




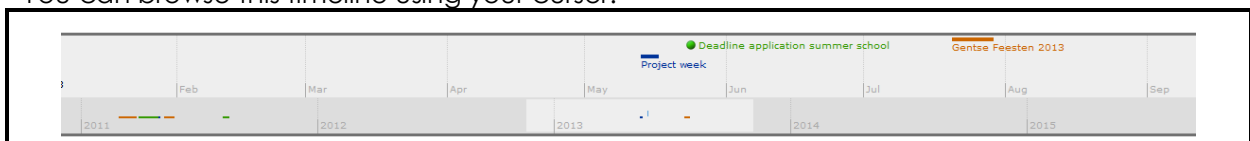


The agenda

	This tutorial explains how to add events to the 'Agenda' page and edit them.
	Management > Agenda
	A user is a person managing the EConsort application. An applicant is an applying student. A student is an applicant who has been admitted.
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ You can find a timeline at the top of the page, giving you an overview of all entered events. The colour depends on the event category. (see below)
You can browse this timeline using your cursor.



▲ Depending on the length, a dot or a line accompanies an event. A short event is indicated by a dot. An event lasting longer than 2 days is indicated by a stripe.

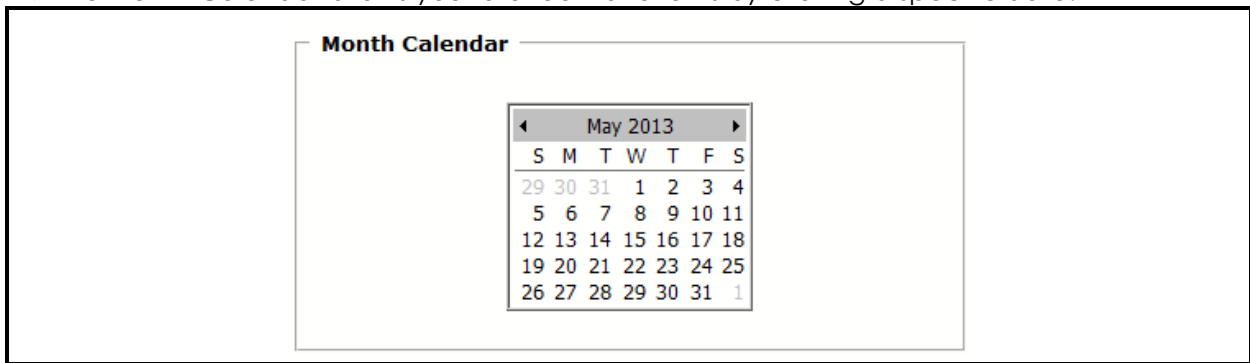
▼ Modifying which events are displayed in this timeline is possible by (un)checking the different categories in the menu *Timeline options*.

Timeline options

- Academic calendar ☒
- Deadline ☒
- Events ☒
- Student support ☒

▲ Every category has its own colour in the timeline, indicated by the dot in front of each category in the menu *Timeline options*.

▼ The *Month Calendar* allows you to check for events by clicking a specific date.



The screenshot shows a 'Month Calendar' interface. It features a calendar grid for May 2013. The days of the week are listed as S, M, T, W, T, F, S. The dates are arranged in a standard calendar format, with the first row showing 29, 30, 31, 1, 2, 3, 4 and subsequent rows continuing the sequence.

▼ Depending on the selected month, (here: May 2013) an overview of all events are given in the menu *Events for [selected month]*.



The screenshot displays the 'Events for May 2013' menu. It lists two events: 1. 'Project week' (13/05/2013-17/05/2013) and 2. 'Deadline application summer school' (24/05/2013-24/05/2013). The 'Project week' event name is highlighted with a red box.

▲ Clicking an **event name** gives you an overview (▼) of the selected event's settings, which can be changed.

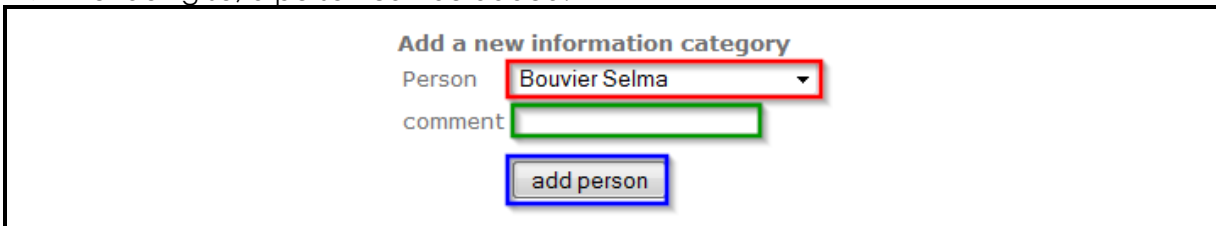


The screenshot shows the settings for the 'Project week' event. It includes fields for Subject, Start date, End date, Event time, Type, and Content. The 'People involved' section has a green plus icon. The 'Documents' section has a message: 'No folder has been selected yet to store your documents in. select a folder in the file archive. add a new folder for this agenda item to the file archive.' The 'select a folder in the file archive' text is highlighted with a blue box, and the 'add a new folder for this agenda item to the file archive' text is highlighted with a pink box.

▲ Under the **event name**, you can find **several basic options** that can be changed: the subject, start/end date, event time, type of event and the content (registered event details). It's also possible to add a document to an event. First it is necessary to add a folder to this event. This is possible by **selecting an existing folder** or by **creating a new folder in the file archive**. After doing so, you can select a file and add it to the event.

A last option is to add people to this event by clicking **the icon** next to the menu *People involved*.

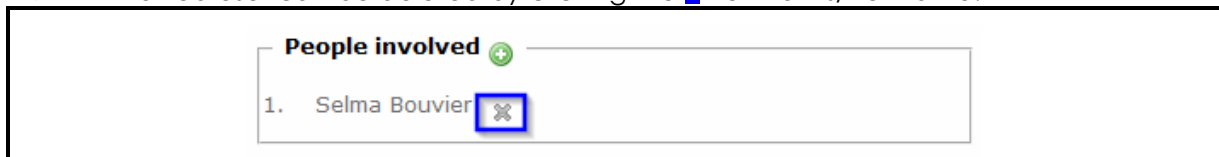
▼ After doing so, a person can be added:



The screenshot shows the 'Add a new information category' form. It includes a 'Person' dropdown menu with 'Bouvier Selma' selected, a 'comment' text input field, and an 'add person' button. The 'Person' dropdown is highlighted with a red box, the 'comment' field is highlighted with a green box, and the 'add person' button is highlighted with a blue box.

▲ Choose the person from the **choice list** and eventually type a **comment**. Confirm by clicking the **button**. The only function of this option is to display the users involved.

▼ An involved user can be deleted by clicking the **x** next to his/her name:



People involved +

1. Selma Bouvier x

▼ The menu **Actions** collects the 2 important actions possible regarding events.



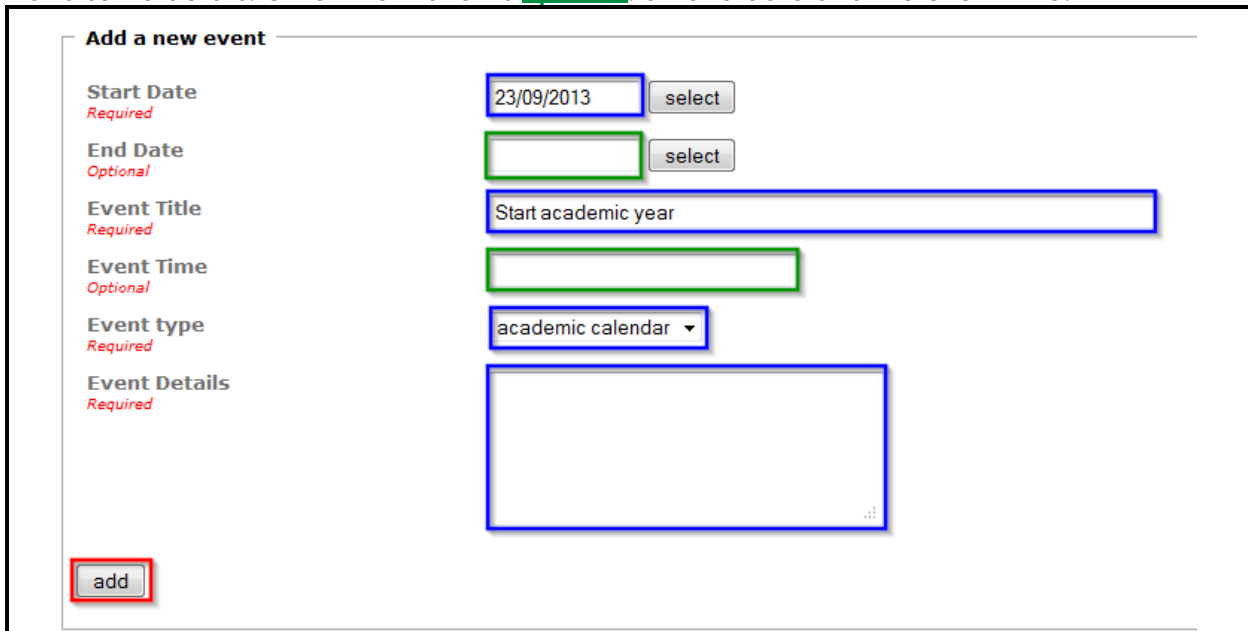
Actions

- Add new event
- List all events

▲ Clicking **List all events** will – as the name itself already indicates – give you an overview of **all** registered events, again giving you the option to edit them.

Clicking **Add new event** gives you the possibility to add a new event to the agenda.

▼ For a new event some information is **required**: a start date, an event title, an event type and some details. Other information is **optional**: an end date and the event time.



Add a new event

Start Date
Required 23/09/2013 select

End Date
Optional select

Event Title
Required Start academic year

Event Time
Optional

Event type
Required academic calendar ▼

Event Details
Required

add

▲ Click the button to complete the event registration.