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Logging in to the Bedework Administration Interface

1. Open the Bedework administration interface at <u>https://calendar.mtmary.edu/caladmin</u>. You can also click the **Manage Events** link in the main calendar left navigation.

			Campus Mail 🔰 My Mount Mary
Mount Mary	7		Calendar of Events
Start date:	today Tu	esdav. March 27. 2018	Export/Subscribe 🔂
03/27/2018			
upcoming day week add a filter	Q	Spring Break/Easter Break Thu, March 22, 2018 - Mon, April 2, 2018 Location: Mount Mary University	â â 🖻
▼ ALL		Topical Areas: Academic Calendar	
+ Academics	Mor	day, April 2, 2018	
Athletics + Campus Life + Events First Year Students + Future Students		Monday Accelerated Classes meet Mon, April 2, 2018 Location: Mount Mary University Topical Areas: Academic Calendar	1 1 2
Filter on Calendars:	Mor	day, April 9, 2018	
View All Calendars Events Calendar Info: Manage Events Submit an Event		Priority Registration Mon, April 9, 2018 - Thu, April 12, 2018 Location: Mount Mary University Topical Areas: Academic Calendar	1 1 2
	Wee	Inesday, April 11, 2018	

2. Enter your Bedework username in the **Username** field (1), and your password in the **Password** field (2). Then press the **login** button (3).



Adding a Department to the Calendar

- 1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
- 2. Click on the **Users** tab.



Bedework Website | show XML | refresh XSLT

3. Click on the **Manage admin groups** link.

Bedew	ork Public E	Events Adn	ninistr	ation	Š t	bedework
Calendar Su	uite: MainCampus				Group: calsuite-MainCampus change	Logged in as: smithd log out
Main Menu	Pending Queue	Calendar Suite	Users	System	Search	1
Manaç ⊯ M tr Cl tr Cl	ge Users & G anage admin gro hange group dit user preferenc	eroups):	go		
Bedework Webs	ite show XML refresh	XSLT				

4. Click the **Add a new group** button.

edework Publ	ic Events Adm	inistration		<u>ا</u> ر کې	bedework	
ilendar Suite: MainCan	npus			Group: calsuite-MainCampus change	Logged in as: smithd log out	
in Menu Pending Qu	eue Calendar Suite	Users System		Searc	h:	
Modify Groups Ide members I show members Select a group name to modify the group owner or description. Click "membership" to modify group membership. Add a new group "Hiddlighted must indicate a group to which a Calendar Suite is attached						
Name	Members	Manage Membership	Calendar Suite*	Description		
admissions	barbosga kahla westj	membership		Admissions Department		
alumnae	chapmane millera	membership		Alumnae Department		
art-therapy		membership		Art Therapy Department (Events)		
	heidorfm	membership		Athletics Department (Athletics)		
athletics	noidonni					
athletics calsuite-Academic	admin	membership	Academic	Academic calendars		
athletics calsuite-Academic calsuite-Admissions	admin	membership	Academic Admissions	Academic calendars Admissions events		

5. Enter the name of the department in the **Name** field (1), using all lower-case letters, replacing spaces with hyphens (-), and omitting all other punctuation. Enter a description for the department in the **Description** field (2). Then press the **Add Admin Group** button (3).

Bedework F	Public E	vents Adn	ninistr	ation		🗴 bedework
Calendar Suite: Ma	inCampus					Group: calsuite-MainCampus change Logged in as: smithd log out
Main Menu Pend	ng Queue	Calendar Suite	Users	System		Search:
Add Group	sample-de	nartment	1			
Description:	Sample-uppartment 2					
Group owner:	r. /principals/users/public-user Liner responsible for the argum or a "admin"					
Events owner:	The system of This value w	owner for all events ill be created by the	(option created by system if	al) • this group. not supplied.		
						3 Add Admin Group Cancel

Warning: The **Group owner** field should automatically populate. If it does not, be sure to enter **/principals/users/public-user** exactly as it appears here before clicking the add button.

6. You will be taken back to the group list. Click on the **membership** link in the row for the **calsuite**-**MainCampus** group.

calsuite-Athletics	admin	membership	Athletics	Athletics
calsuite-Events	admin	membership	Events	General interest events
calsuite-MainCampus	admin blackmoy ennamore hartinj karrm smithd vanzeek admissions alumnae art-therapy athletics english financial-aid marketing registra school-art-design	membership ┥	mpus	Group for the MainCampus calendar suite
campusAdminGroups	calsuite-Academic calsuite-Admissions calsuite-Athletics calsuite-Events calsuite-MainCampus	membership		Top-level administrative group from which all children inherit administrative access to the public calender root. All other admin groups should be descendants of this group to provide default access control. Structure is typically: campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	membership		English Department (Events)
financial-aid		membership		Financial Aid Office (Academic)
marketing	barbosga hartinj kahla vanzeek vinsond	membership		Marketing Department (Events)
registrar	blackmoy karrm stud-registrar	membership		Registrar's Office (Academic)
Contract and designed	ferrar and			Orbert of Astand Destra (Essate)

 Enter the name of the department group you created above in the Add member field (1). Change the radio button to group (2). Then click the Add button (3).

Bedework	Public Events	s Administra	ation		Š	bedework
Calendar Suite: M	ainCampus			Group: calsuite-MainCamp	IS change	Logged in as: smithd log out
Main Menu Pend	ding Queue Calend	ar Suite Users	System		Searc	:h:
Update Gr	oup Members	hip				
Enter a userid	(for user or group)	and click "add" to	update grou	p membership. Click the trash icon to remove a user from the g	roup.	
Add member:	sample-department	1 user 🖲	aroup Add	3		
		2	and and			
Return to Adr	nin Group listing	-				
Name: cal	suite-MainCampus					
Members: 🐁	admin	T				
	blackmoy	1				
*	ennamore	T				
*	hartinj	T				
*	karrm	T				
*	smithd					
*	vanzeek					
*	admissions	T				
*	alumnae	T				
*	art-therapy	T				
*	athletics	T				
*	english	J				
	financial-aid	U C				
	marketing	<u> </u>				
	registrar	700				

Deleting a Department from the Calendar

- 1. Log in to the Bedework administration interface following the steps in the **Logging in to the Bedework Administration Interface** section of this document.
- 2. Click on the **Users** tab.



Bedework Website | show XML | refresh XSLT

3. Click on the **Manage admin groups** link.

Bedework Public Events Administration	🖇 bedework
Calendar Suite: MainCampus	Group: calsuite-MainCampus change Logged in as: smithd log out
Main Menu Pending Queue Calendar Suite Users System	Search:
Manage Users & Groups	
Bedework Website show XML refresh XSLT	

4. Click on the **membership** link in the row for the **calsuite-MainCampus** group.

calsuite-Athletics	admin	membership	Athletics	Athletics
calsuite-Events	admin	membership	Events	General interest events
calsuite-MainCampus	admin blackmoy ennamore hartinj karrm smithd vanzeek admissions alumnae art-therapy athletics english financial-aid marketing registra school-art-design	membership ┥	mpus	Group for the MainCampus calendar suite
campusAdminGroups	calsuite-Academic calsuite-Admissions calsuite-Athletics calsuite-Events calsuite-MainCampus	membership		Top-level administrative group from which all children inherit administrative access to the public calendar root. All other admin groups should be descendants of this group to provide default access control. Structure is typically. campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	membership		English Department (Events)
financial-aid		membership		Financial Aid Office (Academic)
marketing	barbosga hartinj kahla vanzeek vinsond	membership		Marketing Department (Events)
registrar	blackmoy karrm stud-registrar	membership		Registrar's Office (Academic)
and a second	terrar al			Output of Ala and Destate (France)

5. Click on the trash can icon next to the name of the department you wish to delete.

Update Group Membership

Enter a use	erid (for user or group) ar	nd click "add" to update group membership. Click the trash icon to remove a user from the group.
Add memb	er:	● user ● group Add
Return to	Admin Group listing	
Name: Members:	calsuite-MainCampus admin blackmoy ennamore hartinj karrm smithd wanzeek	ធិ ធិ ធិ ធិ ធិ ធិ
	damissions admissions alumnae art-therapy athletics financial-aid financial-aid registrar sample-department	
📥 user, 🍻	🈻 school-art-design group	3

6. Click the **Return to Admin Group listing** button.

Bedewor	k Public E	vents Adn	ninistr	ation	Í.	pedework
Calendar Suite	: MainCampus				Group: calsuite-MainCampus change	Logged in as: smithd log out
lain Menu	Pending Queue	Calendar Suite	Users	System	Search	1:
Group up	dated					
Update Enter a use Add memb Return to Name: Members:	Group Men erid (for user or er: Admin Group lis calsuite-Maino de admin blackmoy ennamore hartinj karrin de smithd	nbership r group) and clic sting campus a a a a a a a a a a a a a	k "add" to user 🔘 g	o update g group Ac	roup membership. Click the trash icon to remove a user from the group.	
	🗄 vanzeek	T				
	🐗 admission	s 🗊				
	🐗 alumnae	T				
	art-therapy	/ T				
	🐨 atmetics	1				

7. Click on the name of the department you wish to delete.

	admissions alumnae art-therapy athletics english financial-aid marketing registrar school-art-design		
campusAdminGroups	calsuite-Academic calsuite-Admissions calsuite-Athletics calsuite-Events calsuite-MainCampus	membership	Top-level administrative group from which all children inherit administrative access to the public calendar root. All other admin groups should be descendants of this group to provide default access control. Structure is typically: campusAdminGroups -> calsuite-Groups -> normalGroups
english	murrayk	membership	English Department (Events)
financial-aid		membership	Financial Aid Office (Academic)
marketing	barbosga hartinj kahla vanzeek vinsond	membership	Marketing Department (Events)
registrar	blackmoy karrm stud-registrar	membership	Registrar's Office (Academic)
sample-department		membership	Sample Department
school-art-design	brownd	membership	School of Art and Design (Events)
Add a new group			
dework Website show XML re	fresh XSLT		

8. Click on the **Delete** button.

Bedework I	Public Events Adn	ninistration	🗴 bedework			
Calendar Suite: Ma	ainCampus		Group: calsuite-MainCampus change	Logged in as: smithd log out		
Main Menu Pend	ding Queue Calendar Suite	Users System			Sear	zh:
Modify Gro	oup					
Name:	sample-department					
Description:	Sample Department					
Group owner:	/principals/users/public-use	er				
	User responsible for the grou	up, e.g. "admin"				
Events owner	/principals/users/agrp_sa	mple-department				
Update Admin	n Group Cancel					Delete
Bedework Website sho	w XML refresh XSLT					

9. Confirm that the correct department is about to be deleted. Then click the **Yes: Delete!** button.

Bedewo	ork Public E	Events Adm	ninistr	ation	🕱 t	🗴 bedework			
Calendar Suite: MainCampus					Group: calsuite-MainCampus change	Logged in as: smithd log out			
Main Menu	Pending Queue	Calendar Suite	Users	System	Search	¢			
Delete Admin Group? The following group will be deleted. Continue? sample-department : Sample Department Yes: Deletel									
Bedework Website show XML refresh XSLT									

If you have any questions or experience any issues, please contact the IT Services Helpdesk at (414) 930-3048 or <u>mmu-helpdesk@mtmary.edu</u>.

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