



USER GUIDE

ENTERPRISE CALENDAR

USER MANAGEMENT

6/19/2019

1. INTRODUCTION

This User Guide covers the calendar management portion of the Enterprise Calendar. This is a web-based application which is also mobile friendly, so you can use it from your desktop, laptop or phone.

2. OVERVIEW OF THE ENTERPRISE CALENDAR

Here are the major steps describing how the calendar works:

1. An authorized user requests an event be added to the calendar by creating an event; when an event is created, the designated approver will receive an email notification that an event is waiting for review.
2. An authorized user reviews an either approves or denies the request; the requestor will receive an email not
3. If the event is approved, it will be displayed on the public Enterprise Calendar.

3. ROLES

There are five user roles for agencies, defined here:

1. **Calendar Admin:** Can create calendars, retrieve calendar GUID, grant access, assign users' roles and access to specific calendars.
2. **Calendar Super User:** Can have Approver or Requestor rights in agency calendars if authorized. Main functions are to set individual user's roles and access to agency calendars.
3. **Calendar Requester:** Creates an event request to be added to the calendar.
4. **Calendar Approver:** Manages events, including adding editing and removing events.
5. **Calendar Set-up/Read Only:** User will have read-only access to the site.

4. LOGGING IN

1. Go to the calendar at: <https://apps.pa.egov.com/EnterpriseCalendar/> and use the Login function on the main menu to log in.

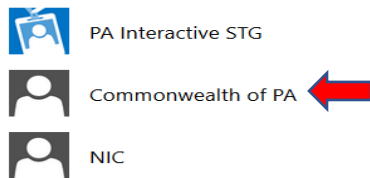


Event Calendar

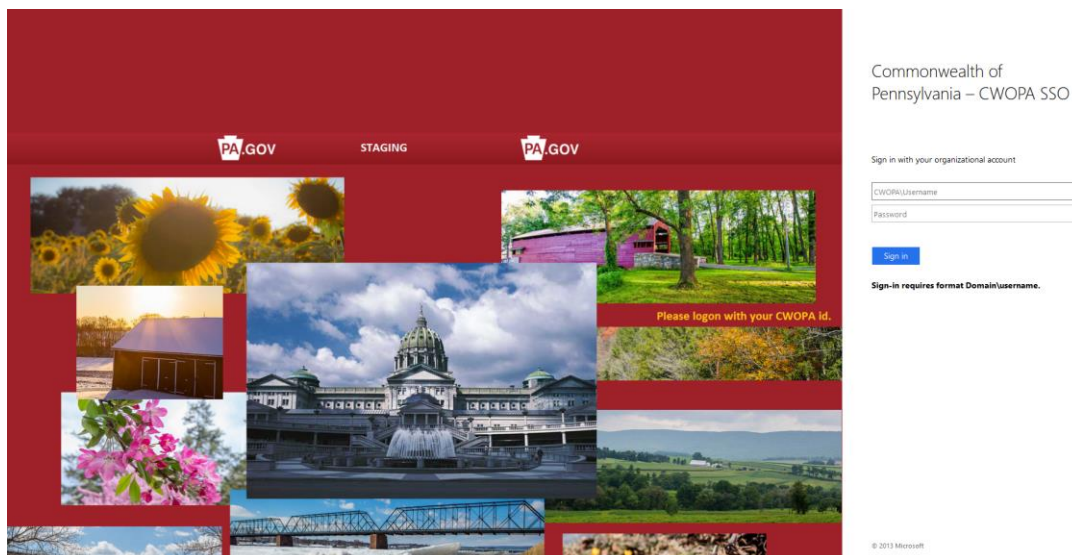
Enterprise Solution

2. Select the Commonwealth of PA option

Sign in with one of these accounts



3. Enter your CWOPA user name and password to log in




4. Select the "Sign In" button

5. ADDING A USER

1. Login to the enterprise calendar application, select “Admin” in the top navigation

Administration Panel

Add New User 	Click here to add a new user.
Add Agency Calendar	Click here to add to Agency Calendars.
Retrieve Agency Key	Click here to retrieve the system generated key (GUID) that is required for the public interface to retrieve the calendar listing. This key is required in the javascript or no results will be returned.
User Access Management	Click here to set individual user's roles and access to agency calendars.

2. Select “Add New User”

3. Configure user

User Name: Username (Suggested - First Initial and Full last name)

UPN: CWOPA email and @pa.lcl instead of @pa.gov

Display Name: Username (Suggested - First Initial and Full last name)


Email: Must end in @pa.gov

Role Id: Select 1- Admin, 2- Super User, 3- Approver, 4- Requestor, 5- Setup (Read-Only)

Add New User

User Information:

User Name:	<input type="text" value="UName"/>
UPN:	<input type="text" value="User.Name@pa.lcl"/>
Display Name:	<input type="text" value="UName"/>
Email:	<input type="text" value="User.Name@pa.gov"/>
Role Id:	<input type="text" value="1"/>

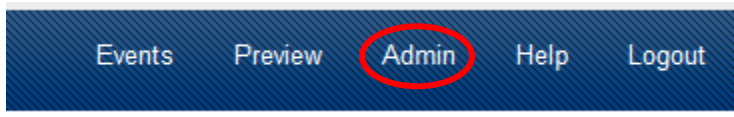
[Add New User](#) 

4. Select “Add New User”

6. CONFIGURING USER ACCESS

Once the user is added to the database, their access will need to be configured.

1. Select "Admin"



2. Select User Access Management

Administration Panel

Add New User	Click here to add a new user.
Add Agency Calendar	Click here to add to Agency Calendars.
Retrieve Agency Key	Click here to retrieve the system generated key (GUID) that is required for the public interface to retrieve the calendar listing. This key is required in the javascript or no results will be returned.
User Access Management ←	Click here to set individual user's roles and access to agency calendars.

3. Select the user to configure access

User Management

UName ▼ [Edit User](#)

- Select "Edit User" button
- From the User Management page highlight to select specific calendar access

User Management

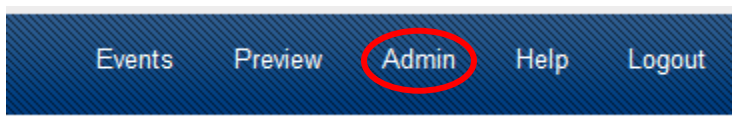
Update User Information:

<p>Display Name: UName</p> <p>User Name: UName</p> <p>Email: User.Name@pa.gov</p> <p>* Select Users Role</p> <div style="border: 1px solid #ccc; padding: 2px;">Admin ▾</div>	<p>* Select Agency Calendars User Can Access</p> <p><small>Use « CTRL » + « Left Click » to select multiple</small></p> <p><small>Deselecting an agency name will remove user's access</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> Administrative Office of the Pennsylvania Courts (AOPC) <li style="background-color: #0070c0; color: white;">Board of Claims Board of Pardons Bureau of Liquor Enforcement Bureau of State Employment Capitol Police Center for Rural PA Civil Service Commission Commission for Women Commission on Crime and Delinquency Council on the Arts Department of Aging Department of Agriculture Department of Banking and Securities Department of Community & Economic Development Department of Conservation and Natural Resources Department of Corrections </div>
<div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; display: inline-block;">Update User</div>	<div style="background-color: #e67e22; color: white; border-radius: 15px; padding: 5px 15px; display: inline-block;">Remove User</div>

- Select the "Update User" button

7. REMOVING A USER

- Select "Admin"



- Select User Access Management

Administration Panel

<div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; margin-bottom: 10px; display: inline-block;">Add New User</div> <div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; margin-bottom: 10px; display: inline-block;">Add Agency Calendar</div> <div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; margin-bottom: 10px; display: inline-block;">Retrieve Agency Key</div> <div style="background-color: #0070c0; color: white; border-radius: 15px; padding: 5px 15px; display: inline-block;">User Access Management</div>	<p>Click here to add a new user.</p> <p>Click here to add to Agency Calendars.</p> <p>Click here to retrieve the system generated key (GUID) that is required for the public interface to retrieve the calendar listing. This key is required in the javascript or no results will be returned.</p> <p>Click here to set individual user's roles and access to agency calendars.</p>
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3. Select the user to configure access

User Management

UName

Edit User

4. Select "Edit User" button

5. From the User Management select "Remove User" button

User Management

Update User Information:

Display Name: UName
User Name: UName
Email: User.Name@pa.gov

*** Select Users Role**
 Admin

*** Select Agency Calendars User Can Access**
 Use « CTRL » + « Left Click » to select multiple
 Deselecting an agency name will remove user's access

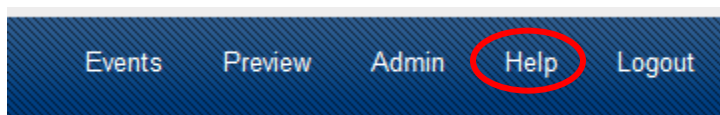
- Administrative Office of the Pennsylvania Courts (AOPC)
- Board of Claims
- Board of Pardons
- Bureau of Liquor Enforcement
- Bureau of State Employment
- Capitol Police
- Center for Rural PA
- Civil Service Commission
- Commission for Women
- Commission on Crime and Delinquency
- Council on the Arts
- Department of Aging
- Department of Agriculture
- Department of Banking and Securities
- Department of Community & Economic Development
- Department of Conservation and Natural Resources
- Department of Corrections

Update User

Remove User

6. Select "OK" from the Are you sure you want to delete this user? window

8. TECHNICAL SUPPORT



Technical Support can be obtained by visiting the "Help" Link in the calendar application or the link provided below:

<https://training.pa.egov.com/Pages/Training-Support.aspx>