Creating a Read Only Calendar in Office-Logic InterChange & WebScheduler Enterprise
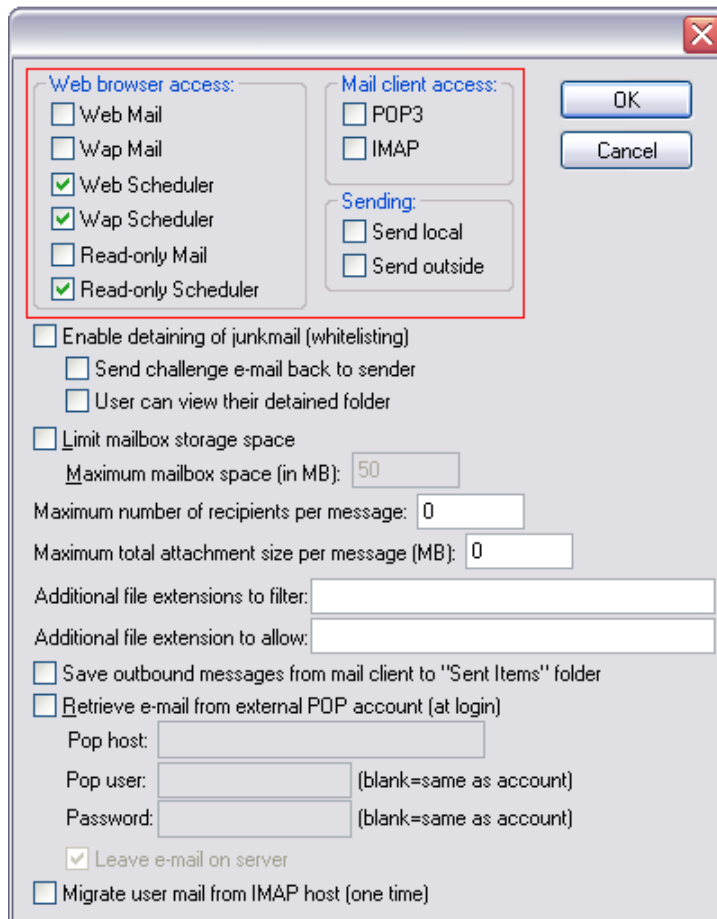
From your Office-Logic InterChange or WebScheduler Enterprise server.

1) Define your new calendar to Office-Logic InterChange or WebScheduler Enterprise
    a. Select the **Configure\Users** menu.
    b. Click on the **Add** button to create your new calendar.
    c. Fill in the **Name**, **Description**, and **Password** fields for your new calendar.
    d. For Office-Logic InterChange, the **Type** should be defined as **Local User**.
    e. Leave the **Directory** and **E-Mail address** fields blank.
    f. Click the **OK** button to save your new calendar name.

2) If running Office-Logic InterChange, disable all remote access features for this calendar except for WebScheduler.
    a. From the **Users** menu in Office-Logic InterChange, highlight the new calendar name that you just created and click on the **Advanced** button located on the right side of the menu.
    b. In the **Web Browser Access** section, uncheck all the options except for **WebScheduler** and **Read-only Scheduler**. The **WAPScheduler** option can be enabled as well if you would like users to be able to access this calendar using a WAP enabled device.
    c. Click on the **OK** button to save your settings.
    d. Click on the **Close** button to exit the Users menu.

3) Setting the Options for your new Read Only calendar.
   a. Open a web browser and enter the URL address to your Office-Logic InterChange or WebScheduler Enterprise login page.
   b. From the login page, login as your **Global** user.
   c. If running Office-Logic InterChange, click on the **Schedule** icon to enter WebScheduler.
   d. Click on the **Switch** icon, and enter the new calendar name in the **Username** field.
   e. A password is not required when logged in as the Global user for switching users.
   f. Click on the **Switch** button to switch to your new calendar.
   g. Click on the **Options** icon to enter the Options menu for your new calendar.
   h. There are extra options available when you first login as the Global user and Switch to another calendar that are not available when you log directly into the calendar. These options are:

      i. **Restrict logged in user from making changes (read-only)**
      ii. **Do not include global appointments in schedule**

   i. The option to **Restrict logged in user from making changes (read-only)** should already be enabled from the Advanced User configuration that you set in step #2 above.
   j. You can select the **Do not include global appointments in schedule** option. This option will allow you to suppress all appointments that have been added to the Global calendar from being displayed on your Read Only calendar.
   k. Do not enter an e-mail address in the Alerts field since e-mail has been disabled for this user.
   l. Select any of the other options that you would like for this calendar and then click on the Save button.

4) Setting the Share options to define which users will be able to Add, Modify or Delete appointments for this Read Only calendar.
   a. While you are still switched to your new calendar, click on the **Share** icon to define which users will be able to Add, Modify or Delete appointments for this Read Only calendar
   b. From the **Share** menu, scroll down to the **Changing My Calendar** section located at the bottom.
   c. From the **Changing My Calendar** section, click on the **Add** button next to the **Allow specific users to EDIT your calendar** window.
   d. From the **Add from Userlist** window, select which users you would like to be able to Add, Modify, or Delete appointments for this calendar. You can use the <CTRL> or the <SHIFT> keys when selecting the users from the list.
   e. When all the users are highlight that you want to be able to edit this calendar, then click on the **Add** button.
   f. All the users should now be listed in the **Allow specific users to EDIT your calendar** window. Click on the **Close** button to save your settings.
   g. Click on the **Logout** icon to exit WebScheduler.

5) Add, Modify or Delete appointments for your new Read Only calendar.
   a. From you Office-Logic InterChange or WebScheduler Enterprise login page, have one of the users that is listed on the **Allow specific users to EDIT your calendar** window log into THEIR account.
   b. If running Office-Logic InterChange, click on the **Schedule** icon to enter THEIR calendar.
   c. Click on the **Switch** icon.
   d. The new Read Only calendar should be listed in the **Switch to available users** window.
   e. Highlight the calendar name in this window and click on the **Switch** button.
   f. The user is now logged into the new Read Only calendar and is able to Add, Modify or Delete appointments.
   g. When finished, the user can Click on the **Switch** icon and then Click on the "**Switch back to User Name**" button. This option will switch them back to their calendar.

6) Logging into the Read Only Calendar.
   a. From the Office-Logic InterChange or WebScheduler Enterprise login page, enter the Read Only calendar name that you defined and the password for this calendar and click on the Log In button.
   b. You can also create a hyperlink to log users directly into this calendar. The syntax will be:

http://mail.server.com/mbx/username?password

mail.server.com is the location of your Office-Logic InterChange or WebScheduler Enterprise server
username is the name that has been defined for your Read Only calendar
? is a separator between the username and password
password is the password that has been defined for your Read Only calendar

You can also have a URL that will log users directly into a specific view of this calendar. Examples are:

Daily View - **http://mail.server.com/mbx/username?password/daily**
Daily Print Friendly View - **http://mail.server.com/mbx/username?password/dailyp**
Weekly View - **http://mail.server.com/mbx/username?password/weekly**
Weekly Print Friendly View - **http://mail.server.com/mbx/username?password/weeklyp**
Monthly View - **http://mail.server.com/mbx/username?password/monthly**
Monthly Print Friendly View - **http://mail.server.com/mbx/username?password/monthlyp**
Yearly View - **http://mail.server.com/mbx/username?password/yearly**
Yearly Print Friendly View - **http://mail.server.com/mbx/username?password/yearlyp**
List View - **http://mail.server.com/mbx/username?password/list**
List Print Friendly View - **http://mail.server.com/mbx/username?password/listp**

If you would like this calendar to always display a specific date or date range at login, then you can include the julian date to the end of your URL. An example to login and display the week of January 1, 2007 in Print Friendly view would be:

http://mail.server.com/mbx/username?password/weeklyp=7946

7946 is the julian date for January 1, 2007.