

Idaho State University  
Web Services Council  
Minutes for January 31, 2006

Meeting convened 3:30 PM

**Present:** Tony Lovgren, Ken Trimmer, Ali Nelson, Randy Gaines, John Kijinski, Mark Lee, Janet Higgins, Randy Stamm, Lorilee Chandler, Paula Corbin, Annette Lattin, Ronda Mahl, Carole Gull, Ron McCune, Jeff Brown, Terry Huntley, Linda Deck, Kay Flowers, and Lou Hong

**Excused:** Kent Tingey, Juli Mead, and Roger Egan

**Taken by:** Janet Higgins

**Agenda Item 1 – Vendor Demonstration of Master Calendar**

List of ISU Calendar Needs, gathered from discussions with Web Liaisons, Administrators, and staff from various campus departments:

- Must have a global (institution-wide) calendar for ISU's Website, in addition to departmental calendar capabilities
- Allow easy submission of events
- Allow easy approval of submission requests
- Categorize submitted entries
- Export calendar items via RSS or XML format
- Events can reside on multiple calendars
- Customizable look and feel
- Can integrate/authenticate with/through LDAP
- Events can be imported from other systems/sources, for example PSUB Scheduling software
- Meets Section 508 Accessibility Standards
- Multiple events can be scheduled at the same time on the same calendar
- Events or calendars can be public or restricted to a group
- Event reminders can be utilized, for example send email to specified people/groups

**The following are notes taken during the real-time vendor demonstration:**

**Dean Evans Associates, Master Calendar Product**

Company statistics:

Started in 1986 with scheduling software, which evolved into the Master Calendar Product

Demonstrated a customized public interface that incorporated the existing ISU Webpage categories.

Includes multiple calendars and an "all" calendar, the user can choose which one to view.

Supports I-Calendar format for export of event items from Master Calendar to a personal calendar, for example, Sun-One. Can also set a "reminder" that will send an email to you. All options are menu driven. There is an "Add to PC" button on the detailed event screen that facilitates this export.

When one logs in as a "private" user, they are presented with different options that are based on a preconfigured profile.

These are the levels of users:

- Guest (view calendar only)
- Submit events (requires approval)
- Calendar manager (approve events)
- Site administration look and feel (MC administrator)

To submit events:

1. Click on button
2. Form comes up to fill out
3. Uses drop-down boxes for "event type" and some information
4. Uses drop-down boxes for starting/ending day and time
5. Automatically populates the logged in user's information
6. Free text field to describe the event – can change font, text color, insert a URL or image, and so on.
7. Click on submit button: instantly populates the appropriate calendar, if the logged in user has the appropriate permissions in their profile, otherwise goes to the calendar administrator for approval.

An entry/item on a calendar can be a URL or an item that takes you to a detailed description of the event.

Is location searchable, so one can check to see if something is already scheduled for that location?

Not with Master Calendar. Yes, if you also have the EMS product – which is currently used by the SUB to schedule rooms, equipment, and so on. EMS integrates easily with Master Calendar, so duplicate entry is not an issue.

The SUB uses Calendar Creator to create a master calendar from all events in EMS. Can we export from Calendar Creator into Master Calendar?

Maybe. There is a "connector" that uses a specified data format for information transfer. However, MC would probably replace Calendar Creator. This makes more sense in that both EMS and Master Calendar use the "Event Type" so integration would be seamless.

ISU can add to the EMS licenses we already have. SUB has EMS Professional for a departmental need, but there is also an EMS Enterprise product for campus-wide scheduling. Note: Enterprise is expensive.

Demonstrated how to create an entry on a calendar for an event that repeats but has exceptions:

1. Set a pattern,
2. Opens up a set of calendars for the affected month(s) with the event days highlighted,
3. Then simply click on a colored day to remove it.

Can insert image that appears on the full display – which is what you get after you click on an item on a calendar.

Search Functions:

Event Name/Type/location from drop-down boxes and a date range

Can also choose from several groupings, for example athletics, basketball, and campus meetings.

Can select all calendars and a specific day, will retrieve see all events for the day in a list format by time of day.

Can create customized (pre-filtered) calendars with pre-selected groups for our 5 categories of users on the ISU webpage.

Able to add customized help text.

Blake has a list of Universities that use the MC product.

XML feed to ISU Website "events" section available in the April release.

### **Comments or criticisms?**

There is a need for EMS also. Reply: we don't have the funding for a campus-wide Enterprise EMS.