



USER GUIDE

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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.

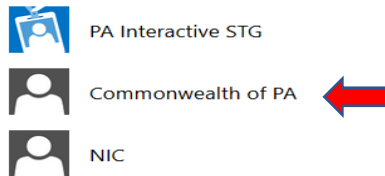


## Event Calendar

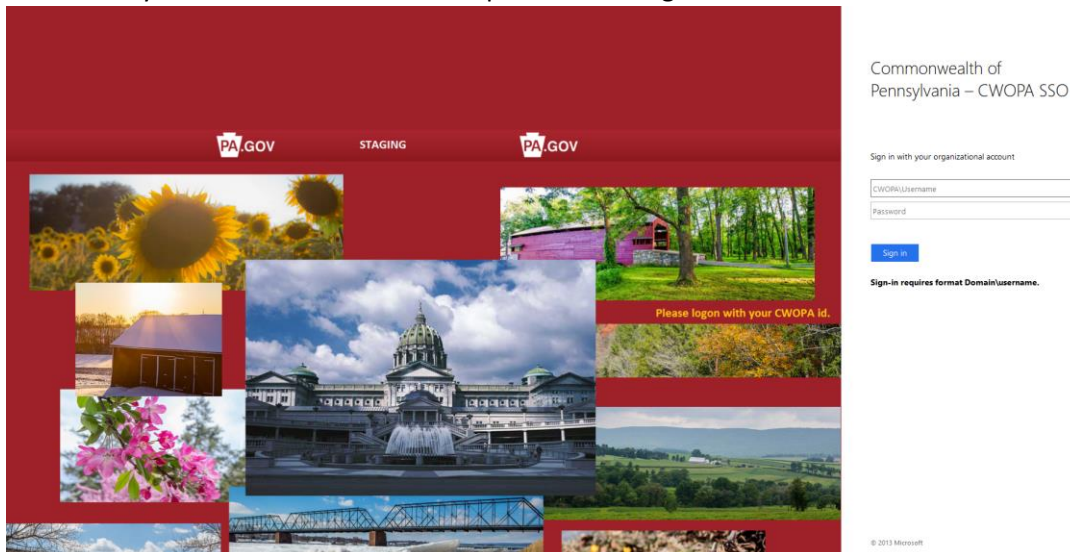
Enterprise Solution

2. Select the Commonwealth of PA option

Sign in with one of these accounts



3. Enter your CWOPA user name and password to log in

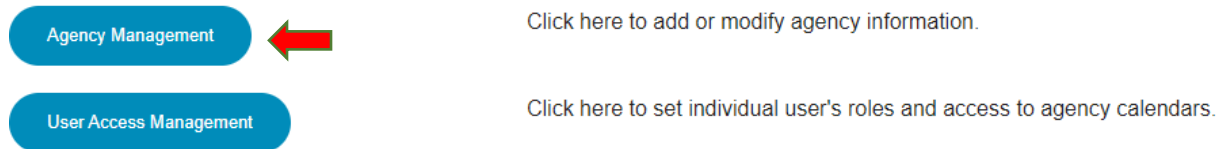



4. Select the "Sign In" button

## 5. ADDING CATEGORIES

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

### Administration 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 created” box.

The screenshot shows the 'Event Calendar' interface. At the top, there's a navigation bar with 'PA.GOV OFFICIAL APP' and links for 'Events', 'Preview', 'Admin', 'Help', and 'Logout'. Below this, the page title is 'Event Calendar Enterprise Solution' with a user greeting 'Welcome back, Matt!'. The main section is titled 'Schedule List' and contains several filter options: 'Select an Agency' (dropdown menu), 'Select a Starting Date' (calendar field), and 'Select an Ending Date' (calendar field). Below these are four status checkboxes: 'Submitted, waiting approval.', 'Approved, available publicly.', 'Rejected, approval denied.', and 'Removed from calendar.'. There is also a checkbox for 'Show only events I created.' and a 'Filter' button. A 'Create a New Event' button is located in the top right corner. A table below the filters shows one event: 'Test' with start and end dates of 06/15/2016, agency 'VotesPA', and status 'Approved'.

| Event Title | Start Date | End Date   | Agency Calendar | Status   |
|-------------|------------|------------|-----------------|----------|
| Test        | 06/15/2016 | 06/15/2016 | VotesPA         | Approved |

#### 4.1 Creating an Event

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

A close-up view of the 'Schedule List' page, focusing on the 'Create a New Event' button in the top right corner, which is highlighted with a red rectangular box.

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  
02/10/2021 12:00 AM

\* End Date & Time  
02/10/2021 12:00 AM

All Day

\* Description  
Limit to 1200 characters

Additional Details:

Event Uri  
(Sample: http://www.yoursite.com)

Entry Fee  
(Sample: \$00)

Link for Tickets  
(Sample: http://www.yoursite.com)

Event Location:

Street Address

City

State  
Pennsylvania -

Zip Code

Room

Contact Information:

First Name

Last Name

Email Address

Verify Email Address

Phone Number

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.

| Event Title                                   | Date       | Agency Calendar           | Status    |
|---|------------|---------------------------|-----------|
| <a href="#">Perry County Fair</a>             | 09/05/2014 | Department of Agriculture | Approved  |
| <a href="#">My Meeting II</a>                 | 09/05/2014 | Department of Agriculture | Approved  |
| <a href="#">Nate's Test Event 38</a>          | 09/06/2014 | Department of Agriculture | Rejected  |
| <a href="#">My Meeting</a>                    | 09/10/2014 | Department of Agriculture | Rejected  |
| <a href="#">My New Event</a>                  | 09/10/2014 | Department of Agriculture | Rejected  |
| <a href="#">Testing email notification</a>    | 09/10/2014 | Department of Agriculture | Removed   |
| <a href="#">PA Farm Show Planning Meeting</a> | 09/11/2014 | Department of Agriculture | Submitted |

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.

The screenshot displays the 'Event Calendar' interface within the 'PA GOV OFFICIAL APP'. The page title is 'Event Calendar' with the subtitle 'Enterprise Solution'. A user greeting 'Welcome back, Matt!' is visible. The main content area is titled 'Event Details' and contains the following information:

- Title:** Test
- Description:** test
- Start:** 6/15/2016 1:00 PM
- End:** 6/15/2016 3:00 PM
- Event Url:** <http://www.pa.gov>
- Entry Fee:** \$0.00
- Ticket Link:** <http://www.google.com>
- Contact:** PAI Staff, [pahebp@ejgov.com](mailto:pahebp@ejgov.com), 717-444-4444
- Location:** 30 N Third Street, Room: 200, Harrisburg, PA 17101
- Agency:** \votesPA
- Status:** Approved

At the top right of the event details section, there are two buttons: 'Back to List' and 'Edit Event'. A red arrow points to the 'Back to List' button. A second set of 'Back to List' and 'Edit Event' buttons is located at the bottom right of the page.

## 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.

### Edit Event Details

**Event Information:**

Title  
My New Event

Description  
A test event for illustrative purposes.

Start Date  

|              |           |
|--------------|-----------|
| 📅 09/10/2014 | 🕒 8:00 AM |
|--------------|-----------|

End Date  

|              |            |
|--------------|------------|
| 📅 09/10/2014 | 🕒 10:00 AM |
|--------------|------------|

Event Url

Entry Fee



## 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)

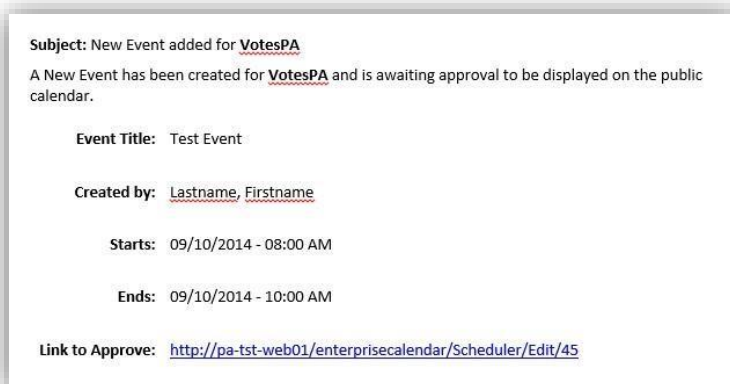
If you have permission to administer events, you can use the "Edit Event" button in the Event Details to change the status of an event. This includes approving the event or removing the event from the calendar. Also, as an event approver, any event you create is automatically approved and therefore viewable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

### 7.2 CHANGING THE STATUS OF AN EVENT

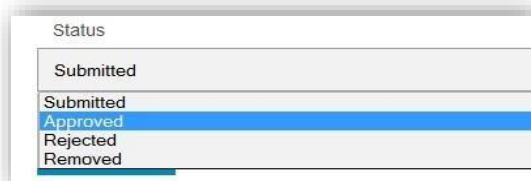
#### Approving an Event

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

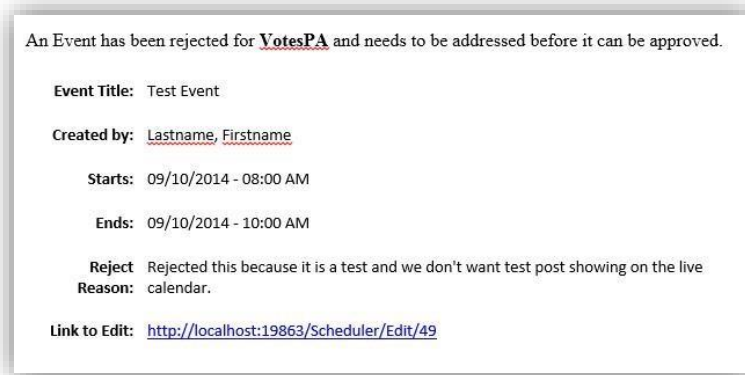
Rejected

Reason

This is not an approved |

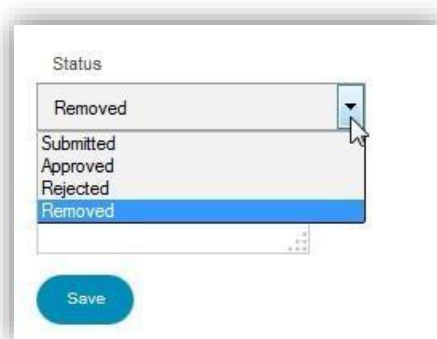
Save

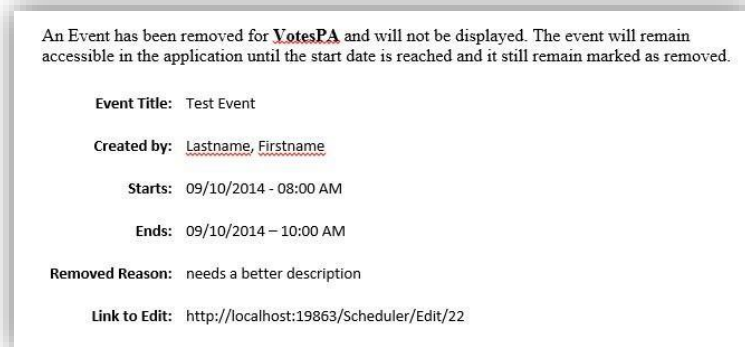
**Sample email to event requestor:**



## 7.4 REMOVING AN EVENT

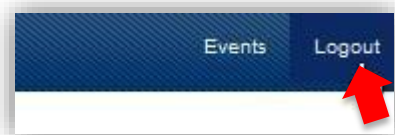
Events may be removed by the approver by changing the status in the Edit Event form for that event. The event requestor will receive an email notification that the event has been removed.



**Sample email to event requestor:**

## 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

## Feb 28 – Mar 6, 2021

< Month Week >

|                  |                                    |
|------------------|------------------------------------|
| <b>Sunday</b>    | <b>February 28, 2021</b>           |
| all-day          | • <a href="#">Category.7</a>       |
| <b>Monday</b>    | <b>March 1, 2021</b>               |
| 12:00 AM         | • <a href="#">Edited Event</a>     |
| all-day          | • <a href="#">Category.8</a>       |
| 12:00 AM         | • <a href="#">Test Event.1 Day</a> |
| <b>Tuesday</b>   | <b>March 2, 2021</b>               |
| all-day          | • <a href="#">Category.9</a>       |
| <b>Wednesday</b> | <b>March 3, 2021</b>               |
| all-day          | • <a href="#">Category.10</a>      |
| <b>Thursday</b>  | <b>March 4, 2021</b>               |
| all-day          | • <a href="#">Category.11</a>      |
| <b>Friday</b>    | <b>March 5, 2021</b>               |
| all-day          | • <a href="#">Category.12</a>      |

Calendar View

- Select Categories -

## February 2021

< Month Week >

| Sun        | Mon   | Tue        | Wed         | Thu         | Fri         | Sat        |
|------------|---|------------|-------------|-------------|-------------|------------|
| 31         | 1   | 2          | 3           | 4           | 5           | 6          |
| 7          | 8   | 9          | 10          | 11          | 12          | 13         |
|            | <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">12:00 AM Adding a event for testing the</div> <div style="border: 1px solid #ccc; padding: 2px;">12:00 AM Adding a</div>   |            |             |             |             |            |
| 14         | 15  | 16         | 17          | 18          | 19          | 20         |
| 21         | 22  | 23         | 24          | 25          | 26          | 27         |
|            | Category 1  | Category 2 | Category 3  | Category 4  | Category 5  | Category 6 |
| 28         | 1   | 2          | 3           | 4           | 5           | 6          |
| Category 7 | <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">12:00 AM Edited Ev</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Category 8</div> <div style="border: 1px solid #ccc; padding: 2px;">12:00 AM Test Even</div> | Category 9 | Category 10 | Category 11 | Category 12 |            |
| 7          | 8   | 9          | 10          | 11          | 12          | 13         |
|            | 12:00 AM Test Event 1 Week  |            |             |             |             |            |

### Details View

**Adding a event for testing that DOES have a category configured**

Test

**Start:** Feb 8th, 12:00 AM  
**End:** Feb 10th, 12:00 AM

**Fee:** \$350

**Purchase Tickets:**  
<https://www.egov.com/who-we-serve/partners/pennsylvania.html>

**Contact:**  
 Test Test  
[pa-qa@egov.com](mailto:pa-qa@egov.com)  
 123-456-7890

**Event Category:** Category 3

[Learn More](#)

### Categories Dropdown / Search

**- Select Categories -**

Search Categories

- Category 1
- Category 2
- Category 3
- Category 4
- Category 5
- Category 6
- Category 7
- Category 8
- Category 9
- Category 10
- Category 11
- Category 12

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

## 10. TECHNICAL SUPPORT

Events Admin **Help** Logout

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>