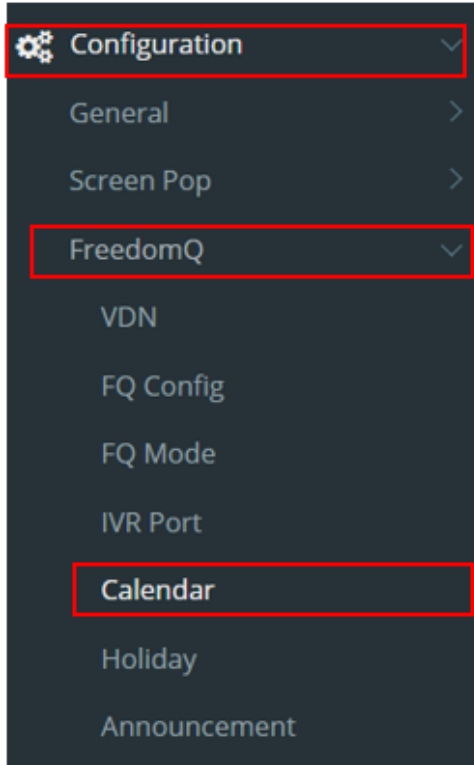


How to manage Calendar at FreedomQ Configuration

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 ? FreedomQ? Calendar** at the menu.



ADD A NEW CALENDAR

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

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

3. Then click  button.

Add

Name

Description

Update

Cancel

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

Successfully saved configurations.

EDIT A CALENDAR

- 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	
<div> <div>1</div> <div>20</div> <div>Items per page</div> </div>				1 - 2 of 2 items

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

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

Edit

Name

Primas Test Edit

*

Description

Description.

Update









Cancel

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

Successfully saved configurations.

DUPLICATE A CALENDAR

- 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>				

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

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

Duplicate

Name

NBT Calendar *

Description

Update









Cancel

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

Successfully saved configurations.

DELETE A CALENDAR

1. 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

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

labvn61.primas.net:8443 says

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
<input type="text" value="Primas"/>	<input type="text"/>		
Primas Test	Description	11/16/2022 15:27:34	11/16/2022 15:38:21
<div><div>1</div><div>20 items per page</div><div>1 - 1 of 1 items</div></div>			

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


Name	Description	Date Added	Date Updated
<input type="text"/>	<input type="text" value="Description"/>		
Primas Test	Description	11/16/2022 15:27:34	11/16/2022 15:38:21
<div><div>1</div><div>20 items per page</div><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
<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
<div><div>1</div><div>20 items per page</div><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

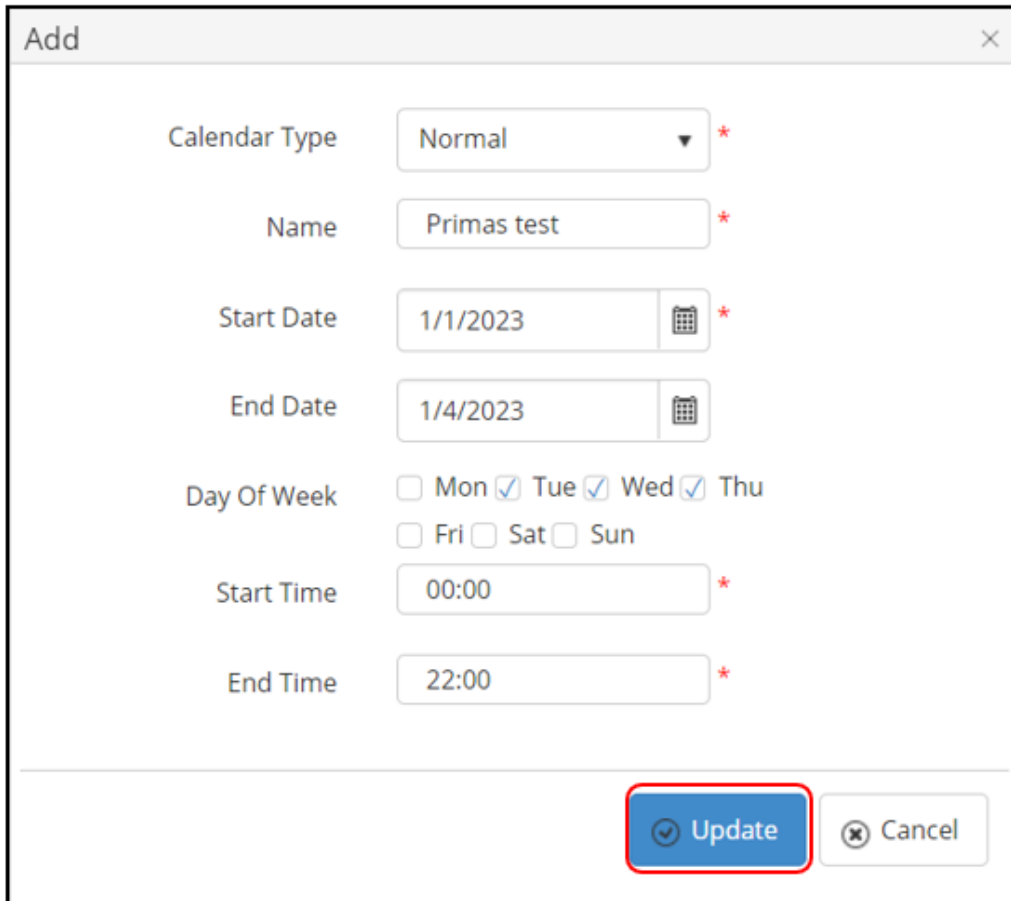
Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<div><div>0</div><div>20 items per page</div><div>No items to display</div></div>						

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.



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







- Calendar Type**: A dropdown menu with 'Normal' selected. A red asterisk indicates it is a required field.
- Name**: A text input field containing 'Primas test'. A red asterisk indicates it is a required field.
- Start Date**: A date input field containing '1/1/2023' with a calendar icon. A red asterisk indicates it is a required field.
- End Date**: A date input field containing '1/4/2023' with a calendar icon.
- Day Of Week**: A group of checkboxes for the days of the week. 'Tue', 'Wed', and 'Thu' are checked.
- Start Time**: A time input field containing '00:00'. A red asterisk indicates it is a required field.
- End Time**: A time input field containing '22:00'. A red asterisk indicates it is a required field.
- Buttons**: At the bottom right, there are two buttons: 'Update' (highlighted with a red box) and '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	
<input type="text"/>	<input type="text"/>	<input type="text"/>					
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

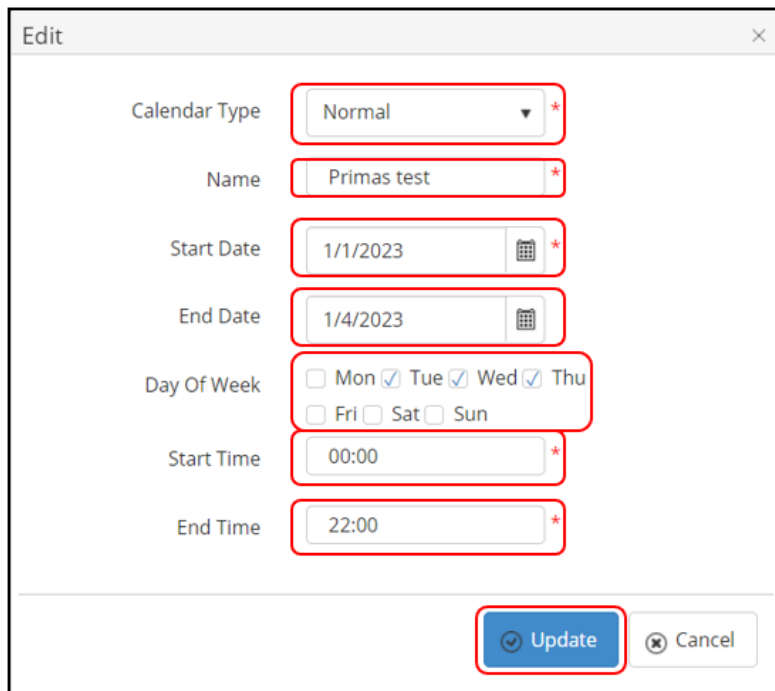
1 - 2 of 2 Items

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.



The 'Edit' popup form contains the following fields, all of which are highlighted with red boxes:

- Calendar Type**: A dropdown menu with 'Normal' selected.
- Name**: A text input field containing 'Primas test'.
- Start Date**: A date picker showing '1/1/2023'.
- End Date**: A date picker showing '1/4/2023'.
- Day Of Week**: Radio buttons for 'Mon', 'Tue' (checked), 'Wed' (checked), 'Thu' (checked), 'Fri', 'Sat', and 'Sun'.
- Start Time**: A time input field showing '00:00'.
- End Time**: A time input field showing '22:00'.







At the bottom right of the form are two buttons: a blue 'Update' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon. Both buttons are also highlighted with red boxes.

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 - 2 of 2 items

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

3. 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

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

labvn61.primas.net:8443 says

Are you sure you want to delete this calendar config?

OK

Cancel








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

Deleted Successfully.








SEARCH A CALENDAR CONFIG

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








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

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>					
Primas test 1	Holiday				11/05/2022	11/12/2022	  
<div>  1  </div> <div>20 items per page</div> <div>1 - 1 of 1 items</div>							

2. Search by the **Calendar Type** field:

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
<input type="text"/>	<input type="text" value="Normal"/>	<input type="text"/>					
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	  
<div>  1  </div> <div>20 items per page</div> <div>1 - 1 of 1 items</div>							

3. Search by the **Days** field:

Name	Calendar Type	Days	Start Time	End Time	Start Date	End Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="Tue"/>					
Primas test	Normal	Tue,Wed,Thu	00:00	22:00	01/01/2023	01/04/2023	  
<div>  1  </div> <div>20 items per page</div> <div>1 - 1 of 1 items</div>							