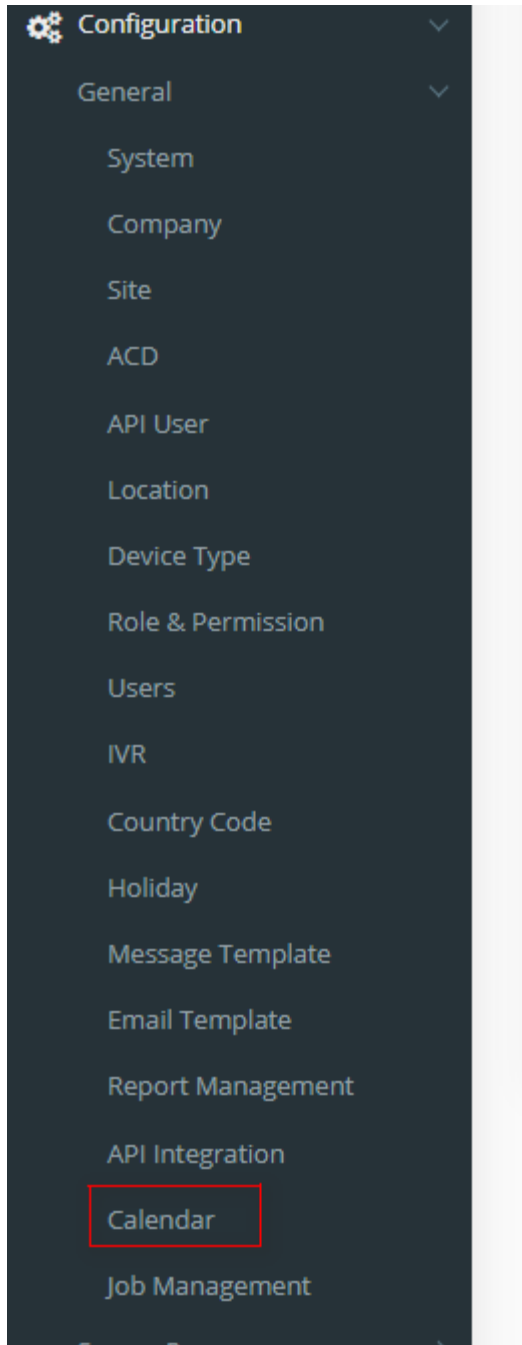


# How to manage Calendar at General Configuration

## Step-by-step guide

- Go to Linkscope Web application and if you're not already signed in, select **Sign in**.
- From the Linkscope Web application, you click to **Configuration ?General? Calendar** at the menu.

**Note:** With the Administrator role, you will see all calendars and full functionality. With other roles, you will only see assigned calendars and do not have the rights: add/edit/delete/duplicate calendar



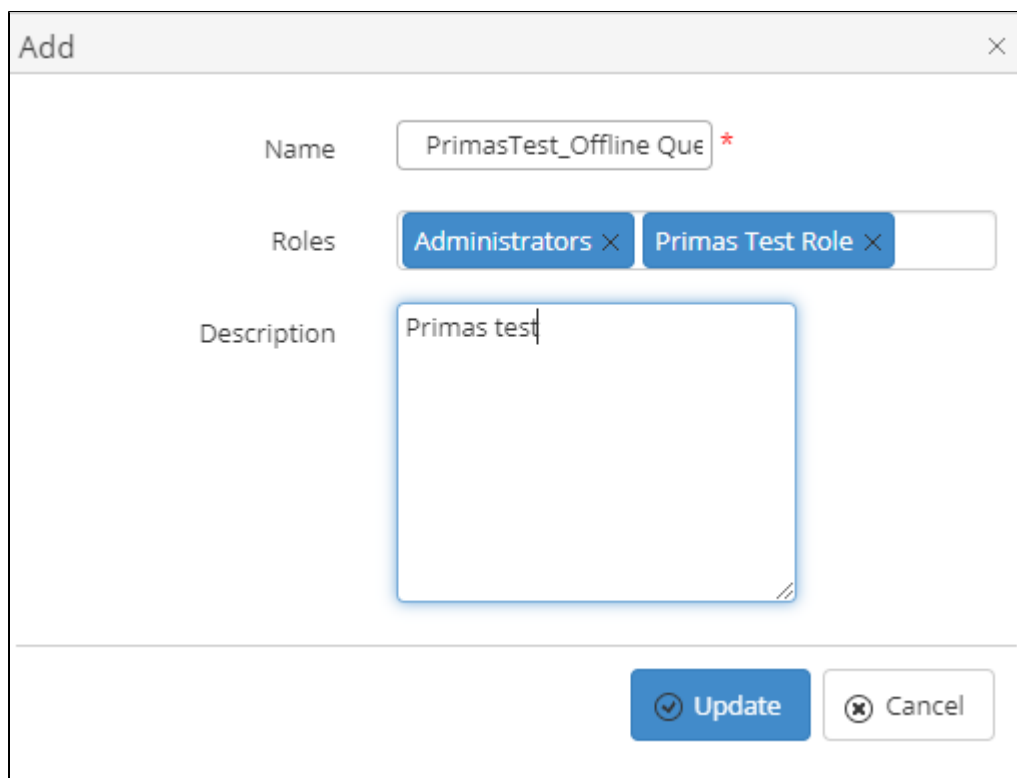
## ADD A NEW CALENDAR

Allow **Administrator** to set roles to access calendar:

1. Click  button . The **Add** popup is displayed.

2. At the **Add** popup, you enter **Name** and **Description** fields.

3. Then click  button.



The 'Add' popup form contains the following fields and controls:













- Name:** A text input field containing 'PrimasTest\_Offline Que' with a red asterisk indicating a required field.
- Roles:** A multi-select dropdown menu showing 'Administrators' and 'Primas Test Role' as selected options.
- Description:** A text area containing 'Primas test'.
- Buttons:** At the bottom right, there are two buttons: a blue 'Update' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon.


If the system shows this message, you created successfully a new Calendar.

Successfully saved configurations.

## EDIT A CALENDAR

1. On the **Calendar List** table, select any row you want to edit the Calendar.

Name		Description	Date Added	Date Updated				
<input type="text"/>		<input type="text"/>						
NBT Calendar			11/03/2022 00:16:49	11/03/2022 02:40:56				
Primas Test		Description.	11/16/2022 15:27:34	11/16/2022 15:27:34				
  1  		20 items per page	1 - 2 of 2 items					

2. Click  button on that row. The **Edit** popup is displayed.

3. At **Edit** popup, you modify new **Name** and **Description**. Then click the  button.

Edit

Name

PrimasTest\_Offline Que \*

Roles

Administrators

Primas Test Role

Description

Primas test

Update









Cancel

If the system shows this message, you edited successfully a Calendar.

Successfully saved configurations.

## DUPLICATE A CALENDAR

1. On the **Calendar List** table, select any row you want to duplicate the Calendar.

Name	Description	Date Added	Date Updated	
NBT Calendar		11/03/2022 00:16:49	11/03/2022 02:40:56	   
Primas Test	Description.	11/16/2022 15:27:34	11/16/2022 15:27:34	   
<div><div>1</div><div>20 items per page</div><div>1 - 2 of 2 Items</div></div>				

2. Click  button on that row. The **Duplicate** popup is displayed.

3. At **Duplicate** popup, you modify new **Name** and **Description**. Then click the  button.

Duplicate

Name

PrimasTest\_Offline Que

Roles

Administrators
Primas Test Role

Description

Primas test

Update









Cancel

If the system shows this message, you duplicated successfully a Calendar.

Successfully saved configurations.

## DELETE A CALENDAR

- On the **Calendar List** table, select any row you want to delete the Calendar.


Name	Description	Date Added	Date Updated	
NBT Calendar		11/03/2022 00:16:49	11/03/2022 02:40:56	   
Primas Test	Description.	11/16/2022 15:27:34	11/16/2022 15:27:34	   

1

20

items per page

1 - 2 of 2 Items

- Click  button on that row.
- There're alert displays after you click to this button. Select **OK**.

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Are you sure you want to delete this calendar?

OK

Cancel

If the system shows this message, you deleted successfully a Calendar.

Deleted Successfully.

SEARCH A CALENDAR

On the **Calendar List** table. You can search for a Calendar by searching the **Name** and **Description**.

1. Search by the **Name** field:

Name	Description	Date Added	Date Updated
<div>Primas</div>	<div></div>		
Primas Test	Description	11/16/2022 15:27:34	11/16/2022 15:38:21
<div><div>1</div><div>20</div>items per page<div>1 - 1 of 1 items</div></div>			

2. Search by the **Description** field:

Name	Description	Date Added	Date Updated
<div></div>	<div>Description</div>		
Primas Test	Description	11/16/2022 15:27:34	11/16/2022 15:38:21
<div><div>1</div><div>20</div>items per page<div>1 - 1 of 1 items</div></div>			

CONFIG A CALENDAR

1. On the **Calendar List** table, select any row you want to config the Calendar Config

Name	Description	Date Added	Date Updated
<div></div>	<div></div>		
NBT Calendar		11/03/2022 00:16:49	11/03/2022 02:40:56
Primas Test	Description.	11/16/2022 15:27:34	11/16/2022 15:27:34
<div><div>1</div><div>20</div>items per page<div>1 - 2 of 2 items</div></div>			

2. Click on  button. The Calendar screen will move to The Calendar Config screen.

Add Calendar Config

### Primas Test

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				

0

20

items per page

No items to display

#### ADD A NEW CALENDAR CONFIG

1. Click  button . The **Add** popup is displayed.

2. At the **Add** popup, you select **Calendar Type**, enter **Name**, **Start Time**, **End Time** and select **Start Date**, **End Date**, **Day Of Week** fields.

3. Then click  button.

Add

Calendar Type

Normal

\*

Name

Primas test

\*

Start Date

1/1/2023

\*

End Date

1/4/2023

Day Of Week

☐ Mon
☒ Tue
☒ Wed
☒ Thu
☐ Fri
☐ Sat
☐ Sun

Start Time

00:00

\*

End Time

22:00

\*

Update







Cancel

If the system shows this message, you created successfully a new Calendar Config.

Successfully saved configurations.

#### EDIT A CALENDAR CONFIG

1. On the **Calendar Config List** table, select any row you want to edit the Calendar Config.



Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	  
Primas test 1	Holiday				11/05/2022	11/12/2022	  

1

20

items per page

1 - 2 of 2 Items

2. Click  button on that row. The **Edit** popup is displayed.
3. At **Edit** popup, you modify new **Name**, **Start Time**, **End Time** and select **Calendar Type**, **Start Date**, **End Date**, **Day Of Week** fields. Then click the  button.

Edit

Calendar Type

Normal

\*


Name

Primas test

\*


Start Date

1/1/2023

\*

End Date

1/4/2023

\*

Day Of Week

☐ Mon ☒ Tue ☒ Wed ☒ Thu  
☐ Fri ☐ Sat ☐ Sun

Start Time

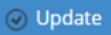

00:00

\*

End Time

22:00

\*







 Update  Cancel

If the system shows this message, you edited successfully a Calendar Config.


Successfully saved configurations.

#### DUPLICATE A CALENDAR CONFIG

1. On the **Calendar Config List** table, select any row you want to duplicate the Calendar Config.

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	  
Primas test 1	Holiday				11/05/2022	11/12/2022	  

1 20 items per page 1 - 2 of 2 Items

- Click  button on that row. The **Duplicate** popup is displayed.
- At **Duplicate** popup, you modify new **Name**, **Start Time**, **End Time** and select **Calendar Type**, **Start Date**, **End Date**, **Day Of Week** fields. Then

click the  button.

Duplicate

Calendar Type

Normal

\*


Name

Primas test

\*

Start Date


1/1/2023



\*

End Date

1/4/2023



\*

Day Of Week

☐ Mon
☒ Tue
☒ Wed
☒ Thu
☐ Fri
☐ Sat
☐ Sun

Start Time

00:00

\*

End Time

22:00

\*

Update







Cancel

If the system shows this message, you duplicated successfully a Calendar Config.

Successfully saved configurations.

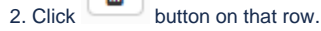
## DELETE A CALENDAR CONFIG

- On the **Calendar Config List** table, select any row you want to delete the Calendar Config.

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	  
Primas test 1	Holiday				11/05/2022	11/12/2022	  

1 20 items per page 1 - 2 of 2 Items





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Are you sure you want to delete this calendar config?

**OK** Cancel

Deleted Successfully.

On the **Calendar Config List** table. You can search for a Calendar Config by searching the **Name**, **Calendar Type** and **Days**.

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date
1						
Primas test 1			Holiday		11/05/2022	11/12/2022
1			20		Items per page	

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
<input type="text"/> <div>▼</div>	<div>Normal</div> <div>▼</div> <div>×</div> <input type="text"/> <div>▼</div>						
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	<div>📄</div> <div>✎</div> <div>🗑</div>

⏪

⏴

1

⏵

⏩

20 ▼ items per page

1 - 1 of 1 items

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date
<input type="text"/>	<input type="text"/>	Tue <input type="button" value="x"/>				
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023

«
<
1
>
»

Items per page

1 - 1 of 1 items