

# Baya V2

Baya, high performance Web client; a single interface for accessing all your collaboration applications.

Baya Calendar allows you to create and share tasks, meetings, priorities with your colleagues. Go through FAQs for more information.

Update account settings and customize the application behavior using the Settings interface. Access the Quick Online tour for a brief description of all the key elements of the Settings application.

## Manage Tasks and Events

Tasks are activities or piece of work to do that you have assigned to yourself or that someone else has assigned to you; they have a Due Date but typically no particular time associated with it. And, an event is an activity scheduled for a specific place, date and time.

For example:

You can consider a task as a project to do. You can decide the dead line or due date to complete this project. Now, to complete this project you create events, schedule meetings, create a list of things to do where you can involve all the related members to the that particular task or the event.

Let us consider a scenario, you have given responsibility to hire 10 new employees in your organization. So hiring 10 new employees is a task assigned to you. To complete your task, you can create a list of to-do things so that you wont miss anything.

Such as,

- Decide criteria for employees
- Publish an advertisement in a news paper, job search engines and other sources
- Participate in job fair
- Collect resumes
- Short list resumes
- Arrange interviews
- Short list candidates
- Arrange final technical and HR interviews
- Issue offer letters to selected candidates
- Perform joining procedure for all new joiners

To complete this task of hiring new employees, you have to arrange meetings, events, and activities some of them are time bounded and some are status bounded.

## Manage Tasks

### Add a task

## Steps for creating a task

1. Add a task from Task and Reminders pane
2. Provide Basic details for the task  
You need to provide Basic details which are compulsory for the task creation.
3. Provide more Details of the task  
You can provide more Details which are optional for the task creation.
4. Provide Recurrence information for the task  
If the task repeats after a certain period of time you can provide recurrence details for the task. This step is optional in the task creation procedure.
5. Provide Scheduling information of the event  
You can schedule the task by inviting specific attendees and scheduling it on specific time. This step is optional in the task creation procedure.

On the **Tasks & Reminders** pane, click the down arrow and choose the **Add Task** option from the list box.

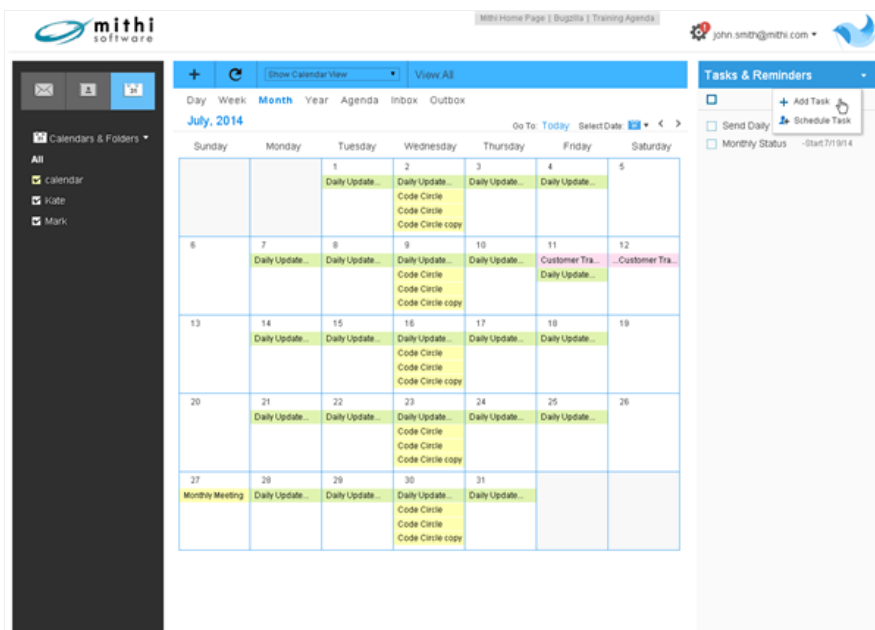


Figure: Add/ Schedule Task icon on the Calendar interface

## Provide Basic Details of the task

Select the **Basic** tab and provide compulsory information of the task like Task Title

Note:

Refer the topic Provide Basic details of an event for the detail description of each object present on the tab.

Add Task
✕

**Basic**  
 Details  
 Recurrence  
 Scheduling

Calendar: Browse Calendar calendar  
 Title: \_\_\_\_\_  
 Date & Time  
 All Day  Floating  Store As UTC  
 Start  
 Date 2014-06-24 📅 00 ▼ 00 ▼ Asia/Kolkata ▼  
 Due  
 Date  
 Duration  0 days 1 hours 0 minutes OR  0 weeks  
 This task has no duration / end date  
 Affects free/busy  
 Yes (opaque: event status affects your free/busy)  
 No (transparent: event status does not affect your free/busy)

Close
Save

Figure: Add Task- Basic Settings tab

## Provide More Details of the task

Select the Details tab to provide more details about the task.

Note:

Refer the topic Provide more Details of the event for details description of each object present on the Detail tab.

The image shows a software interface for adding a task. It features a sidebar with four tabs: 'Basic', 'Details' (which is currently selected), 'Recurrence', and 'Scheduling'. The 'Details' tab is active, displaying several input fields: a 'Location' text field, a 'Choose' dropdown menu with 'Select...' as the current selection, an 'Or Add New' link, an 'Event Link' text field, a 'Description' text area, and a 'Status' section with three radio button options: 'Confirmed' (which is selected), 'Tentative', and 'Canceled'. At the bottom right of the dialog, there are two buttons: 'Close' and 'Save'.

Figure: Add Task – Details tab

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## Provide Recurrence Information of the task

Under Recurrence leave as this task does not recur.

If the task repeats in specific duration you can provide recurring information which saves time.

Note:

Refer the topic Setting up a recurring event for detail description of each object present on the Recurrence tab.

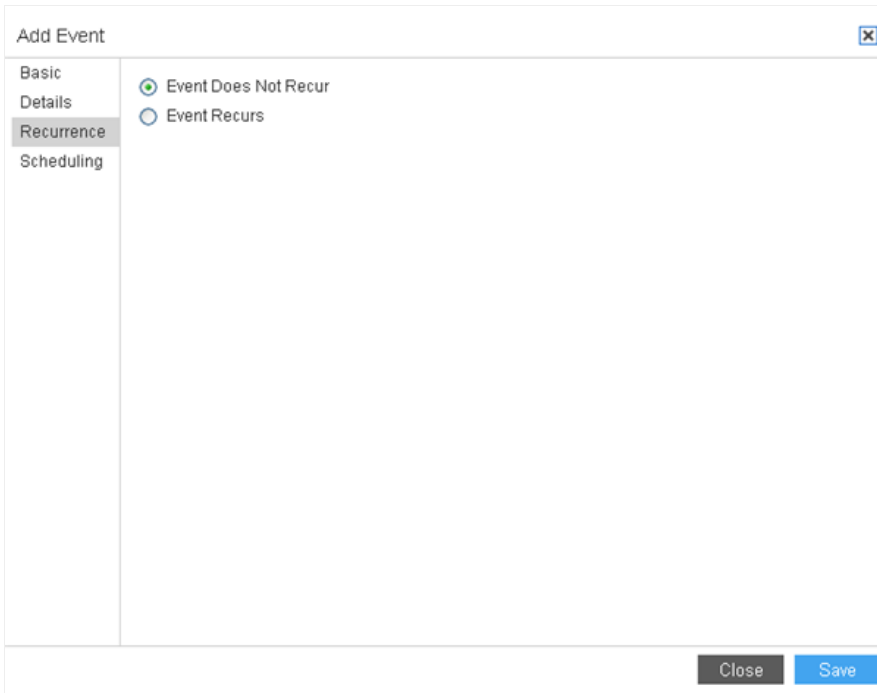


Figure: Add Event- recurrence tab

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## Provide Scheduling Information of the task

If you wish schedule the task and involve other members to this task into meeting, select the scheduling tab and click the Schedule this task with other users.

Note:

Refer the topic Schedule a meeting for detail description of each object present on the Scheduling tab.

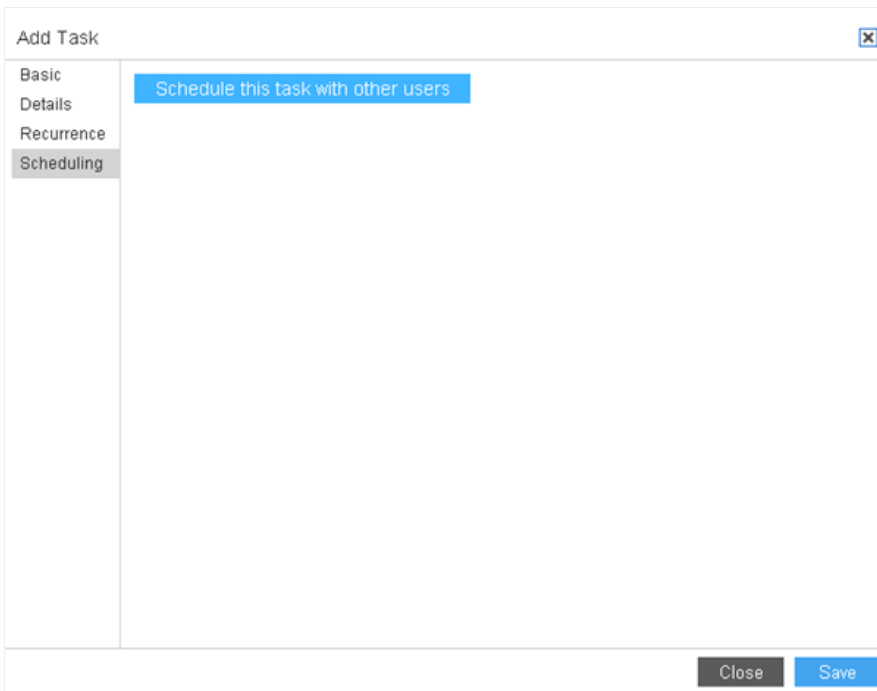


Figure: Add Task- scheduling tab

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## Save the task

Click the Save button to save the task or Close button to cancel the task.

- i. If you are working with more than a single calendar, Browse Calendar to select the required calendar. By default application saves the task in default calendar.
- ii. Type in a Title for the task. Make your title descriptive so that it briefly expresses what the task is about.
- iii. If you want to make the task time bound, provide Date and Time of the task.

## Set up a recurrence task

You can add a task that re-occurs on a regular basis.

To set up a recurrence task:

Note:

Refer the topic Setting up a recurrence event for detail description of each object present on the Recurrence tab.

1. On the Tasks & Reminders pane, click the down arrow and choose the Add Task option from the list

box.

2. Provide Basic details of the task you are creating.
3. Provide more Details of the task to make it descriptive which are optional.
4. Under Recurrence tab, choose the Event Recurs option and define the Recurrence Rules

## Schedule a task

To set up a recurrence task:

1. On the Tasks & Reminders pane, click the down arrow and choose the Schedule Task option from the list box.
2. Add attendees with whom you want to share and schedule the task.
  - Enter email id of an attendee in the Attendees box.
  - Specify the Role of the attendee from list box whether required participant, optional participant, chair or non-participant.
  - Select the Status from list box whether needs action, accepted, declined, tentative, delegated.
  - Click the Add button.
3. Application adds the said user to the list and displays their Free/Busy schedule for the week.

Screenshot of the "Schedule Task" dialog box. The dialog has a title bar "Schedule Task" with a close button. Below the title bar is a section "Add New Attendees" containing a text input field for "Attendees" with "mark@mithi.com" entered, a dropdown menu for "Role" set to "Required Participant", and another dropdown menu for "Status" set to "Needs Action". A blue "Add" button is to the right. Below this is a section "Attendees" with a table:

Attendee	Role	Status
john.smith@mithi.com	Chair	Accepted

Below the table is a "Freebusy For : All Attendees" calendar grid. The grid shows two rows for dates "6-15" and "6-16". The columns are labeled "AM" and "PM", with sub-columns for hours "12", "2", "4", "6", "8", "10". The "AM" section for "6-15" is highlighted in blue. At the bottom right of the grid are "Close" and "Continue" buttons.

Calendar Schedule Task Window

4. Provide Basic details of the task you are creating.
5. Provide more Details of the task to make it descriptive which are optional.
6. Define the Recurrence Rules if the task repeats in specific period.

Note:

Refer the topic Setting up a recurrence event for detail description of each object present on the Recurrence tab.

7. On the Scheduling tab, confirm all the attendees involved.

8. You can,

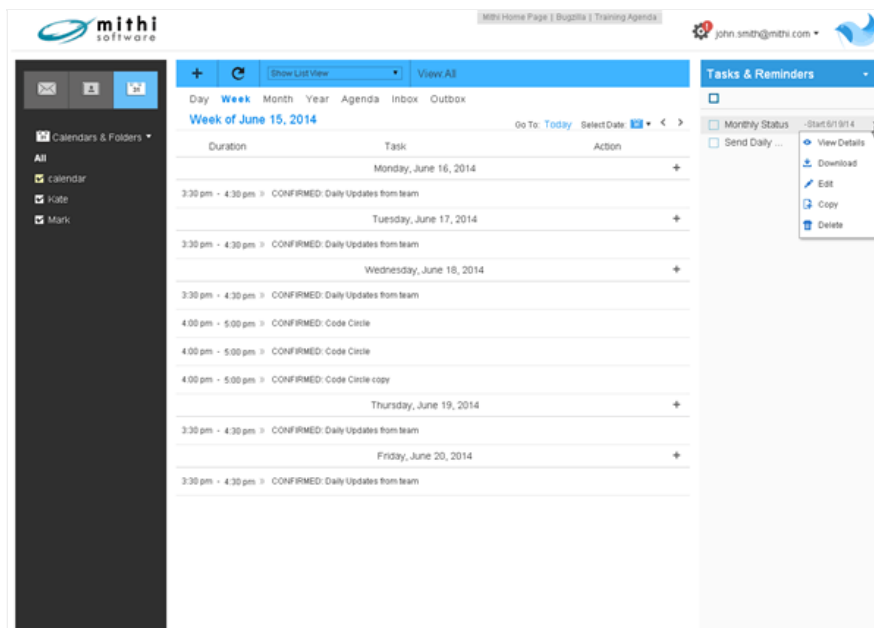
- Click the Save button to save the meeting schedule.
- Click the Save & send invitations button to save the meeting schedule and send invitations.
- Click the Cancel button to cancel the meeting schedule.

## View details of a task

You can choose any task to view all of its details like its organizer, location, description, date and time of occurrence, status of the task and calendar holding the task.

To view details of a task:

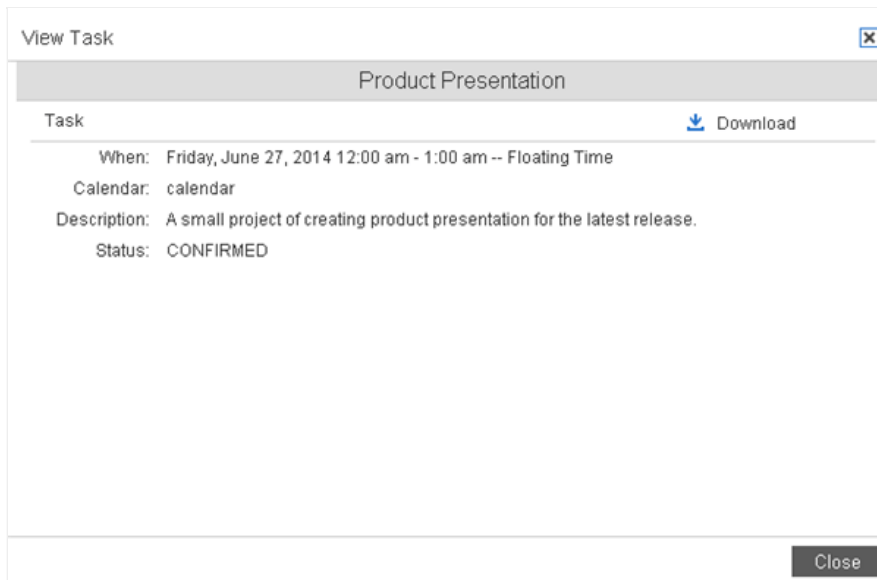
- On the Tasks & Reminders pane, hover the mouse over the task title to be viewed and click the down arrow to choose the View Details option.



Calendar Task Options

- Application displays all the information about the event which you can download on your machine.





Calendar Task Details Window

## Edit a task

You can edit any task to modify its details.

To edit an event

- On the Tasks & Reminders pane,
  - click the task to edit its details
  - hover the mouse over the task title to be edited and click the down arrow to choose the Edit option.
- On the Edit Task window, change the fields need to be corrected.
- Once you are finished editing the task, click the Save button.

## Create an instance of a task

Instead of creating a task with same details you can simply make a copy of that task and edit details if required.

To create an instance of an event:

- On the Tasks & Reminders pane, hover the mouse over the task title to be edited and click the down arrow to choose the Copy option.
- On the Edit Task window, you can change the fields if needed.
- Once you are finished editing the event, click the Save button.

## Delete a task

You can delete a task which you think is not required in future.

To delete an event :

- On the Tasks & Reminders pane, hover the mouse over the task title to be edited and click the down arrow to choose the Delete option.
- Choose the All option to delete all the recurrences of that event.  
OR choose the Instance option to delete the current instance of the event.
- Click the Ok button to delete that event permanently from your calendar.

## Manage events

### Create an event

You can add an event to the calendar from action bar, calendar view, and free-busy view.

Steps for creating an event

1. Create an event  
You can choose the screen in the application to create an event.
2. Provide Basic details of the event  
You need to provide Basic details for the event which are compulsory for an event creation.
3. Provide more Details of the event  
You can provide more Details of the event which are optional for event creation
4. Provide Recurrence information of the event  
If the event repeats after a certain period of time you can provide recurrence details for the event.
5. Provide Scheduling information of the event  
Instead of making it a simple event you can convert it into a meeting by inviting specific attendees and scheduling it on specific time.

### Detail steps of adding an event

#### Create an event

Choose any of the following option to create an event in your calendar account

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#### Provide Basic Details of the event

Select the Basic tab and give following details

Add Event
✕

- Basic
- Details
- Recurrence
- Scheduling

Calendar: calendar Browse Calendar

Title: Mithi CR Meeting

---

Date & Time

All Day  Floating  Store As UTC

Start

Date 2014-05-14 31

End

Date

Duration  1 days OR  0 weeks

This event has no duration / end date

Affects free/busy

Yes (opaque: event status affects your free/busy)

No (transparent: event status does not affect your free/busy)

Close
Save

Figure: Add Event- Basic tab

## Provide More Details of the event

Select the Details tab to provide more details about the event.

Add Event
✕

- Basic
- Details
- Recurrence
- Scheduling

Calendar: calendar Browse Calendar

Title: Mithi CR Meeting

---

Date & Time

All Day  Floating  Store As UTC

Start

Date 2014-05-14 31

End

Date

Duration  1 days OR  0 weeks

This event has no duration / end date

Affects free/busy

Yes (opaque: event status affects your free/busy)

No (transparent: event status does not affect your free/busy)

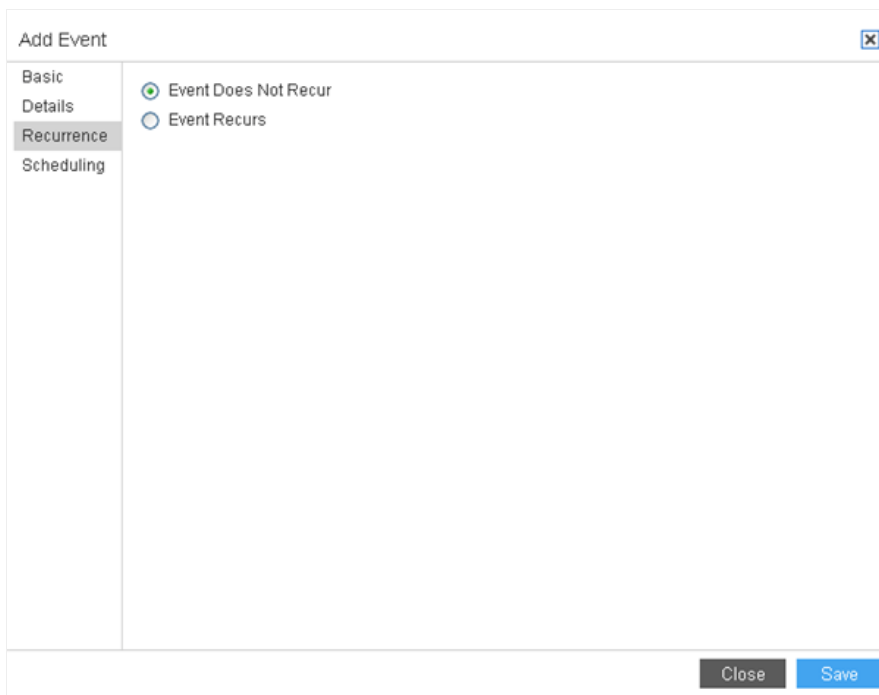
Close
Save

Figure: Add Event- details tab

## Provide Recurrence Information of the event

Under Recurrence leave as this event does not recur.

Note:  
Refer the topic Setting up a recurring event for details.



The screenshot shows a dialog box titled "Add Event" with a close button (X) in the top right corner. On the left side, there is a vertical navigation menu with four tabs: "Basic", "Details", "Recurrence", and "Scheduling". The "Recurrence" tab is currently selected and highlighted. The main content area of the dialog shows two radio button options: "Event Does Not Recur" (which is selected) and "Event Recurs". At the bottom right of the dialog, there are two buttons: "Close" and "Save".

Figure: Add Event- recurrence tab

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## Provide Scheduling Information of the event

If you wish to convert this event into meeting, select the scheduling tab and click the make into meeting- invite attendees to send invitations to attendees.

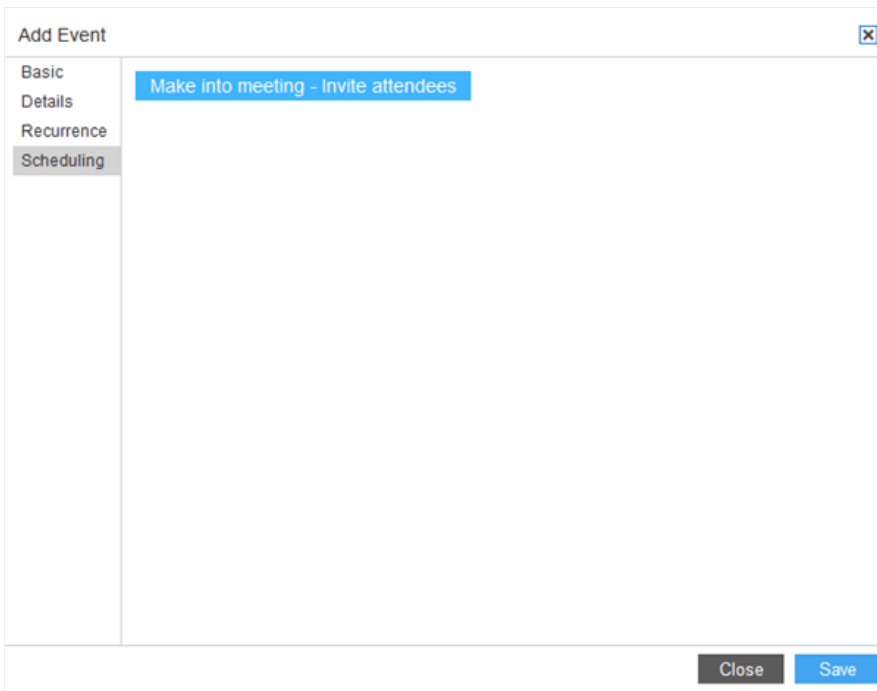


Figure: Add Event- scheduling tab

## Save the event

Click the Save button to save the event or Close button to cancel the event.

- Click the + button and select Add Event from the list box.

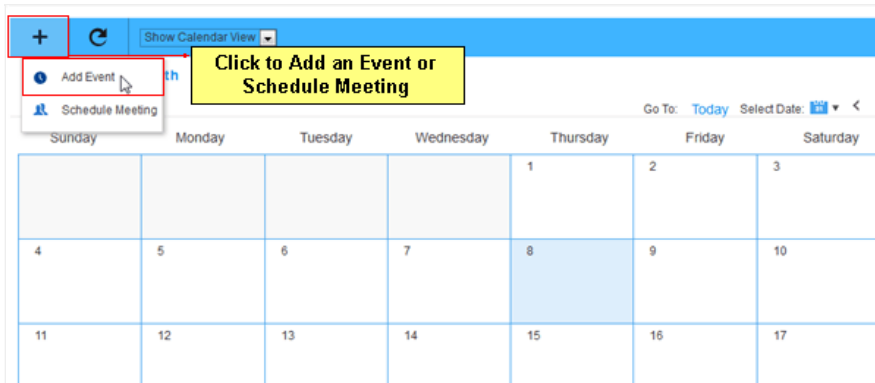


Figure: Calendar User Interface

- On the Action Bar, choose the Show Calendar View option from the calendar views list-box. Click any date box on the page and select Add Event from the list box.

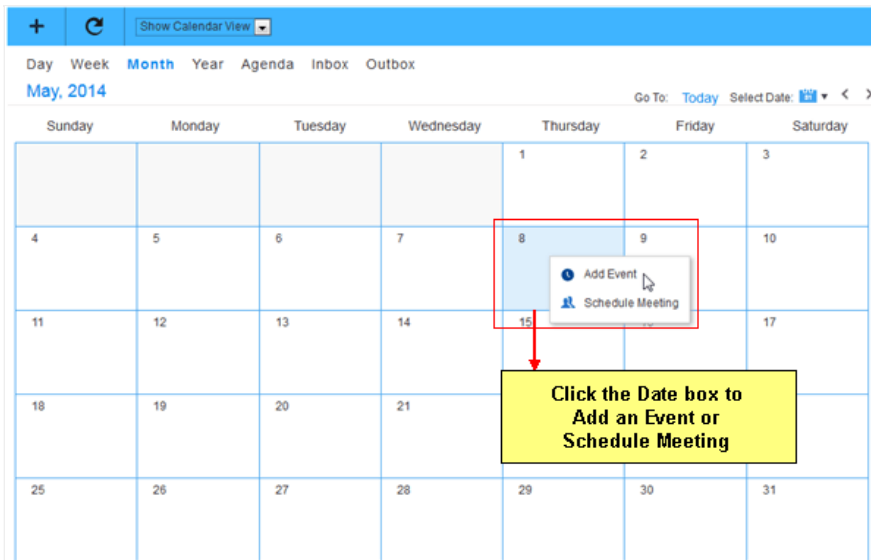


Figure: Calendar User Interface

- On the Action Bar, choose the Show Free/Busy option from the calendar views list-box. Click any box on Free/Busy map page and select Add Event from the list box.

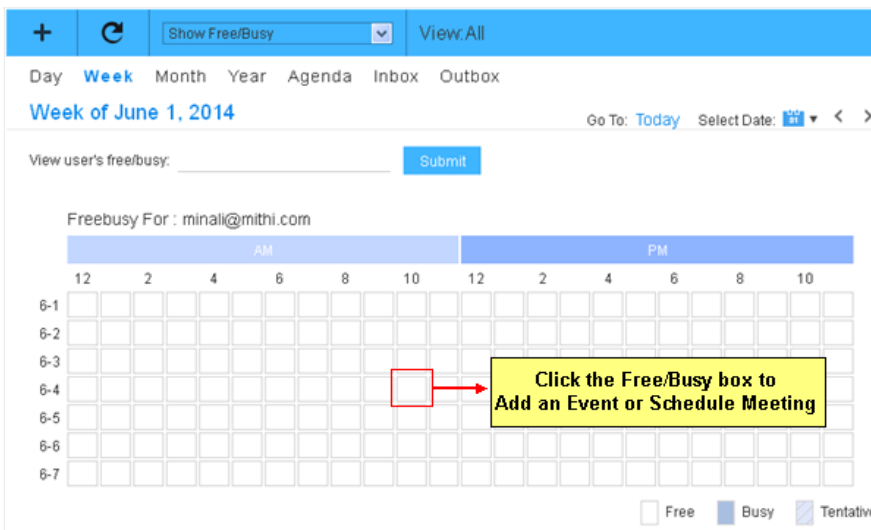


Figure: Calendar User Interface

- On the Action Bar, choose the Show List View option from the calendar views list-box. Click the + sign on the page and select Add Event from the list box.

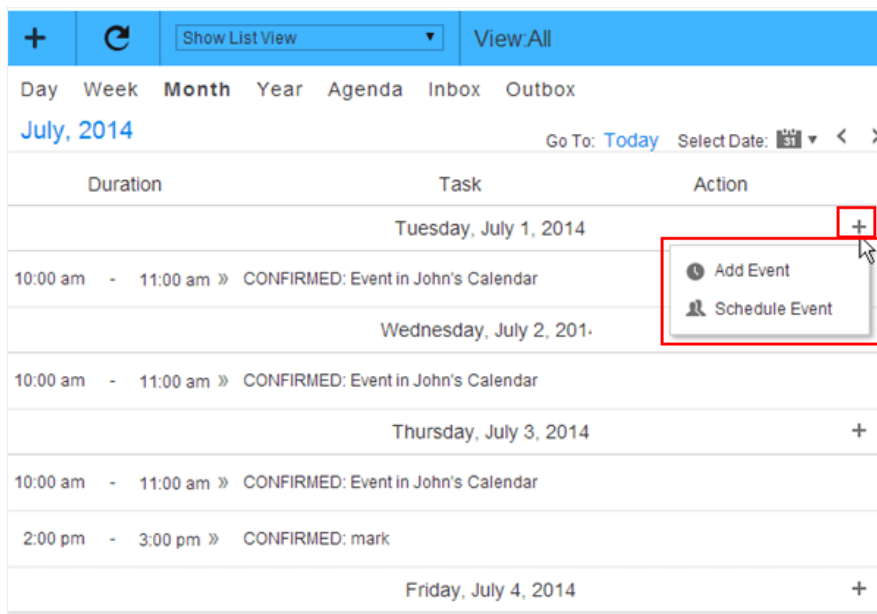


Figure: Calendar User Interface

- i. If you are working with more than a single calendar, Browse Calendar to select the required calendar.  
Note: By default a new event is added to the default calendar set in your calendar preferences.
- ii. Type in a title for the event. Make your title descriptive so that it briefly expresses what the event is about.
- iii. Decide Date and Time of the event.
  - All Day indicates the event is valid for that whole day.
  - Floating option makes the event unrestricted of the time zones.
  - Store the date and time as UTC (Co-ordinated Universal Time).
- iv. If its not an All Day event, provide start Date and the Start Time for the event.
- v. To provide start date, select the calendar icon and select a Start Date, Start Time, Time Zone for the event.
- vi. Decide the End Date
  - You can choose the exact End date, End Time and Time Zone
  - OR Specify the Duration for the event in number of days, hours,
  - OR Choose This event has no duration / end date.
- vii. Choose yes or no to select and decide if the added event will Affect the Free/Busy status.
- viii. Select the preferred Location from list box which populates all the locations you have already used.  
Or In the Add New box, specify new location to be added to the list.
- ix. Enter a Event Link(URL) for the event, if you have a website with more information about it.
- x. Enter more details about the event in the Description.
- xi. Select one of the options confirmed, tentative, or canceled to decide the Status of the event.

## Set up a recurrence event

You can add an event that re-occurs on a regular basis. For example, to add a meeting to a calendar that occurs every Monday between 8:30am and 9:00am, you can create a Recurring Calendar Event.

To set up a recurrence event:

1. Follow the steps 1 to 3 mentioned in Steps to Add an event
2. Under Recurrence tab, choose the Event Recurs.
3. Define the Recurrence Rules

- i. Decide Frequency of the event: daily, weekly, monthly, or yearly.
- ii. Decide time to Repeat the event.

Note:

The end date you specify here is different from the end date you specified earlier for the event. The end date here is the date you want the recurrence to stop and not the end date for the event.

- Leave at Forever if you want the event to repeat forever.
- If not specify how many times you want the event to recur by selecting the Times radio button and typing the number times to repeat the event.
- Or alternatively select the Until radio button and specify an end date.

iii.

The screenshot shows the 'Add Event' dialog box with the 'Recurrence' tab selected. The 'Event Recurs' radio button is chosen. Under 'Recurrence Rules', the 'Show Advanced Recurrence Rules' checkbox is checked. The 'Frequency' section has 'Monthly' selected. The 'Repeat' section has 'Until' selected with the date '2014-07-31'. Below, 'Recurrence and Exception Dates' shows a date '2014-05-14', time '12:00', and location 'Asia/Kolkata'. There are 'Add Exception' and 'Add Recurrence' buttons. At the bottom are 'Close' and 'Save' buttons.

Figure: Add Event- recurrence tab

- iv. Choose to view Advanced Recurrence Rules to add exceptions or additions to the rules. Be sure that the recurrence rules are simple and not too complicated. If the recurrence rules are too complex it can cause problems for the event, consider in that case submitting a new event listing for each occurrence of the event. For example, if you want the event recurring every other month type in 2 under the interval label or any interval of your choice.



- v. You can specify how you would like the event to recur.  
For example, if you want the event to recur on the first Monday and Tuesday of the month and also on the last Monday and Tuesday.

The screenshot shows the 'Add Event' dialog box with the 'Recurrence' tab selected. The 'Show Advanced Recurrence Rules' checkbox is checked. Under 'Frequency', 'Monthly' is selected. Under 'Repeat', 'Forever' is selected. The 'Interval' is set to 'Every 1 Month(s)'. The 'On' dropdown menu is open, showing options: 'None', 'The First', 'The Second', 'The Third', and 'The Fourth'. Below this, there are checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and an 'On These Days' checkbox. The 'Recurrence and Exception Dates' section includes a date field (2014-06-08), a time field (12:00), and a location dropdown (Asia/Kolkata). There are 'Add Exception' and 'Add Recurrence' buttons. At the bottom, there are 'Close' and 'Save' buttons.

Figure: Add Event- Advanced Recurrence Settings for Monthly Frequency

- vi. You can also create exceptions for your recurring events.  
For example, if there is a public holiday on a Monday you have designated your event to recur. Create an exception by selecting a date and time under the Recurrence and exception dates field and select the add exception button.

Note:

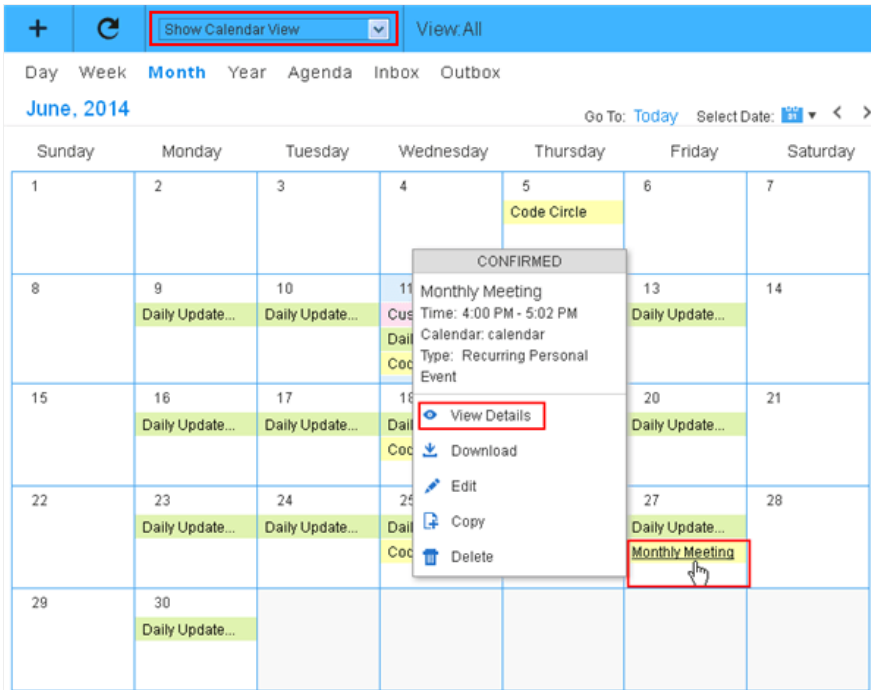
The time you enter for the exception must be the same as the start time for the event. Deleting a recurrence instance of an event also creates an exception. See section on editing/ deleting events.

- vii. To create an exception to the recurrences for the event,
- Select a date under the Recurrence and Exception dates field
  - Click the Add recurrence button.

#### 4. View details of an event

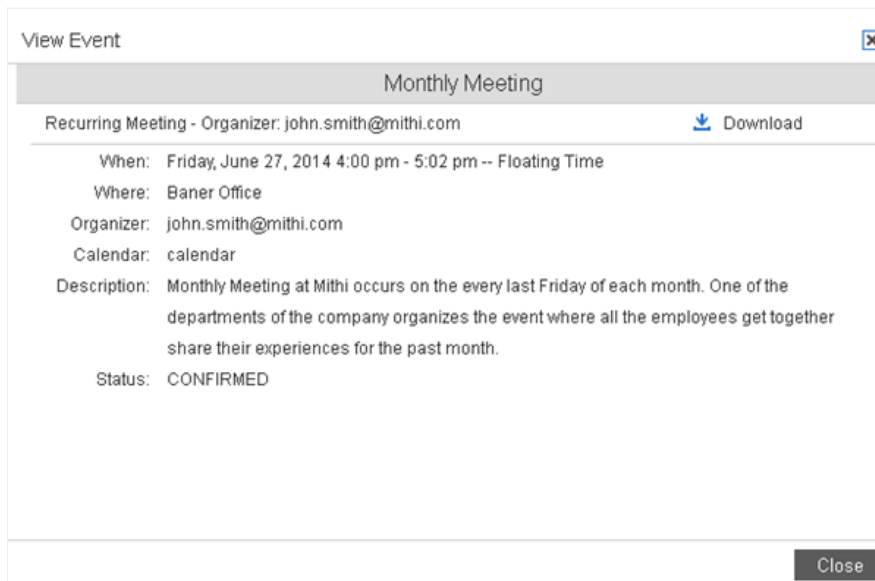
You can choose any event to view all of its details like its organizer, location, description, date and time of occurrence, status of the event and calendar holding the event.

- Hover the mouse over the event title to be viewed from the Calendar view page, and choose the View option.



View icon on the Calendar View Page

- Application displays all the information about the event which you can download on your machine.

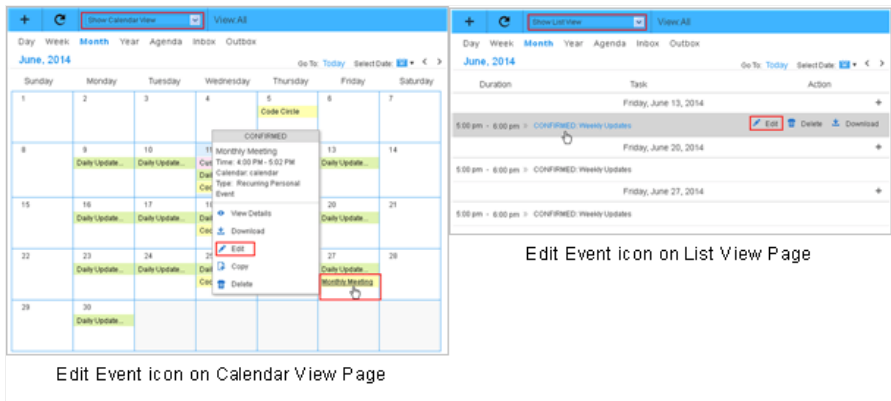


## Edit an event

You can edit any event to modify its details.

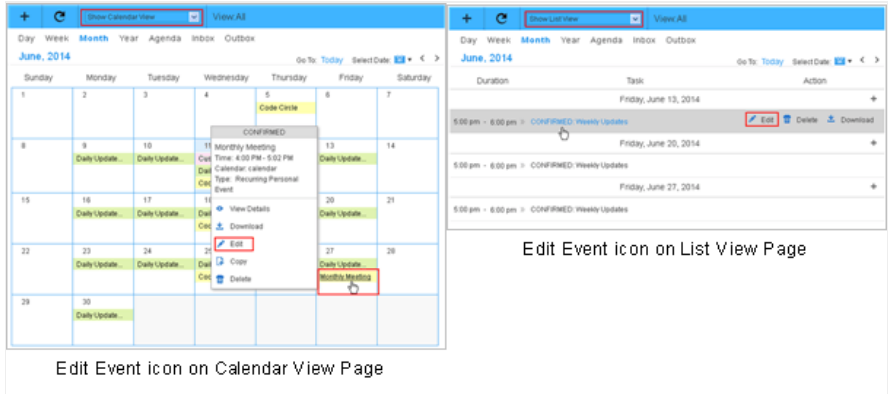
To edit an event

1. Hover the mouse over the event title to be updated from either Calendar view, or List View and choose the Edit option.



Edit Event icon on Calendar View Page

2. On the Edit Event window,
  - If it is a recurring event, decide if you want to edit that particular instance or want to update all the events.
  - Update the fields need to be corrected.
  - Once you are finished editing the event, click the Save button.



Edit Event icon on on Calendar View Page

- You can modify the event to make it as a meeting and schedule it as per suitable time for all the attendees.

**Edit Event** All Instance ✕

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**Basic**

Calendar: Browse Calendar calendar

Title: Code Circle

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**Details**

**Recurrence**

**Scheduling**

All Day  Floating  Store As UTC

**Start**

Date: 2014-06-05 16 00 Asia/Kolkata

**End**

Date 2014-06-05 17 00 Asia/Kolkata

Duration

This event has no duration / end date

**Affects free/busy**

Yes (opaque: event status affects your free/busy)

No (transparent: event status does not affect your free/busy)

Close
Save

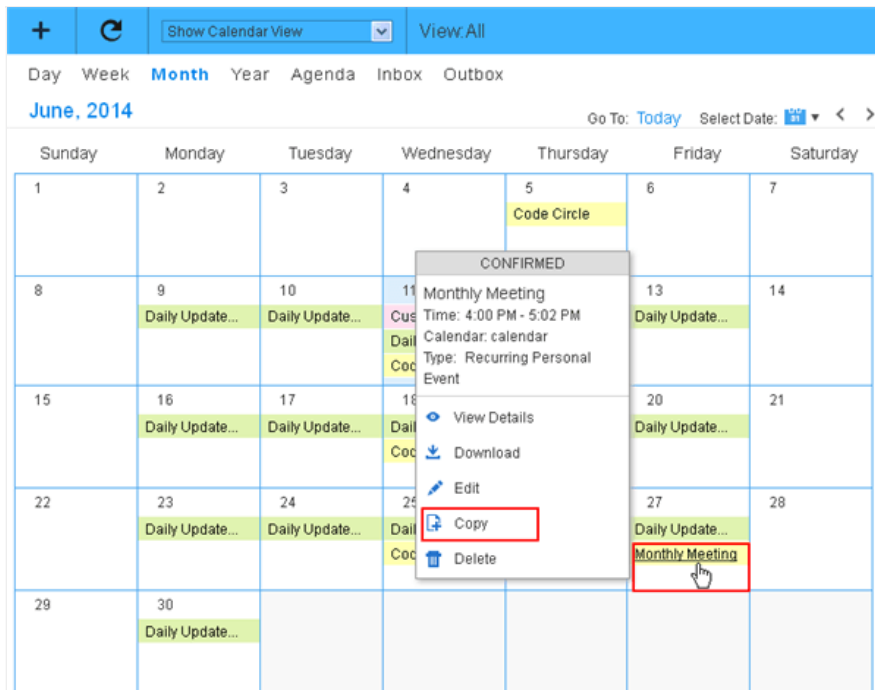
Edit Event Window

# Create an instance of an event

Instead of creating an event with same details you can simply make a copy of that event.

To create an instance of an event:

- On the Calendar View page, hover the mouse over the event title of which you need to create a copy of. And, choose the Copy option.



Copy Event icon on the Calendar View Page

- On the Edit Event window, you can change the fields if needed.
- Once you are finished editing the event, click the Save button.

Edit Event

 All
  Instance
 
✕

---

**Basic**

Details

Recurrence

Scheduling

Calendar: Browse Calendar calendar

Title: Code Circle

---

Date & Time

All Day
  Floating
  Store As UTC

Start

Date: 2014-06-05 31 16:00 Asia/Kolkata

End

Date 2014-06-05 31 17:00 Asia/Kolkata
  Duration
  This event has no duration / end date

Affects free/busy

Yes (opaque: event status affects your free/busy)
  No (transparent: event status does not affect your free/busy)

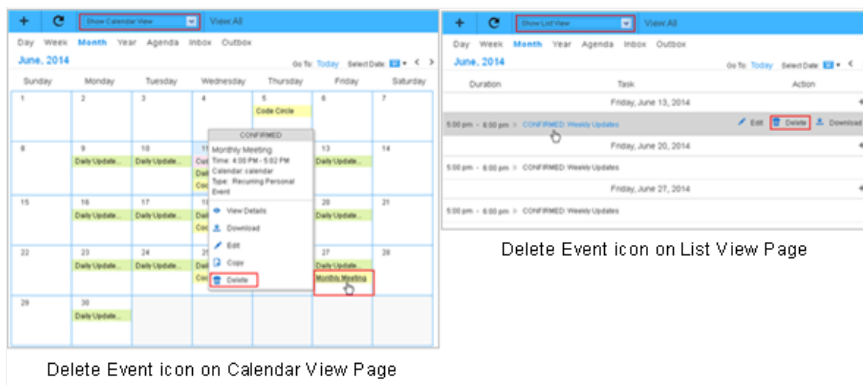
Close
Save

## Delete an event

You can delete an event which you think is not required in future.

To delete an event :

- Hover the mouse over the event title to be deleted from either Calendar view or List View.
- Click the Delete icon.



- Choose the All option to delete all the recurrences of that event.
- OR choose the Instance option to delete the current instance of the event.

Delete Event
✕

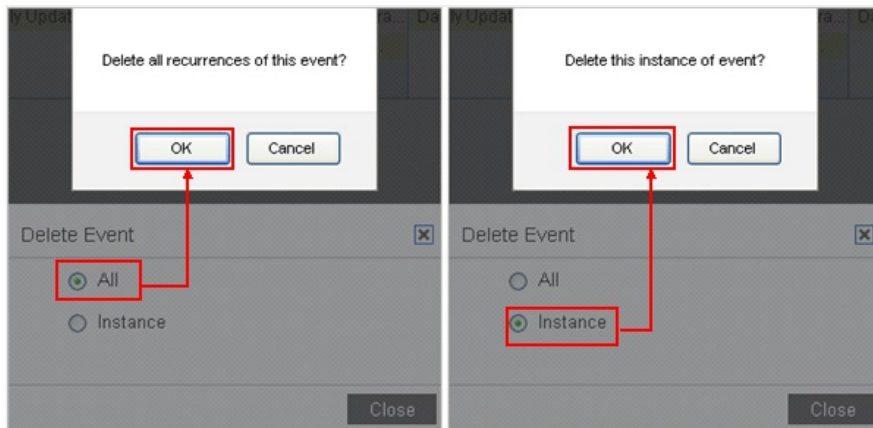
All

Instance

Close

### Delete Event message box

- Click the Ok button to delete that event permanently from your calendar.



## Schedule a meeting

You can schedule an event to meet your colleagues for discussion on certain topic. Meeting requests must have one or more attendees and one originator (usually the current user) who schedules an event.

- Pre-scheduling an event or meeting, you should decide attendees for the event and verify their Free/Busy status.
- As per suitable Date/Time and Place for all the attendees, you can Schedule a meeting and send meeting request or invitation
- These meeting requests are sent in the Inbox folder of the default calendar of all the Attendees. Where, all the attendees process these meeting requests manually or automatically as per preferences.
- Scheduling responses to external users go to the outbox. They may be immediately processed and at some point removed from the outbox.

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## Schedule a meeting and send invitation

1. On calendar, click the add button and select Schedule Meeting from the list box.  
Or  
Click any date box in your calendar and select Schedule Meeting from the list box.  
Or  
Click any box in Free/Busy map. The Schedule Meeting/task page is displayed.
2. Add New Attendees as the participants for the meeting.
  - i. Type in an email id of the attendees in Add Attendees box.

The auto complete address book feature suggest the matching email ids present in address book.

- ii. Specify the Role of the attendee from list box whether required participant, optional participant, chair or non-participant.

- iii. Select the Status from list box whether needs action, accepted, declined, tentative, delegated.

iv. Click the Add button to add the user to the attendee list.

The Free/busy schedule for all attendees displays available time for all attendees in the list. You can schedule the meeting as per their availability.

If you are adding any external user (User from other domain) you need to confirm his/her Free/Busy status. As Free/Busy schedule for external users is not displayed.

**Add Event**

**Add New Attendees**

**i** Attendees: john.smith@mithi.com x

**ii** Role: Required Participant

**iii** Status: Needs Action

**iv** Add

**Attendees**

Attendee	Role	Status
minali@mithi.com	Chair	Accepted

**Freebusy For : All Attendees**

	AM					PM						
	12	2	4	6	8	10	12	2	4	6	8	10
5-11												
5-12												

Close Continue

Schedule Meeting

3. Once all the attendees are decided, click the Continue button to provide further details.

**Schedule Event**

Attendee	Role	Status
john.smith@mithi.com	Required Participant	Needs Action
mark@mithi.com	Required Participant	Needs Action
minali@mithi.com	Chair	Accepted

**Freebusy For : All Attendees**

	AM					PM						
	12	2	4	6	8	10	12	2	4	6	8	10
7-13												
7-14							1	1		1	1	
7-15							1	1		1	1	
7-16							1	1		1	1	
7-17							1	1		1	1	
7-18							1	1		1	1	1 1
7-19												
7-20												

Close Continue

Schedule Meeting

4. Provide the meeting preferences like Basic, Details, Recurrence information.

5. Select the Scheduling tab to confirm the list of attendees.

Edit Attendees if required.

Save the meeting schedule.

Or

Save & send invitations to all the participants.

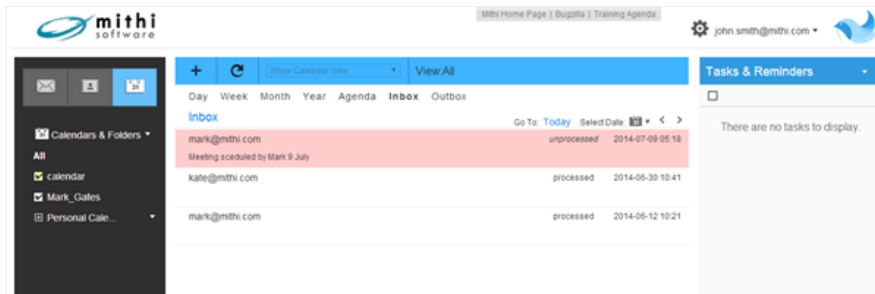
Or

Cancel the scheduling to exit the procedure.

Attendee	Role	Status
jane@mithi.com	Required Participant	Needs Action
john.smith@mithi.com	Required Participant	Needs Action
mark@mithi.com	Required Participant	Needs Action
minali@mithi.com	Chair	Accepted

Schedule Meeting More Details

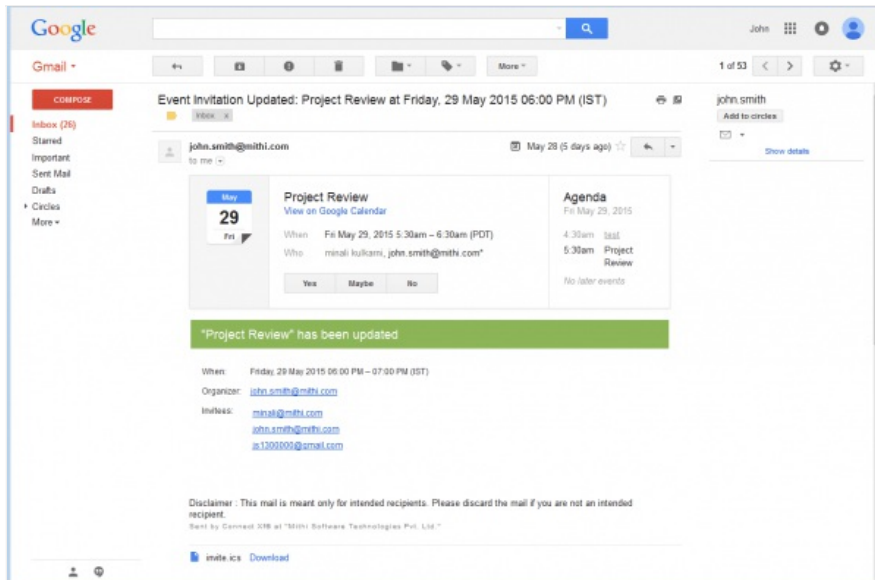
- All the attendees on same domain receive invites in the Inbox folder of the calendar application.



Schedule Meeting Invitations

- All the participants on external domain get email invite which they can process further. From Baya version 3.20, all the participants on external domain get email invite/update when you schedule/update a meeting using any mobile/desktop client





Schedule Meeting Invitations for external domain users

- Attendees process the invitations received in their Inbox folder of Calendar application to decide their status for the event. The updated status of attendees is sent to the Calendar Inbox of organizer and all the other attendees of the event.  
You or the organizer can resend the invitation to confirm the status of the event scheduled.  
Once all the attendees confirm their attendance the event gets confirmed to be held on the date time and place mentioned in the event.

## Process a meeting request

- As per user scheduling/meetings preferences, meeting requests are processed automatically. If time is available for the incoming request it will be accepted, otherwise it will be declined. It is also possible to indicate that acceptances will be automatically processed; a meeting will have the attendee status updated automatically when the incoming response is an acceptance.
- You can process these meeting requests received in your Inbox manually to decide whether you want to accept, decline or make it a tentative plan. Also, you can delegate it or send a request suggesting change in suitable Date/Time for you.

### Accepting the meeting request

- Go to the Inbox folder in the Calendar application.
  - Select to open the unprocessed meeting request.
- 
- Change Status of Meeting Request
- Click the Change My Status link to update your meeting request status.
  - Decide the Action to be taken either

- You can Reply As :
  - Accepted to accept the event and send in your confirmation to the organizer and all the other attendees of the event.
  - Declined to decline the event and send in your status to the organizer and all the other attendees of the event.

- Tentative to keep and send in the status of the event as tentative to the organizer and all the other attendees of the event.

View Request [X]

Meeting Request (Update)  
Organizer: minali@mithi.com

---

Title: Project Review  
Calendar: calendar  
Description: *Not Described*  
Date & Time: Jul 23, 2014 17:00 - Jul 23, 2014 18:00  
Location: *Not Specified*  
Status: CONFIRMED

---

Action:  reply as **accepted**  delegate  counter (suggest a different date, time, and/or location)

Comment

Cancel Update

Change Status of Meeting Request

- You can Delegate it to another user.

View Request [X]

Meeting Request (Update)  
Organizer: minali@mithi.com

---

Title: Project Review  
Calendar: calendar  
Description: *Not Described*  
Date & Time: Jul 23, 2014 17:00 - Jul 23, 2014 18:00  
Location: *Not Specified*  
Status: CONFIRMED

---

Action:  reply as  delegate to  counter (suggest a different date, time, and/or location)

Comment

Cancel Update

Change Status of Meeting Request

- You can Counter to send in your reply with comment suggesting new Date/Time/Location.

View Request
✕

counter (suggest a different date, time, and/or location)

New Date/Time:  All Day Event

**Start:**  
Date: Jul 23 2014 17:00

**End:**  Date  
 Duration  0 days 1 hours 0 minutes OR  0 weeks  
 This event has no duration / end date

New Location: Choose  Or Add New

Comment:

Cancel
Update

## 5. Set up alarm

You can set up alarms for the calendar events and meetings using Baya.

The alarms will be sent you in the form of email alerts, ensuring that you are alerted about the event even if you are not logged into your calendar client.

The sections below describe how to set the alarms from different calendar views.

The last section also describes the email format for the alert.

### Setting alarm from the calendar view

- Go to the calendar and choose the Calendar view
- Click the event/meeting scheduled and select the Set Alarm option.

+
↻
Show Calendar View
View: All

Day Week **Month** Year Agenda Inbox Outbox
Go To: Today Select Date:

October, 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Daily Updates Quick Review	2 Daily Updates CONFIRMED Quick Review	3 Daily Updates Quick Review	4
5	6 Daily Updates Quick Review	7 Daily Updates Quick Review	8 Daily Updates Quick Review	9 Quick Review Time: 4:00 PM - 5:00 PM Calendar: calendar Type: Recurring Personal Event	10 Daily Updates Quick Review Customer Tr...	11 Customer Tr...
12 Customer Tr...	13 Event from tab Daily Updates Quick Review	14 Daily Updates Quick Review	15 Daily Updates Quick Review	16 Daily Updates Quick Review	17 Daily Updates Quick Review	18
19	20 Daily Updates Quick Review	21 Daily Updates Quick Review	22 Daily Updates Quick Review	23 Daily Updates Quick Review	24 Daily Updates Quick Review	25
26	27 Daily Updates Quick Review	28 Daily Updates Quick Review	29 Daily Updates Quick Review	30 Daily Updates Quick Review	31 Daily Updates Quick Review	

View Details

Download

Edit

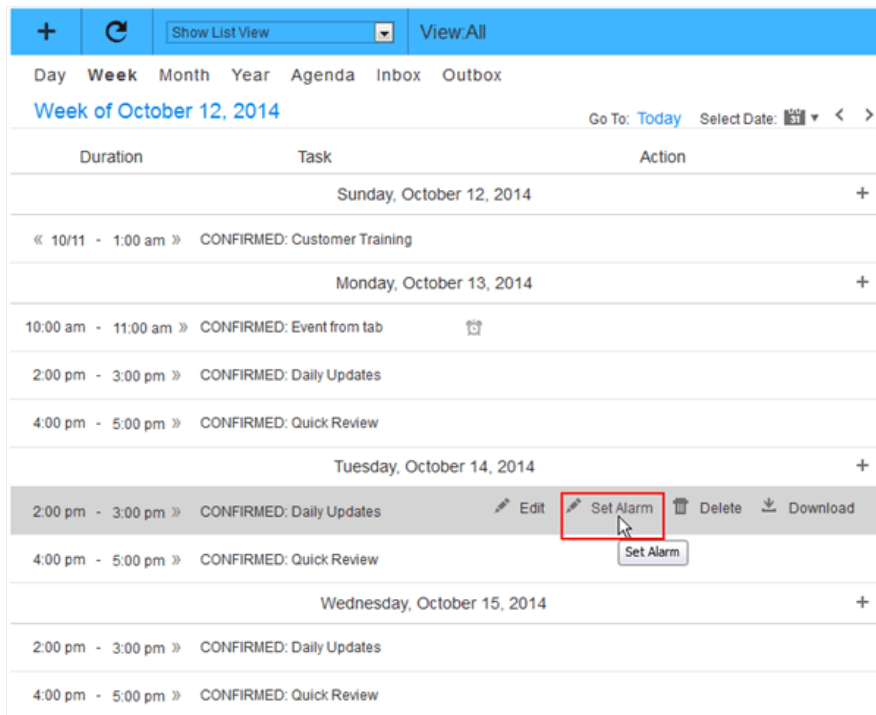
Copy

Delete

Set Alarm

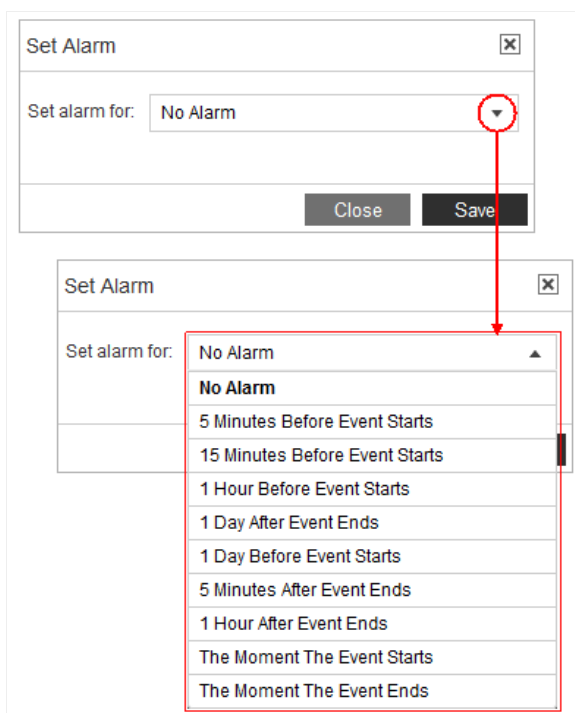
## Setting alarm from the list view

- Choose the List view
- Choose the event/meeting scheduled from the list and select the Set Alarm option.

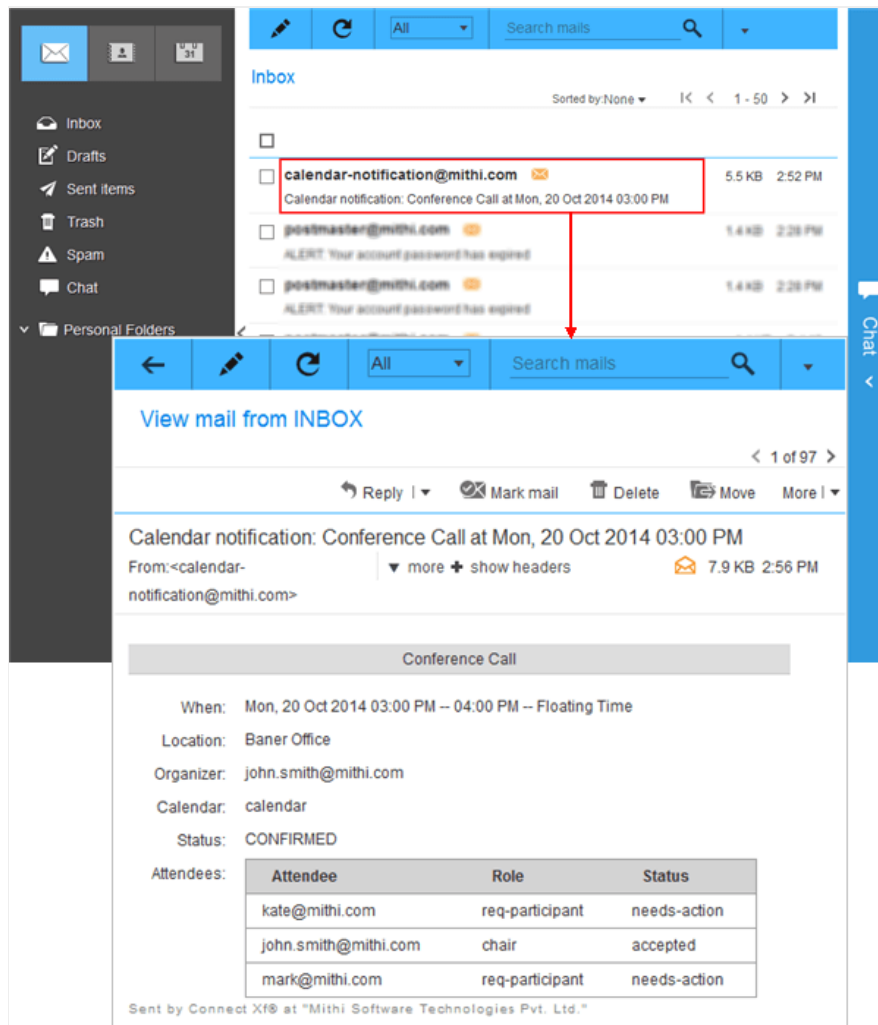


## Setting alarm time

- On clicking on the Set Alarm menu option, a dialog box will pop-up, giving you different time options at which to receive the alarm. Select an appropriate time and click on Save.



- Baya will send an email alert to you and the other calendar subscribers at the selected time.



■

## View calendar entries

You can view the calendar entries in various ways. You can view details of a particular calendar entry on a particular day or view calendar entries for a particular week or month.

To view calendar entries:

- By default, Baya displays All the calendar entries present in your default calendar, folders, subscribed calendars and folders.

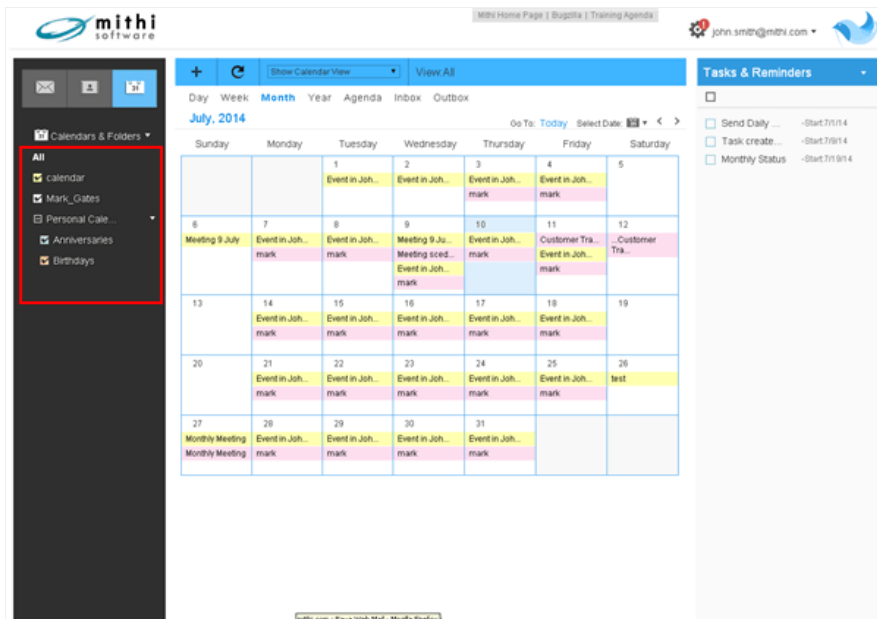


Figure: Calendar View

- You can select the specific Calendar/calendars to view calendar entries in that particular calendar/calendars only.

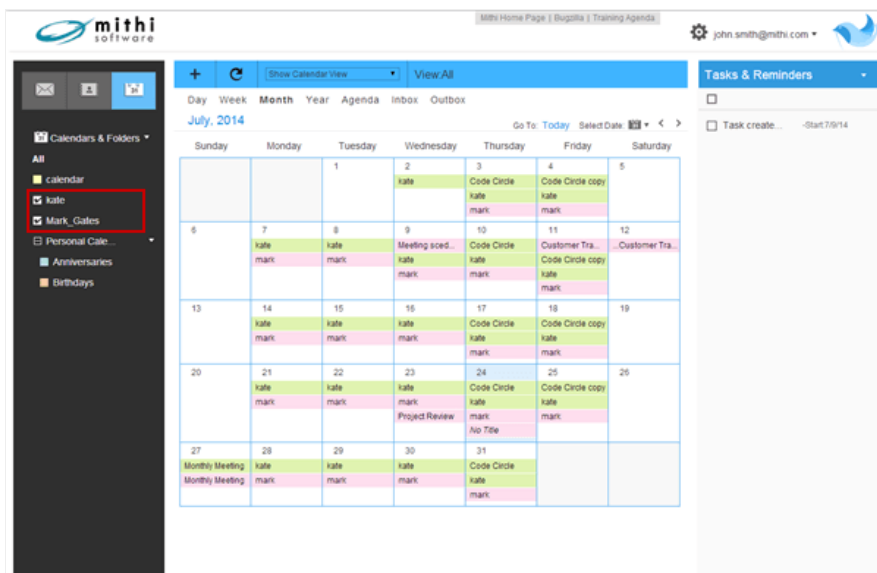


Figure: Calendar View

## Define a calendar view

You can choose the Preferred View to check the calendar entries viz Calendar view, Free/Busy view or List view. You can select the view from a dropdown at the top.

### Calendar View

In Calendar view, you can view the calendar entries of a particular Week, Month, or Year. The Day, Agenda, Inbox and Outbox entries are not shown in Calendar format. The Calendar View with current Week entries is the default view whenever you open calendar.

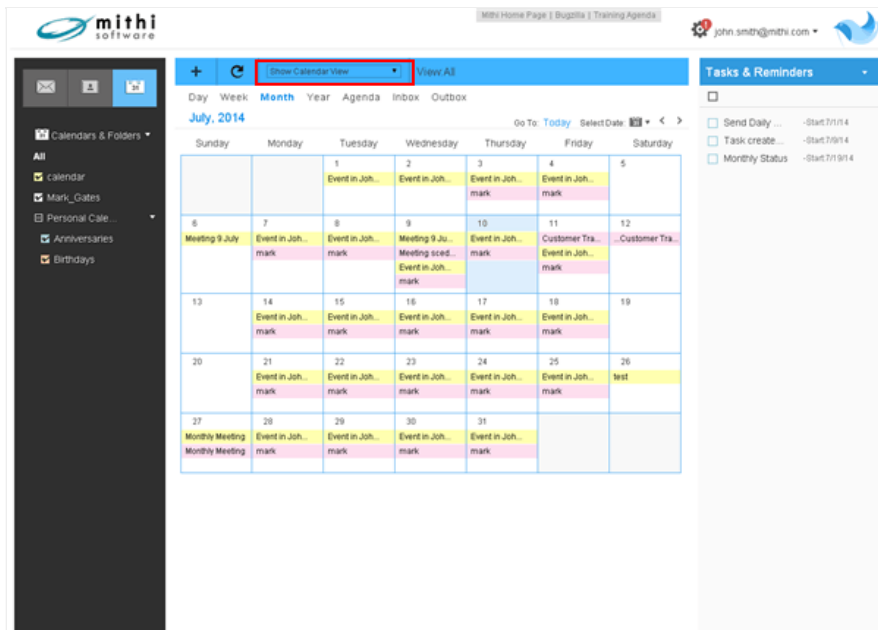


Figure: Calendar View

## Free/Busy view

- In Free/Busy view, you can see a grid indicating free and allocated time without event details for the selected time period.
- If you hover the mouse over the busy box of the map, you get total count of busy and tentative events allocated for that time.
- You can click any box to add an event to the calendar but edit/modify events from this map is not allowed.
- You can choose the time span i.e free/busy events allocated for Week or Month, but not for Day and Year time periods.
- Verify free/busy status of any user on your domain

You can check the Free/Busy status of any user on your domain.

- In the View user's free/busy map box, specify an email-id of the person whose schedule you wish to check.
- Then, click the Submit button to view the map for that person.
- Baya allows you to view free/busy map of all users on your domain.

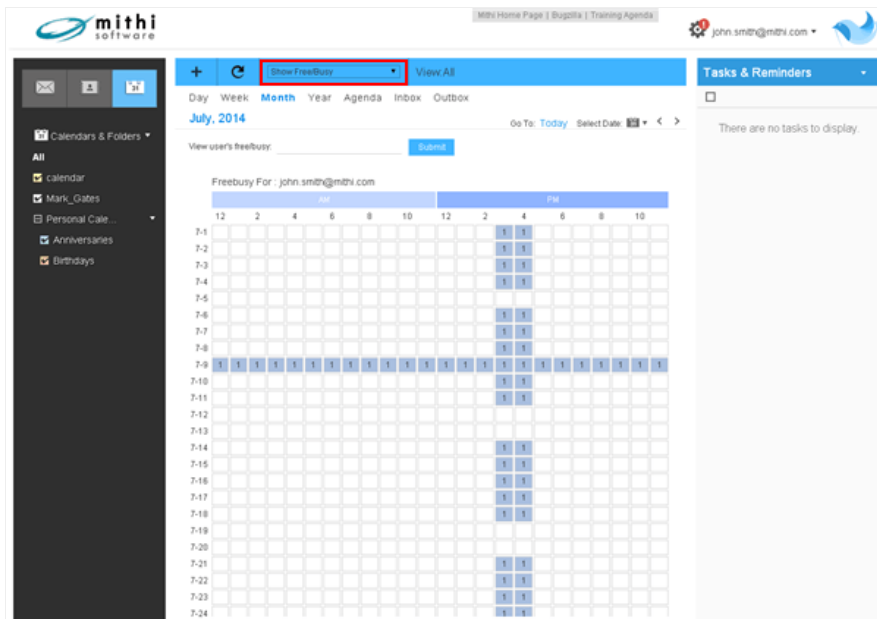


Figure: Free/Busy Time Map

## List view

- The List view shows the events for the selected time period in serial list starting from older event to newer event.
- The List view is the default & only view for the Day time period and the Agenda, Inbox and Outbox views. The Week and Month time periods can also be viewed in List view. However the Year time period cannot be viewed in list format.
- You can click the event title from the row to view complete details of that event or click the Download link to save the event in .ics format on your machine.

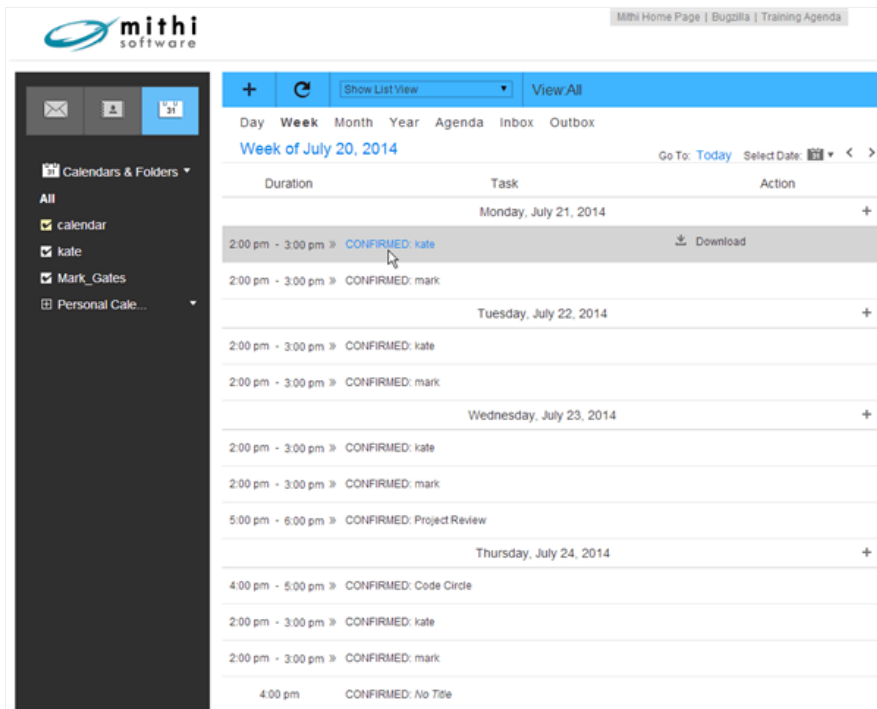


Figure: List View



# Choose the Preferred period to view the calendar entries

## DAY

- It shows all the events / appointments next to the scheduled time.
- You can click the event title to view the complete details of the event or click the respective links to Edit, Download or Delete that particular event.

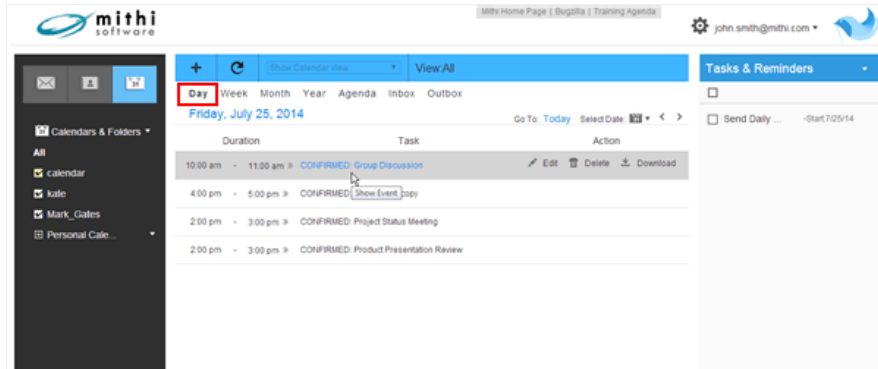


Figure: See calendar entry for a particular day in the Day view

## WEEK

- It shows all the calendar entries for the selected week. A box for each day is displayed with the entries in the respective boxes.
- You can click any date box to add an event to the calendar or schedule a meeting.
- Also, hover the mouse over any calendar entry in the box to view its complete details or download, edit, copy, or delete that entry.

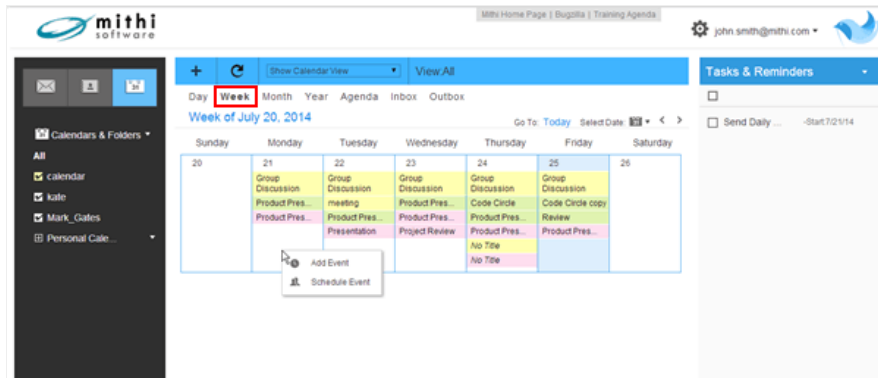


Figure: See calendar entry for a particular week in the Weekly view

## MONTH

It shows all entries for month. A box for each day is displayed with the entries in the respective boxes.

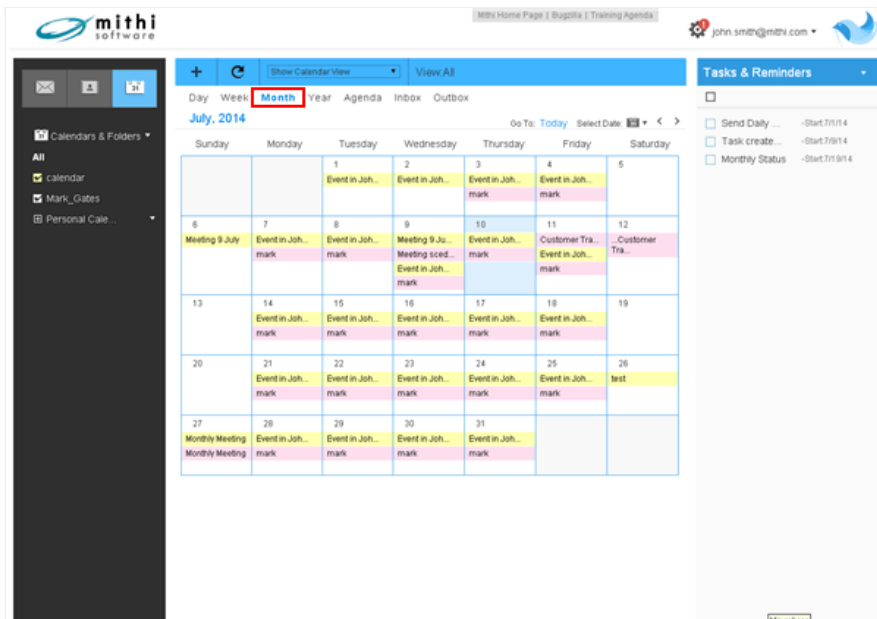
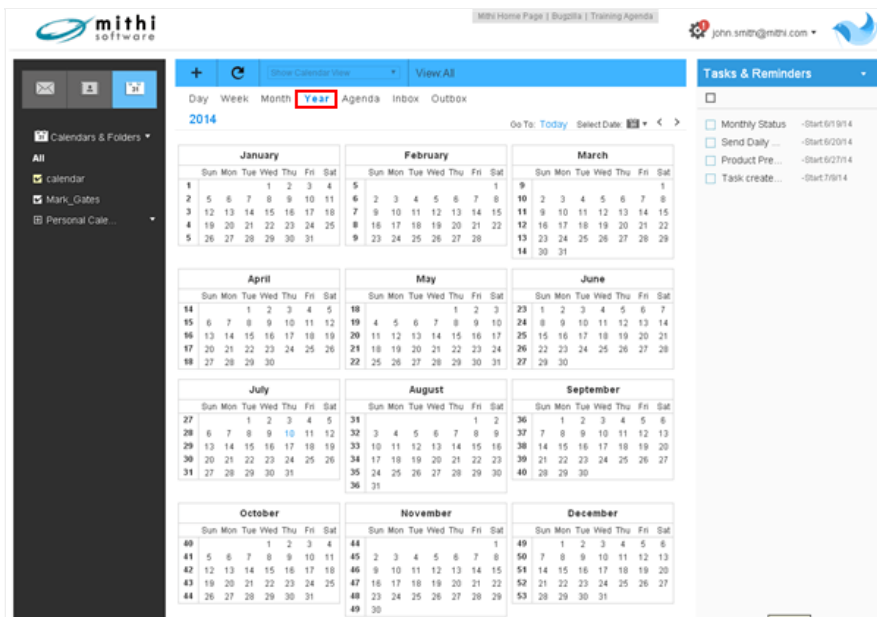


Figure: See calendar entry for a particular month in the Monthly view

## YEAR

It shows the calendar for the complete year, with the current day highlighted.

You can click any month or the date to view calendar entries for that particular month/date.



## View special folder entries

## AGENDA

It shows a read-only list of all the entries in next 7 days. You can Add Modify or Delete event from this screen.

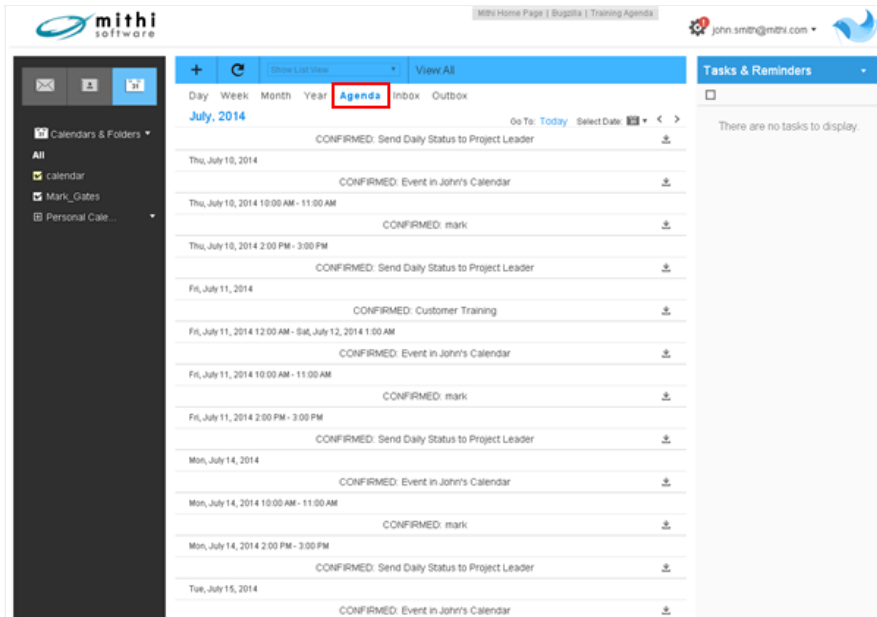
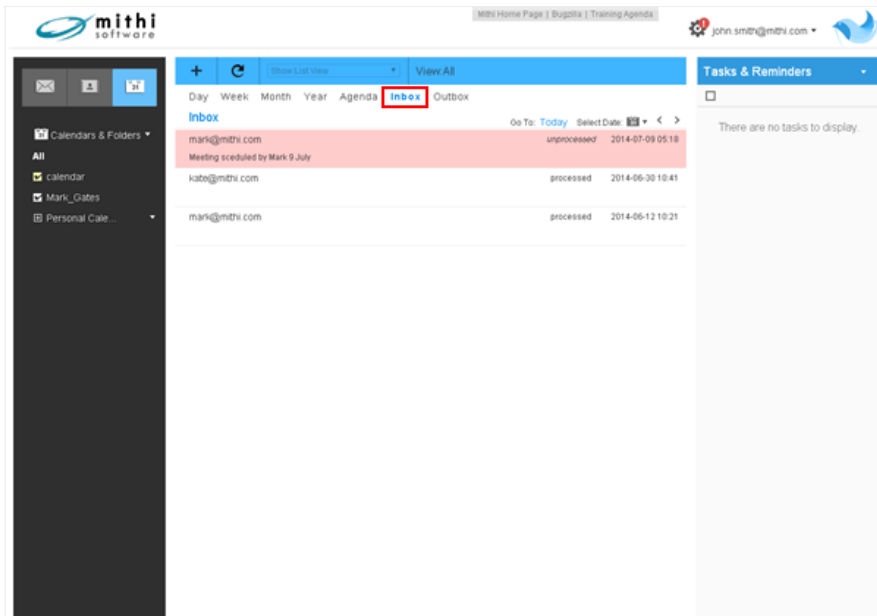


Figure: See list of calendar entries in the Agenda View

## INBOX and OUTBOX

Each user has an Inbox and an Outbox embedded in the Calendar application. Incoming scheduling requests always go to the Inbox of the calendar application. Scheduling responses to external users will go to the Outbox of the calendar. It may be immediately processed and at some point removed from the outbox.

You can process meeting requests received to the Inbox of the calendar application.



## Search for calendar entries

You can search for a particular entry in your calendar.

#### To search for entries on specific date:

1. Enter the date.
2. Click the Go button.  
A list of all entries on that specific date is provided to you.

#### To search for today's entries:

Click the Today button.

A list of all entries marked for today is provided to you.

#### To search for a particular event:

1. Enter the search string in Search box.
2. Click the Go button.  
The result is displayed to you.

## Manage calendars and folders

Baya Calendar includes a fully realized, standards-based personal calendar system. Personal calendars allow users to carry out all standard calendaring functions.

- You are provided with a set of default calendars created when you first log in.
  - One of these is the default calendar for events named calendar.
  - In addition, a set of special calendars are created, Inbox and Outbox. The inbox and outbox are used for scheduling meetings.
- You can create your events, tasks, or meeting set-ups in that calendar.
- You can create your own calendars in addition to the default calendar. This way you can categorize your personal and business events, tasks or meetings in various calendars created by you.
- Also, you are allowed to subscribe the calendars of other users on the domain.

## Add a calendar/folder

1. On the left pane, hover the mouse over the Calendars & Folders heading and click the down arrow next to it.  
Select the Add Calendar option from the menu.  
Note: Folder is a collection of calendars. You can create a folder within which you can add calendars in order to keep your events organized.

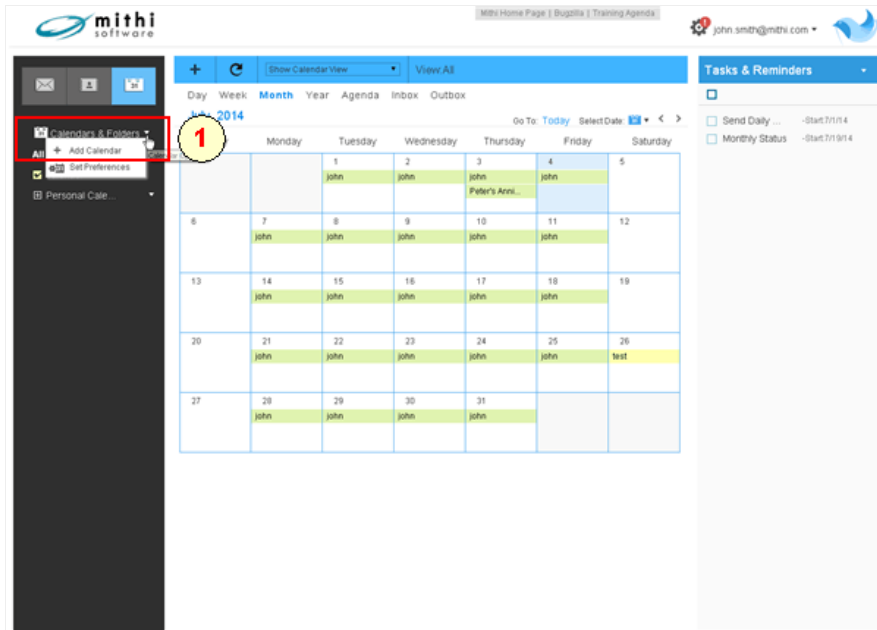


Figure: Add calendar Option

2. Choose from the options.
  - **Calendar** to add new calendar to the list.
  - **Folder** to add new collection of calendars to the list.
3. Enter the following fields:

Add Calendar, Folder or Subscription ✕

**2** Type:  Calendar  Folder  Subscription

**3** Name:

Allowed characters are alphanumeric or \_,-

Summary:

Description:

Display:  Display items in this collection.

Calendar Color:

**4**

Figure: Add new Calendar

Add Calendar, Folder or Subscription ✕

2 Type:  Calendar  Folder  Subscription

3 Name:   
 Allowed characters are alphanumeric or \_.-

Summary:

Description:

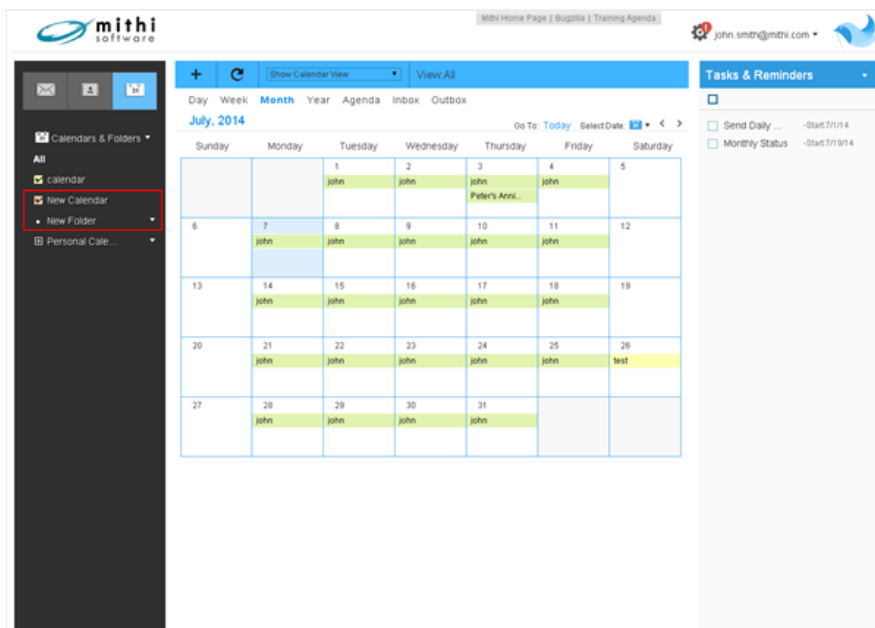
Display:  Display items in this collection.

4

Figure: Add new Folder

- **Name**  
Note: You must provide the Name for the calendar to be added.
- **Summary**
- **Description**
- **Display**
- **Calendar Color**
- Click the **Add** button to add the calendar/ folder to the list.

Newly added calendar and folder is displayed under the list of calendars in the left pane.



Modify calendar properties

To modify the properties of a calendar:

1. On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu.

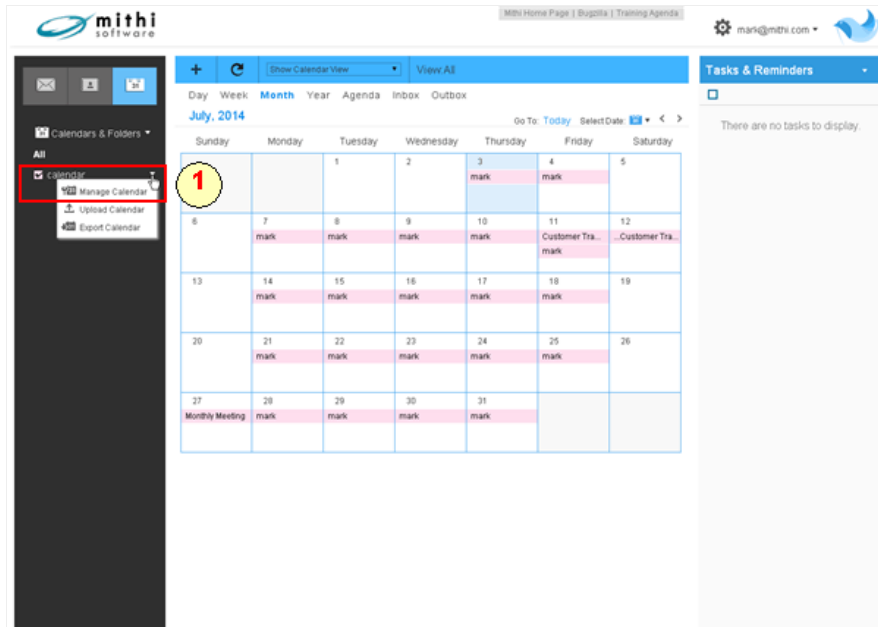


Figure: Give access to your calendar

2. Edit calendar entries to be modified.
3. Click the Update button to add the calendar/ folder to the list.

**Manage Calendar** [X]

Name: New Calendar

Summary: New Calendar

Description:

Color: #fdcaa2

Display:  Display items in this collection.

Current Access

Entry	Access	Inherited From
Owner	All	/user
Authenticated	Read-Freebusy, Schedule	/user

Add New Entry

Who	Rights
<input type="text"/>	<input checked="" type="radio"/> Basic <input type="radio"/> Advanced
<input type="text"/>	<input type="radio"/> All

Set calendar preferences

You can customize the behavior of your calendar application by setting preferences as needed.

To set calendar preferences:

1. On the left pane,
  - hover the mouse over the Calendars & Folders heading
  - click the down arrow next to it.
  - Select the Set Preferences option from the menu.

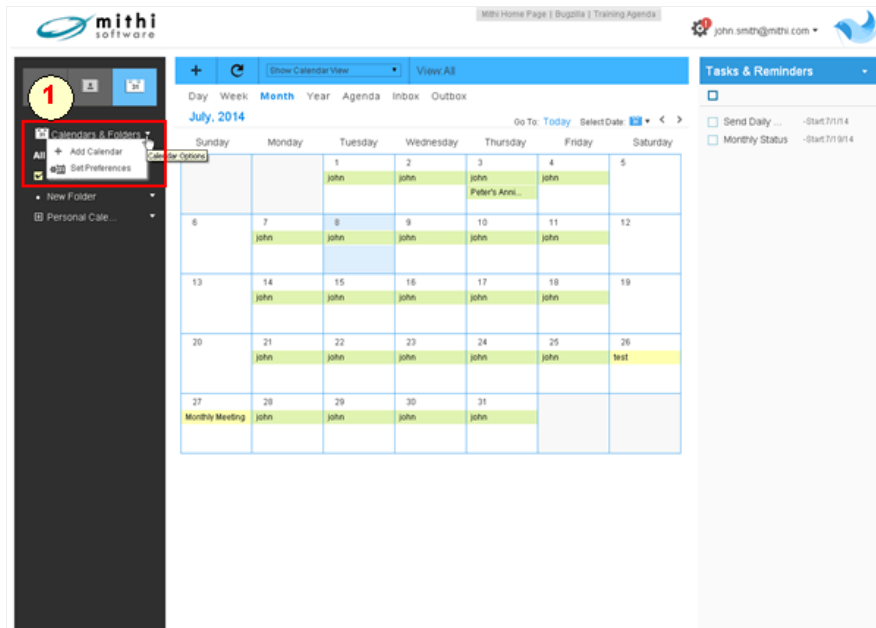


Figure: Calendar Preferences

### Set General preferences

Decide general behavior of the calendar application.



Field Name		Description
User Settings	User	User
	Email Address	Email Address
Adding Events	Preferred time type	Set time preference AM/PM or 24 Hrs for adding any event. Once set you can not change this at the time of adding an event.
	Preferred end date/time type	Set the default type of end date/time for adding an event which you can change while adding an event. This controls the default behavior when creating events. After the start time is entered, either an event duration field or an time/date end time field is presented to the user. The user can also switch to the non-default behavior at event creation time.
	Default Scheduling Calendar	Set the default calendar to add events and tasks.
Workday Settings	Workdays	Set default workdays for your calendar
	Workday Start	Decide the time from which the workday begins
	Workday End	Decide the time at which the workday ends
Display Options	Preferred View Period	Set the default calendar view of the calendar.
Default Time Zone	Set the default time zone of the calendar which you can change the time of adding an event or the task.	

Figure: Calendar General Preferences  
**Set Scheduling/Meetings preferences**

Decide how do you want to process the meeting requests received in your Inbox folder of the Calendar application.

Field Name		Description
Scheduling Auto-Processing	Respond to Scheduling Request	True : All meeting requests will be responded automatically, status of meeting for attendee will be changed according to further settings. False : Attendee have to manually change the request meeting status.
	Accept Double-Bookings	True : Can receive request even if user is busy False : Will receive request, but automatically set status as declined if user is busy.
	Cancel Processing	Do nothing : If creator of event deletes the event, than attendee's event status won't change. Set event status as canceled :If creator of event deletes the event, than attendee's event will be marked as canceled. Delete event: Option not working, error while setting this.

Field Name		Description
Scheduling Auto-Response	Response Processing	Leave in Inbox : Accept if free, else leave in inbox : Inbox message received by creator for only rejected status. Try to process all : No inbox message received by creator on change of status by attendee.

Figure: Calendar Manage Schedule Meeting Preferences

2. Update the preferences for the calendar application.  
Alternatively click Cancel to leave the preferences unchanged.

## Upload a calendar

You can import events from external calendars by generating an .ics file and uploading it into your calendar.

**To upload calendar:**

1. On the left pane, hover the mouse over the calendar to which you wish to upload the events and click the down arrow next to it.  
Select the Upload Calendar option from the menu.

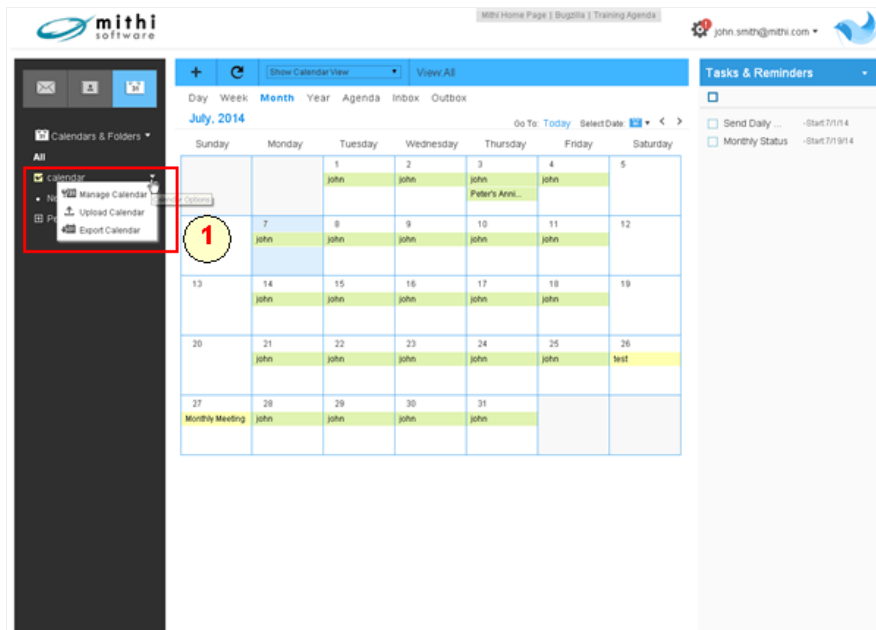


Figure: Upload calendar option

2. Click the Choose File button to locate the required file on your machine.
3. Choose one of the options to decide if it will affect the free/busy status.  
Accept the settings in the event (default)
  - Yes: The uploaded events affect your free busy time
  - No: The uploaded events have no effect on the free busy time.
4. Choose from the options to decide Status of the uploaded event.
  - Accept events status
  - Confirmed
  - Tentative
  - Canceled
5. Click the Upload button to merge the events from chosen file to your calendar or Click the Cancel button to exit the process.

Upload Calendar
✕

---

Calendar Filename

2
 CAL-40288069...ite.edu.ics

Affects Free/Busy

3

- Accept Event's Settings
- yes (*Opaque: Event status affects your free/busy.*)
- No (*Transparent: Event status does not affect your free/busy.*)

Status

4

- Accept Event's Status
- Confirmed
- Tentative
- Canceled

5

## Export a calendar

You can export calendars to iCalendar files.

To export calendar:

1. On the left pane, hover the mouse over the calendar to which you wish to upload the events and click the down arrow next to it.  
Select the Export Calendar option from the menu.

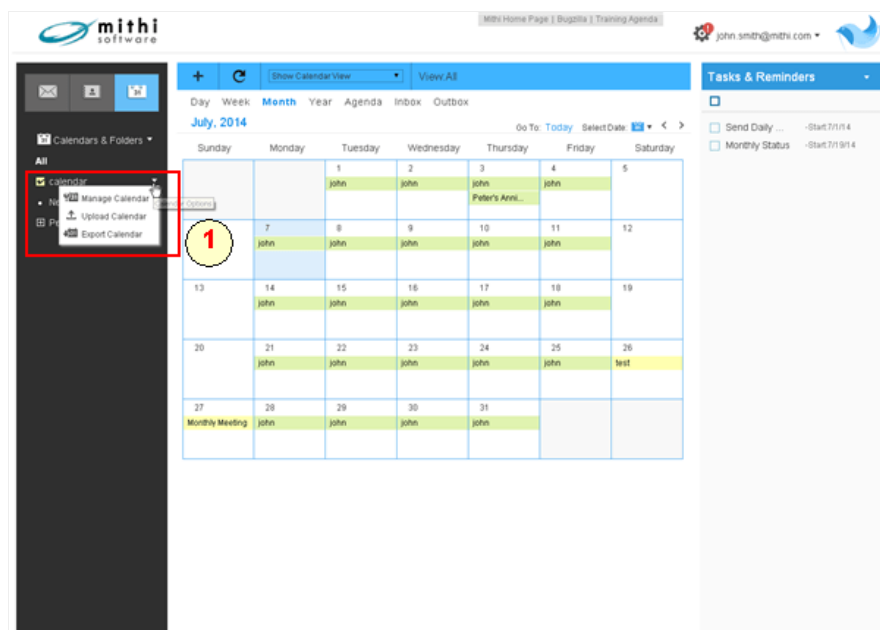


Figure: Export calendar option

2. Choose from the Event Date Limits options.
  - Today Forward: Export all events starting from today.
  - All Dates: Export all the events in the Calendar.
  - Date Range: Export all the events from the date range (Start Date – End Date) specified by you.
3. Click the Export button to merge all the events from the calendar file or Close to exit the process.

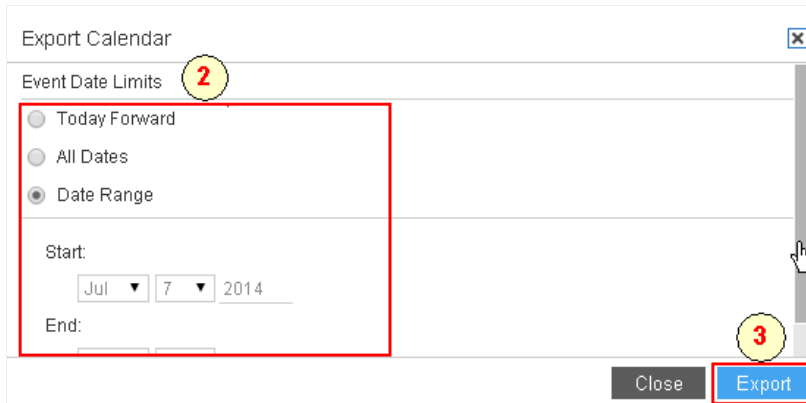
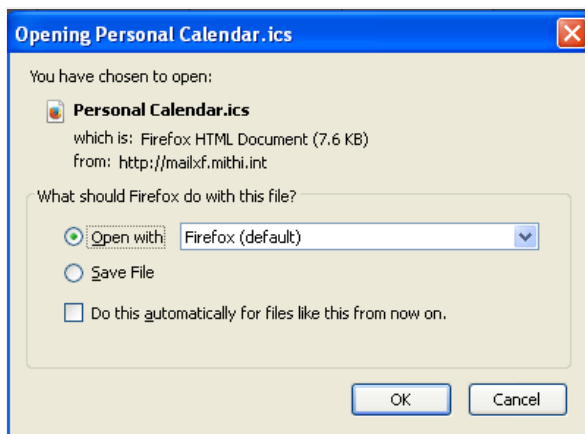


Figure: Export calendar entries for a certain period

4. On the next window, decide to
  - Open the selected calendar file using suitable available application on your machine.
  - Save the selected calendar file on your machine.



## Delete a calendar

You can delete the calendar which you are not using any more. Calendar holding events or tasks can not be deleted. You must delete all the calendar entries from the calendar to be deleted.

### To delete the calendar:

1. On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu. Make sure the calendar to be deleted is empty and not holding any events or tasks in it.

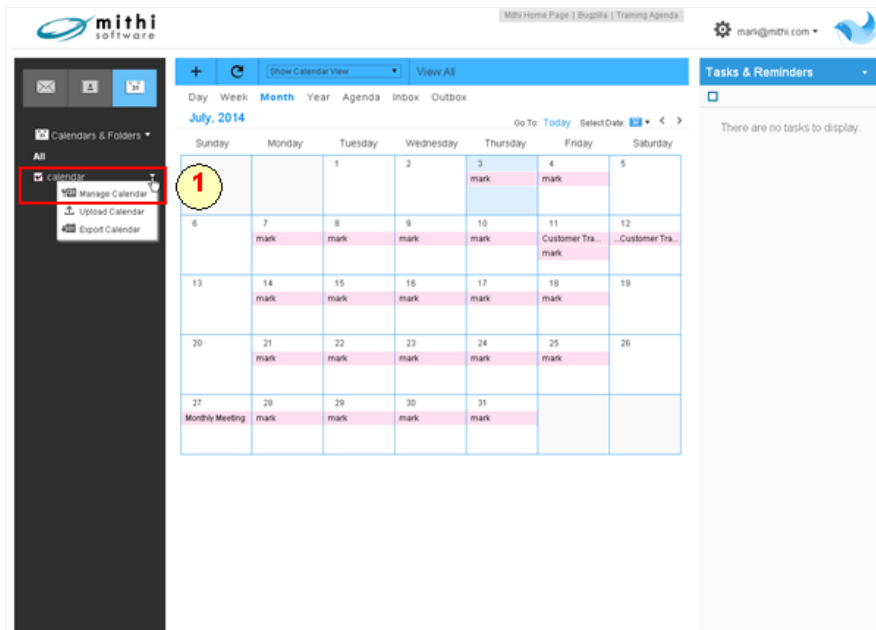
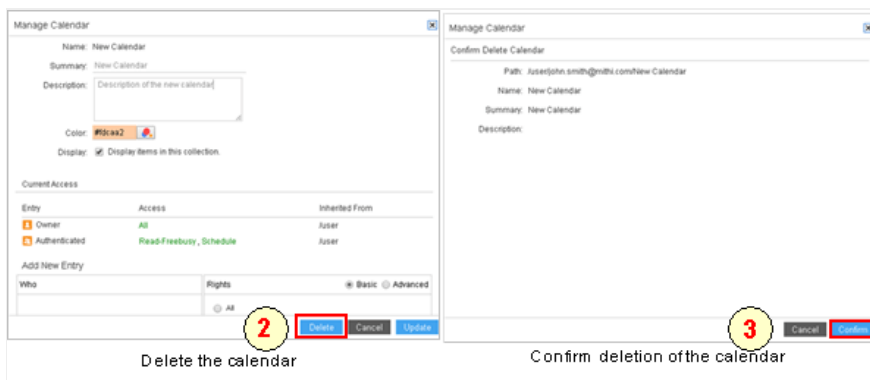


Figure: Give access to your calendar

2. Click the Delete button to add the calendar/ folder to the list.
3. Click the Confirm button to delete the calendar from the list.



## Share calendar with colleagues

It is a good idea to know how your colleague is placed for the day to manage your events and tasks accordingly or vice versa. Baya allows you to subscribe and share the calendar entries of your colleague so that you can view the calendar entries of your colleague from your calendar.

Sharing calendars in Baya is a two step process

1. User A must [grant access on the calendar or folder to be shared](https://skyconnect.mithi.com/docs/calendar/baya/sharing-calendar/granting-access-to-a-calendar)
2. User B must [subscribe to the shared calendar or folder](https://skyconnect.mithi.com/docs/calendar/baya/sharing-calendar/subscribing-to-another-users-calendar-or-folder)

## Grant access to a calendar/ folder

1. On the left pane, hover the mouse over the calendar to be edited and click the down arrow next to it. Select the Manage Calendar option from the menu.

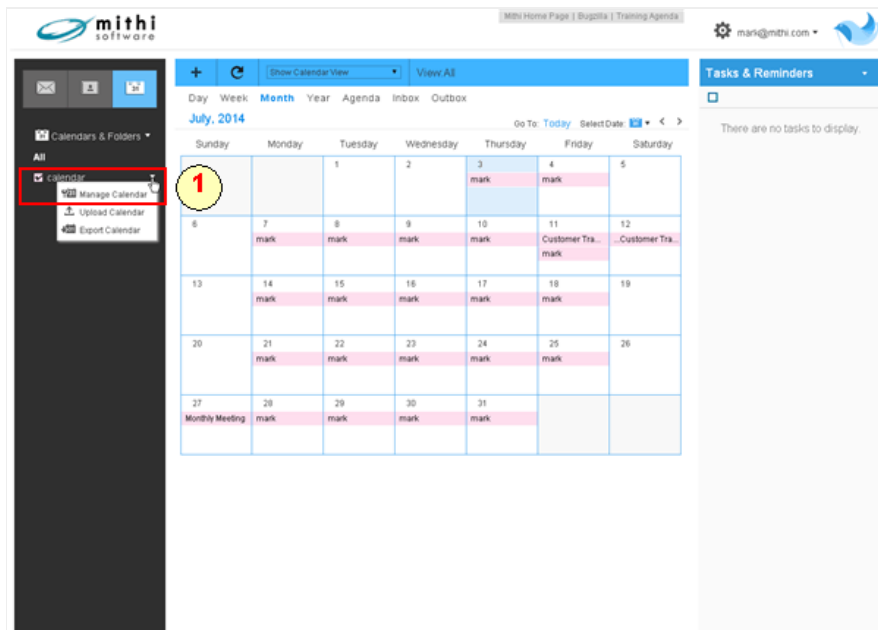


Figure: Give access to your calendar

2. Grant rights on the calendar or folder to the appropriate user or group

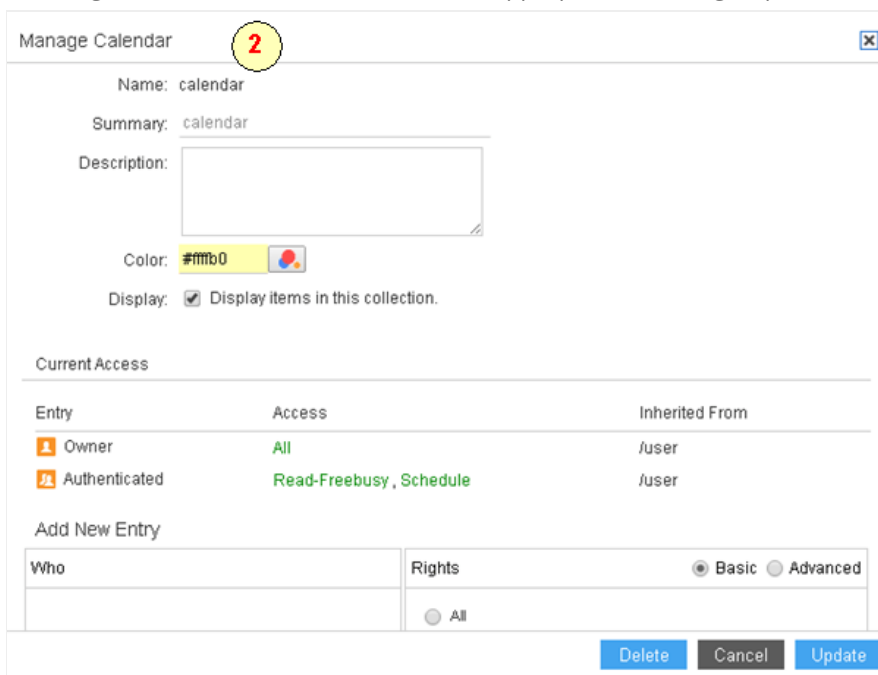


Figure: Give access rights to your calendar

- i. Decide Who is the user.  
User and their default access rights



Entry	Description	Default Access
User	Any specific user For example: mark@mithi.com	Default Access: None
Owner	This is the owner of the calendar	Default access: All
Authenticated	Users of all the domains on the server	Default access: Read-Free/Busy, Schedule
Unauthenticated	Users of other domains which are not on the same server	Default Access: None
All Users	Users of all the domains on same and other servers	Default Access: None

Manage Calendar 2

Name: calendar

Summary: calendar

Description:

Color: #ffff00

Display:  Display items in this collection.

Current Access

Entry	Access	Inherited From
Owner	All	/user
Authenticated	Read-Freebusy , Schedule	/user

Add New Entry

Who	Rights <input checked="" type="radio"/> Basic <input type="radio"/> Advanced
<input type="text"/>	<input type="radio"/> All

Figure: Give access rights to your calendar

- ii. Decide Access Rights for the user.  
Assume User A decides to grant calendar access to User B.

Access rights and its description

Type Of Access		Description
READ		<ul style="list-style-type: none"> <li>• User B can view and read calendar entries from the calendar of User A.</li> <li>• User B can not create event in subscribed calendar of User A.</li> <li>• Subscribed calendar of User A will not be available for selection of calendar from list.</li> </ul>
WRITE Options	WRITE + NOT READ	<ul style="list-style-type: none"> <li>• User B has write access and not the Read access for calendar of User A</li> <li>• User B can create new event in the calendar of User A</li> <li>• Event will be added in the calendar grid of User B</li> <li>• Event will not be added in the calendar grid of User A</li> </ul>
	WRITE + READ	<ul style="list-style-type: none"> <li>• User B has write and Read access for the calendar of User A</li> <li>• User B can create new event in the calendar of User A</li> <li>• Event will be added in the calendar grid of User B</li> <li>• Event will be added in the calendar grid of User A</li> </ul>

Type Of Access		Description
	WRITE ACL	User B can edit meeting attendee from the list
	WRITE PROPERTIES	User B can edit event properties in the calendar of User A
	WRITE CONTENT	User B can edit an event in the calendar of User A
	CREATE	User B can create an event in the calendar of User A
	DELETE	User B can delete an event from the calendar of User A
SCHEDULE-DELIVER		Grant access to User B to deliver a scheduling message to the scheduling Inbox collection of calendar another user
SCHEDULE-SEND		Grant the right to User B to perform busy time information requests and to submit scheduling messages to other calendar users as the result of a scheduling operation.

Note:

If you are granting “write” or “all” access on a calendar or folder, and you want to see events published by another user, you must grant yourself explicit access on the calendar or folder as well. Why is this? Because “owner” access (which is by default “All”) applies to the events within the calendar collection, not the calendar collection itself. So, when User B posts an event to User A’s calendar, User A will not see it by default because she doesn’t own the event. User A must explicitly grant herself access to the calendar or folder (e.g. “All” access to user id “userA”) to see these events. \*\*\*

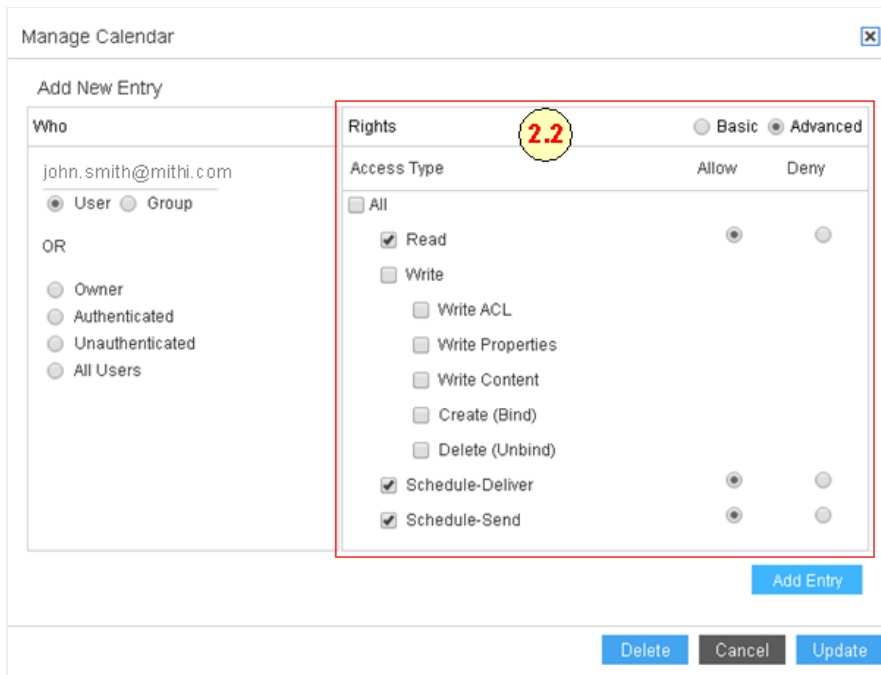


Figure: Give access rights to your calendar

- iii. Click the Add Entry button to add this user entry to the list.
- iv. Click the Update button to update the users and their access rights for the calendar.

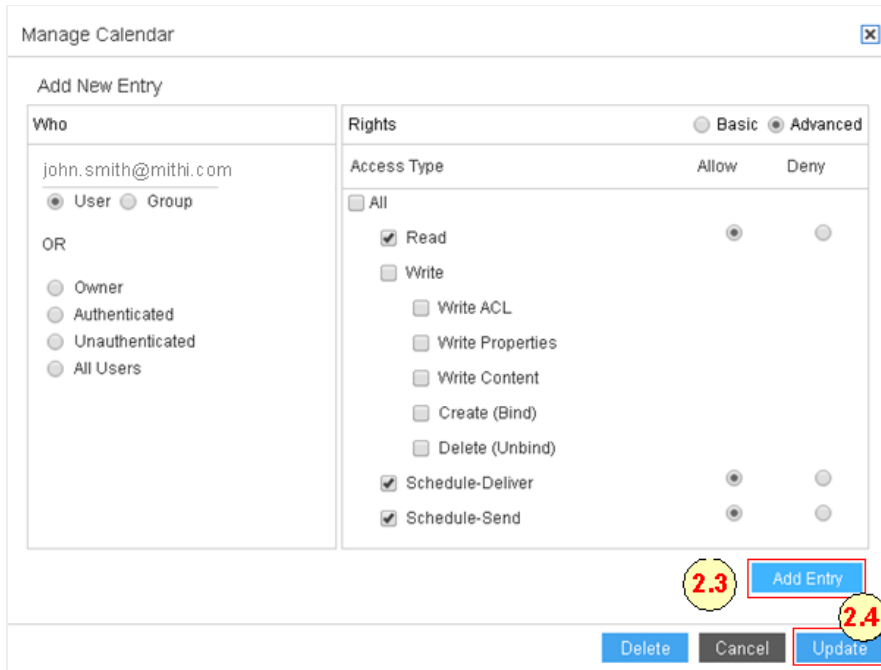


Figure: Update calendar

- v. Applications adds the user entry to list of users having rights to access the calendar.

Manage Calendar ✕

Name: calendar

Summary: calendar

Description:

Color: #fddeee

Display:  Display items in this collection.

---

Current Access

Entry	Access	Inherited From
Owner	All	/user
Authenticated	Read-Freebusy, Schedule	/user
/principals/users/john.smith@mithi.com	Read, Schedule-Deliver, Schedule-Send	Not Inherited

Add New Entry

Who  Rights   Basic  Advanced

## Subscribe to another user's calendar or folder

1. On the left pane, hover the mouse over the Calendars & Folders heading and click the down arrow next to it.

Select the Add Calendar option from the menu.

**Note:** Folder is a collection of calendars. You can create a folder within which add calendars to keep it organized.

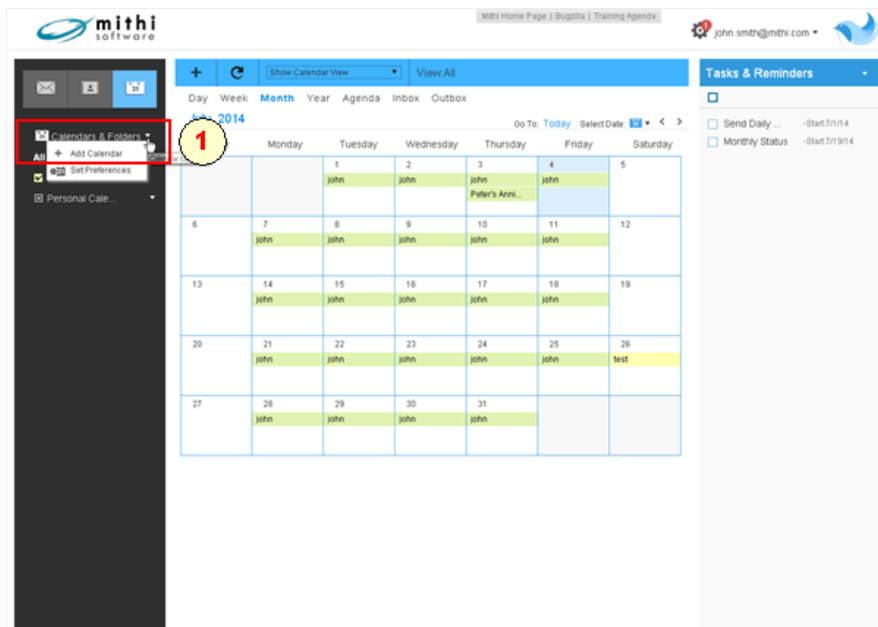


Figure: Add calendar Option

2. Select the Subscription from the options.
3. Enter the following fields:

Field	Description
Name	A name for the subscription; this will be displayed in the left menu
Calendar Path	<p>Name of the calendar/folder of the user which you want to subscribe. By default it shows calendar, indicates the default calendar of the user. If you want to subscribe the other calendar/folder of that user, specify exact name of that folder or calendar.</p> <p>For example: Mark has created a calendar named Birthdays containing birth-dates of all the employees. If you want to subscribe to this calendar/folder, enter Birthdays in the Calendar Path box.</p>
UserID	The user id (email id) of the calendar owner whose calendar you want to subscribe
Display items in this collection	Decide whether you want to display a collection of folders/calendars under the calendar you are subscribing.

4. Click the Add button to add the subscription.

Add Calendar, Folder or Subscription ✕

Type:  Calendar  Folder  Subscription 2

3 Name:

Allowed characters are alphanumeric or \_.-

Summary:

Description:

Display:  Display items in this collection.

User's ID:

Calendar Path:

E.g. "calendar" (default) or "someFolder/someCalendar"

Cancel
Add
4

Figure: Add Subscription Option

5. Application displays events from subscribed calendar.

The screenshot shows a calendar application interface. On the left, a sidebar lists 'Calendars & Folders' with 'Mark\_Gates' selected. The main area displays a monthly calendar for July 2014. Events are color-coded and attributed to different sources like 'mark', 'john', and 'mark john'. The right sidebar shows 'Tasks & Reminders' with options for 'Send Daily' and 'Monthly Status'.