USER GUIDE

ENTERPRISE CALENDAR
USER 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:

1. 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.
2. An authorized user reviews an either approves or denies the request; the requestor will receive an email not
3. 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
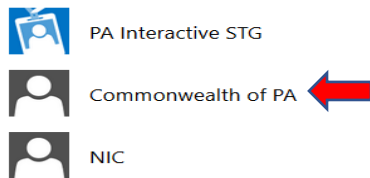
3. Enter your CWOPA user name and password to log in
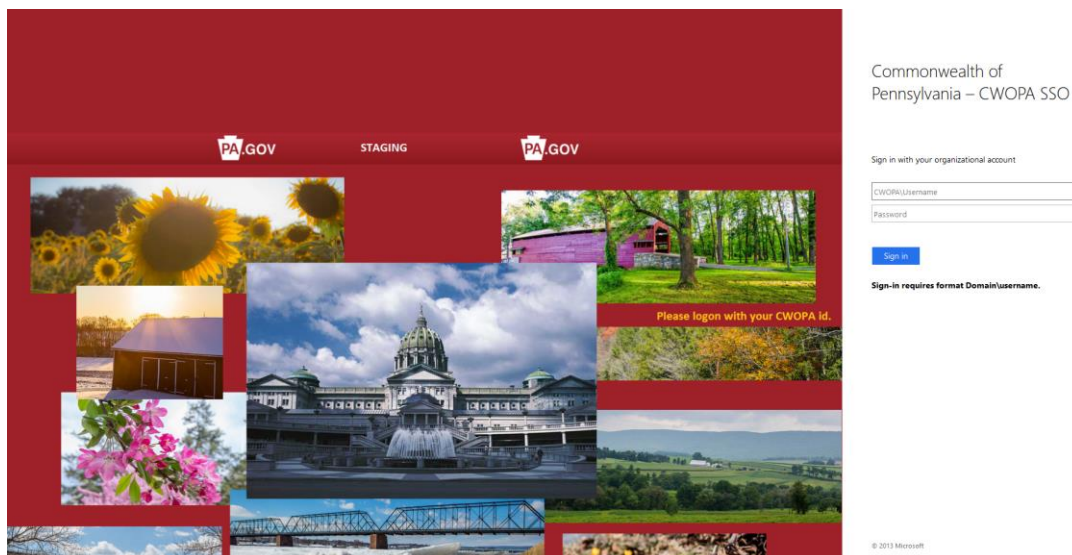
4. Select the "Sign In" button

5. ADDING A USER

1. Login to the enterprise calendar application, select "Admin" in the top navigation

Adminstration Panel

Add New User	Click here to add a new user.
Agency Management	Click here to add or modify agency information.
Retrieve Agency Key	Click here to retrieve the system generated key (GUID) that is required for the public interface to retrieve the calendar listing. This key is required in the javascript or no results will be returned.
User Access Management	Click here to set individual user's roles and access to agency calendars.

2. Select "Add New User"

3. Configure user

   User Name: Username (Suggested - First Initial and Full last name)

   UPN: CWOPA email and @pa.lcl instead of @pa.gov

   Display Name: Username (Suggested - First Initial and Full last name)

   Email: Must end in @pa.gov

   Role Id: Select 1- Admin, 2- Super User, 3- Approver, 4- Requestor, 5- Setup (Read-Only)

Add New User

User Information:

User Name:
UName

UPN:
User.Name@pa.lcl

Display Name:
UName

Email:
User.Name@pa.gov
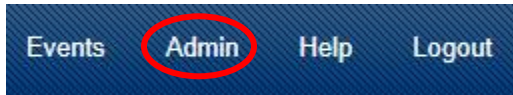
Role Id:
1
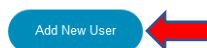
Add New User

4. Select "Add New User"

6. CONFIGURING USER ACCESS

Once the user is added to the database, their access will need to be configured.

1. Select "Admin"

2. Select User Access Management

3. Select the user to configure access

4. Select "Edit User" button

5. From the User Management page highlight to select specific calendar access

6. Select the "Update User" button

7. REMOVING A USER

1. Select "Admin"

2. Select User Access Management

3. Select the user to configure access

User Management

4. Select "Edit User" button

5. From the User Management select "Remove User" button

6. Select "OK" from the Are you sure you want to delete this user? window

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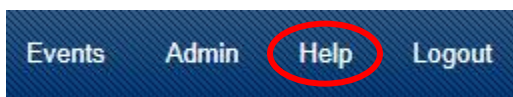
Technical Support can be obtained by visiting the "Help" Link in the calendar application or the link provided below:

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