pennsylvania
interactive

USER GUIDE

ENTERPRISE CALENDAR
EVENT MANAGEMENT
3/5/2021

1. INTRODUCTION

This User Guide covers the calendar management portion of the Enterprise Calendar. This is a web-based application which is also mobile friendly, so you can use it from your desktop, laptop or phone.

2. OVERVIEW OF THE ENTERPRISE CALENDAR

Here are the major steps describing how the calendar works:

- An authorized user requests an event be added to the calendar by creating an event; when an event is created, the designated approver will receive an email notification that an event is waiting for review.
- An authorized user reviews an either approves or denies the request; the requestor will receive an email not
- If the event is approved, it will be displayed on the public Enterprise Calendar.

3. ROLES

There are five user roles for agencies, defined here:

1. **Calendar Admin:** Can create calendars, retrieve calendar GUID, grant access, assign users' roles and access to specific calendars. (PAI only)
2. **Calendar Super User:** Main functions are to set individual user's roles, remove access to agency calendars, manage categories and approve events.
3. **Calendar Requester:** Creates an event request to be added to the calendar.
4. **Calendar Approver:** Manages events, including adding editing and removing events.

4. LOGGING IN

1. Go to the calendar at: https://apps.pa.egov.com/EnterpriseCalendar/ and use the Login function on the main menu to log in.

2. Select the Commonwealth of PA option
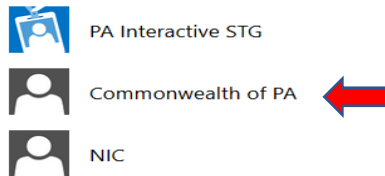
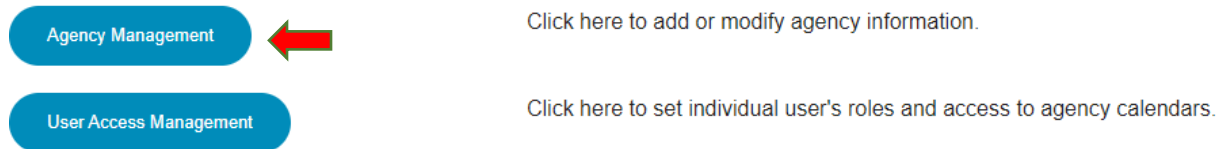3. Enter your CWOPA user name and password to log in
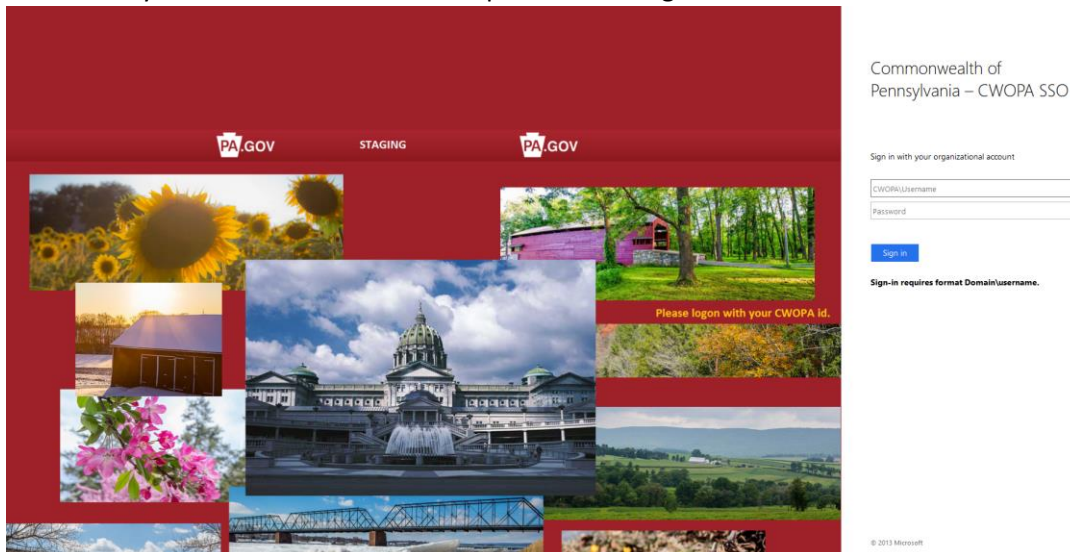
4. Select the "Sign In" button

5. ADDING CATEGORIES

1. Login to the enterprise calendar application, select "Admin" in the top navigation
2. Select "Agency Management"

Adminstration Panel

Agency Management ⬅   Click here to add or modify agency information.

User Access Management   Click here to set individual user's roles and access to agency calendars.

3. Select the calendar from the dropdown that you would like to manage categories for
4. Click "Manage Categories"

Agency Calendars

Update the Name of this Calendar

AA-QA Test Event ▾

Agency Name *

AA-QA Test Event

Clear Form   Manage Categories ⬅

5. To add a category, fill in the category Name and click "Add Category"
6. To edit a category, click Edit next to the category, update the name and click Save
7. To delete a category, click Delete next to the category and click Ok when it double checks

Manage Categories

Category Name:

[   ]   Add Category

Category 1   Edit   Delete

Category 2   Edit   Delete

Category 3   Edit   Delete

6. WORKING WITH EVENTS (AUTHORIZED USERS)

The Schedule List is the main page for working with events. From here you can view, create, edit and remove events. You can get to this page by clicking the "Events" link in the main navigation menu:

On the Schedule List page, you can see a list of events that have been requested, the event date and the status of the request. You can filter events by agency, date range and status. To filter by agency, use the "Select an Agency" dropdown list to select an agency. You can also specify a date range by selecting a starting and ending date for the range. You can filter by status by checking one or more checkboxes. You can also view only the events which you've requested by checking the "Show only events I've created" box.

4.1 Creating an Event

To create an event, use the "Create a New Event" button on the Schedule List Page.

Complete the form to create a new event. Once you have completed the form, use the "Create" button to create the event. Required fields include Title, Description, Start and End Dates which are marked with an asterisk (*).

Create An Event

Event Information:

* Indicates a required field

* Agency

Administrative Office of the Pennsylvania Courts (AOPC)

Category

Choose a category

* Title

* Start Date & Time		* End Date & Time	
📅 02/10/2021	🕐 12:00 AM	📅 02/10/2021	🕐 12:00 AM

☐ All Day

* Description

Limit to 1500 characters

Additional Details:

Event Url	Entry Fee
(Example: http://www.yoursite.com)	(Example: 5.00)
http://www.yoursite.com	0.00

Link for Tickets

(Example: http://www.yoursite.com)

http://www.yoursite.com

Event Location:

Street Address

City	State	Zip Code
	Pennsylvania	

Room

Contact Information:

First Name	Last Name

Email Address	Verify Email Address

Phone Number

[Create]   [Back to List]

Your event will now be displayed in the Schedule List. Notice that the status of the event will be "Submitted" until it is approved to be published to the public calendar.

Note: If someone with approver or higher access creates a new event it is automatically approved in the system.

Click the title of an event to view the details of that event. Use the "Back to List" button to return to the Schedule List.

7. EDITING AN EVENT

Use the event details page to edit events. If you have permission to edit an event, an "Edit Event" button will be displayed on the details page for that event. Use this button to access the Edit Event Details form.

You can change, remove or add information on the Edit Event Details form.

8. REQUESTING AN EVENT BE REMOVED FROM THE CALENDAR

If you do not have the permissions to remove an event, you must contact your agency's calendar administrator to remove your event. Check your agency's procedures for managing calendar events.

7.1 EVENT ADMINISTRATION (APPROVER)

If you have permission to administer events, you can use the "Edit Event" button in the Event Details to change the status of an event. This includes approving the event or removing the event from the calendar. Also, as an event approver, any event you create is automatically approved and therefore viewable on the public Enterprise Calendar.

7.2 CHANGING THE STATUS OF AN EVENT

Approving an Event

When an event has been submitted, as approver, you will receive an email notification with information about the event and a link to it.

Sample email:
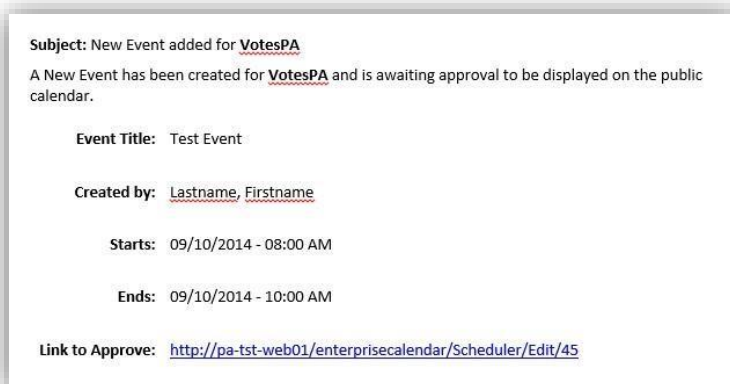
You can also approve events from the Edit Event form from the Schedule List. Once you are on the Edit Event form, you can change the event status by selecting the status from the dropdown list at the bottom of the form. Use the Save button to save the status change.
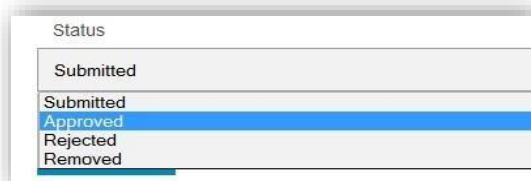
The new event status will now be displayed on the public calendar, the status will be updated on the Schedule List and the requestor will receive an email notification.

Sample email to event requestor:

An Event has been approved for **VotesPA** and is available for display on the public calendar.

Event Title:	Test Event
Created by:	Lastname, Firstname
Starts:	09/10/2014 - 08:00 AM
Ends:	09/10/2014 - 10:00 AM

Event Title	Start Date	End Date	Agency Calendar	Status
Test	09/10/2016	09/10/2016	VotesPA	Approved

7.3 REJECTING AN EVENT

On the Edit Event form, select "Rejected" and enter a reason why the event is rejected. The requestor will receive an email notifying them that the event has been rejected.
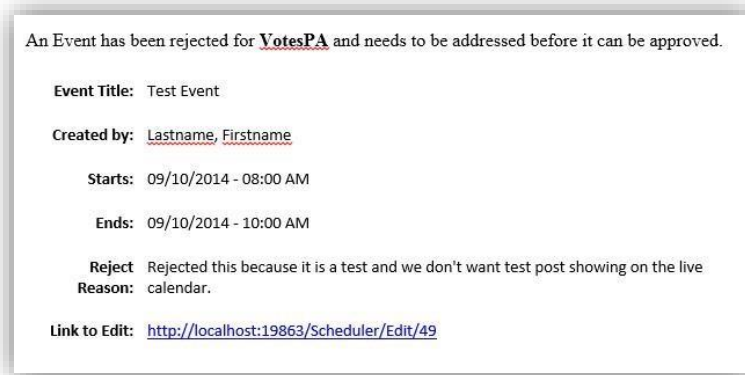
Status
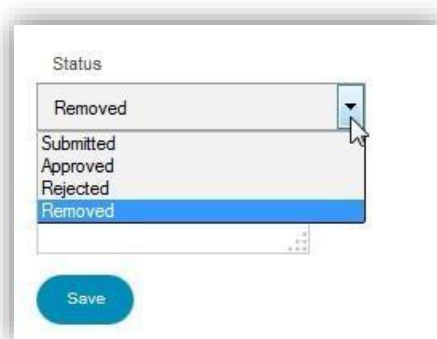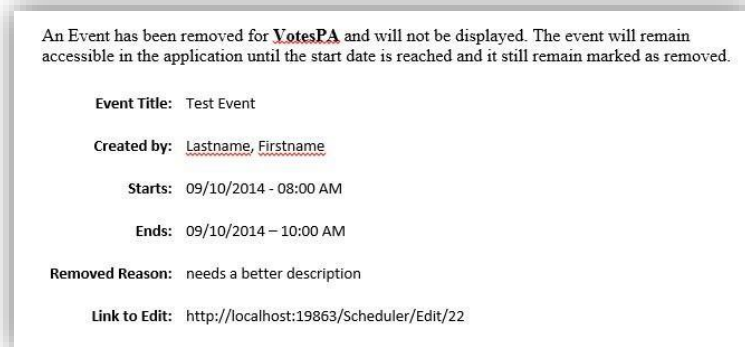
Rejected

Reason

This is not an approved |

Save

Sample email to event requestor:

An Event has been rejected for **VotesPA** and needs to be addressed before it can be approved.

Event Title: Test Event

Created by: Lastname, Firstname

Starts: 09/10/2014 - 08:00 AM

Ends: 09/10/2014 - 10:00 AM

Reject Reason: Rejected this because it is a test and we don't want test post showing on the live calendar.

Link to Edit: http://localhost:19863/Scheduler/Edit/49
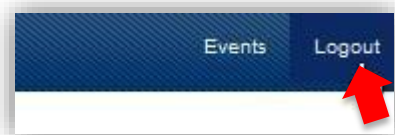
7.4 REMOVING AN EVENT

Events may be removed by the approver by changing the status in the Edit Event form for that event. The event requestor will receive an email notification that the event has been removed.

Sample email to event requestor:

An Event has been removed for **VotesPA** and will not be displayed. The event will remain accessible in the application until the start date is reached and it still remain marked as removed.

Event Title:	Test Event
Created by:	Lastname, Firstname
Starts:	09/10/2014 - 08:00 AM
Ends:	09/10/2014 – 10:00 AM
Removed Reason:	needs a better description
Link to Edit:	http://localhost:19863/Scheduler/Edit/22

8. LOGGING OUT

To log out of the calendar, use the "Log Out" button on the main menu.

9. THE PUBLIC CALENDAR

Only approved events will be displayed in the public calendar. The event details will be displayed for each event selected.

*This calendar will not work on IE

Week View / Mobile View

Calendar View

February 2021				- Select Categories - ▼		
					‹ Month Week ›	
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
31	1	2	3	4	5	6
7	8 **12:00 AM** Adding a event for testing tha **12:00 AM** Adding a	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Category 1	23 Category 2	24 Category 3	25 Category 4	26 Category 5	27 Category 6
28 Category 7	1 **12:00 AM** Edited Ev Category 8 **12:00 AM** Test Even	2 Category 9	3 Category 10	4 Category 11	5 Category 12	6
7 **12:00 AM** Test Event 1 Week	8	9	10	11	12	13

Details View

Categories Dropdown / Search

Note: Only fields configured for your agency's public calendar will appear in the details box.

10. TECHNICAL SUPPORT

Technical Support can be obtained by visiting the "Help" Link in the calendar application or the link provided below:

https://training.pa.egov.com/Pages/Training-Support.aspx