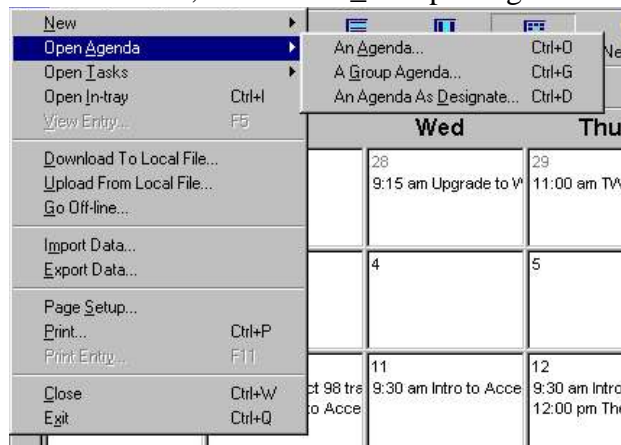


Working with other People's Agendas

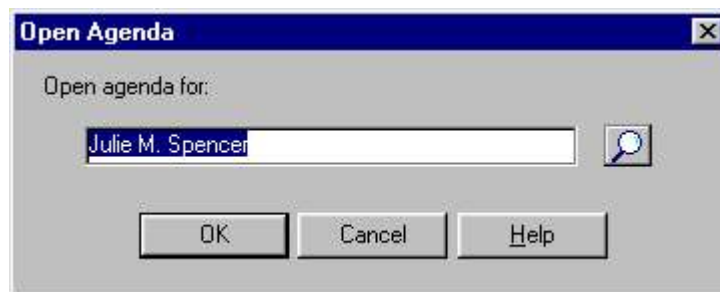
Being able to work with the agendas of other people is useful in determining the possible time for meetings and time management.

Opening another agenda

To open the agenda of another user, Select File → Open Agenda → An Agenda

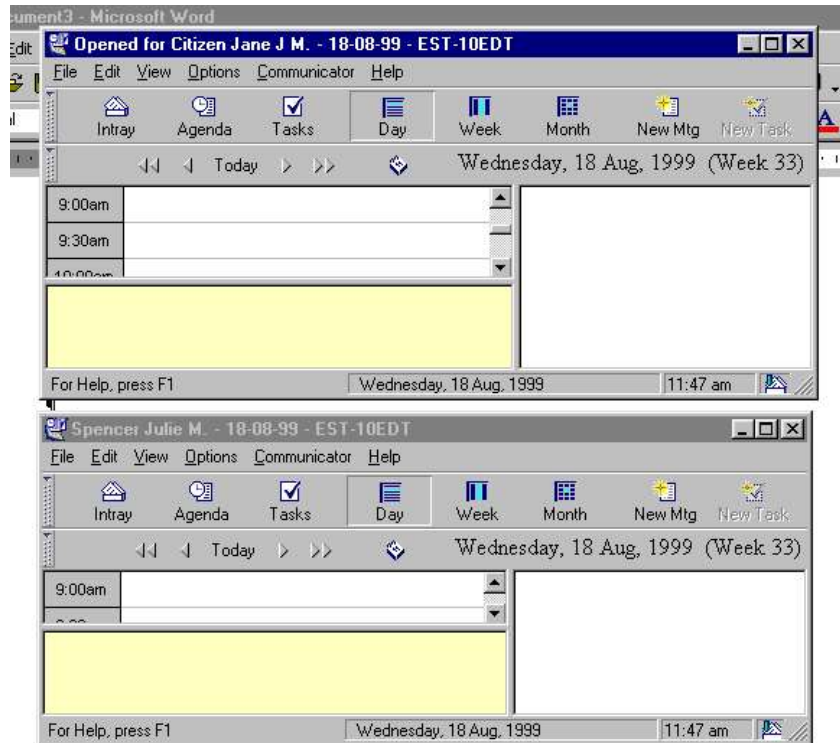


An open Agenda window will appear



Use the selection process as discussed in the section on logging in.

Using MS-Windows window positioning procedures it is possible to arrange the windows to be able to view several agendas at the same time. As shown below



Depending on the access rights granted, entries may appear. If no entries are shown, it should not be assumed that the person's agenda is empty or the person is available at a particular time.

Creating entries in an agenda

Under normal circumstances, the creation of an entry in someone else's agenda results in the creation of an invitation to an event.

The user should then reply to the invitation using normal reply procedures, thereby informing the creator of an intention to attend. The opened agenda appears with the title **"Opened for Name"**

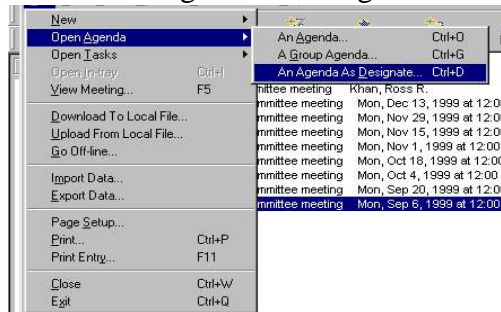
According to a user's Access Rights settings, other people may be able to view times during which the user is available or unavailable.

Several levels of access may be granted, which allow the viewing of entries of varying confidentiality. It is also possible to grant others access to see the details of an entry or simply the entry times only. (For more information refer to section on Access Rights)

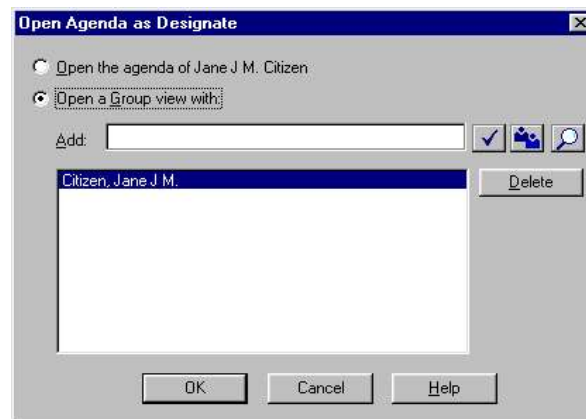
Opening an agenda as Designate

A designate is a person assigned to carry out a certain task or tasks. In Calendar, a designate is assigned the permission to act on behalf of another person with regard to time management.

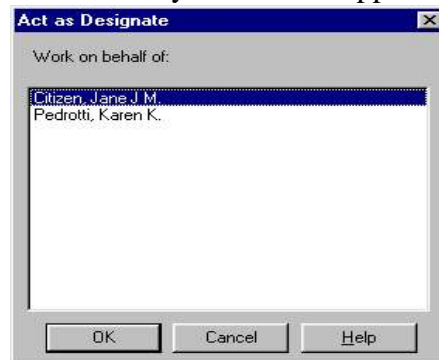
Another person assigned the rights to access an agenda as a designate receives an additional option when opening agendas. To open an agenda as designate Select File → Open an Agenda → An Agenda as Designate



The following will appear



or should you happened to have designate rights to more than one agenda the following intermediary screen will appear.



Select the appropriate option. It is possible to open it as a group view, if you are trying to co-ordinate a number of people.

The agenda will appear, with the title “**On behalf of Name**”, as a reminder of the special designate access and to distinguish it from any windows “**Opened for** “ another user

The main difference between these two modes of operation is that when working as a designate, a user assumes the identity of the agenda owner and has control over entries within it.

This is an extremely powerful feature of Calendar and care should be taken, especially when creating entries and inviting other to events.

Entry Creation

When creating an agenda entry as a designate, the entry details will list the Creator of the entry as the person on whose behalf the designate is acting.

For instance, entries created as designate of a superior will be indistinguishable from those created by the superior – even by the superior themselves.

Entry Editing and Deletion

When changing the details on an entry or deleting the entry itself, the changes made will appear to have been made by the agenda owner, not the designate.

Emailed Notification

Any Emailed notification of agenda entry creation will be sent to attendees with the agenda owner’s Email address, not the address of the designate and will appear to have been sent by the owner. Care should be taken with regard to the content when sending such messages.

Replying to invitations

When replying to invitations as designate, the designate should be aware of all factors which may prevent the owner from fulfilling any tasks being assigned. For this reason, it is highly recommended that all the agenda owner’s movements are entered in the agenda.

If personal or confidential entries are to be entered, the owner should allow any designates to view the times for these entries to avoid double- bookings, if it is desired that the details of the entries remain private.