Welcome to Active Data Calendar

Active Data Calendar is an online event management and marketing solution that allows organizations to easily plan, publish, and promote their events online. Events are published to the Active Data Calendar through a simple, browser-based interface.

Main areas within the Calendar application include—Events, Users, Departments, Categorization, Locations and Configuration. Individual tasks for each core function are accessible from the navigation bar that is displayed once you click on a main tab.

Each screen includes About, Main Menu, Help and Logout action buttons. Generally, Calendar follows standard Windows® protocol. As you mouse over items, a tool tip will appear to identify that item.

Main Menu Functionality

The main menu of Active Data Calendar 3.x includes a fast path dashboard that is customized based off your specific user privileges/permissions.

Administrative Users

Administrative Users can access two fast path areas on their main menu.

Events Pending Approval

By default this area includes the twenty-five (25) most recent un-processed Events at a given time. There are also options included for selecting to display additional events that are pending approval by selecting from a drop-down for “Display More” or “Display All”.

This fast path area is intended to allow Administrators to make quick approvals or denials of events. If "Accept" is selected for an event, then it is automatically accepted for the Department and/or Category(s) that you administer and the event is added to the live Calendar(s). If "Deny" is selected for an event, then it is automatically denied and an email is sent to the user who entered the event. You will not have the capability to enter in comments regarding why you are denying the event from this fast path menu area. If you would like to add comments on why you are denying an event, click on the event name to go to the Process Pending Event Details screen and enter in comments from that area.

Your Upcoming Events - Status

The bottom portion of your main menu will include the twenty-five (25) next upcoming events that you have added, which still require action (Saved, Pending, Denied or Expired). There are also options included for selecting to display additional events that are pending approval by selecting from a drop-down for “Display More” or “Display All”.

| Department/Category | Event Name | Start Date/Time | Status: Saved, Pending, Denied or Expired | Action: A drop-down displays with options for Modify and Delete for all statuses. If the event is Pending, then an additional option displays in the drop-down for "Resubmit". If "Resubmit" is selected, then an email notification will be sent out to the Department Administrator(s) and/or Category Owner(s) that still require processing for the selected event. |

Standard Users

Standard Users will only see the "Your Upcoming Events - Status" area of the main menu.

Help
In-context Help files are available for each prominent screen and cover the active window’s functionality. These Help files are continually being updated and improved, so check them often. You may also refer to the product User Guide for additional helpful information, instructions, tips & tricks and special notes of consideration on functionality areas.

For more information, you may contact us via e-mail at info@activedatax.com, visit our Website www.activedatax.com, or write to our main office.

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