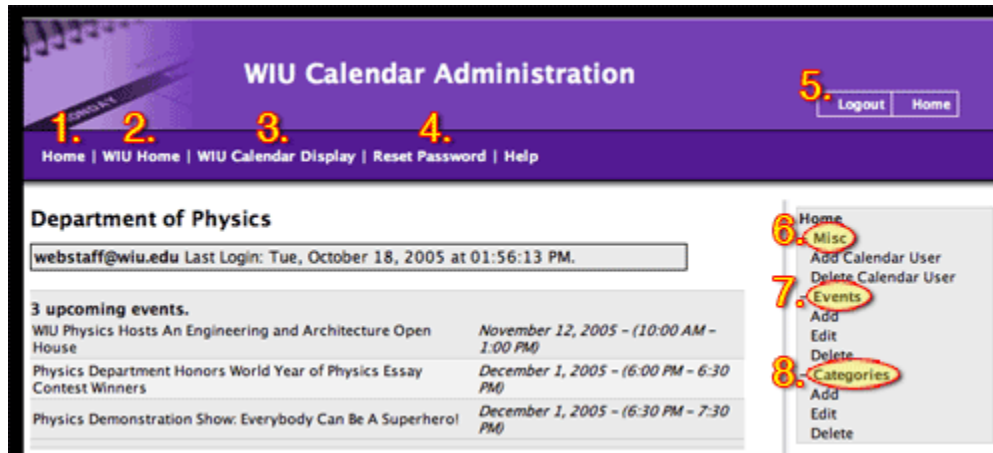


Understanding the WebCalendar Options Menu

This tutorial covers the contents of the 'options menu' a user sees once they have successfully logged into their calendar.

Once a user has successfully logged in, the following menu should be showing on the screen:



Explanation of Menu Items:

1. "Home" button. Takes you to the main menu screen.
2. WIU Home. Links to WIU home page.
3. WIU Master Calendar display page.
4. Resets your password. The password gets sent to the e-mail address of the calendar user. To activate the password, the link in the e-mail MUST be clicked on or it WILL NOT be activated.
5. Logout link. You MUST logout. Quitting the browser does not log you out properly.
6. Misc. Menu Option.
 - o "Add Calendar User" - add another person to administer the calendar.
 - o "Delete Calendar User" - deletes an authorized user.
7. Events.
 - o "Add" - Click to add a new event.
 - o "Edit" - Click to edit an existing event on the current calendar.
 - o "Delete" - Click to delete existing event. An event listed on the homepage must first be removed from the homepage by University Relations webstaff. Send an email request to webstaff@wiu.edu
8. Categories .
 - o "Add" - Adds a new category. For top level administrators only (such as University Relations).
 - o "Edit" - Edits a category. For top level administrators only.
 - o "Delete" - Removes an existing category. For top level administrators only.