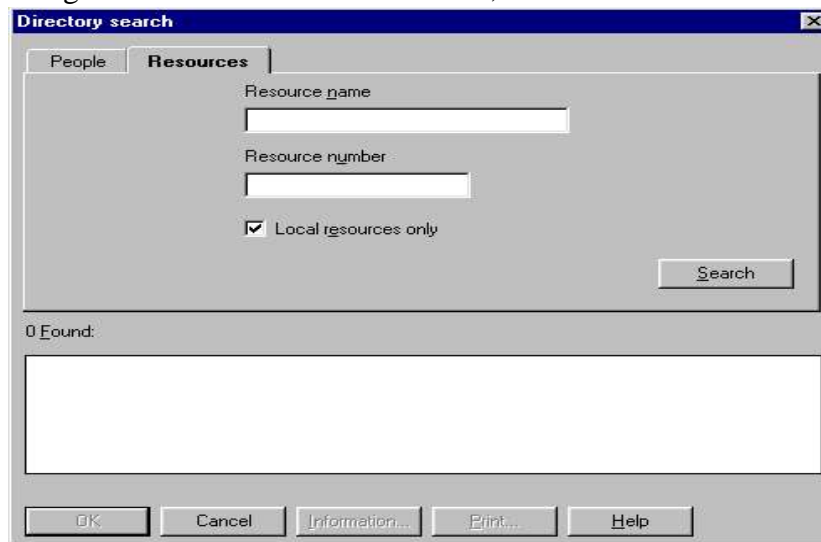


# Working with Resources

In the Netscape Calendar, resources are anything “non-human”. This includes pieces of equipment, rooms, etc.

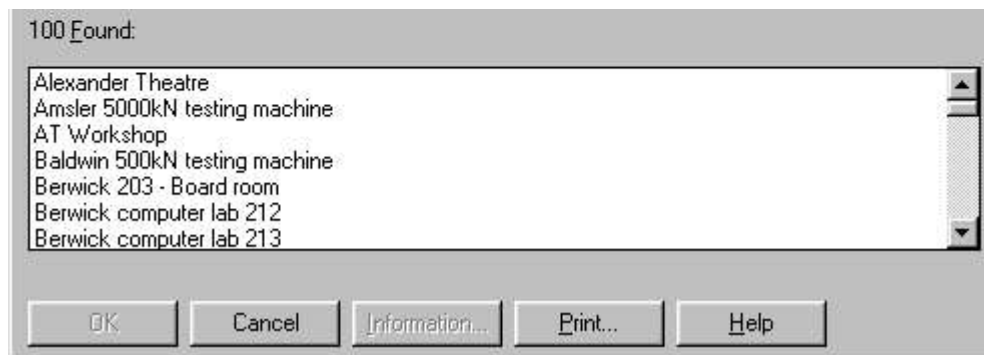
## Opening a resource agenda

A resource has an agenda of its own. To open resource agenda, select File → Open Agenda → An Agenda and click the search button, then select the Resources tab.

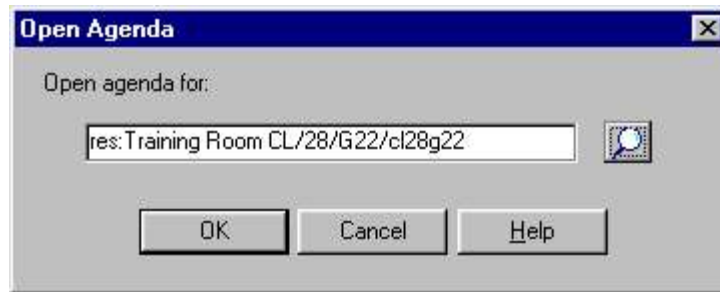


Resources are assigned a name, a number and a designate (since the resource cannot accept or reject entries for itself)

Leaving the resource name and number blank and clicking the Search button displays all the resources in Calendar.

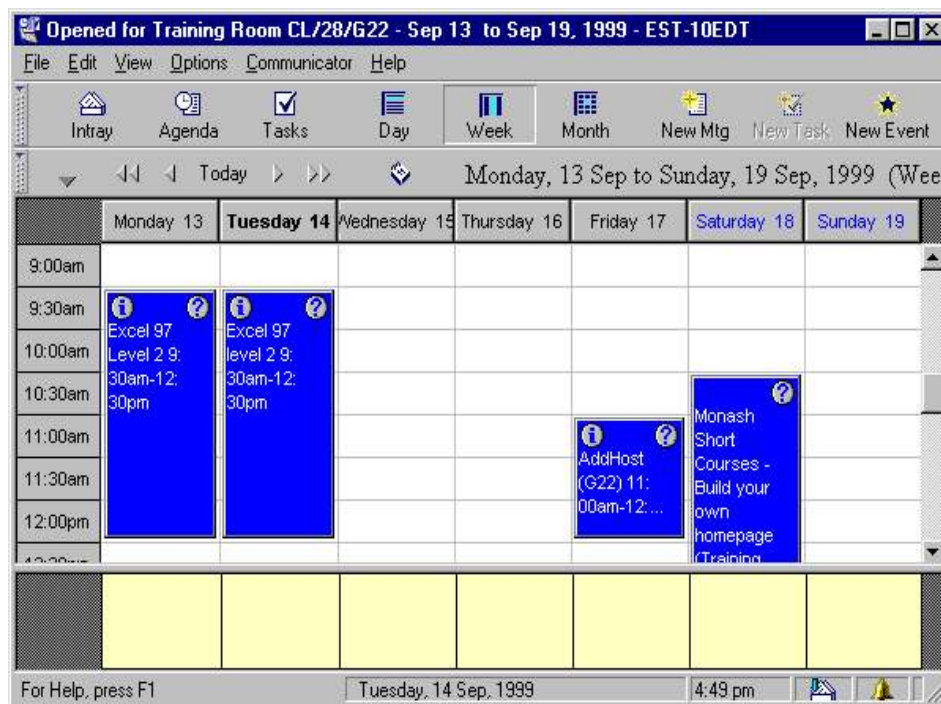


Select the desired resource and click OK.



If the name of the resource is already known, its name (e.g. “The Widget”) may be typed in the View the Agenda of box, bypassing the search.

Here the agenda for a resource called the Training Room CL/28/G22/cl28g22 has been selected. Clicking Ok opens the agenda



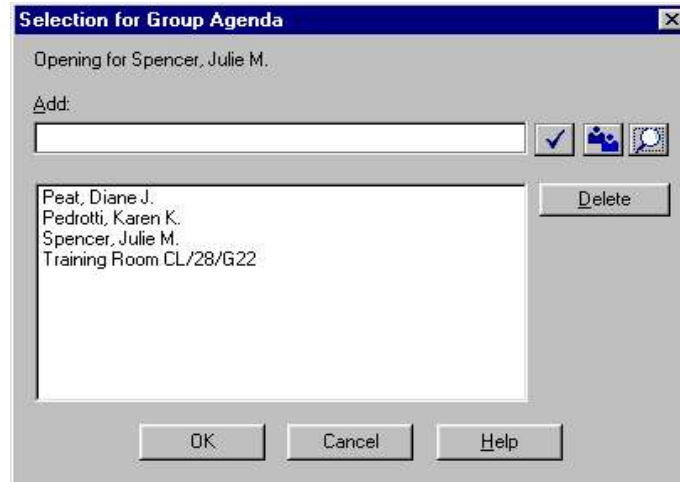
Note that the tile bar shows the agenda as being “**Opened for**” the resource. This indicates that only invitations may be created.

Creating an agenda entry (an invitation) should be regarded as a request for a booking for the resource.

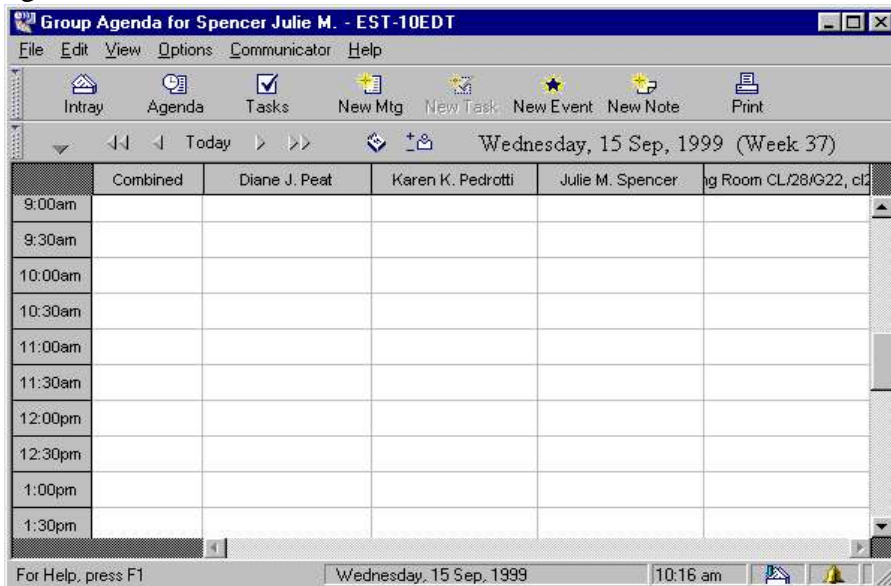
It is the responsibility of the resource’s designate to then confirm or reject the booking by replying on behalf of the resource. The resource’s designate is then regarded as the resource’s manager.

## Booking a meeting

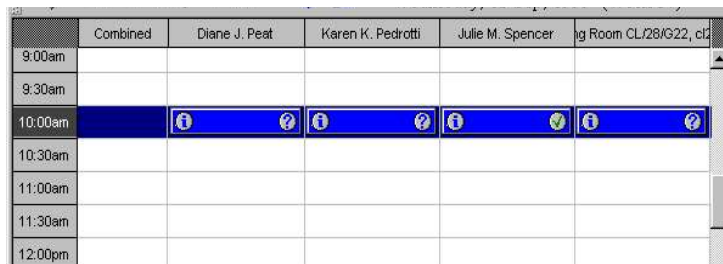
When booking a meeting, it is useful to be able to book all the attendees and the proposed meeting room in one action. Opening a group agenda with all attendees and the resources involved will do this.



Here a group agenda is being opened for 3 attendees and a training room. Clicking OK opens the agendas.

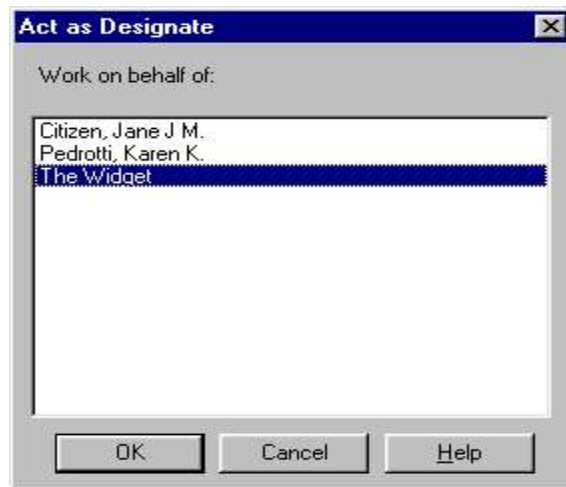


A group entry may be created which constitutes invitations for the attendees and booking requests



## Resource Designate

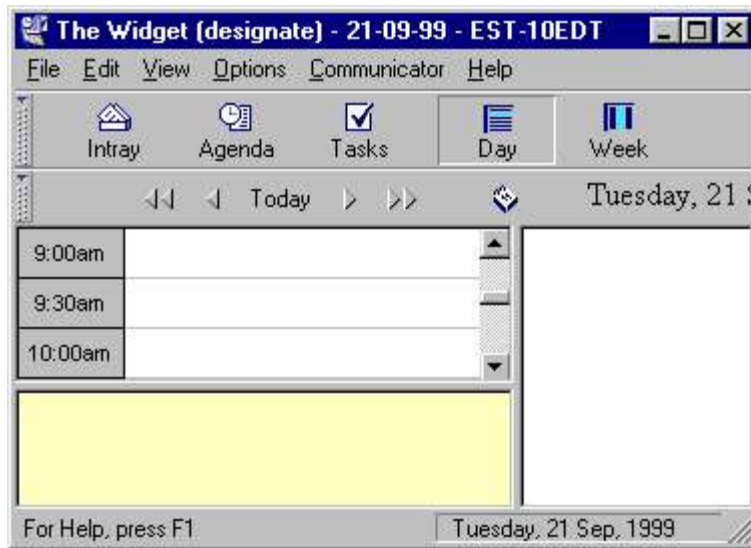
Acting as a resource designate involves accepting or rejecting invitations within the Calendar of a resource. To do so, the resource's agenda must be opened in designate mode (designate rights must be awarded for this operation to succeed). Select File → Open Agenda → An Agenda as Designate and select the appropriate agenda.



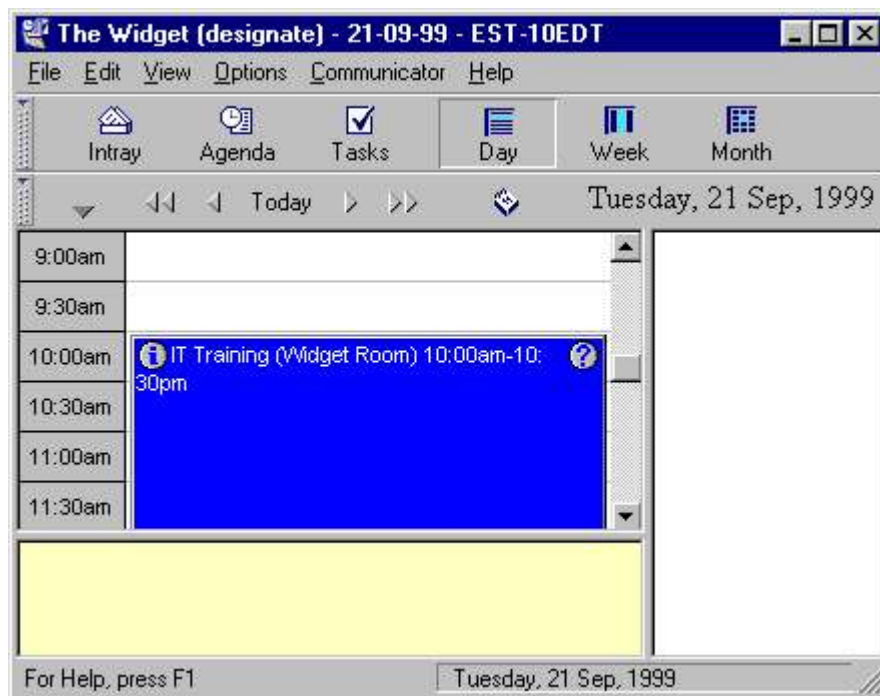
Clicking Ok then opens the Agenda as Designate window.



You then have the option of selecting an additional group. This is useful if you are trying to organize a meeting involving both resources and people. Selecting open the agenda will result in the following window



Note that the title bar shows the agenda opened as The Widget in designate mode. Invitations created by other people must be accepted or rejected by the resource designate. Replying to the invitation whilst in designate mode does this.



To reply to an invitation, double-click on the invitation agenda item. The reply section for the entry will appear.



Select either

- I will attend (to confirm the booking) or
- I will not attend (to refuse the booking)

When sending such a reply, it is recommended to send an emailed confirmation or refusal to the entry creator to advise them of the booking's status. The creator ("proposer") appears in the Summary section (top pane) in the Reply section.

## Adding Resources to Calendar

If you have particular resources within your area, which you would like to be made available through calendar, then refer to the following web site.

<https://mdsadmin.monash.edu.au/cgi-bin/admin/menu>