Reference Guide
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OpenEnterprise Diary and Calendar Configuration Reference Guide (V2.83)

Remote Automation Solutions

Website: www.EmersonProcess.com/Remote

Contents

1 Diary and Calendar Configuration 1
1.1 A Diary 1
1.2 A Calendar 1
1.3 OpenEnterprise Scheduling 1
1.3.1 A Diary 1
1.3.2 A Pattern 2
1.3.3 Calendars 2
1.3.4 Scheduled Events 2
1.4 Diary Configuration 2
1.4.1 File Menu 3
1.4.1.1 Exit 3
1.4.2 Help Menu 3
1.4.2.1 Help 3
1.4.2.2 About 3
1.4.3 Calendars 3
1.4.4 Diaries 4
1.4.5 Add Diary 4
1.4.6 Diary Properties 4
1.4.7 Delete Diary 4
1.4.8 Used By... 4
1.4.9 Close 4
1.4.10 Adding a Diary 4
1.4.10.1 Diary Name 5
1.4.10.2 Diary Offsets 5
1.4.10.3 Event Type 5
1.4.10.4 Pattern Type 5
1.4.10.5 Pattern Name 6
1.4.10.6 Enabled 6
1.4.10.7 Repeat Interval 6
1.4.10.7.1 Once 6
1.4.10.7.2 Every Minute 6
1.4.10.7.3 Every 5 Minutes 6
1.4.10.7.4 Hourly 6
1.4.10.7.5 Daily 7
1.4.10.7.6 Weekly 7
1.4.10.7.7 Monthly 7
1.4.10.7.8 End of Month 7
1.4.10.7.9 Yearly 7
1.4.10.7.10 Weekdays 7
1.4.10.7.11 Weekends 7
1.4.10.8 Unlimited Repeat 7
1.4.10.9 Repeat Times 8
1.4.10.10 OK Button 8
1.4.10.11 Cancel Button 8
1.4.10.12 Advanced Configuration 8
1.4.10.12.1 OK Button 8
1.4.10.12.2 Cancel Button 8

1.4.10.12.3 Month List 8
1.4.10.12.4 Year List 9
1.4.10.12.5 Calendar Control 9
1.4.10.12.6 At Time 9
1.4.10.12.7 Help Button 9
1.4.11 Modifying Diary Properties 9
1.4.11.1 Diary Name 9
1.4.11.2 Diary Offsets 9
1.4.11.3 Event Type 9
1.4.11.4 Pattern Type 10
1.4.11.5 Pattern Name 10
1.4.11.6 Enabled 10
1.4.11.7 Repeat Interval 10
1.4.11.7.1 Once 10
1.4.11.7.2 Every Minute 11
1.4.11.7.3 Every 5 Minutes 11
1.4.11.7.4 Hourly 11
1.4.11.7.5 Daily 11
1.4.11.7.6 Weekly 11
1.4.11.7.7 Monthly 11
1.4.11.7.8 End of Month 11
1.4.11.7.9 Yearly 11
1.4.11.7.10 Weekdays 12
1.4.11.7.11 Weekends 12
1.4.11.8 Unlimited Repeat 12
1.4.11.9 Repeat Times 12
1.4.11.10 OK Button 12
1.4.11.11 Cancel Button 12
1.4.12 Scheduled Actions for Diary 13
1.5 Calendar Configuration 13
1.5.1 File Menu 14
1.5.1.1 Exit 14
1.5.2 Help Menu 14
1.5.2.1 Help 14
1.5.2.2 About 14
1.5.3 Calendar List 14
1.5.4 Add Calendar 15
1.5.5 Calendar Properties Button 15
1.5.6 Delete Calendar Button 15
1.5.7 Diary Events Button 15
1.5.8 Summary Button 15
1.5.9 Close 15
1.5.10 Diary Tab 15
1.5.11 Adding a Calendar 15
1.5.11.1 Calendar Name 15
1.5.11.2 Calendar Description 15
1.5.11.3 Event Color 16
1.5.11.4 Event Priority 16
1.5.11.5 OK Button 16
1.5.11.6 Cancel Button 16

1.5.11.7 File Menu 16
1.5.11.7.1 Exit 16
1.5.12 Modifying a Calendar 16
1.5.12.1 Calendar Name 16
1.5.12.2 Calendar Description 16
1.5.12.3 Event Color 16
1.5.12.4 Event Priority 17
1.5.12.5 OK Button 17
1.5.12.6 Cancel Button 17
1.5.12.7 File Menu 17
1.5.12.7.1 Exit 17
1.5.12.8 Setting Calendar Days 17
1.5.12.8.1 Year Navigation Buttons 18
1.5.12.8.2 Properties Button 18
1.5.12.8.3 OK Button 18
1.5.12.8.4 Cancel Button 18
1.5.13 Configuring Diary Events 18
1.5.13.1 Diary List 19
1.5.13.2 Calendars Available 19
1.5.13.3 Standard Diary Patterns 19
1.5.13.4 Specify Alternative Patterns 19
1.5.14 Selecting Alternative Diary Patterns 19
1.5.14.1 Pattern List 19
1.5.14.2 Pattern Duration 19
1.5.14.3 OK Button 19
1.5.14.4 Cancel Button 20
1.5.15 Viewing Diary Events 20
1.5.15.1 Month Navigation Buttons 20
1.5.15.2 Year Navigation Buttons 20
1.5.15.3 Standard and User Configured Calendars 20
1.5.15.4 Days Marked by Calendar 20
1.5.15.5 Configured Diaries 20
1.5.15.6 Calendars Being Used by Diaries 20

2 Index 21

1 Diary and Calendar Configuration

The OpenEnterprise Diaries and Calendars Tool enables a user to add, modify and delete Diaries and Calendars.

1.1 A Diary

A Diary is a time frame that may act as a ‘container’ for a Pattern. It has a beginning and an end time assigned to it. The Scheduler (which must be running for scheduled diaries to work), will automatically start the Diary at the time specified. It may be configured to repeat continuously, for a specified number of times, or run just once. This is represented in the diagram below.

1.2 A Calendar

A Calendar acts as a yearly time template which enables a user to assign a different Pattern to a Diary on a specific day. A Calendar is stored as an object in the database. A Calendar has user specified dates (Calendar events) assigned to it. Calendar events reference Diaries and Patterns, so a different Pattern can be assigned to a Diary during any Calendar events assigned to the Calendar. When a Diary is created, and associated with a Pattern, that is considered to be the 'Standard Calendar' setting for that Diary. A user created Calendar has priority over the Standard Calendar, so the Diary settings for any days which 'belong' to a user defined Calendar override the Standard Calendar Diary settings, and the Diary will use the alternative Pattern on that day.

1.3 OpenEnterprise Scheduling

To understand how Diaries are used for OpenEnterprise scheduling, it is helpful to understand the relationship between Diaries, Patterns, Calendars and Scheduled Events.

1.3.1 A Diary

A Diary is a time frame that may act as a ‘container’ for a Pattern. It has a beginning and an end time assigned to it. The scheduling action (or ‘trigger’) applies to its start time. It may be configured to repeat continuously, for a specified number of times, or run just once.

1.3.2 A Pattern

A Pattern is a user-defined series of time intervals that trigger events within an associated Diary. Those events, unlike a Diary's trigger may happen at irregular intervals along the span of the Diary, and the events can be associated with an analog or a digital value. A Pattern has to be coupled with a Diary in order to run.

1.3.3 Calendars

Calendars enable a user to assign a different Pattern to a Diary on a specific day. For instance, a schedule which turns a valve on and off may require a different pattern of behaviour over the Weekend period compared with the Weekday pattern. The user would then specify that the Diary which turns the valve on and off is to use a different Pattern every weekend, as determined by the Weekend Calendar (i.e): -

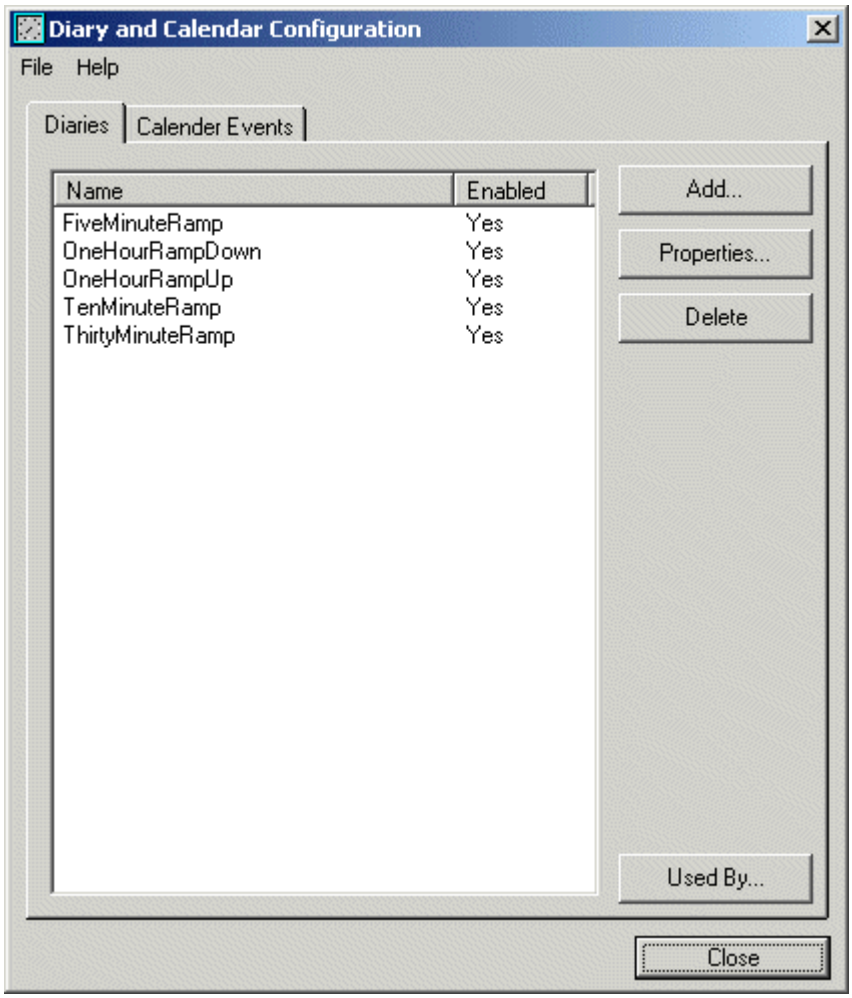
Calendar to Use	Day	Diary	Pattern to Run
Standard Calendar	Mon	ValveDiary	Pattern1
Standard Calendar	Tue	ValveDiary	Pattern1
Standard Calendar	Wed	ValveDiary	Pattern1
Standard Calendar	Thur	ValveDiary	Pattern1
Standard Calendar	Fri	ValveDiary	Pattern1
Weekend Calendar	Sat	ValveDiary	Pattern2
Weekend Calendar	Sun	ValveDiary	Pattern2

1.3.4 Scheduled Events

It is important to understand that unless a Diary is associated with a Scheduled event (which is an object in the ToBeScheduled table), nothing will happen, even though the Scheduler will continue to 'start' the Diary at it's appointed time. There is currently no OpenEnterprise tool to add Scheduled events, and so these must be added using SQL via the SQL Client. See the Scheduler help file for more information.

1.4 Diary Configuration

When the Diaries and Calendars Tool first opens, the Diaries Tab is displayed. This enables the user to view, add, modify and delete Diaries.



1.4.1 File Menu

1.4.1.1 Exit

The File menu has only an Exit option. Selecting this will exit the Diaries and Calendars Tool. This menu option may also be invoked by holding down the [Alt] key on the keyboard, followed by pressing the 'F' key and then the 'X' key.

1.4.2 Help Menu

1.4.2.1 Help

Selecting this will display this help file.

1.4.2.2 About

Selecting this will display the 'About' dialog, which gives details about the current OpenEnterprise version and build, plus contact details. The option may also be invoked by holding down the [Alt] key on the keyboard followed by the 'H' key and then the 'A' key.

1.4.3 Calendars

This tab enables the user to view, add, modify and delete Calendars. It also allows the user to change Patterns associated with Diaries on Calendar event days, and to view summarised Diary and Calendar information. Click here to view the Calendar Tab.

1.4.4 Diaries

This list Displays any configured Diaries. When a single Diary is selected the Diary can be modified or deleted using the **[Properties]** and **[Delete]** buttons.

If more than one Diary is selected by holding down the **[Shift]** or **[Ctrl]** whilst selecting multiple Diaries, then the **[Properties]** button becomes disabled, but the **[Delete]** button remains enabled, allowing the user to delete more than one Diary at a time.

1.4.5 Add Diary

Selecting this button opens the 'Add Diary' dialog. This enables the user to add a Diary to the OE Database.

1.4.6 Diary Properties

When a single Diary is selected from the Diary List the button becomes enabled. On selection it will open up the Diary Properties dialog. This enables the user to modify the selected object.

1.4.7 Delete Diary

When a single or multiple Diaries are selected the [Delete] button becomes enabled. It allows the user to delete the selected Diary or Diaries.

The user may select multiple diaries for deletion by holding down the [Shift] key or the [Ctrl] key. These keys operate in the standard Windows™ way with regard to multiple selection of objects.

Before each of the selected Diaries is deleted a message will be shown which requires the user to confirm the deletion.

1.4.8 Used By...

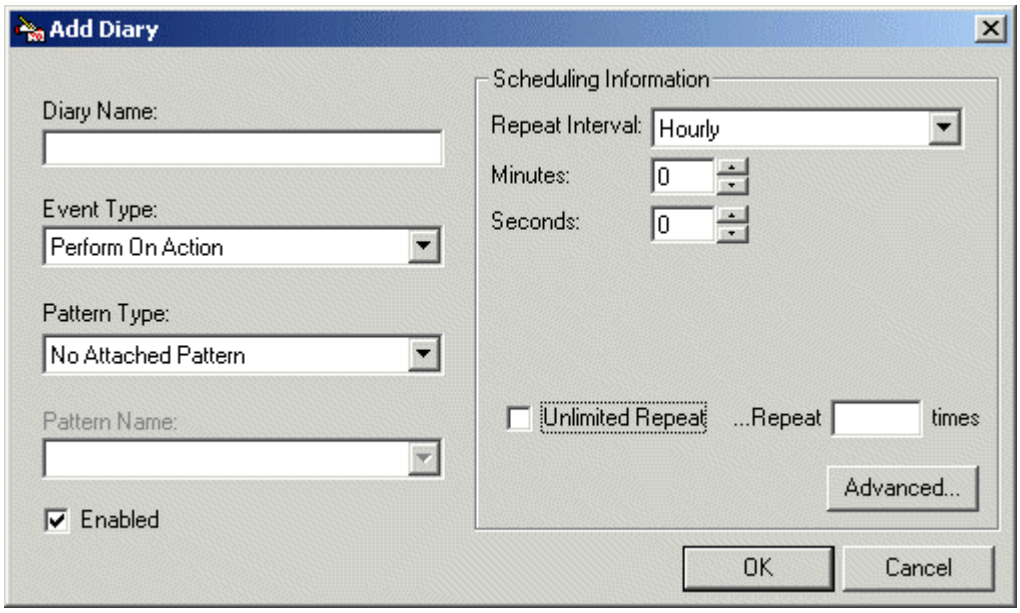
Selection of the [Used By…] button will display a list of Scheduled Actions which are using the selected Diary.

1.4.9 Close

This button closes the Diaries and Calendars Configuration Tool down. Although the user interface disappears, the Diaries and Calendars process remains in the computer's memory for a few minutes. This is normal, and the Toolbox process terminates it after this time.

1.4.10 Adding a Diary

This dialog enables the user to add a new Diary to the database.



1.4.10.1 Diary Name

The user must type a unique name for the new Diary into this field. When the user selects the **[OK]** button to add the Diary, a check is made on the names of all current Diaries to ensure uniqueness.

Non-unique names will not be accepted . This field is disabled when modifying a Diary.

1.4.10.2 Diary Offsets

Depending on the Repeat Interval, one or more time offsets will appear. These enable an offset to be applied to the Diary, so that the Diary will be activated at the offset time, rather than at the beginning of each Repeat Interval.

1.4.10.3 Event Type

When the drop-down list is selected, two options are provided : -

- Perform On Action. This is the default setting. It is used for most Scheduled events. It sets the value of the target object associated with a Scheduled Action, depending on the data type of the target object's designated value attribute. For example, if the Diary was associated with a Calculation, the Scheduler would set the Calculation's Calculate field to TRUE on its repeat interval time.

- Perform Toggle Action. The toggle action sets the value of the associated object to the opposite of what it is when the Diary is run. However, it is recommended practice to use the On/Off Pattern editor for this sort of task, see the Pattern Editor Reference Guide for more information on configuring On/Off Patterns.

This field is disabled when modifying diaries.

1.4.10.4 Pattern Type

This is a drop-down list, which when selected displays a list of the available Pattern Types:

- No Attached Pattern. This is the default option.

- Trigger. Selecting this option will fill the 'Pattern Name' drop-down list with the names of all the currently configured Trigger patterns.

- Control Curve. Selecting this option will fill the 'Pattern Name' drop-down list with the names of all currently configured Control Curve patterns.

- On/Off. Selection of this option will fill the 'Pattern Name' drop-down list with the names of all currently configured On/Off patterns.

This field is disabled when modifying diaries.

1.4.10.5 Pattern Name

If a pattern type is selected then the list control is filled with the names of all configured patterns of the selected type. The user must select one of the configured patterns from the list.

If the 'No Attached Pattern' option is selected within the 'Pattern Type' control, then the control is disabled.

1.4.10.6 Enabled

If checked, the Diary is enabled and will run. Otherwise, it will not run. The default setting of this control is checked.

1.4.10.7 Repeat Interval

There are 11 options provided: -

1.4.10.7.1 Once

If this option is selected, then the Diary will only run once, after which it will be automatically deleted. If selected, then there are two more controls which need to be set:

- At Time. Allows the user to set the time for the Diary on a 24 hour clock basis (hh:mm:ss).

- On. Allows the user to set a date for the once only Diary to run. The user must select a date, month and year.

1.4.10.7.2 Every Minute

This option sets the Diary to run every minute. If this option is selected there is one other control which may be set:

- Seconds. This is enables the user to set an offset for the Diary. For instance, if set to 10, then the Diary will run at 10 seconds past the minute.

1.4.10.7.3 Every 5 Minutes

This option will run the Diary every five minutes. This option enables two further controls:

- Minutes. Restricted from 0 – 4 minutes.

- Seconds. Restricted from 0 to 59. - Enables the user to specify an offset when the Diary will occur. A setting of 2 minutes and 30 seconds would mean the Diary would run every five minutes with an offset of 2 minutes 30 seconds.

1.4.10.7.4 Hourly

The Diary will run every hour with an offset time set by:

- Minutes

- Seconds. If set to 10 minutes, 20 seconds, the Diary will run every hour at 10 minutes and 20 seconds past the hour.

1.4.10.7.5 Daily

The Diary is set to run every day at a time set by :

- At time. Set by the hh:mm:ss controls.

1.4.10.7.6 Weekly

The Diary is set to run once every week at a time set by:

- At Time. Specifies the time of day.
- On. Specifies the day of the week.

1.4.10.7.7 Monthly

The Diary will run every month on the day and at the time set by:

- At time. hh:mm:ss
- On. Date selection list.

1.4.10.7.8 End of Month

The Diary will run on the last day of every month at a time specified by:

- At Time. hh:mm:ss

1.4.10.7.9 Yearly

The Diary will run once a year at a time and date set by:

- At Time. hh:mm:ss
- On. Date, Month selection lists.

1.4.10.7.10 Weekdays

The Diary is set to run every weekday (Monday – Friday) at a time set by:

- At Time. hh:mm:ss

1.4.10.7.11 Weekends

The Diary will run on every weekend day (Saturday and Sunday) at a time set by:

- At Time. hh:mm:ss

1.4.10.8 Unlimited Repeat

If any option other than Once Only is selected for the Repeat Interval then this check box is enabled.

If checked, the Repeat Times control disappears. The Diary will then repeat at the specified interval continuously.

1.4.10.9 Repeat Times

If a number is entered into this control, then the Diary will repeat itself at the specified repeat interval for the specified number of times, after which it will be deleted automatically.

1.4.10.10 OK Button

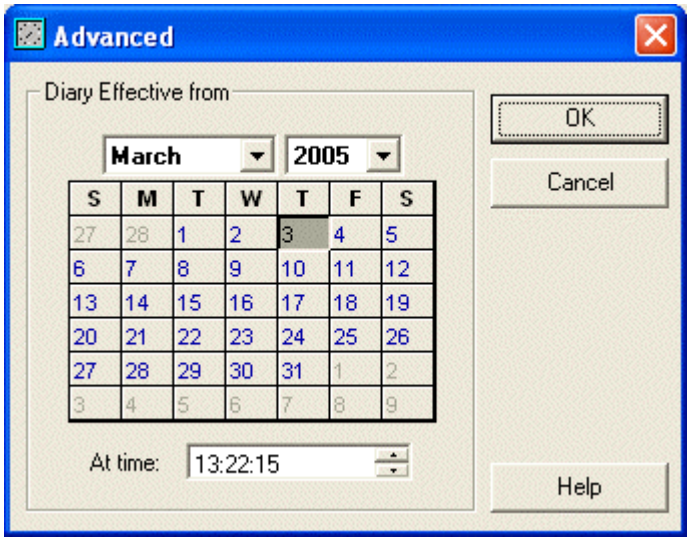
When selected, the dialog is closed, and the configured object is added to the database.

1.4.10.11 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

1.4.10.12 Advanced Configuration

The **[Advanced]** button becomes enabled for any repeat interval other than Once. If selected it displays a Calendar and an At Time spin control such that the Diary may be set to run for the first time after a time in the future.



The time set here is the earliest possible time the Diary will trigger at. The default behaviour is for the Diary to begin count down to its run time as soon as it is added to the Database, provided it is enabled and becomes associated with an object in the *ToBeScheduled* table.

1.4.10.12.1 OK Button

When selected, the Advanced dialog closes, and the user will be returned to the parent dialog. Any changes made to the *At Time* value will be added to the Diary's *DiaryTime* attribute when the OK button is selected on the Add Diary or Diary Properties dialog.

1.4.10.12.2 Cancel Button

When selected, the Advanced dialog will close, and the user will be returned to the parent dialog. Any changes in Diary time made on this dialog will not be inserted in the database when the Ok button on the Add Diary or Diary Properties dialogs is finally selected.

1.4.10.12.3 Month List

By default, this field displays the current month. A different month can be selected from the drop-down list.

1.4.10.12.4 Year List

By default, the current year is displayed. A different year can be selected from the drop-down list.

1.4.10.12.5 Calendar Control

A new date can be selected for the Diary by selecting one of the days on this calendar.

1.4.10.12.6 At Time

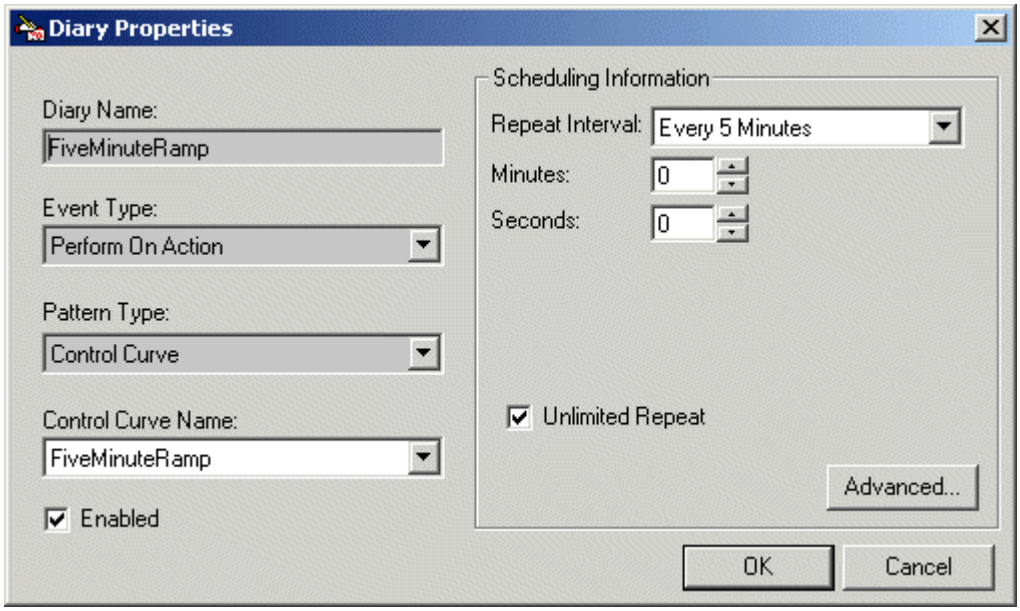
The time when the Diary and Calendar configuration tool was opened is displayed by default here. The time can be changed by using the Month list, Year list or Calendar controls, or a new Diary time can be typed directly into this field.

1.4.10.12.7 Help Button

Selection displays this help file opened at the correct topic.

1.4.11 Modifying Diary Properties

This dialog enables a limited number of changes to be made to an existing Diary configuration.



1.4.11.1 Diary Name

The user must type a unique name for the new Diary into this field. When the user selects the **[OK]** button to add the Diary, a check is made on the names of all current Diaries to ensure uniqueness.

Non-unique names will not be accepted . This field is disabled when modifying a Diary.

1.4.11.2 Diary Offsets

Depending on the Repeat Interval, one or more time offsets will appear. These enable an offset to be applied to the Diary, so that the Diary will be activated at the offset time, rather than at the beginning of each Repeat Interval.

1.4.11.3 Event Type

When the drop-down list is selected, two options are provided : -

- Perform On Action. This is the default setting. It is used for most Scheduled events. It sets the value of the target object associated with a Scheduled Action, depending on the data type of the target object's designated value attribute. For example, if the Diary was associated with a Calculation, the Scheduler would set the Calculation's Calculate field to TRUE on its repeat interval time.

- Perform Toggle Action. The toggle action sets the value of the associated object to the opposite of what it is when the Diary is run. However, it is recommended practice to use the On/Off Pattern editor for this sort of task, see the Pattern Editor Reference Guide for more information on configuring On/Off Patterns.

This field is disabled when modifying diaries.

1.4.11.4 Pattern Type

This is a drop-down list, which when selected displays a list of the available Pattern Types:

- No Attached Pattern. This is the default option.

- Trigger. Selecting this option will fill the 'Pattern Name' drop-down list with the names of all the currently configured Trigger patterns.

- Control Curve. Selecting this option will fill the 'Pattern Name' drop-down list with the names of all currently configured Control Curve patterns.

- On/Off. Selection of this option will fill the 'Pattern Name' drop-down list with the names of all currently configured On/Off patterns.

This field is disabled when modifying diaries.

1.4.11.5 Pattern Name

If a pattern type is selected then the list control is filled with the names of all configured patterns of the selected type. The user must select one of the configured patterns from the list.

If the 'No Attached Pattern' option is selected within the 'Pattern Type' control, then the control is disabled.

1.4.11.6 Enabled

If checked, the Diary is enabled and will run. Otherwise, it will not run. The default setting of this control is checked.

1.4.11.7 Repeat Interval

There are 11 options provided: -

1.4.11.7.1 Once

If this option is selected, then the Diary will only run once, after which it will be automatically deleted. If selected, then there are two more controls which need to be set:

- At Time. Allows the user to set the time for the Diary on a 24 hour clock basis (hh:mm:ss).

- On. Allows the user to set a date for the once only Diary to run. The user must select a date, month and year.

1.4.11.7.2 Every Minute

This option sets the Diary to run every minute. If this option is selected there is one other control which may be set:

- Seconds. This is enables the user to set an offset for the Diary. For instance, if set to 10, then the Diary will run at 10 seconds past the minute.

1.4.11.7.3 Every 5 Minutes

This option will run the Diary every five minutes. This option enables two further controls:

- Minutes. Restricted from 0 – 4 minutes.
- Seconds. Restricted from 0 to 59. - Enables the user to specify an offset when the Diary will occur. A setting of 2 minutes and 30 seconds would mean the Diary would run every five minutes with an offset of 2 minutes 30 seconds.

1.4.11.7.4 Hourly

The Diary will run every hour with an offset time set by:

- Minutes
- Seconds. If set to 10 minutes, 20 seconds, the Diary will run every hour at 10 minutes and 20 seconds past the hour.

1.4.11.7.5 Daily

The Diary is set to run every day at a time set by :

- At time. Set by the hh:mm:ss controls.

1.4.11.7.6 Weekly

The Diary is set to run once every week at a time set by:

- At Time. Specifies the time of day.
- On. Specifies the day of the week.

1.4.11.7.7 Monthly

The Diary will run every month on the day and at the time set by:

- At time. hh:mm:ss
- On. Date selection list.

1.4.11.7.8 End of Month

The Diary will run on the last day of every month at a time specified by:

- At Time. hh:mm:ss

1.4.11.7.9 Yearly

The Diary will run once a year at a time and date set by:

- At Time. hh:mm:ss

- On. Date, Month selection lists.

1.4.11.7.10 Weekdays

The Diary is set to run every weekday (Monday – Friday) at a time set by:

- At Time. hh:mm:ss

1.4.11.7.11 Weekends

The Diary will run on every weekend day (Saturday and Sunday) at a time set by:

- At Time. hh:mm:ss

1.4.11.8 Unlimited Repeat

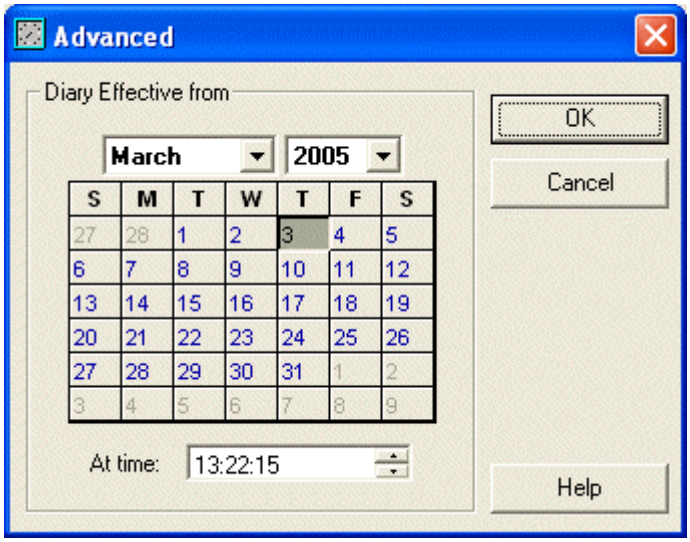
If any option other than Once Only is selected for the Repeat Interval then this check box is enabled.

If checked, the Repeat Times control disappears. The Diary will then repeat at the specified interval continuously.

1.4.11.9 Repeat Times

If a number is entered into this control, then the Diary will repeat itself at the specified repeat interval for the specified number of times, after which it will be deleted automatically.

The **[Advanced]** button becomes enabled for any repeat interval other than Once. If selected it displays a Calendar and an At Time spin control such that the Diary may be set to run for the first time after a time in the future.



The time set here is the earliest possible time the Diary will trigger at. The default behaviour is for the Diary to begin count down to its run time as soon as it is added to the Database, provided it is enabled and becomes associated with an object in the *ToBeScheduled* table.

1.4.11.10 OK Button

When selected, the dialog is closed, and the configured object is added to the database.

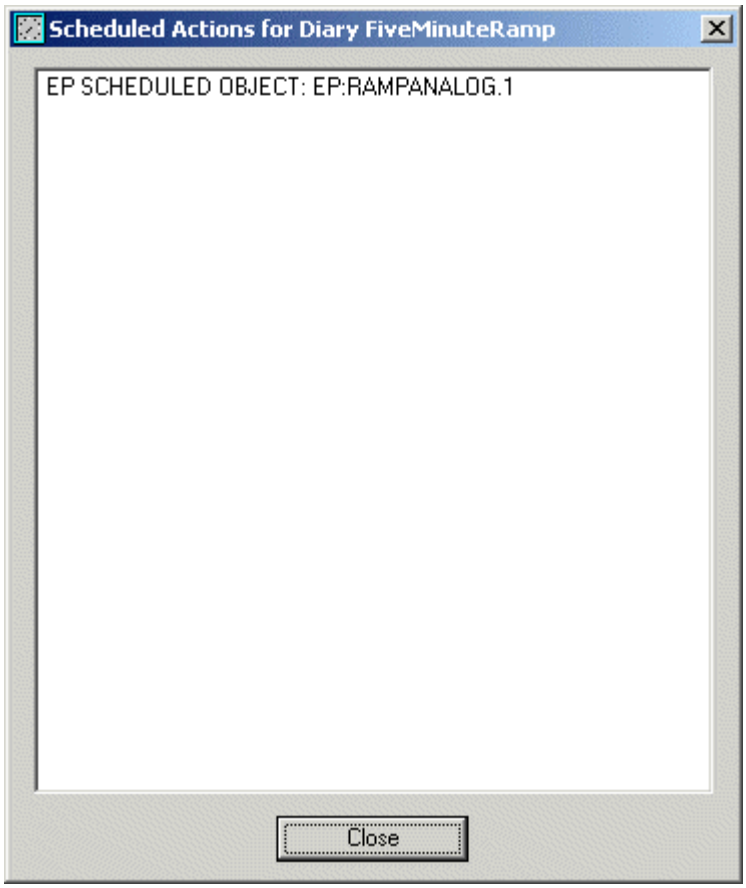
1.4.11.11 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

1.4.12 Scheduled Actions for Diary

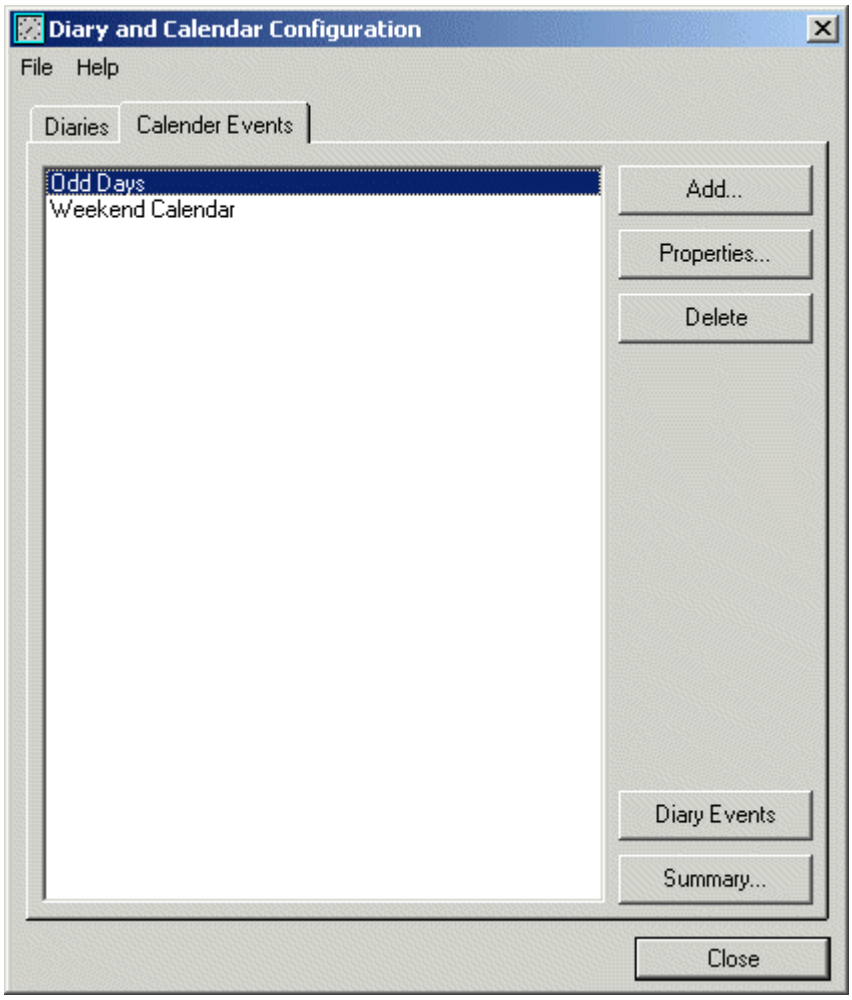
Selection of the **[Used By…]** button will display a list of Scheduled Actions which are using the selected Diary. Each schedule is listed by schedule description, followed by the name of the signal which is being updated by the schedule. The name of the Diary being used by the schedule is found in the title bar.

Due to referential integrity, diaries which are being used by schedules cannot be deleted until the schedule is deleted or updated to use another Diary.



1.5 Calendar Configuration

When the Calendar Events tab is selected, the List displays configured Calendars. The **[Add]**, **[Properties]** and **[Delete]** buttons remain, but two new buttons appear – the **[Diary Events]** button and the **[Summary]** button.



1.5.1 File Menu

1.5.1.1 Exit

The File menu has only an Exit option. Selecting this will exit the Diaries and Calendars Tool. This menu option may also be invoked by holding down the [Alt] key on the keyboard, followed by pressing the 'F' key and then the 'X' key.

1.5.2 Help Menu

1.5.2.1 Help

Selecting this will display this help file.

1.5.2.2 About

Selecting this will display the 'About' dialog, which gives details about the current OpenEnterprise version and build, plus contact details. The option may also be invoked by holding down the [Alt] key on the keyboard followed by the 'H' key and then the 'A' key.

1.5.3 Calendar List

This is a list of user configured Calendars. The Standard Calendar is not shown here.

1.5.4 Add Calendar

When the **[Add]** button is selected whilst the Calendar Events tab is selected, the user is able to add a Calendar.

1.5.5 Calendar Properties Button

Selecting this button enables the user to specify the Calendar Days which will belong to the selected Calendar.

1.5.6 Delete Calendar Button

One or more Calendars may be selected from the Calendar list for deletion. A confirmatory dialog will appear for every Calendar chosen for deletion.

1.5.7 Diary Events Button

Enables the configuration of Diary events.

1.5.8 Summary Button

This button opens the Diary Events View dialog, which presents an overview of Diary and Calendar configuration for the current month.

1.5.9 Close

This button closes the Diaries and Calendars Configuration Tool down. Although the user interface disappears, the Diaries and Calendars process remains in the computer's memory for a few minutes. This is normal, and the Toolbox process terminates it after this time.

1.5.10 Diary Tab

This tab enables the user to view, add, modify and delete diaries.

1.5.11 Adding a Calendar

This dialog enables the user to add a Calendar.

1.5.11.1 Calendar Name

A mandatory field. It must contain a name for the new Calendar, and the name must be unique. It is disabled and cannot be changed when modifying a Calendar.

1.5.11.2 Calendar Description

This field should be used to provide a more descriptive explanation of what the Calendar is used for.

1.5.11.3 Event Color

A double click on this will display a colour selection box. The colour displayed applies to any date squares selected on the Calendar as Calendar Event dates.

1.5.11.4 Event Priority

This is the priority associated with this Calendar Event. A priority value of 1 is the highest priority. As this value increases the priority decreases. All user created Calendars will automatically have a priority greater than the Standard Calendar.

When days within Calendars overlap, the Calendar with the higher priority takes precedence over the lower priority Calendar. Calendars containing days that overlap with other Calendars cannot have the same priority.

1.5.11.5 OK Button

When selected, the dialog is closed, and the configured object is added to the database.

1.5.11.6 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

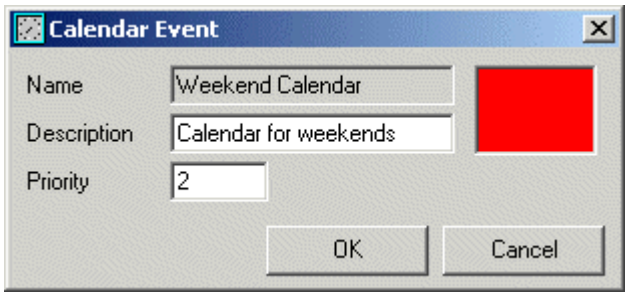
1.5.11.7 File Menu

1.5.11.7.1 Exit

The File menu has only an Exit option. Selecting this will exit the Diaries and Calendars Tool. This menu option may also be invoked by holding down the [Alt] key on the keyboard, followed by pressing the 'F' key and then the 'X' key.

1.5.12 Modifying a Calendar

This dialog enables the user to modify a Calendar.



1.5.12.1 Calendar Name

A mandatory field. It must contain a name for the new Calendar, and the name must be unique. It is disabled and cannot be changed when modifying a Calendar.

1.5.12.2 Calendar Description

This field should be used to provide a more descriptive explanation of what the Calendar is used for.

1.5.12.3 Event Color

A double click on this will display a colour selection box. The colour displayed applies to any date squares selected on the Calendar as Calendar Event dates.

1.5.12.4 Event Priority

This is the priority associated with this Calendar Event. A priority value of 1 is the highest priority. As this value increases the priority decreases. All user created Calendars will automatically have a priority greater than the Standard Calendar.

When days within Calendars overlap, the Calendar with the higher priority takes precedence over the lower priority Calendar. Calendars containing days that overlap with other Calendars cannot have the same priority.

1.5.12.5 OK Button

When selected, the dialog is closed, and the configured object is added to the database.

1.5.12.6 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

1.5.12.7 File Menu

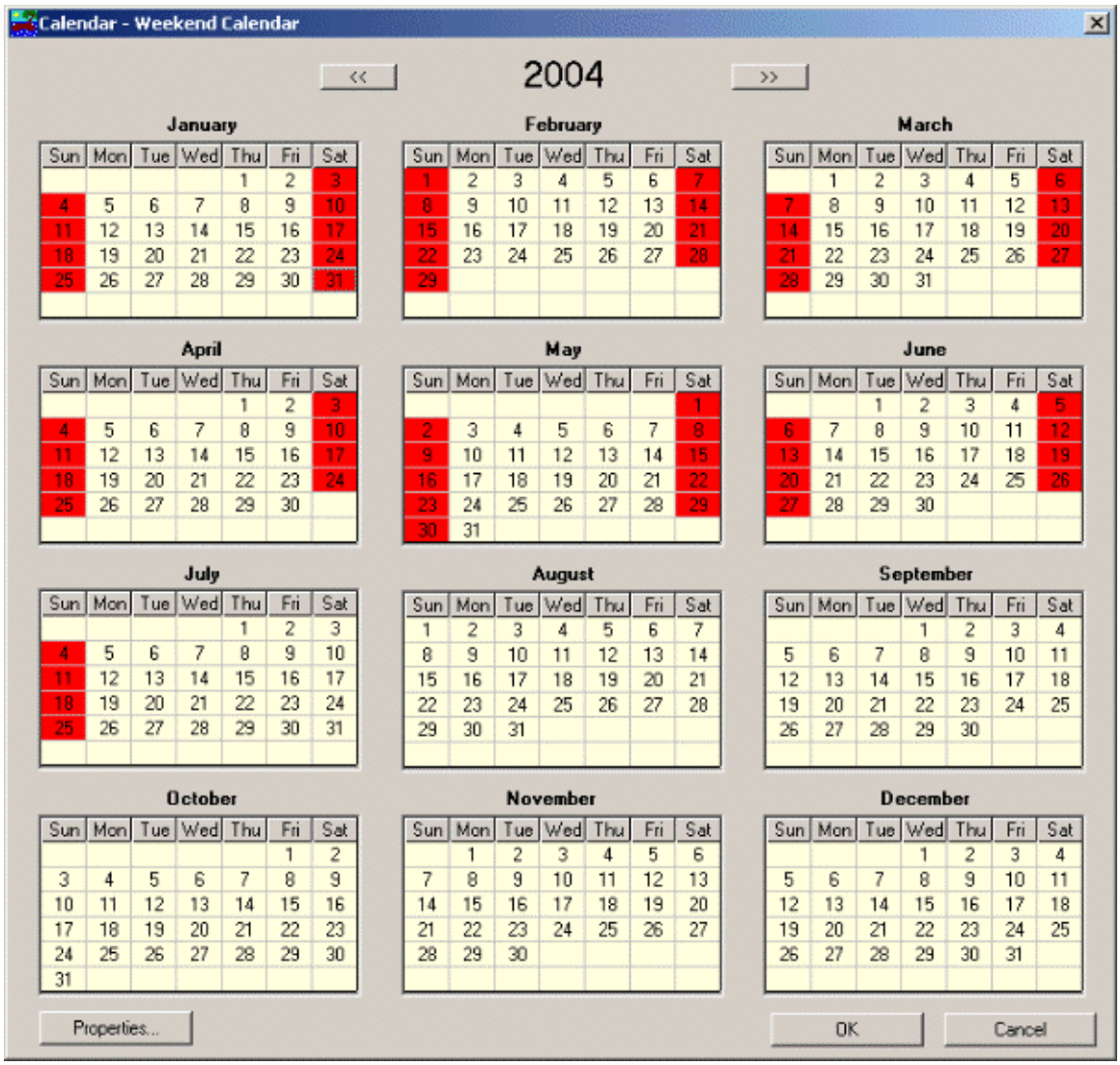
1.5.12.7.1 Exit

The File menu has only an Exit option. Selecting this will exit the Diaries and Calendars Tool. This menu option may also be invoked by holding down the [Alt] key on the keyboard, followed by pressing the ‘F’ key and then the ‘X’ key.

1.5.12.8 Setting Calendar Days

Each Calendar will apply to unique days over a yearly period. This is where the selected Calendar's event days are specified. Calendar events may be added by: -

- Selecting the date squares singly,
- Clicking and dragging the mouse over an area within each month.
- Selecting the day heading. This will select all the days under that heading for the month - (e.g. all Sundays in a month).
- Selecting a square, or group of squares a second time will de-select them.



1.5.12.8.1 Year Navigation Buttons

Selecting the **[<<]** button will move the Calendar back one year. Selecting the **[>>]** button will move it forward one year.

1.5.12.8.2 Properties Button

Selecting this button will display the Calendar Event Dialog, which enables the Description, Priority or Event Colour of the Calendar to be modified. The Name field may not be modified. Select the **[OK]** button to make the modifications and close the dialog.

1.5.12.8.3 OK Button

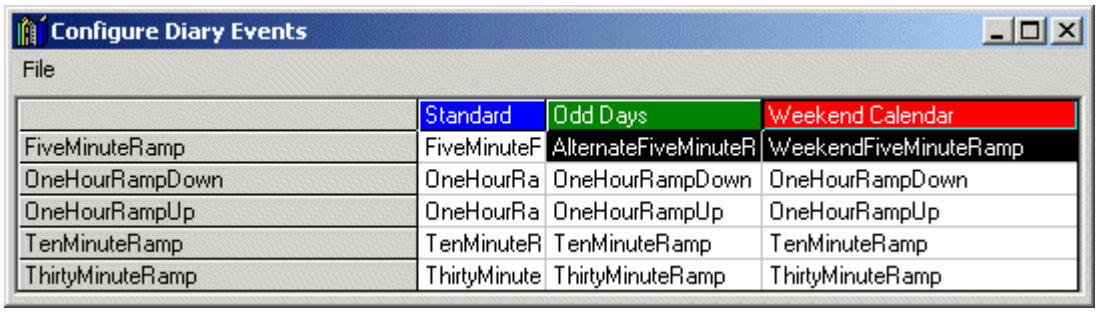
When selected, the dialog is closed, and the configured object is added to the database.

1.5.12.8.4 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

1.5.13 Configuring Diary Events

This dialog opens when the ***[Diary Events]*** button is selected from main Calendar Events tab. It the enables the user to select a different pattern for the Diary on specific Calendar days.



1.5.13.1 Diary List

This is a list of all the diaries currently configured.

1.5.13.2 Calendars Available

These headings display the Standard Calendar, and the user configured Calendars available.

1.5.13.3 Standard Diary Patterns

This column displays the default Pattern used by the Diary. This Pattern can be overridden with a different Pattern associated with an alternative Calendar. The Standard Calendar Pattern itself cannot be changed.

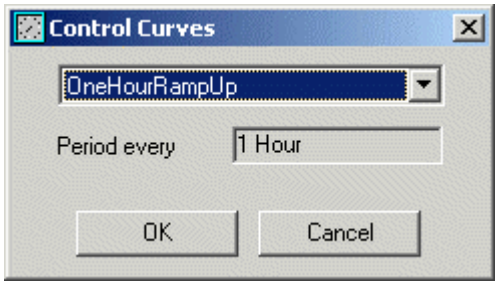
1.5.13.4 Specify Alternative Patterns

Clicking on any of these fields will display the Pattern selection dialog, which enables the selection of a different Pattern for use on any of the days specified within the selected alternative Calendar.

Any Pattern which has been changed from the Standard Pattern is displayed with a black background.

1.5.14 Selecting Alternative Diary Patterns

This dialog enables the Pattern used by a Diary to be overridden. The title bar and list of available Patterns will automatically display the correct type of available alternative Patterns for use with this Diary.



1.5.14.1 Pattern List

Provides a list of available Patterns which may be used by the Diary to override the Standard Pattern on the days belonging to the selected Calendar.

1.5.14.2 Pattern Duration

A non-editable field, which displays the duration of the Pattern currently selected from the list.

1.5.14.3 OK Button

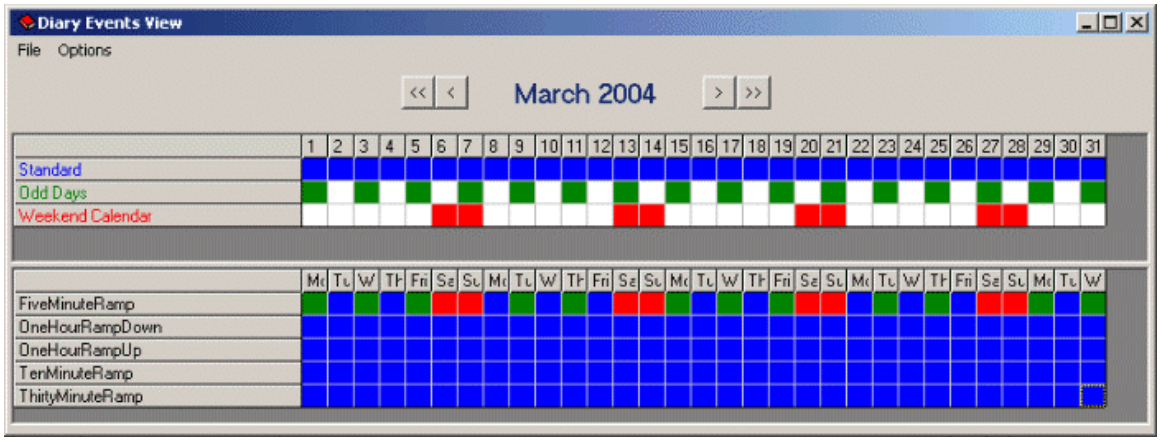
When selected, the dialog is closed, and the configured object is added to the database.

1.5.14.4 Cancel Button

When selected, the dialog is closed, and the configured object is not added to the database.

1.5.15 Viewing Diary Events

This dialog enables the user to view all configured Calendars and Diaries for the current month. It provides a visual clue as to what Diaries are using different Patterns on different Calendar days.



1.5.15.1 Month Navigation Buttons

Selecting these buttons will move the Calendar display back or forward by one month.

1.5.15.2 Year Navigation Buttons

Selecting the **[<<]** button will move the Calendar back one year. Selecting the **[>>]** button will move it forward one year.

1.5.15.3 Standard and User Configured Calendars

This is a list showing the Standard and user configured Calendars.

1.5.15.4 Days Marked by Calendar

This area displays the days that belong to each Calendar for the month. If the mouse is held over one of the days, a tooltip displays the Calendar's priority.

1.5.15.5 Configured Diaries

This is a list of configured diaries.

1.5.15.6 Calendars Being Used by Diaries

Different colored squares indicate that a different Calendar is being used for the Diary on that day of the month. Holding the mouse over the day will display a tooltip that indicates the Pattern being used by the Diary on that day.

2 Index

A

Add Calendar 16
Add Calendar Dialog 17
Add Diary 6
Add Diary Dialog 6
Advanced Button 10, 13

C

Calendar 22
Calendar Days Dialog 19
Calendar Description 17, 18
Calendar Events Tab 15
Calendar List 16
Calendar Name 17, 18
Calendar Overview 3
Calendar Properties Button 17
Calendars 5
Calendars Available 21
Calendars Being Used 22
Cancel Button 9, 14, 18, 19, 20, 21
Close 6, 17
Configure Diary Events Dialog 20
Configured Diaries 22

D

Days Marked 22
Delete Calendar Button 17
Delete Diary 6
Diaries 6, 22
Diaries Tab 4
Diary 3
Diary Events Button 17
Diary Events View 22
Diary List 21
Diary Name 7, 11
Diary Offsets 7, 11
Diary Properties 6
Diary Properties Dialog 11
Diary Tab 17

E

Enabled 8, 12
Event Color 17, 18
Event Priority 18
Event Type 7, 11

H

Help Menu 5, 16

M

Main Dialog 4
Modify Calendar Event Dialog 18
Month Navigation Buttons 22

O

OK Button 9, 14, 18, 19, 20, 21
OpenEnterprise Scheduling 3

P

Pattern Duration 21
Pattern List 21
Pattern Name 8, 12
Pattern Selection Dialog 21
Pattern Type 7, 11
Properties Button 20

R

Repeat Interval 8, 12
Repeat Times 9, 13

S

Specify Alternative Patterns 21
Standard Diary Patterns 21
Summary Button 17

U

Unlimited Repeat 9, 13
Used By Dialog 14
User Configured Calendars 22

Y

Year Navigation Buttons 20, 22

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