



**Power User's Guide - Broadcast
OnTime® Group Calendar 5.x**

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OnTime Broadcast

The main audience for this manual are Lotus Notes users. It is therefore expected that the reader of this manual is no stranger to this environment.

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General broadcast database info

The OnTime Group Calendar Broadcast feature offers the ability to manage calendar entries centrally from within a database. This lets you push out entries to a specific group or to a whole organisation as long as the user base is a part of the OnTime environment.

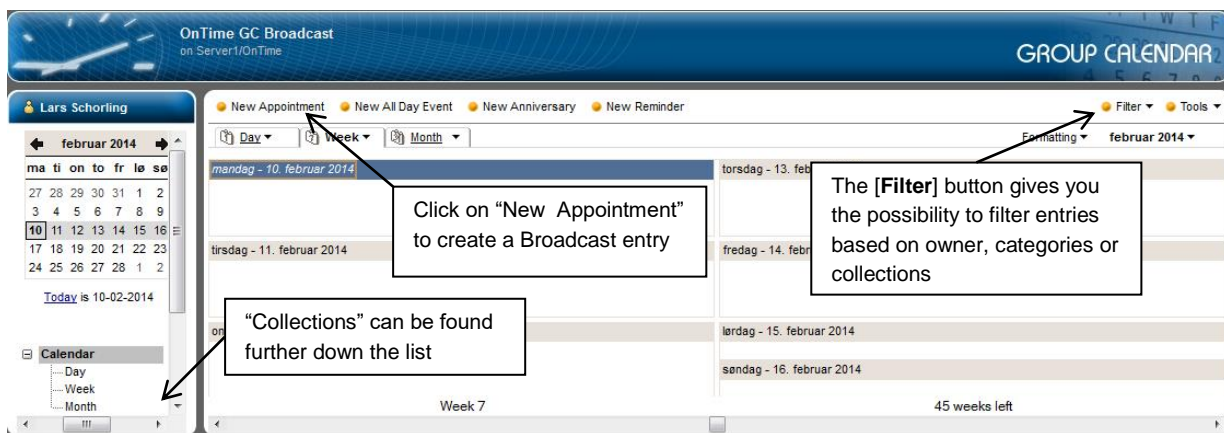
Entries (Appointments / All Day Events) created from within the Broadcast database gets pushed automatically to the personal calendar and can also be viewed OnTime Clients.

- These appointments are sticky and will stay in the calendar into centrally deleted

Creating Broadcast calendar entries

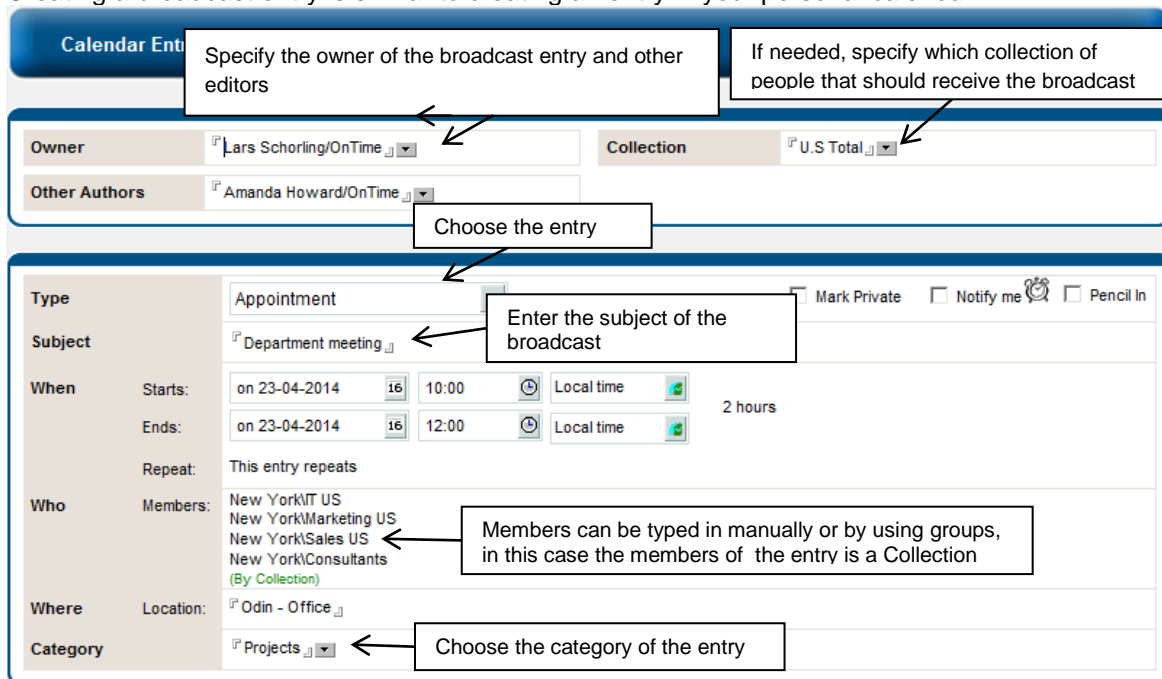
Calendar broadcast entries are created and maintained from the calendar view of the broadcast database.

Select the broadcast type that you wish to create. A broadcast type can always be changed to another within the broadcast entry document itself once created.



In cases where broadcast entries are created for a large amount of people, broadcast administrators can benefit from Collections which we will come back to later.

Creating a broadcast entry is similar to creating an entry in your personal calendar.

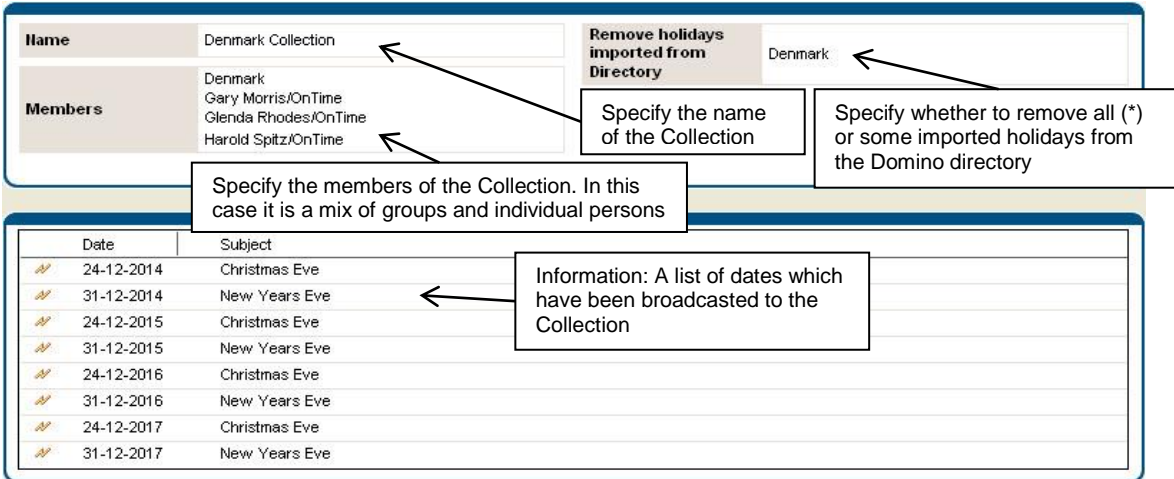


NB. By default, the OnTime Broadcast sync is automatically run every night at 2-AM.

Collections

Broadcast entries can be grouped into "Collections", which can help to ease the task of applying miscellaneous repetitive appointments, holidays or events in these users' personal calendars.

Before creating a new Collection, the broadcast administrator should take into consideration if the Collection is for a workgroup or country.



The screenshot shows the configuration for a collection named "Denmark Collection".

Configuration Fields:

- Name:** Denmark Collection
- Members:** Denmark, Gary Morris/OnTime, Glenda Rhodes/OnTime, Harold Spitz/OnTime
- Remove holidays imported from Directory:** Denmark

Callouts:

- "Specify the name of the Collection" points to the Name field.
- "Specify whether to remove all (*) or some imported holidays from the Domino directory" points to the Remove holidays field.
- "Specify the members of the Collection. In this case it is a mix of groups and individual persons" points to the Members list.

Broadcast History Table:

Date	Subject
24-12-2014	Christmas Eve
31-12-2014	New Years Eve
24-12-2015	Christmas Eve
31-12-2015	New Years Eve
24-12-2016	Christmas Eve
31-12-2016	New Years Eve
24-12-2017	Christmas Eve
31-12-2017	New Years Eve

Callout: "Information: A list of dates which have been broadcasted to the Collection" points to the broadcast history table.

Note: The Name is only used to identify the Collection and is therefore not displayed in the Group Calendar