

## CALENDAR

### "Calendar" Application – Meeting creation

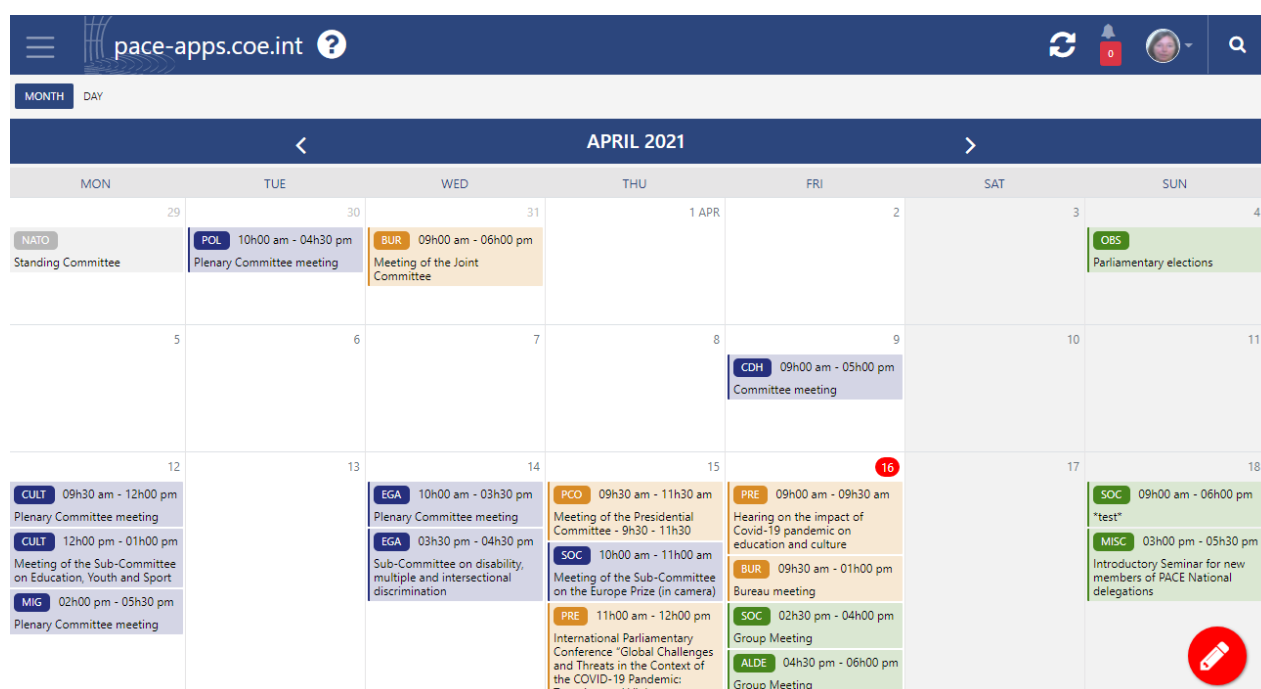
Staff having access to the "calendar" application can not only consult, but also create meetings.

But they can only create and modify meetings for which they are administratively responsible: a secretary of the ALDE group can neither create nor modify a meeting of the UEL group; a MON secretary can neither create nor modify a MIG or UEL group meeting, etc.

#### A. Click on the "Calendar" application

The calendar opens with a monthly view showing all the events already registered. Click on any meeting for more details.

A red and white pen icon appears in the bottom-right of the screen: clicking on it allows the creation of a new event.



The user is taken to a screen allowing entry of the Title of the event (EN, FR); the venue (town, room, virtual, etc.). A box allows addition of contents if required (e.g. details about the meeting).

The Category field permits the selection of an event type from a drop-down list. Secretaries can only select categories defined in the Assembly's directory (Annuaire). A MON secretary therefore cannot create a MIG meeting, etc. **Selection of a category is mandatory.**

The screenshot shows the top part of a web application interface. At the top, there is a dark blue header with the URL 'pace-apps.coe.int' and a help icon. Below the header, the form is organized into two columns for English (EN) and French (FR) content. Each column has a 'Place' field and a 'Content' field with a rich text editor toolbar (undo, redo, link, bold, italic, underline, and more options). Below these columns is a 'CATEGORY' dropdown menu. At the bottom of the form, there are two date and time pickers: 'Start date' set to '16/04/2021 9:00 AM' and 'End date' set to '16/04/2021 6:00 PM'.

Further down the screen, the user should indicate a start and end for the event (date and time), and set certain options:

This screenshot shows the lower portion of the form. It features two date and time pickers: 'Start date' (16/04/2021 9:00 AM) and 'End date' (16/04/2021 6:00 PM). Below these are three sections of options:

- STATUS**
  - Open to public
  - To be confirmed
  - To be approved
- SCHEDULE**
  - Day
  - Morning
  - Afternoon
  - Selected
- VISIBILITY**
  - Draft (staff)
  - Private (PACE)
  - Public (Everyone)

**Status:** tick according to requirements.

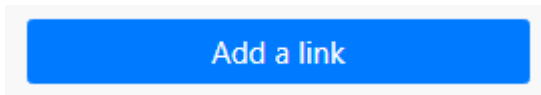
**Schedule:** allows selection of whether the timescale is that indicated above or if the meeting will take all morning, day, etc. If the option is "Selected", the times will show up in the calendar.

**Visibility:** "Draft (staff)": is only visible to yourself.

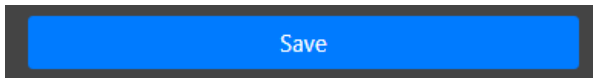
"Private (PACE)": is visible on the pace-apps site for parliamentarians and staff, but not on the pace.coe.int public site.

"Public (Everyone)": is visible on both the pace-apps and public sites.

At the top-right of the screen, a button allows the addition of a link to an internet page, in the form of a URL address:



**B. Save with the button on the bottom-right of the screen**



This action will take you back to the detailed daily view of the calendar. You can switch to the monthly view with the button on the top-left.

To show meeting details, just click on its title. You can also change the meeting (if you have the right).

