

Oracle Calendar – Editing Access Rights (Desktop Client)

Who sees what and who can invite me to meetings?

Oracle Calendar Desktop Client

The Oracle Calendar Desktop Client can be downloaded from the Cal Poly Portal, Technology Tab, Software section.

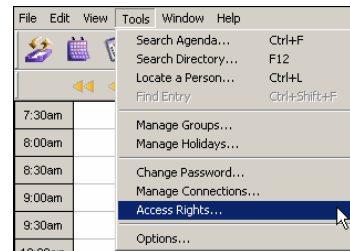
Once you are logged on to the Oracle Calendar Desktop client, you *may* want to make the following setting changes. These changes will determine who can see what on your calendar and who can invite you to events.

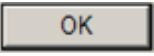
You can control how much information different users can view in your Agenda. For example, you could grant a team member full viewing rights for your Normal Entries, while only giving non-department members the right to view your busy time.

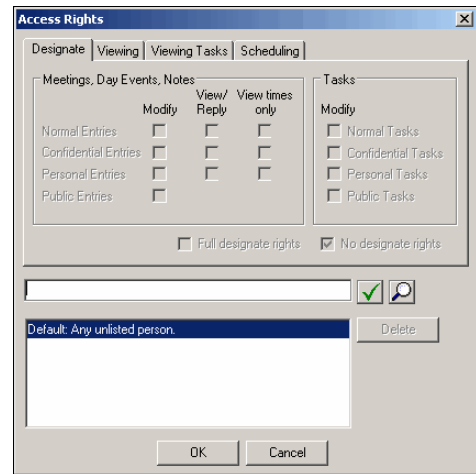
You can also grant designate rights to other users to allow them to work in your Agenda on your behalf. Depending on the rights you grant, other users can create, modify, delete and respond to Entries in your name. You can grant designate rights to any user in your organization that uses Oracle Calendar Web client, whether they are located across the country or in the same building as you.

Access Rights

- 1) From the Menu Bar, choose **Tools > Access Rights...**



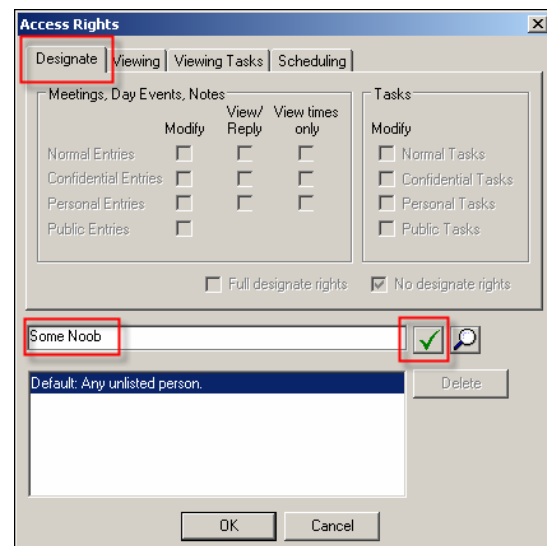
- 2) Modify the Access Rights to meet your needs.
If you need help, click the F1 key for assistance.
- 3) Click .



Granting designate rights to other users

Access rights determine how much information other users can view in your Agenda. Granting a user designate rights allows that person to view, modify or reply to your entries on your behalf. Other calendar users can invite you to meetings without being your designate. Designate usually have special privileges.

- 4) Click **Tools > Access Rights** to open the Access Rights dialog box.
- 5) Click the **Designate** tab.
- 6) Enter the appropriate user's name and click the **Checkmark** button.
- 7) Select an access level for each type of entry.



NOTE: The **Full designate rights** and **No designate rights** check boxes must be cleared if you want to set a user's access rights by type of entry.

- o **Modify:** The designate can create, view, edit and reply to entries in your name.

- **View/Reply:** The designate can view and reply to entries in your name.
- **View times only:** The designate can only view the times of your meetings. The designate will not see daily notes or day events, as they do not occupy specific blocks of time.

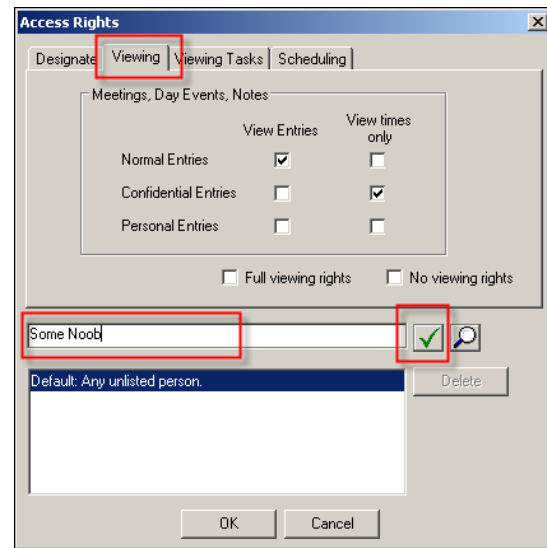
You can also choose from the following options:

- **Full designate rights:** The designate can view and modify all entries in your Agenda.
- **No designate rights:** The user cannot modify any entries in your Agenda.

Setting viewing rights for your Agenda entries

Viewing rights determine which entries are visible to other users when they open your Agenda.

- 8) Click **Tools > Access Rights** to open the Access Rights dialog box.
- 9) Click the **Viewing** tab.
- 10) Enter the appropriate user's name and click the **Checkmark** button.
- 11) Select an access level for each type of entry.



NOTE: The **Same as default**, **Full viewing rights** and **No viewing rights** check boxes must be cleared if you want to set a user's viewing rights by entry type.

- **View Entries:** The user can view all entries.
- **View times only:** The user can only view meeting start and end times and cannot view day events or daily notes.

You can also choose from the following options:

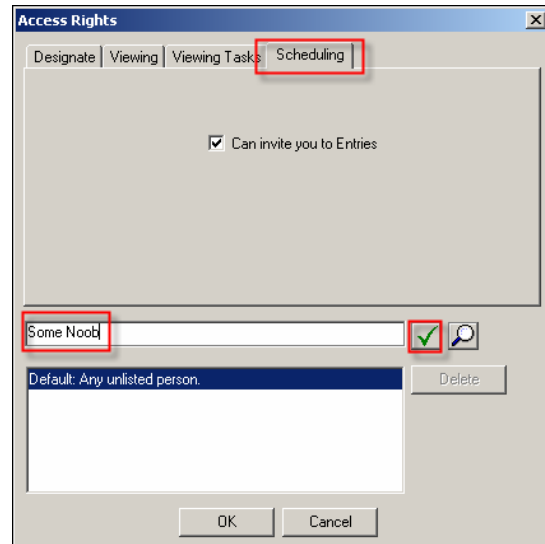
- **Same as default:** The user is assigned the default viewing rights.
- **Full viewing rights:** The user can view all entries in your Agenda.

- **No viewing rights:** The user cannot view any entries in your Agenda.

Specifying which users can invite you to entries

Scheduling rights allow you to choose which users can invite you to meetings or add day events or daily notes to your Agenda. By default, all users can invite you to any type of entry.

1. Click **Tools > Access Rights** to open the Access Rights dialog box.
2. Click the **Scheduling** tab.
3. Enter the appropriate user's name and click the **Checkmark** button.
4. Select either the **Can invite you to Entries** or **Use Defaults** check box.



If you need additional help try the built in Help within the application or call the Service Desk at 756-7000.