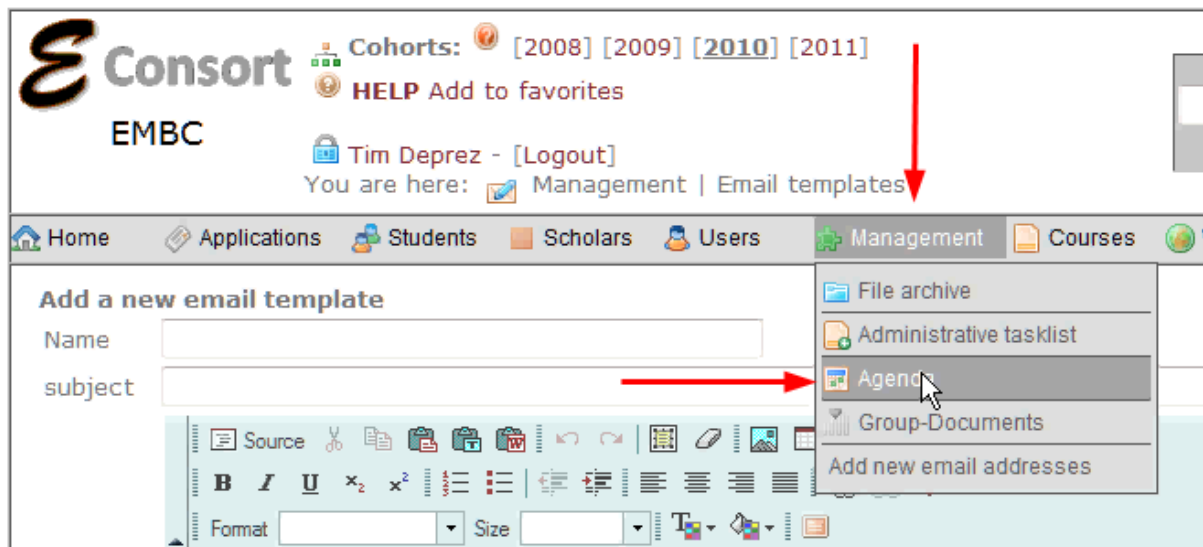


Introduction to the agenda

EConsort contains besides of the administrative functions, also an agenda. You can find it as shown in the image below. ("Management" => "Agenda")



On the agendascreen, you'll find a timeline on top



Below that timeline you will find a monthly calendar.

Month Calendar

◀ December 2010 ▶

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

Actions

- Add new event
- List all events

Events for December 2010

- Video conference EMBC
(15/12/2010-15/12/2010)

Timeline options

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

In order to add a new event, press “Add new event”

Month Calendar

◀ December 2010 ▶

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

Actions

➔

- [Add new event](#)
- [List all events](#)

Events for December 2010

1. [Video conference EMBC](#)
(15/12/2010-15/12/2010)

Timeline options

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

A new event is created by setting a “Start date”, an “Event title”, and “Event type”, which are all required. The “End date”, the “Event time” and “Event details are optional.

Month Calendar

◀ December 2010 ▶						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Actions

- ➡ Add new event
- List all events

Add a new event

Start Date
Required

End Date
Optional

Event Title
Required

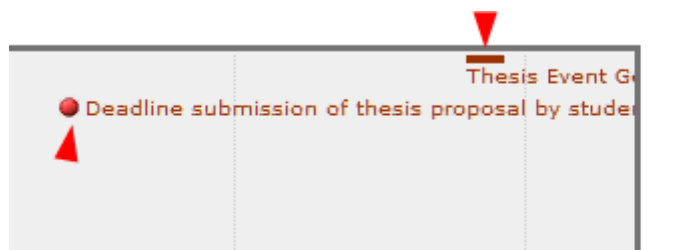
Event Time
Optional

Event type
Required

academic calendar ▼

Event Details
Required

If the end date is set, more than 2 days further than the start date, the event will be shown by a bar, representing the length of the event. If the event only has a timespan of 2 days or less, it will be shown as a bullet.



An event can be set to an academic calendar, a deadline an event or a student report.

- Add a new event

Start Date
Required

End Date
Optional

Event Title
Required

Event Time
Optional

Event type
Required

Event Details
Required

academic calendar ▼

academic calendar
deadline
event
student support

It is possible to indicate which people are involved in this event, and to add a comment to this persons involvement in this event.

course Econsort

Subject: course Econsort
Start date: 14/12/2010
End date: 14/12/2010
Event time:
Type: academic calendar
Content:

People involved

Add a new information category

Person

comment

Acuña Fernández José Luis

Acuña Fernández José Luis

blondeel pieter

Bohigas Monica

Crespo Juan

De Troch Marleen

Deprez Tim

dos Santos Manuel E.

EMBC karel

Erzini Karim

Espeel Anneke

Garcia Vazquez Eva

Ghent Test

Guarini Jean-Marc

Heip Carlo

Herman Hummel

Holger Auel

Huyge Inge

Documents
No folder has been sel
your documents in.
[select a folder in the
[add a new folder for
the file archive]

course Econsort

Subject: course Econsort
Start date: 14/12/2010
End date: 14/12/2010
Event time:
Type: academic calendar
Content:

People involved

Add a new information category

Person

comment

Crespo Juan

This function only has the purpose to keep track of who was involved to certain events.

You can link a folder to a certain event. This can be done in two ways.

First, by selecting an existing folder

Second, by creating and adding a new folder for this event in the file archive.

Subject: course Econsort
Start date: 14/12/2010
End date: 14/12/2010
Event time:
Type: academic calendar
Content:

People involved

1. Juan Crespo

Documents

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]

Open all | Collapse all

- Archief
 - application forms - select
 - Cohort 2008 - select
 - Emailadressen thesis - select
 - Grades - select
 - photo contest - select
 - Progress report - select
 - Summerschool - select

By creating a new folder to this event, you can upload a certain file to this event folder.

course Econsort

Subject: course Econsort

Start date: 14/12/2010

End date: 14/12/2010

Event time:

Type: academic calendar

Content:

People involved

1. Juan Crespo

Documents

Load File:

Description:

Once the file is uploaded, it will be shown on the events page. (and can also be accessed form here)

course Econsort

Subject: course Econsort

Start date: 14/12/2010

End date: 14/12/2010

Event time:

Type: academic calendar

Content:

People involved

1. Juan Crespo

Documents

Load File:

Description:

Extract Pages
From Letter notif 512002.pdf
Added by [Deprez Tim] [DEL]

The timeline can also be modified, by only showing certain types of events. (checking the box next to certain type of event will show this type of event in the timeline, unchecking will hide that certain type of event).

