NAME

cm – calendar manager, appointment and resource scheduling tool

SYNOPSIS

cm [*generic-tool-arguments*] [**-c** *calendar*] [**-i** **[2-3]**

AVAILABILITY

The man page you are currently viewing refers to the **cm** that is available with OpenWindows. All OpenWindows standard tools use the OPEN LOOK Graphical User Interface (GUI).

DESCRIPTION

cm is an appointment and resource scheduling tool that allows you to do the following:
- Display day, week, month, year views
- Schedule single or repeating appointments and todo items
- Browse and edit calendars of other users
- Set beeping, flashing, or pop-up reminders
- Integrate with mail
- Restrict access to your own calendar
- Print high-quality hardcopy
- View and Schedule appointments on other calendars
- Change the time zone context

A full appointment editor is available for inserting and editing appointments. Most settings on the appointment editor can be preloaded through a Properties window available from the main panel.

Menu accelerators exist for some commonly used menu options: View:Find, Edit:Appointment, Edit:Properties, and Print:Current View.

A holiday list can be loaded by creating a file with a name ending in .cal in the user's home directory containing lines of the following form:

month/day holiday-name

OPTIONS

–c *calendar* The name of the default calendar. The calendar specified overrides the default user-name or the Default Calendar specified in the properties of Calendar Manager.

generic-tool-arguments
cm accepts the generic tool arguments described in **xview**(7).

-i **[2-3]** You have the option of using the OWv2 or OWv3 icon. The OWv2 icon has the current calendar month displayed. The OWv3 icon has the current date displayed. The default is the OWv3 icon, so unless **-i 2** is used, the OWv3 icon will be used.

USAGE

cm operates via a set of pulldown menus from button stacks in a control panel. The menu commands are described below.

The Control Area

View Menu

Day Displays the Day View. Also displays the Appointments and Todo items in a window for the selected day.

Week Displays the Week View. Also displays the Appointments and Todo items in a window for the selected week. A chart is also displayed with the times for the appointments shaded.

Month Displays the Month View. Also displays the Appointments and Todo items in a window for the month.

Year Displays a year calendar and the appointments and Todo items for a year.

Time Zone
Sets time zones. The current times are changed to reflect the new time zone.

Find... Searches for an appointment string. A time range can be specified for the search. It is case insensitive and will match any part of the appointment 'what:' fields.

Go To... Displays the calendar at the date requested.

Edit Menu

Appointment
Schedule appointments by either selecting the day and choosing Appointment from the Edit menu or by double-clicking on day (in the month or week view) or on an hour (in the day view). Inserts, deletes and changes appointments.

Date: The date is automatically set by the tool when a day is selected. You may change the date format through the property settings.

Start: and **Stop:**
Sets the time of the appointment. A choice of times is found on the pulldown menus. The choices are determined by the Day Bounds settings from the Properties window. You may set the time format through the Property settings to be on a 12 or 24 hour clock.

What: Filled in with information about the appointment. This information will be displayed on the various views.

Alarm: Determines what action will be taken in advance of the appointment.

Beep Produces an audible sound.

Flash Inverts the frame of the tool or the icon if the tool is closed.

Popup Pops up a reminder window with the text of the appointment showing.

Mail Composes a message with the text of the appointment and sends it to recipients in the

Mail To field.

Appointmentt | Todo
Specifies whether the event is an appointment or todo item. Can later be displayed via the View menu.

DND Drop Target
Allows the user to drag appointments onto the appointment editor.

Appointments Scrolling List
Automatically set with the current appointments for that day. It will be updated as appointments are added and deleted.

Insert Access Scrolling List
Displays a list of people with insert access

Repeat:
Indicates whether the appointment is a repeating event of the specified interval. The number of times the appointment repeats is controlled by the For panel item.

Privacy:
Detemines whether others who view the calendar will see both the time and text of the appointment, the time only, or nothing at all.

Insert Inserts the appointment into the calendar.

Delete Deletes the appointment selected in the scrolling list from the calendar.

Change
Changes the appointment selected in the scrolling list to the edited values from the appointment editor.

For Insert, Delete, and Change, a Forward feature has
been added that allows the user to delete only occurences of the appointment in the future.

Reset Clears the appointment editor of context and sets default values from the Properties window.

Properties
Sets default values for this tool. These values are used for setting default values in the Appointment Editor, setting display characteristics of the views, granting access to the calendar, setting printer options and date formats.

Editor Defaults
Sets default reminder values and advance times for appointments. Also sets the default names for which mail will be sent

when a mail reminder is set. Sets the default privacy for appointments.

Display Settings
Sets default begin and end times for the day that are used in drawing the chart on the week view and the grid on the day view. The User calendar Location allows the user to set the location of the callog file. Sets a 12 or 24 hour clock. Sets the default view that will appear on start up. Sets the calendar to the Default Calendar specified on start up.

Access List and Permissions
Sets permissions for a list of remote calendars. The default is 'World Browse'. These entries will be available using the **Browse** pulldown menu after they are added to the list and the changes are applied. Access can be Browse (Read), Insert, and/or Delete. The keyword **world**, opens up the calendar to everyone. The entries have the format **name@host**. At this time, UNIX aliases are not supported.

Printer Settings
Sets the default printer settings The Privacy Type allows the user to decide the default Privacy Type to be printed.

Date Format
Sets the default date format including the ordering of the month, day and year and the date separator.

Apply Adds any changes made.

Reset Reestablishes the values before you started editing.

Defaults
Reestablishes the tool default values.

Browse Menu
The default menu item is the user name.

Show Multiple Calendars
Allows easy method for finding common open time slots among a group of users. Highlighting the names in the scrolling list will cause the time slots in each user's calendar to be highlighted if an appointment is scheduled at that time. The browser chart represents the degree of 'busy-ness' with the darker shades representing a larger number of conflicts. The Schedule button brings up the appointment editor. The Mail button brings up a mail compose window with the highlighted names in the To: field. It includes as an attachment an appointment icon which makes it easy to schedule an appointment. The Go To: button allows easy navigation through the calendars. The Setup Menu button brings up the Setup Menu popup.

Show Calendar
Brings up a popup which allows the user to type in the user name of a calendar to browse.

Setup Menu
Allows the user to add, change, remove, or sort names in the Browse Menu. Any changes made to this list are also made to the browse menu pulldown and the Multiple Calendars scrolling list after the user has pressed Apply.

Add Adds a name to the list.

Change Changes the selected item in the list to the value in the User Name: text field.

Remove Removes a name from the list.

Sort List Sorts the list.

Apply Permanently incorporates any changes made to this list, the browse menu pulldown, and the Multiple Calendars scrolling list.

Reset Reestablishes the values before you started editing, provided you have not yet pressed Apply.

Print Menu
Displays the choices for printing hardcopy output:
Current View, Day, Week, Month or Year. You can also get a hard copy list of the appointments and the Todo list for a Day, Week, Month or Year. For v3, multiple pages will be used to print appointments that do not fit on one page, and a * will be used to signify that further appointments follow on subsequent pages. with not enough You may set the printer settings in the Properties.

Prev Changes the display to the previous logical unit of calendar data.

Today Changes the display to today's logical unit of calendar data.

Next Changes the display to the following logical unit of calendar data.

FILES

/usr/spool/calendar/callog.$USER
$HOME/.desksetdefaults (for v3)
$HOME/.cm.rc (for v2)
$HOME/*.cal
/usr/openwin/bin/rpc.cmsd

SEE ALSO

rpc.cmsd(1), **cm_lookup**(1), **cm_insert**(1), and **cm_delete**(1) which are simple tty versions of **cm**.
Solaris User's Guide
"*About Calendar Manager*" in the Help Handbook available through the Help option on the Workspace menu.