1](Prefix 1) Public Sub Category 1
 [Prefix-1](Prefix 1) Public Sub Category 2
[Prefix 2] Public Category 2
 [Prefix 2](Sub 2-1) Sub Category 2-1
 [Prefix 2](Sub 2-2) Sub Category 2-2
 [Prefix 2] Sub Category 2-3
 [Prefix 2] Sub Category 2-4
 [Prefix 2] Sub Category 2-5

Design HTML Preview

Event Date: 4/2/2014 Start Time: Duration: 0 Hours and 0 Minutes All Day

Main Information Scheduling & Facilities Images & Attachments Details & Registration

CANCEL PREVIEW

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Figure b- Icon/Text in Event Creation / Modification

3. If enabled, Category / Subcategory Icon/Text will be displayed for all events.
 - a. If Category / Subcategory Icon/Text has been enabled in system settings, any event created using a category or subcategory with a defined Icon/Text, will

display the Icon/Text. Meaning, you cannot set an event to show or hide the Icon/Text on a case by case basis.

- i. If the event uses a category / subcategory that does not have a defined Icon/Text nothing will show. This includes the category / subcategory separators.
4. For previously created events the calendar will display all elements of the original title plus the Icon/Text.
5. If a category uses an Icon its child subcategories do not require the use of an Icon.
6. User access to modify an Icon/Text for all Categories and subcategories will be controlled by the existing System Administration Privileges of , "Add/Modify/Delete Categorizations".
 - a. This new feature does not include any modification to existing permissions and/or privileges for workflow and system administration.

Front End Display Considerations

7. The Category / Subcategory Icon/Text limited to a maximum length of 16 text only characters, two 12pixel by 12pixel Icons, or one 16 character text value and one 12pixel by 12pixel Icon. This is the combined total for each category or subcategory Icon/Text.
 - a. This does not include the Icon/Text separators (for a total of 20 characters).
 - i. If the combined length of a category and/or subcategory Icon/Text exceeds 16 characters, all characters beyond the 16th character will be truncated.
 - b. The Category / Subcategory Icon/Text field will not be subject to the validation rules governed by the , "Script Tag Blocking" configuration option.
8. The Category / Subcategory Icon/Text also allows for an Icon to be used in place of a text only value. You can mix use of Icon or text for a category or subcategory. Meaning, a Category could be configured with an Icon, and its subcategories configured with text, or vice versa.
 - a. Icons are limited to a maximum display size of 12pixels square.
 - b. The sub category level can use an Icon or a text value; it is not inherent from the parent category.
 - c. Icons that are associated with categories will be pre-pended to the following area(s) in the application.
 - i. The Category Drop down / Multiselect window in Advanced Search.
 - ii. In front of the event Name
 1. Grid View
 2. Category View

3. Date/Time View
 4. Summary View
 5. Location View
 6. Gantt View
 7. Featured Events (Regeneration of Syndication Required by Client (item 6b))
 - a. Top Events this Week
 - b. Upcoming Events
 8. Event Details View
- iii. In front of the Additional Categories Links in the featured events View.

Marketing (Syndication) Considerations

9. For all of the following forms of syndication: (list, search, mapping, RSS) the Category / Subcategory can be displayed prepended to the event title. Please note, to include the category / subcategory Icon/Text requires regeneration of syndication code.
 - a. When creating syndication select the, "Include Category / Subcategory Icon/Text" checkbox. This will populate either the text Icon/Text or the Icon Icon/Text.
 - b. In order to display this information on existing syndication, you will need to regenerate the URL or script and replace the existing syndication.
10. The ability to display Category / Subcategory Icon/Text that are Icons is not supported by RSS. Only text value pre-fixes will be displayed.

Appendix A: Enable Category / Subcategory Icon/Text

1. Configuration of Enable / Disable Category / Subcategory Icon/Text
 - a. Users will be able to enable or disable the display of the Icon/Text in Configuration > General System Settings.
 - b. The label for this configurable is, "Display Category / Subcategory Icon/Text:"
 - i. The available options are Enable or Disable.

Attribute	New Configuration	Current Configuration
Display Category / Subcategory Text / Icon:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Enable
Allow Remote Services:	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	Disabled
Marketing Main Menu Sort:	Department/Category ▼	Department/Category
Allow Imported Events to Override Double Booking Rules:	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
Event Title character limit:	<input checked="" type="radio"/> 100 <input type="radio"/> 200	100
Event Description character limit:	<input checked="" type="radio"/> 8000 <input type="radio"/> 15000	8000

Figure c- Enable or Disable Category / Subcategory Icon/Text

Appendix B: Include Category / Subcategory Icon/Text in Syndication

2. Configuration of Include in Syndication

- a. Users will be able to include or exclude the Category / Subcategory-Icon/Text from a syndicated list, search syndication, mapping syndication, and RSS syndication). By default, the Category / Subcategory-Icon/Text is excluded from syndication. The label for this configurable is, "Include Category / Subcategory Icon/Text"

Location of option in Generate Active Data Syndication Code

Open Links in New Browser Window

Include Category / Subcategory Text / Icon

Maximum # Events:

Custom No Events Message:

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Figure d- Include Category / Subcategory in List syndication

Location in Generate Mapping Code

Expire Events from Syndication List after Start Date/Time of Event

Include Only Highlighted Events

Include Category / Subcategory Text / Icon

Recurring Events Rule:

Include Binary Data

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Figure e Include Category / Subcategory in Mapping syndication

Location in Generate RSS Code

Expire Events from Syndication List after Start Date/Time of Event

Apply current date to multiday events

Include Only Highlighted Events

Include Category / Subcategory Text / Icon

Recurring Events Rule:

Maximum # Events:

RSS Title:

RSS Icon 1

Include Binary Data

Add to RSS Library

Library Name:

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Figure f Include Category / Subcategory in RSS

Location in Generate Search Syndication

Search Syndication Setup **Search Results Setup** **Security Setup** **Syndication Code**

Search Results Setup

Result Format:

Sort Order:

Include Category / Subcategory Text / Icon

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Figure g Include Category / Subcategory in Search syndication

Appendix C: Defining a Category or Subcategory Icon/Text

3. Assigning an Icon/Text for a category is handled in the Categorization Tab in the administrative area.
 - a. Users with the, "Add/Modify/Delete Categorizations" will have the ability to set the Icon/Text for all categories.
 - b. Users set the Icon/Text individually for each category.
 - i. Figure h below indicates the area in which you configure the Icon/Text in red.

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: Browse...

Upload Footer: Browse...

Upload Default Image: Browse...

Category Text:

Upload Category Icon: Browse...

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Figure h – Defining a Category Icon/Text

4. Assigning a Icon/Text for a subcategory is handled in the Categorization Tab in the administrative area.
 - a. Users with the, “Add/Modify/Delete Categorizations” will have the ability to set the Icon/Text for all categories and subcategories.
 - b. Users set the Icon/Text individually for each category and subcategory.
 - i. Figure i below indicates the area in which you configure the Icon/Text in red.

Modify Subcategory

You selected the subcategory **Public Category - Public Sub Category 2** to modify. DELETE

*New Subcategory Name:

Lock This Category

Restrict User Access to Add Events to this Subcategory

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

Do not include in the Open Entry Submission Form.

Subcategory Text:

Upload Subcategory Icon: Browse...

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Figure i Defining a Subcategory Icon/Text

Appendix D: Modifying Category / Subcategory Icon/Text via the Custom Text Module

5. Configuration of Auto-Icon/Text Category / Subcategory Separators.
 - a. NOTE: Access to this configuration option requires the custom text module.
 - b. By default the auto-Icon/Text will be displayed using the bracket symbols [] preceding and following the Category Icon/Text. The parenthesis symbols () will be displayed preceding and following the Subcategory Icon/Text.
 - i. In Figure j two events are displayed. The first event is assigned to a category and displays its Icon/Text as [Icon/Text-1]. The second event is assigned to a subcategory and displays its Icon/Text as [Icon/Text 2](Sub 2-1)

9:00 AM - 10:00 AM	[Prefix-1] Admissions Event
2:30 PM - 4:30 PM	[Prefix 2](Sub 2-1) City Hall Event

Figure j Display of Category / Subcategory Icon/Text in Date / Time view

- c. Users will be able to override the following settings via the custom text module. Each field is limited to 1 character.
 - i. Category Icon/Text Opening Separator
 - ii. Category Icon/Text Closing Separator
 - iii. Subcategory Opening Separator
 - iv. Subcategory Closing Separator

Custom Text Settings

The Custom Text Configuration controls and allows for configuration of what text is displayed in various areas of the calendar.

Select Text Group:

Attribute:	Default Configuration:	User Defined Configuration:	Max Length:
Page Title:	Select Categorization	<input style="width: 100%;" type="text"/>	100 Characters
Page Heading:	Select Category(s)/Subcategory(s) to Search	<input style="width: 100%;" type="text"/>	100 Characters
Expand All:	Expand All	<input style="width: 100%;" type="text"/>	100 Characters
Collapse All:	Collapse All	<input style="width: 100%;" type="text"/>	100 Characters
Back:	Cancel	<input style="width: 100%;" type="text"/>	100 Characters
Select All:	Select All	<input style="width: 100%;" type="text"/>	100 Characters
Deselect All:	Deselect All	<input style="width: 100%;" type="text"/>	100 Characters
Submit:	Submit	<input style="width: 100%;" type="text"/>	100 Characters
Category Text Opening Separator:	[<input style="width: 100%;" type="text"/>	1 Characters
Category Text Closing Separator:]	<input style="width: 100%;" type="text"/>	1 Characters
Subcategory Text Opening Separator:	(<input style="width: 100%;" type="text"/>	1 Characters
Subcategory Text Closing Separator:)	<input style="width: 100%;" type="text"/>	1 Characters

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Figure k – Modifying Icon/Text Separators in Custom Text