

Office of Communications (OC) – Standard Operating Procedures (SOP) Calendar Notifications for Staff Availability

Purpose. Office of Communications staff (government and contract) work varied schedules in different office and remote locations. OC staff consists of full time staff and staff that provide deliverables. In order for the OC to operate effectively, it is essential to know all staff availability. Collaboration Suite (CS) Calendar provides the functionality for all OC staff, regardless of location to provide notification of availability. This SOP details the procedures for calendar notifications.

Scope and Responsibilities.

- All OC staff are responsible to provide notification of availability.
- It is assumed that government staff and full time contract staff are available Monday through Friday during business hours unless otherwise notified.
- Contract staff providing deliverables must have calendar groups in Collaboration Suite for office hours or they may use the CS MHF calendar to display office hours.
- When OC staff are not able to provide expected availability, a calendar notification must be created to inform all staff.
- Calendar notifications should be created as soon as events effecting availability are known. These can include leave, professional travel, all-day meetings, etc.

Procedures.

1. From the OC Portal select the Collaboration Suite link. From the *End User Resources*, select the *Oracle Calendar* link (see attached screen shots).
2. From the calendar page, select *create a day event*.
3. Select the *General* tab and complete the *title*, *date* and *duration* of the event.
4. Select the *Details* tab and provide necessary information. Provide contact information if you wish to be contacted during this time or provide a name and contact information on who can assist in your absence. You may also attach a file at this tab.
5. Select the *Notification* tab. You may add additional people to notify that are not a part of the OC distribution list. You may also include an email message and you may enable personal reminders.
6. Select the *People & Resources* tab. You **must** add the MHF calendar group to allow your event to be posted to the CS MHF Calendar and to distribute your notification to the OC distribution list. Type *calendar* into the user information and select *find*. The MHF Calendar group will populate into the field.
7. Select the *Repeating* tab if your event is more than one day.
 - a. Select *Repeat* value if necessary.
 - b. Select *start and end* dates if necessary.
 - c. For advance notifications with a start and end date, select *additional date* to send your notification in advance of your event.
 - d. Select *list dates* in order that your event is populated on the CS MHF Calendar.
8. Select *Create*.

Review Date. This SOP remains in effect until superseded. MHF management staff will review this SOP annually at the start of each fiscal year or as needed.

ORACLE[®] Collaboration Suite

Welcome to
Oracle
Collaboration
Suite

Administrators' Tools

Administration

To manage and monitor Oracle Collaboration Suite, log on to [Oracle Collaboration Suite Control](#).

To create and manage users, log on to the [provisioning console](#).

Documentation

For the latest Collaboration Suite documentation, see the [Documentation Portal](#).

Training

Collaboration Suite Administrators' training is available through [Oracle University](#).

Support

Log on to [MetaLink](#) for up-to-date Collaboration Suite technical support information, or participate in our free [support seminars](#) to learn more about Oracle's Support Services.

Developers' Resources

Visit the [Collaboration Suite Development Center](#) for information and resources you need to extend, integrate, and customize your collaborative applications.

End User Resources

Applications

For access to all Collaboration Suite applications, log on to the [Collaboration Suite Portal](#).

Use the following links to access specific Collaboration Suite applications:

- > [Oracle Web Access Client](#)
- > [Oracle Mail](#)
- > [Oracle Calendar](#)
- > [Oracle Content Services](#)
- > [Oracle Real-Time Collaboration](#)
- > [Oracle Discussions](#)
- > [Oracle Workspaces](#)
- > [Oracle Collaboration Suite Search](#)
- > [Oracle Mobile Preferences](#)

Downloads

Download Oracle desktop clients and tools from the [Oracle Desktop Access](#) page.



Beth Riffle



[Daily View](#)

[Planner Mode](#)

[List Mode](#)

Create a Day Event

Agenda of Beth Riffle

Monday 8 June 2009

« ‹ Today 27 › »

[Printable Page](#)

| 30 min. Monday | | Daily Notes & Day Events |
|----------------|-----|------------------------------|
| 08:00 a.m. | (+) | No Daily Notes or Day Events |
| 09:00 a.m. | (+) | |
| 10:00 a.m. | (+) | |
| 11:00 a.m. | (+) | |
| 12:00 p.m. | (+) | |
| 01:00 p.m. | (+) | |
| 02:00 p.m. | (+) | |
| 03:00 p.m. | (+) | |
| 04:00 p.m. | (+) | |
| 05:00 p.m. | (+) | |
| | | Tasks |
| | | No Tasks |

Create Cancel

General Details Notification People & Resources Repeating

Title Beth-Week of June 15-19

Date 8 June 2009

Duration 1 day(s)

Access Normal

Complete title, date and duration (depending on single date or repeating dates)

General Details Notification People & Resources Repeating

TIP For more information, see the online Help.

Create Cancel

Create Cancel

General **Details** Notification People & Resources Repeating

Details ?



Attach files if necessary.

I will be in Charleston at the Regional Workshop June 15-17. I will be available by cell (703-407-0048) and will be online as I am able during the workshop.

June 18-19 I will be on leave (at the beach). I will provide notification of have.

Personal Notes

[Empty text area for personal notes]

General **Details** Notification People & Resources Repeating

File Attachment

Find file

Create Cancel

General Details **Notification** People & Resources Repeating

E-mail notification

Send e-mail to attendees

Send e-mail to other people

edward.adelman@osd.mil

Enter e-mail addresses separated by commas

Message text (optional)

Reminder options

Enable e-mail reminder

Remind me 0 day(s) before start

Add additional email addresses or email message

General Details **Notification** People & Resources Repeating

Create Cancel

TIP For more information, see the online Help.

Create Cancel

General Details Notification **People & Resources** Repeating

Search for People

User Information

calendar Find

Beth Riffle

Information

1 Recipient

General Details Notification **People & Resources** Repeating

Create Cancel

 **TIP** For more information, see the online Help.

You must add the MHF Calendar group to enable:

- (1) your notification to be sent to the OC staff distribution list and**
- (2) Your notification to appear on the MHF Calendar**

Enter calendar and select "Find". See next slide for result.

Create Cancel

General Details Notification **People & Resources** Repeating

Search for People

User Information

 Find

Beth Riffle

MHF Calendar

Result

Remove selected Information

2 Recipients

General Details Notification **People & Resources** Repeating

Create Cancel

 **TIP** For more information, see the online Help.

Create Cancel

General Details Notification People & Resources **Repeating**

Repeat

Daily

Every 1 day(s).

Start and end dates

Start 15 June 2009

Until 19 June 2009

For 1 day(s)

Additional date

8 June 2009

General Details Notification People & Resources **R**

1. Select Repeat value if necessary.
2. Select start and end dates if necessary.
3. For advance notifications with a start and end date, select additional date in order that your notification goes out in advance of your event.
4. Select list dates in order that your event is repeated on the MHF Calendar.
5. Select create .

Repeating date list (5)

Monday 15 June 2009
 Tuesday 16 June 2009
 Wednesday 17 June 2009
 Thursday 18 June 2009

Include

Saturdays Sundays Holidays

Create Cancel



From: Beth Riffle [beth.riffle@mhf.dod.mil]
 To: bethriffle@cox.net
 Cc:
 Subject: Beth-Week of June 15-19

Sent: Mon 6/8/2009 1:26 AM

Email notification of your calendar event.

Message | entry.vcs (3 KB) | entry.ics (3 KB)

June 18-19 I will be on leave (at the beach). I will provide notification of my availability then as I do not know at this time what connectivity I will have.

Subject: Beth-Week of June 15-19
 Date: Tuesday 16 June 2009

Description:

I will be in Charleston at the Regional Workshop June 15-17. I will be available by cell (703-407-0048) and will be online as I am able during the workshop.

June 18-19 I will be on leave (at the beach). I will provide notification of my availability then as I do not know at this time what connectivity I will have.

Subject: Beth-Week of June 15-19
 Date: Wednesday 17 June 2009

Description:

I will be in Charleston at the Regional Workshop June 15-17. I will be available by cell (703-407-0048) and will be online as I am able during the workshop.

June 18-19 I will be on leave (at the beach). I will provide notification of my availability then as I do not know at this time what connectivity I will have.

Subject: Beth-Week of June 15-19
 Date: Thursday 18 June 2009

Description:

I will be in Charleston at the Regional Workshop June 15-17. I will be available by cell (703-407-0048) and will be