



DENBIGH
ADMINISTRATION

DENBIGH ADMINISTRATION

Calendar

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The Calendar File

The screenshot displays the Denbigh Administration software interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, and Quit. The Denbigh Administration logo is in the top right corner. A central panel displays a welcome message: "Welcome to Denbigh Administration" and "You are logged in as 'Mr J Denbigh'", accompanied by a hat icon. A "Privacy reminder" is also present, stating that the school is bound by the National Privacy Principles. On the left, a main menu lists various categories: Families, Community, Students, Staff, Academic, Development Office, Finance, Enrolment Enquiries, Export Menu, and Calendar. The "Calendar" icon is highlighted with a red rectangle. On the right, a "Reminders" panel shows a "Reminder Note" for 9/15/2010 regarding a overdue payment, with an "Actioned" checkbox. The bottom of the interface features a "Main Menu" bar and a red banner for "DENBIGH DEMONSTRATION SCHOOL".

The Calendar File

Day View

Denbigh Calendar

Thursday, 17 March 2011 W11

Day of cycle: 4
Week of Term: 7
Term: 1

Appointments | Other Items

new appointment

date	DEND	title	room	Timetable Lesson
17/3/11	CAR	Proposed Thailand Outreach		Primary
17/3/11		BIB Test (1 Corinthians)		Assess - Yr 12
17/3/11		Legal Studies Oral		Assess - Yr 12
17/3/11		Indonesian role play continued		Assess - Yr 10
17/3/11		Indonesian Hand-In		Assess - Yr 9
17/3/11		Year 7 Indonesian Role Play		Assess - Yr 7
17/3/11		Year 7 Maths Test		Assess - Yr 7
17/3/11		Music - Composition and Viva Voce		Assess - Yr 9
17/3/11		Year 9 Music Composition		Assess - Yr 9
17/3/11		Year 8 Bib Assignment due (Luke Acts 1 - 8)		Assess - Yr 8
17/3/11		Year 11 ESL Essay and Speech		Assess - Yr 11
17/3/11		Year 11 Agriculture Essay		Assess - Yr 11
17/3/11		Year 11 Music 1: Composition, Portfolio & Viva Voce		Assess - Yr 11
17/3/11		Year 11 Music 2: Draft Composition and Portfolio		Assess - Yr 11
17/3/11		9:50 am ~ 10:20 am Johnson/Marsh Chapel (Years 5 -12)	Chap	General
17/3/11		12:03 pm ~ 12:20 pm MAR 12MUS2	LCL	Facility Booking
17/3/11		12:20 pm ~ 1:00 pm JAM -M. Officer	GYM	General

Legend: Selected (green), Today (yellow), Notes present (blue), Conflict (red). Shift-click a date to create a new Appointment.

Day view is the default screen

Calendar Tabs

Denbigh Calendar

Daily | Week | Month | Year | Bookings | Prefs

View the calendar by day, week, month or year.

Week View

Main Menu
Back
View As List
Find
Find All
Print
Print Date Range
Subscribe

Classes
Future Students
Current Students
Former Students
Family Details
Community Details
Staff Details

Denbigh Calendar

[Daily](#)
[Week](#)
[Month](#)
[Year](#)
[Bookings](#)
[Prefs](#)

[show filters](#)
[go to today](#)
[select day](#)

Week of Monday, 21 March 2011 W12

Week of Term: 8 - Term: 1

	Monday 21	Tuesday 22	Wednesday 23	Thursday 24	Friday 25	Saturday 26	Sunday 27
	CAR Proposed	10:02 TOR Gateway	9:00a CWD 8MUS4	9:10a BAT 8MUS2	10:02 BAT 7MUS4	EXCURSION	EXCURSION
	EXCURSION	CAR Proposed	CAR Proposed	10:02 BAT 8MUS1	LOY Proposed	ASSESSMENT	ASSESSMENT
	ASSESSMENT	EXCURSION	EXCURSION	CAR Proposed	CAR Proposed	ASSESSMENT	ASSESSMENT
	ASSESSMENT	ASSESSMENT	ASSESSMENT	EXCURSION	EXCURSION	ASSESSMENT	ASSESSMENT
	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT
	LOY NASSA Junior Year 7	ASSESSMENT	ASSESSMENT	ASSESSMENT	ASSESSMENT	LOY CIS Rowing - Wesley	LOY CIS Rowing - Wesley
	Wesley	Wesley	LOY AICES Boys	ASSESSMENT	ASSESSMENT	Wesley	Wesley
	Wesley	8:00a NOC School	Wesley	LOY AICES Girls	Agriculture - Wesley		
	9:10a JEK 10DTN1 -	9:00a HOR 08TC3 -	8:00a CAM Vaccinations	Wesley	Wesley		
	9:10a HOR 10IST1 -	9:00a TOR 07TW3 -	9:10a TOR 09IST2 -	9:10a J. Fenton on	9:38a LOW Year 11s on		
	9:10a CMN 6Strings -	9:00a CWD 8MUS4	9:10a HOR 08TC3 -	10:02 HOR 12IPT -	9:38a CMN 3IMus -		
	9:50a Barker/Broug	9:40a BKY 1FLib -	9:10a BAT 8MUS2	9:50a Johnson/Mar	9:38a GLY 25Lib -		
	9:50a Barker/Broug	9:40a BAT 6BBand -	9:50a Hassall/Hebe	10:02 HOR 12IPT -	9:38a TOR 08TW1 -		
	10:02 CMN 6KMus -	11:00 HOR 12IPT -	10:02 HOR 07TC1 -	10:02 CMN GATWayMus	10:26 GLY 28Lib -		
	10:02 BKY 1MLib -	11:00 COW 3NTech -	10:02 TUR 07TC2 -	10:02 BAT 7MUS4	10:26 STO 08TC2 -		
	10:02 TOR Gateway	11:53 FRE ISDANCE -	10:02 BAT 8MUS1	11:11 LOW Year 11s on	10:26 CMN 3NMus -		
	11:11 LOW Year 11s on	11:53 BKY 6KLib -	11:11 JEK 12DTN -	11:11 GLY T2Lib -	11:29 LOW Year 11s on		
	11:11 KKC 11SOR1.2 -	11:53 DVN 11DTN -	11:11 HOR 11PT -	11:11 MAR 12MUS2 -	11:29 HOR 10IST1 -		
	11:11 KKC 11SOR2.2 -	11:53 HOR 10IST1 -	11:11 BAT 7MUS2	11:11 KKC 11SOR1.1 -	11:29 GLY T3Lib -		
	11:11 TOR 10IST2 -	11:53 COW 5STech -	12:03 KKC 11SOR1.1 -	11:11 KKC 11SOR2.1 -	12:17 WLC Bounceback		
	12:03 SAS T-2 Chapel	11:53 6K	12:03 KKC 11SOR2.1 -	11:11 JEK 10DTN2 -	12:17 STA 2S - General		
	12:03 SAS Years 3-4	1:36p COW 3ITech -	12:03 TOR 10IST2 -	11:11 TOR 10IST2 -	12:17 ABD T3 - General		
	12:03 IBR 3I - 3	1:36p BKY 6HCLib -	12:03 CWD 12MUS1	12:03 MAR 12MUS2 -	12:17 FRE 1F - General		
	12:03 DCH 5D - General	1:36p HAK 6HC	12:30 HNF OH&S	12:03 KKC 11SOR1.2 -	12:17 MSE 1M - General		
	12:03 ELL 6K - 6	2:32p CWD 5CBand -	1:00p SAS K-2 Dance	12:03 kkc 11SOR2.2 -	12:17 SAS 2B - General		
	12:03 CMN IS Assembly -	2:32p CWD 5DBand -	1:44p MAR 11MUS2	12:03 TOR 08TC4 -	12:17 CMN ISchapel -		
	Day of cycle: 6	Day of cycle: 7	Day of cycle: 8	Day of cycle: 9	Day of cycle: 10		

Legend ■ = Selected ■ = Today Shift-click on the day to create a new appointment.

100%
Browse

Weekly View

Month View

Denbigh Calendar

March, 2011

Legend: Selected (green), Today (yellow), + more Appointments on Daily View

Click on date to go there; Shift-click creates a new Appointment.

Monthly View

Year View

Main Menu
 Back
 View As List
 Find
 Find All
 Print

Classes
 Future Students
 Current Students
 Former Students
 Family Details
 Community Details
 Staff Details

Denbigh Calendar

Daily
Week
Month
Year
Bookings
Prefs

2011
go to today | select day

W	M	Tu	W	Th	Fri	Sa	Su
52					1	2	
03	3	4	5	6	7	8	9
02	10	11	12	13	14	15	16
04	17	18	19	20	21	22	23
05	24	25	26	27	28	29	30
04	31						

W	M	Tu	W	Th	Fri	Sa	Su
06	1	2	3	4	5	6	
07	7	8	9	10	11	12	13
08	14	15	16	17	18	19	20
09	21	22	23	24	25	26	27
08	28						

W	M	Tu	W	Th	Fri	Sa	Su
10	1	2	3	4	5	6	
11	7	8	9	10	11	12	13
12	14	15	16	17	18	19	20
13	21	22	23	24	25	26	27
13	28	29	30	31			

W	M	Tu	W	Th	Fri	Sa	Su
14					1	2	3
15	4	5	6	7	8	9	10
16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	24
17	25	26	27	28	29	30	

W	M	Tu	W	Th	Fri	Sa	Su
18							1
19	2	3	4	5	6	7	8
20	9	10	11	12	13	14	15
21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	29
22	30	31					

W	M	Tu	W	Th	Fri	Sa	Su
23			1	2	3	4	5
24	6	7	8	9	10	11	12
25	13	14	15	16	17	18	19
26	20	21	22	23	24	25	26
26	27	28	29	30			

W	M	Tu	W	Th	Fri	Sa	Su
27					1	2	3
28	4	5	6	7	8	9	10
29	11	12	13	14	15	16	17
30	18	19	20	21	22	23	24
31	25	26	27	28	29	30	31

W	M	Tu	W	Th	Fri	Sa	Su
32	1	2	3	4	5	6	7
33	8	9	10	11	12	13	14
34	15	16	17	18	19	20	21
35	22	23	24	25	26	27	28
35	29	30	31				

W	M	Tu	W	Th	Fri	Sa	Su
36					1	2	3
37	5	6	7	8	9	10	11
38	12	13	14	15	16	17	18
39	19	20	21	22	23	24	25
39	26	27	28	29	30		

W	M	Tu	W	Th	Fri	Sa	Su
40							1
41	3	4	5	6	7	8	9
42	10	11	12	13	14	15	16
43	17	18	19	20	21	22	23
44	24	25	26	27	28	29	30
43	31						

W	M	Tu	W	Th	Fri	Sa	Su
45	1	2	3	4	5	6	
46	7	8	9	10	11	12	13
47	14	15	16	17	18	19	20
48	21	22	23	24	25	26	27
48	28	29	30				

W	M	Tu	W	Th	Fri	Sa	Su
49					1	2	3
50	5	6	7	8	9	10	11
51	12	13	14	15	16	17	18
52	19	20	21	22	23	24	25
52	26	27	28	29	30	31	

Legend
■ Selected
■ Today
Click on a month to jump to that month.

Yearly View

Room/Resource Bookings

The screenshot shows the Denbigh Calendar interface for room/resource bookings. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find, Find All, Print, Print Date Range, and Subscribe. To the right, there are icons for Classes, Future Students, Current Students, Former Students, Family Details, Community Details, and Staff Details. The main header is "Denbigh Calendar" with tabs for Daily, Week, Month, Year, Bookings, and Prefs. The current date is "Monday, 21 March 2011 W12". Below the date, there are buttons for "show filters" and "go to today | select day". The main area is a grid with columns for "1. Library West", "2. Library East", "3. Laptops", "4. Senior Study Room", and "6. LS1". The rows represent time slots from 8:00 AM to 12:00 AM. Two bookings are visible: "Year 11s on study (30 students)" in the 11:00 AM slot of Library East, and "Year 8 L/Support" in the 12:00 PM slot of LS1. At the bottom, there is a legend for conflicting appointments, a scale selector (5 min, 10, 15, half hour, hour), a detail view selector, search, and print buttons.

Room/Resource Bookings Screen

Preferences

The screenshot shows the 'Denbigh Calendar' Preferences window. The 'Prefs' tab is active, displaying settings for 'General Settings', 'Week & Bookings Views', and 'iCalendar Settings'. The 'General Settings' section includes radio buttons for 'Start Week on Monday' (Yes/No), 'Select Current Date on Start Up' (Yes/No), 'Show Conflicts on Schedule (slower)' (Yes/No), and 'Empty Client Filter Shows' (All/None). A text input field for 'Show Appointment Times Starting at:' is set to '8:00 am'. The 'Week & Bookings Views' section has radio buttons for 'Use Basic Week View' (Yes/No) and a 'Default Level of Detail' dropdown set to 'Less'. The 'iCalendar Settings' section includes a text input for 'FileMaker Server Advanced address' (10.5.6.214), a text input for 'XSLT path', and a dropdown for 'iCalendar Timezone' set to 'Australia/Sydney'. A 'Publish/Update Timetable' button is located at the bottom of the settings area.

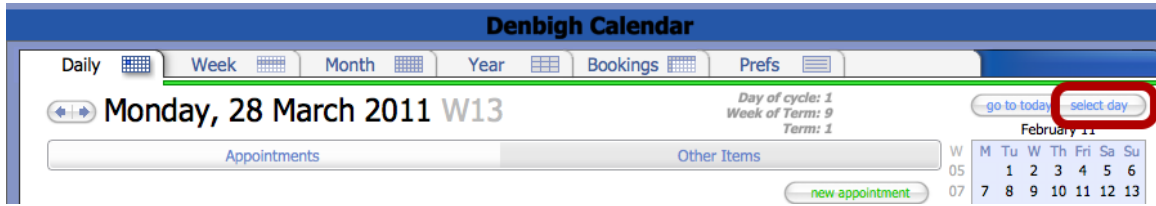
Calendar preference settings for the dates, users, resources (rooms), colour themes and iCalendar Settings. If configured on your server you can publish your timetable to your ICal. Publish/Update Timetable publishes for timetables for 1 term only. Needs to be run any time during or before the next term.

Viewing Calendar Dates

The screenshot displays the 'Denbigh Calendar' interface in 'Week' view. The current date is 'Thursday, 17 March 2011 W11'. The interface includes a top navigation bar with icons for 'Classes', 'Future Students', 'Current Students', 'Former Students', 'Family Details', 'Community Details', and 'Staff Details'. Below the navigation bar, there are tabs for 'Daily', 'Week', 'Month', 'Year', 'Bookings', and 'Prefs'. The 'Week' tab is selected, showing the current date and week information: 'Day of cycle: 4', 'Week of Term: 7', and 'Term: 1'. A 'go to today | select day' button is located to the right. Below the date, there are two tabs: 'Appointments' (marked with a circled 1) and 'Other Items' (marked with a circled 2). A calendar grid for February 11th is shown with a circled 3 on the 11th.

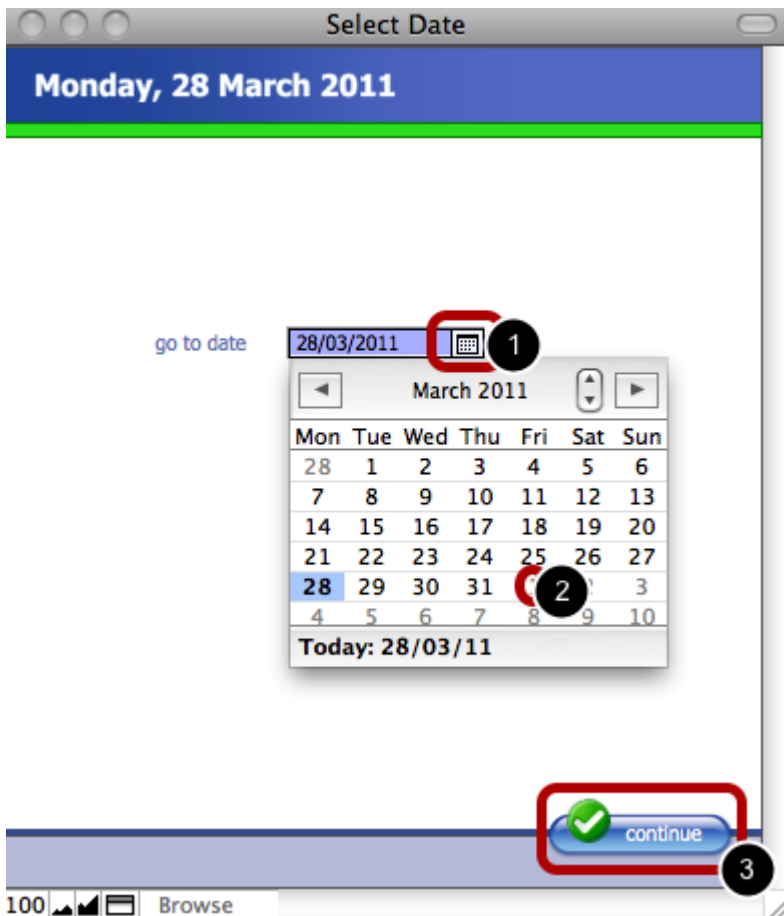
1 - Moving a day at a time. 2 - Information regarding the school calendar. 3 - Go to today or select a date to go to.

To go to a specific Date



Click select day

Select a Date to view



1 - Click the calendar button, 2 - Choose the day to view, 3 - Click continue

Searching

The screenshot shows the Denbigh Calendar interface. At the top, there are navigation tabs for Daily, Week, Month, Year, Bookings, and Prefs. The current view is 'Friday, 1 April 2011 W13'. Below this, there are tabs for 'Appointments' and 'Other Items'. A table lists various appointments with columns for date, user, title, room, and type. A search button is highlighted with a red box at the bottom of the interface.

date	user	title	room	type
1/4/11	KKC	Half-Yearly Examination Period		General
1/4/11	STE	D Stewart - Leave		Leave
1/4/11		EXCURSION FREE YEARS 8-12		General
1/4/11		ASSESSMENT FREE		Assess - Yr 12
1/4/11	LOY	CIS U 16 Girls Hockey - Paperwork Pending		Sport-off site
1/4/11		Year 7 Bib Assignment Intro to Bible due		Assess - Yr 7
1/4/11		Wesley Institute prac teachers present		General
1/4/11	9:38 am ~ 10:23 am	GLY 2SLib - Library	Annex	Timetable
1/4/11	9:38 am ~ 10:23 am	KKC 11SOR1.1 - Studies of Religion 1	Chap	Timetable
1/4/11	9:38 am ~ 10:23 am	KKC 11SOR2.1 - Studies of Religion II	Chap	Timetable
1/4/11	9:38 am ~ 10:23 am	CMN 4WMus - Music	REH	Timetable
1/4/11	9:50 am ~ 10:20 am		GYM	General
1/4/11	10:26 am ~ 11:11 am	GLY 2BLib - Library	Annex	Timetable
1/4/11	10:26 am ~ 11:11 am	JEK 08TC1 - Technology Computers	TC1	Timetable
1/4/11	10:26 am ~ 11:11 am	STO 08TC2 - Technology Computers	TC4	Timetable
1/4/11	10:26 am ~ 11:11 am	CMN 4PMus - Music	REH	Timetable
1/4/11	11:29 am ~ 12:14 pm	HOR 12IPT - Information Processes and Technology	TC1	Timetable
1/4/11	11:29 am ~ 12:14 pm	TOR 09IST2 - Information and Software Technology	TC4	Timetable

Click the search button

Searching

The screenshot shows the Denbigh Calendar interface with the search results displayed. The search bar at the top contains the number '1' and the text 'Total'. Below the search bar, there are buttons for 'Find Requests', 'New Request', 'Delete Request', 'Perform Find', and 'Cancel Find'. The search results are displayed in a table with columns for date, week, start time, end time, user, title, and type. A search button is highlighted with a red box at the bottom of the interface.

date	week	start time	end time	user	title	type

Enter either a date, user code, details of the item, a user code or type.

Search Results

Calendar Appointment List									
date	week	start time	end time	user	title	rooms	type		
▶ 16/02/2010	W07	7:45 am	~ 2:40 pm	BGS	Junior School Swimming Carnival		Sport-off site		🗑
▶ 18/02/2010	W07	7:45 am	~ 2:40 pm	LOY	Middle School and Senior School Swimming Carnival		Sport-off site		🗑
▶ 26/03/2010	W12			LOY	Proposed Junior CIS Swimming Carnival		General		🗑
▶ 2/03/2010	W09	7:00 pm		LOY	TBC NASSA Junior Swimming Carnival		Sport-off site		🗑
▶ 3/03/2010	W09	6:00 pm		LOY	NASSA Senior Swimming Carnival		Sport-off site		🗑
▶ 1/04/2010	W13			LOY	AICES Swimming Carnival - Paperwork Pending		Sport-off site		🗑
▶ 28/04/2010	W17	7:00 pm	~ 11:00 pm	LOY	CIS Swimming - Paperwork Pending		Sport-off site		🗑
▶ 29/04/2010	W17			LOY	CIS Swimming - Paperwork Pending		Sport-off site		🗑
▶ 15/02/2011	W07	7:45 am	~ 3:25 pm	BGS	Junior School Swimming Carnival		Sport-off site		🗑
▶ 17/02/2011	W07	7:45 am	~ 3:25 pm	LOY	Middle School and Senior School Swimming Carnival		Sport-off site		🗑
▶ 1/03/2011	W09	7:00 pm		LOY	TBC NASSA Junior Swimming Carnival		Sport-off site		🗑
▶ 2/03/2011	W09	6:00 pm		LOY	NASSA Senior Swimming Carnival		Sport-off site		🗑
▶ 25/03/2011	W12			LOY	Proposed Junior CIS Swimming Carnival		General		🗑
▶ 31/03/2011	W13			LOY	AICES Swimming Carnival - Paperwork Pending		Sport-off site		🗑
▶ 27/04/2011	W17	7:00 pm	~ 11:00 pm	LOY	CIS Swimming - Paperwork Pending		Sport-off site		🗑
▶ 28/04/2011	W17			LOY	CIS Swimming - Paperwork Pending		Sport-off site		🗑

The search results appear in a list view of appointments.

Filtering the Calendar

date	user	title	room	type	
1/4/11	KKC	Half-Yearly Examination Period		General	🗑
1/4/11	STE	D Stewart - Leave		Leave	🗑
1/4/11		EXCURSION FREE YEARS 8-12		General	🗑

The filter function allows filtering of users, rooms or type of calendar item.

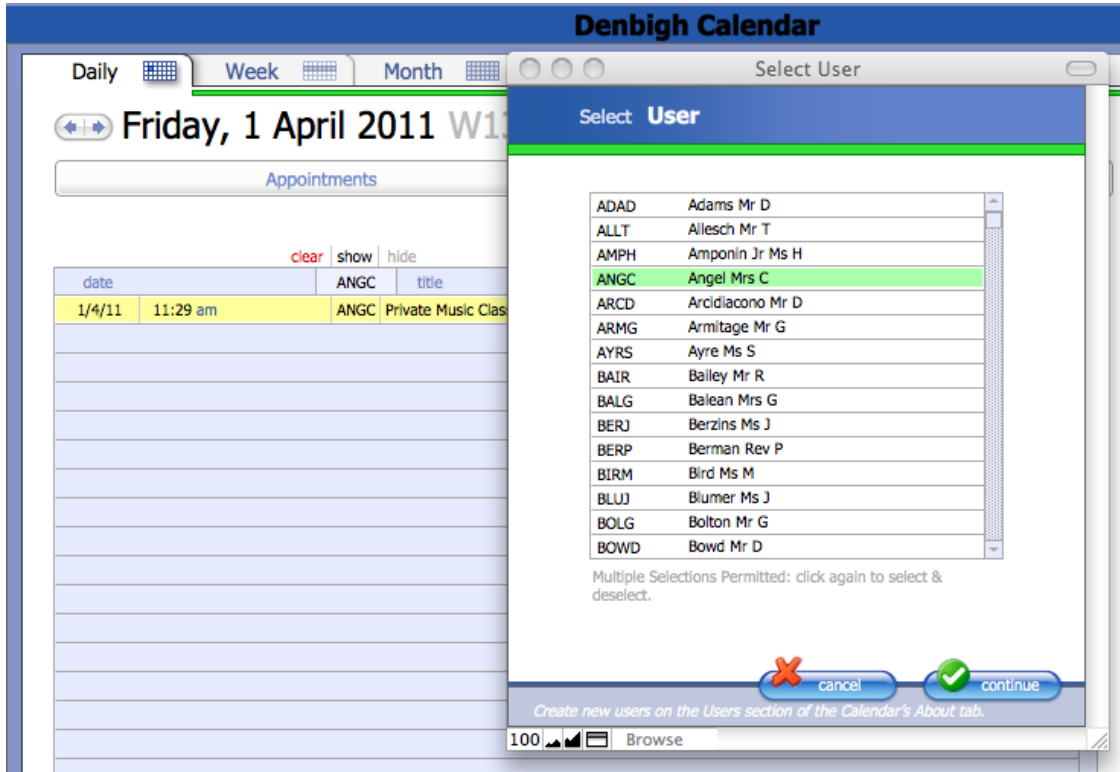
Filter by user

The screenshot shows a calendar interface with a 'Select User' dialog box open. The dialog box contains a list of staff members with their codes and names. The 'user' field in the appointment table is highlighted with a red circle and the number 1. The staff code 'BAIR' is selected in the list, also highlighted with a red circle and the number 2. The 'continue' button is highlighted with a red circle and the number 3.

code	name
ADAD	Adams Mr D
ALLT	Allesch Mr T
AMPH	Amponin Jr Ms H
ANGC	Angel Mrs C
ARCD	Arcidiacono Mr D
ARMG	Armitage Mr G
AYRS	Ayre Ms S
BAIR	Bailey Mr R
BALG	Balean Mrs G
BERJ	Berzins Ms J
BERP	Berman Rev P
BIRM	Bird Ms M
BLUJ	Blumer Ms J
BOLG	Bolton Mr G
BOWD	Bowd Mr D

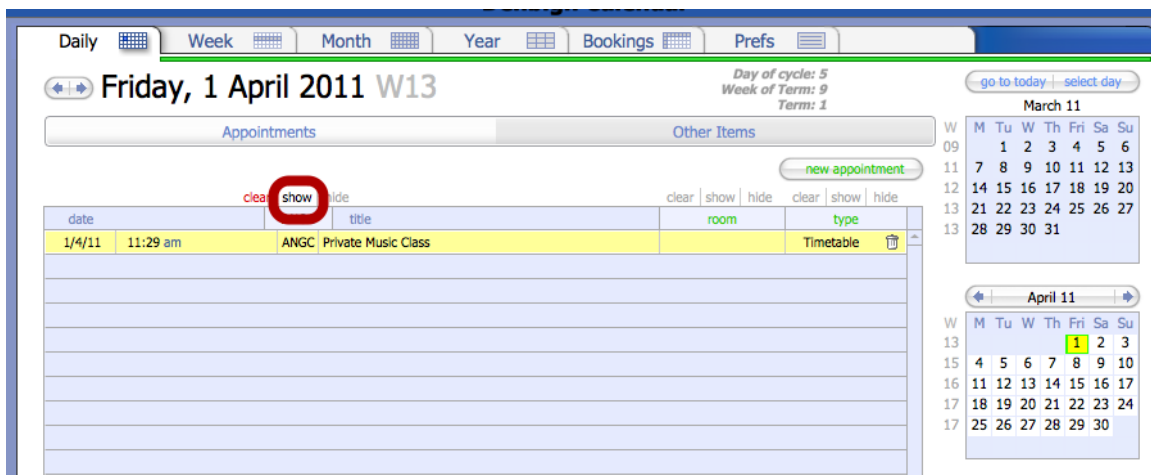
1 - Click on the User Field, 2 - choose the staff code, 3 - Click Continue.

Filtering by User



Multiple Selections can be made, click again to select or deselect.

Filter - Clear filter



Click the Show button to clear the filter.

Filter - Hide

new appointment

clear show **hide** clear show hide clear show hide

date	user	ANGC	title	room	type
1/4/11		KKC	Half-Yearly Examination Period		General
1/4/11		STE	D Stewart - Leave		Leave
1/4/11			EXCURSION FREE YEARS 8-12		General
1/4/11			ASSESSMENT FREE		Assess - Yr 12
1/4/11		LOY	CIS U 16 Girls Hockey - Paperwork Pending		Sport-off site
1/4/11			Year 7 Bib Assignment Intro to Bible due		Assess - Yr 7
1/4/11			Wesley Institute prac teachers present		General
1/4/11	9:38 am ~ 10:23 am	GLY	2SLib - Library	Annex	Timetable

Click the Hide button to hide either a user, room or type. Clear the filter as before.

Screen Annotations - Conflicts

date	user	title	room	type
1/4/11	KKC	Half-Yearly Examination Period		General
1/4/11	STE	D Stewart - Leave		Leave
1/4/11		EXCURSION FREE YEARS 8-12		General
1/4/11		ASSESSMENT FREE		Assess - Yr 12
1/4/11	LOY	CIS U 16 Girls Hockey - Paperwork Pending		Sport-off site
1/4/11		Year 7 Bib Assignment Intro to Bible due		Assess - Yr 7
1/4/11		Wesley Institute prac teachers present		General
1/4/11	9:38 am ~ 10:23 am	GLY	2SLib - Library	Annex
1/4/11	9:38 am ~ 10:23 am	KKC	11SOR1.1 - Studies of Religion 1	Chap
1/4/11	9:38 am ~ 10:23 am	KKC	11SOR2.1 - Studies of Religion II	Chap
1/4/11	9:38 am ~ 10:23 am	CMN	4WMus - Music	REH
1/4/11	9:50 am ~ 10:20 am		Headmaster's Assembly	GYM
1/4/11	10:26 am ~ 11:11 am	GLY	2BLib - Library	Annex
1/4/11	10:26 am ~ 11:11 am	JEK	08TC1 - Technology Computers	TC1
1/4/11	10:26 am ~ 11:11 am	STO	08TC2 - Technology Computers	TC4
1/4/11	10:26 am ~ 11:11 am	CMN	4PMus - Music	REH
1/4/11	11:29 am ~ 12:14 pm	HOR	12IPT - Information Processes and Technology	TC1
1/4/11	11:29 am ~ 12:14 pm	TOR	09IST2 - Information and Software Technology	TC4

Legend: Selected (green), Today (yellow), Notes present (blue), Conflict (red bar)

Shift-click a date to create a new Appointment.

search print

Red bar on beside a date denotes that there is Conflict. A duplication of time and room.

Screen Annotations - Notes Present

Denbigh Calendar

[Daily](#)
[Week](#)
[Month](#)
[Year](#)
[Bookings](#)
[Prefs](#)

[←](#)
[→](#)
Friday, 1 April 2011 W13

 Day of cycle: 5
 Week of Term: 9
 Term: 1

[go to today](#) | [select day](#)

[Appointments](#)
[Other Items](#)
[new appointment](#)

date	user	title	room	type
1/4/11	KKC	Half-Yearly Examination Period		General
1/4/11	STE	D Stewart - Leave		Leave
1/4/11		EXCURSION FREE YEARS 8-12		General
1/4/11		ASSESSMENT FREE		Assess - Yr 12
1/4/11	LOY	CIS U 16 Girls Hockey - Paperwork Pending		Sport-off site
1/4/11		Year 7 Bib Assignment Intro to Bible due		Assess - Yr 7
1/4/11		Wesley Institute prac teachers present		General
1/4/11	9:38 am ~ 10:23 am	GLY 2SLib - Library	Annex	Timetable
1/4/11	9:38 am ~ 10:23 am	KKC 11SOR1.1 - Studies of Religion 1	Chap	Timetable
1/4/11	9:38 am ~ 10:23 am	KKC 11SOR2.1 - Studies of Religion II	Chap	Timetable
1/4/11	9:38 am ~ 10:23 am	CMN 4WMus - Music	REH	Timetable
1/4/11	9:50 am ~ 10:20 am	Headmaster's Assembly	GYM	General
1/4/11	10:26 am ~ 11:11 am	GLY 2BLib - Library	Annex	Timetable
1/4/11	10:26 am ~ 11:11 am	JEK 08TC1 - Technology Computers	TC1	Timetable
1/4/11	10:26 am ~ 11:11 am	STO 08TC2 - Technology Computers	TC4	Timetable
1/4/11	10:26 am ~ 11:11 am	CMN 4PMus - Music	REH	Timetable
1/4/11	11:29 am ~ 12:14 pm	HOR 12IPT - Information Processes and Technology	TC1	Timetable
1/4/11	11:29 am ~ 12:14 pm	TOR 09IST2 - Information and Software Technology	TC4	Timetable

[clear](#) [show](#) [hide](#)
[clear](#) [show](#) [hide](#)
[clear](#) [show](#) [hide](#)

[Legend](#)
■ = Selected
 ■ = Today
 ● = Notes present
 | = Conflict
 Shift-click a date to create a new Appointment.

[search](#)
[print](#)

March 11
 W M Tu W Th Fri Sa Su
 09 1 2 3 4 5 6
 11 7 8 9 10 11 12 13
 12 14 15 16 17 18 19 20
 13 21 22 23 24 25 26 27
 13 28 29 30 31

April 11
 W M Tu W Th Fri Sa Su
 13 4 5 6 7 8 9 10
 16 11 12 13 14 15 16 17
 17 18 19 20 21 22 23 24
 17 25 26 27 28 29 30

May 11
 W M Tu W Th Fri Sa Su
 17 19 2 3 4 5 6 7 8
 20 9 10 11 12 13 14 15
 21 16 17 18 19 20 21 22
 22 23 24 25 26 27 28 29
 22 30 31

A Blue Dot denotes that there is more details in the item.

Notes Present

Edit Appointment

Activity **Friday, 1 April 2011**

title Wesley Institute prac teachers present

description **Megan Noble**
Carolyn Matthews

zoom

type General

date **1/04/2011** W13

time _____ pd _____

end time _____ pd _____ repeating yes [show repetitions](#)

room _____

user(s)

publish? yes

delete | duplicate | details | continue

100 Browse

Details in the calendar item.

Preferences - Date Prefs - Adding a New Year

The screenshot shows the Denbigh Calendar application interface. At the top, there are navigation tabs: Daily, Week, Month, Year, Bookings, and Prefs. The Prefs tab is selected and highlighted with a red circle labeled '1'. Below the Prefs tab, there are sub-tabs: Settings, Date Prefs, Users, Resources, Types & Colors, and Import. The Date Prefs sub-tab is selected and highlighted with a red circle labeled '2'. Under the Date Prefs sub-tab, there are two buttons: 'view as list' and 'add new year'. The 'add new year' button is highlighted with a red circle labeled '3'. Below these buttons is a table with the following columns: Date, Day Name, Term, Day of Cycle, and Week of Term. The table contains 15 rows of data for the year 2010, starting from 1/01/2010 (Friday) and ending on 15/01/2010 (Friday). At the bottom of the table, there is a note: 'Date preferences need to be set for other modules within Denbigh Administration to reference. Please enter Term numbers, and timetable 'days of cycle' for all timetabled days in the year.'

1 - Click the Preferences Tab, 2- Date Preferences tab, 3 - Click to **add new year**. (Note the data preferences need to be set for other modules to reference.)

Preferences - Add New Year (older systems)

The screenshot shows a dialog box titled 'Add New Year'. The dialog box has a blue header with the text 'Add New Year'. Below the header, there is a message: 'Please complete the term details for the new year to be added to the calendar.' Below the message, the year '2012' is displayed in a large, bold, orange font. Below the year, there are three columns of input fields: 'Start Date', 'End Date', and 'First Day of Cycle (i.e 1 - 10)'. There are four rows of input fields, labeled 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Add year'.

Enter the term dates and the First day of Cycle for the term. Example school starts on a Wednesday the day of cycle would be day 3 for a 5 day timetable and day 8 for a 10 day timetable.

Preferences - Add New Year (New)

Add Year

Add New Year

You will need to have:

- 1) The Start Date for each term
- 2) The start date's day of timetable cycle each term
- 3) The end date for each term
- 4) Any variations from these values for specific academic years
- 5) A list of public holiday dates.

Next -->

Follow the steps to create the year as above. Allows for different years starting on different days per term. NOTE: Ensure that once created that public holidays are then removed as a day of cycle if they occur within a term. Eg. Australia Day Holiday. Remove the "1" from the day of cycle field on that date.

Add New Year - Dates

Add Year

Add New Year

Please complete the term details for the new year to be added to the calendar.

2013

	Start Date	First Day of Cycle (i.e 1 - 10)	End Date
Term 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Term 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list the Public Holiday Dates for 2013

Public Holiday dates

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Next -->

Enter the Calendar year to be created.

Add New Year - Dates

	Start Date	First Day of Cycle (i.e 1 - 10)	End Date
Term 1	29/01/2013	2	12/04/2013
Term 2	29/04/2013	1	21/06/2013
Term 3	16/07/2013	2	27/09/2013
Term 4	14/10/2013	1	13/12/2013

Public Holiday dates

- Fri, 29 Mar 2013
- Mon, 1 Apr 2013
- Mon, 10 Jun 2013

Next -->

Enter the Start and End of term dates. Enter the first day of cycle (eg as the 29/1 is a Tuesday this school will start on the 2nd day of the school timetable). Enter the Public holidays that occur within the school term (so they are not counted in student absences and to skip timetables days).

Add New Year - Dates per year group

Make any changes from the default values that are specific for a particular academic year, eg year 8 starting the day after year 7 etc

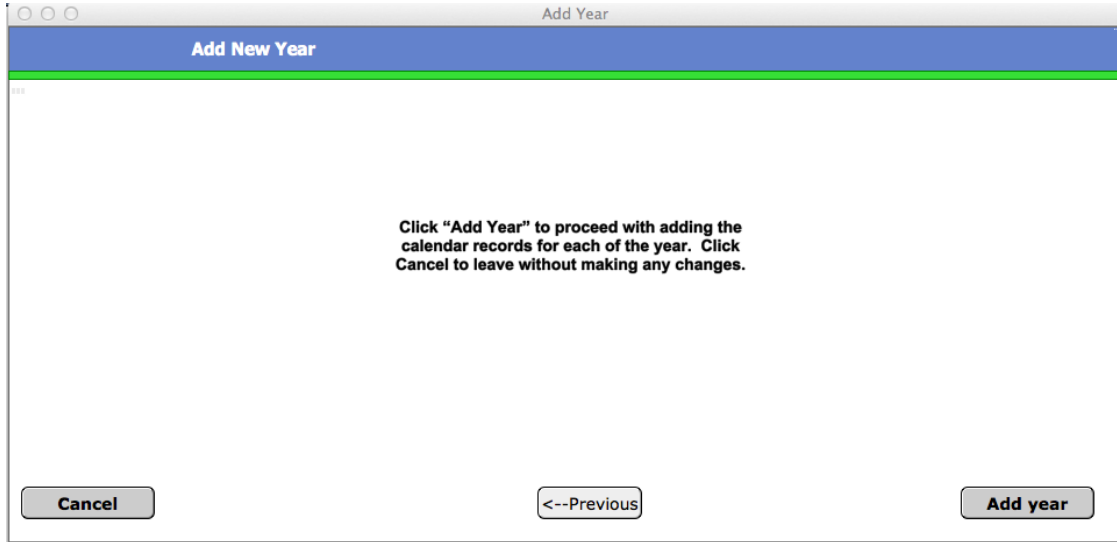
	Start Date	End Date
Term 1	4/02/2013	12/04/2013
Term 2	29/04/2013	21/06/2013
Term 3	16/07/2013	27/09/2013
Term 4	14/10/2013	13/12/2013

<--Previous

Next -->

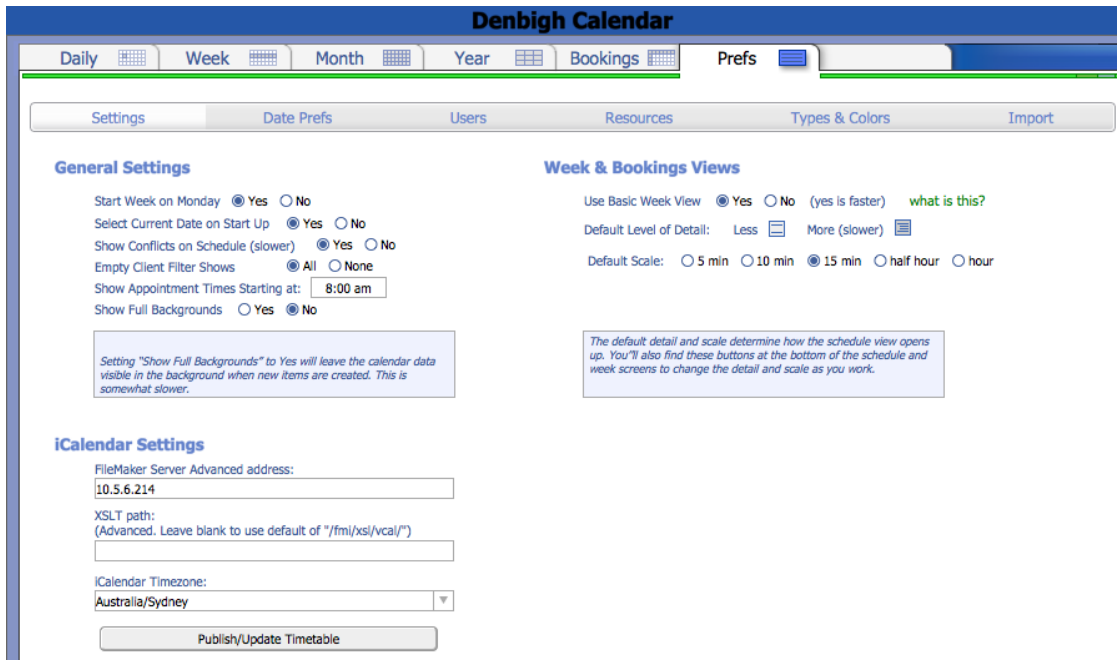
Update if any years groups that have different starting and finishing dates.

Add New Year - Dates



Click "Add Year", then "Ok".

Preferences - Settings



Make any changes to the General settings.

Preferences - Resources

Resources

Name	Abbreviation	Type
D01	D01	Classroom
D02	D02	Classroom
D03	D03	Classroom
D04	D04	Classroom
Cafeteria	Cafe	General
Chapel	Chap	General
Gallery 1	G1	General
Gallery 2	G2	General
Gymnasium	GYM	General
Rehearsal	REH	General
General Classroom	GPLA	General Purpose
LC1	LC1	IT
TC1	TC1	IT
TC4	TC4	IT

Resource abbreviations are used on the Daily View of the calendar where there is no room for the whole Resource Name. (Database links are based on the Resource Name, not the abbreviation.)

Resource Types

Name
Admin
Classroom
General
General Purpose Learning Area
IT
Library
Performance
Sporting
Transport

Resource Nomenclature

Refer to Resources as

Room (singular)

Rooms (plural)

rm. (abbrev.)

Enter the rooms that require bookings only. If the room is used on the Staff/Student Timetables make sure that the data is entered exactly as it appears in the database configuration - Rooms screen. You could copy and paste the field to insure that it is correct.

Database Configuration - Rooms

Database Configuration - Rooms

Room	Description	Seating Capacity	Special Features	Owner / Responsible Staff Member
CL ST	Classics Study			CARG Mr G Carvalho
D0.1	Design & Tech - Design Centre Ground Floor			BAIR Mr R Bailey
D0.2	Metal Wk D&T - Design Centre Ground Floor			OWUM Ms M Owusu
D0.3	Woodwork D&T - Design Centre Ground Floor			PALA Ms A Palombo
D0.4	Pottery Visual Arts - Design Centre Ground Floor			LEEH Ms H Lee
D1.1	Tech Drawing D&T - Design Centre 1st Floor			SMAR Mr R Smart
D1.2	Computing D&T - Design Centre 1st Floor			STOM Ms M Stokes
D1.3	Dining Room - Design Centre 1st Floor			RICO Ms O Richardson
D1.3A	Food Technology Lab - Design Centre 1st Floor			FUNR Ms R Fung
D1.4	Design & Woodwork - Design Centre 1st Floor			AMBB Mrs B Amberg

Rooms in the database configuration. The Room code here should be used in the Calendar set up.

Adding a new Resource

The screenshot shows the 'Resources' tab in the Denbigh Calendar. At the top, there are navigation buttons for 'Daily', 'Week', 'Month', 'Year', 'Bookings', and 'Prefs'. Below that are sub-tabs for 'Settings', 'Date Prefs', 'Users', 'Resources', 'Types & Colors', and 'Import'. The 'Resources' section has three main areas: 'Resources' (a table), 'Resource Types' (a list), and 'Resource Nomenclature' (a list of referential terms). The 'Resources' table has columns for 'Name', 'Abbreviation', and 'Type'. The first row is highlighted with a red box and a '2'. Above the table is a 'new resource' button, also highlighted with a red box and a '1'. Below the table is a note: 'Resource abbreviations are used on the Daily View of the calendar where there is no room for the whole Resource Name. (Database links are based on the Resource Name, not the abbreviation.)' At the bottom right, there is a 'reset' button.

Name	Abbreviation	Type
CLST	CLST	Classroom
D.01	D01	Classroom
D.02	D02	Classroom
D.03	D03	Classroom
D.04	D04	Classroom
Cafeteria	Cafe	General
Chapel	Chap	General
Gallery 1	G1	General
Gallery 2	G2	General
Gymnasium	GYM	General
Rehearsal	REH	General
General Classroom	GPLA	General Purpose
LC1	LC1	IT

1. Click **new resource**, 2. Enter the Name of the resource, abbreviation and type.

Bookings - Resource (rooms)

The screenshot shows the 'Bookings' view in the Denbigh Calendar for Thursday, 31 March 2011. At the top, there are navigation buttons for 'Daily', 'Week', 'Month', 'Year', 'Bookings', and 'Prefs'. Below that are buttons for 'show filters', 'go to today', and 'select day'. The main area is a grid with time slots on the left and room names at the top. The room names are '1. Library West', '2. Library East', '3. Laptops', '4. Senior Study Room', and '6. LS1'. The 'prev. rooms' button is circled in red, and the 'next' button is also circled in red. At the bottom, there is a legend and a footer with 'scale: 5 min | 10 | 15 | half hour | hour | detail: [icons] search [icon] print [icon]'.

The bookings displays the current day and only 5 rooms at a time. Click **prev. rooms** and **next** to view the next 5 rooms.

Preferences - Types & Colours - Appointment Types

The screenshot shows the 'Denbigh Calendar' interface with the 'Appointment Types' configuration page. The page has a navigation bar with options: Daily, Week, Month, Year, Bookings, and Prefs. Below this is a sub-navigation bar with Settings, Date Prefs, Users, Resources, and Types & Colors. The main content area is titled 'Appointment Types' and features a 'new type' button (circled in red with a '1') and a 'Colors' section with a 'new color' button. A table lists appointment types with columns for 'Type Name', 'Color', and a trash icon. The first row is highlighted with a red box and a '2'. Below the table is a 'Colors' section with a table of 'Name' and 'Container Object' with color swatches and trash icons. A note at the bottom states: 'Paste New Colors Into Container Object Above. Container objects must be at least 25 px high X 888 px wide.'

Type Name	Color	
Assess - Yr 10	Salmon	
Assess - Yr 11	Salmon	
Assess - Yr 12	Salmon	
Assess - Yr 7	Salmon	
Assess - Yr 8	Salmon	
Assess - Yr 9	Salmon	
Co-curric-off site	Watermelon	
Excursions	Red	
Facility Booking	Green Opaque	
General	Aqua	
In School Activity	Dk Blue	
Leave	Purple	
Primary	Yellow	
Professional Dev	Dk Blue Opaque	
Secondary	Orange	

Name	Container Object	
Aqua		
Dk Blue		
Dk Blue Opaque		
Dk Green		
Dk Red		
Green Opaque		
Lt Blue		
Lt Green		
Orange		
Pink		
Purple		
Red		

Every appointment type are colour coded. To create and new Appointment Type, 1. click **new type**, 2. Enter the type details.

Preferences - Types & Colours - Colours

The screenshot shows the 'Denbigh Calendar' interface with the 'Prefs' menu open to the 'Types & Colors' tab. The 'Colors' section is active, showing a table of colors. A context menu is open over the 'Navy' color, with the 'Insert Picture...' option highlighted. Below the table, a note states: 'Paste New Colors Into Container Object Above. Container objects must be at least 25 px high X 888 px wide.'

Name	Container Object
Navy	
Aqua	
Dk Blue	
Dk Blue Opaque	
Dk Green	
Dk Red	
Green Opaque	
Lt Blue	
Lt Green	
Orange	
Pink	
Purple	

To create a new colour, 1. Click **new color**, 2. Name the color, 3. Insert the Picture file that was created. Note that the objects must be at least 25px high x 888 px wide.

Preferences - Import

The screenshot shows the 'Denbigh Calendar' interface with the 'Prefs' menu open to the 'Import' tab. The 'Import iCal Files' section contains an 'import' button and a text box with instructions: 'Be sure to open your iCal file in a text editor first to make sure it looks O.K. Each attribute should be on its own line, as in the example provided with this calendar. Note that importing iCal files can take some time. You may export iCal files from any table view. From the month tab, for instance, click the "table" icon to the right of the About tab.' The 'Import vCard Files' section contains an 'import vcard' button and a text box with instructions: 'Note that importing vCard files can take some time. You may export vCard files from the contact's table view. From the Contacts tab click the "table" icon to the right of the About tab.' A 'reset' button is circled in red at the bottom right.

Tooltip: The reset button (which appears on most layouts) will recreate the 6 required records to be able to display data in month view. It should never be required to run, but if an administrator deletes any of those 6 records accidentally, or without knowing what they are doing, clicking the reset button recreates them correctly.