

City of Miami Calendar of Events Reference

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* Administrative Only

The screenshot displays the 'City of Miami Calendar of Events' web application. The browser window title is 'Events Calendar - Microsoft Internet Explorer'. The address bar shows the URL 'http://citynetdev/calendar/calendarmain.aspx'. The page features a navigation menu with 'November', 'December 2003', and 'January'. A calendar grid for December 2003 is visible, with the 15th highlighted. Below the calendar are search filters: 'FROM: 12/15/2003 TO: 12/15/2003' and 'BY: Day Week Month All Dates'. The 'SEARCH BY KEYWORD' section includes radio buttons for 'Title' and 'Title and Details', and 'And' and 'Or' options. The 'SEARCH BY DEPARTMENT' section has a dropdown menu set to 'ALL DEPARTMENTS'. A 'Search' button is present, along with 'Clear' and 'Reference Contact Info' links. The main content area displays a list of events with details for each:

- Event:** Arts & Entertainment Council Meeting
Department: PUBLIC MEETINGS
Contact:
Contact Phone:
Location: Miami City Hall - Staff Room - 3500 Pan American Drive
When: 12/15/2003 to 12/15/2003
Hours: 4:30 PM to ?
Details:
Hyperlink:
- Event:** Virginia Key Beach Park Trust "Administrative/Personnel" Meeting
Department: PUBLIC MEETINGS
Contact:
Contact Phone:
Location: Trust Office - 3550 Biscayne Boulevard, Suite #510
When: 12/15/2003 to 12/15/2003
Hours: 1:30 PM to ?
Details:
Hyperlink:
- Event:** Haitian Bicentennial Committee Meeting
Department: PUBLIC MEETINGS
Contact:
Contact Phone:

The Windows taskbar at the bottom shows the Start button and several open applications: 'Inbox...', 'Micros...', 'Calendar', 'Micros...', 'Events...', and 'Calend...'. The system clock indicates the time is 12:47 PM.

I. Tips on Searching

Choices for searching the events in the calendar are broken down into three categories:

1. Date
2. Keyword
3. Department

These search criteria can be used collaboratively or independently.

First, let's visit the features of the **Date** (Calendar) section. The calendar can be browsed to the particular date pertaining to the event(s) you are looking for. The 'From:' and 'To:' boxes are key because they represent the date range of which you will be searching.

Let's say that you know the exact day of the event you are looking for. You can select this date by either clicking on the calendar itself, or by simply typing the exact dates in the 'From:' and 'To:' boxes.

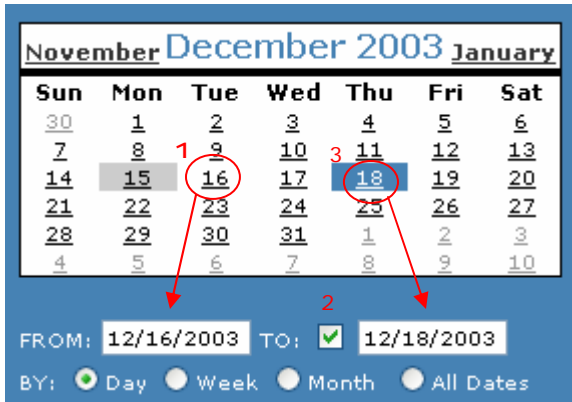


Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

FROM: 12/15/2003 TO: 12/15/2003

BY: Day Week Month All Dates

If you prefer searching on a range of dates, there are a number of ways to easily do this. If you want to search one week of dates (beginning on Sunday), be sure to click on any single day within that week on the calendar, and then click in the bullet (circle) next to 'Week' in the 'By:' area. You will find that the 'From:' and 'To:' boxes automatically accommodate the beginning and end dates of that week. Similarly, if you wish to search on one whole month, be sure to click on one day in that month and click the bullet next to 'Month'. If you have no date preference to search on, simply click the bullet next to 'All Dates' and notice the 'From:' and 'To:' boxes now say 'ALL'. Your search will now include any events in the calendar starting on the present day and ending on the last future event in the calendar.



One last method for search is defining your own date range. To do this, (1) click on the beginning date of your range in the calendar. Then (2) place a check in the box next to the 'To:' criteria. Finally (3) click in the calendar on the ending date of your date range. You'll notice that the calendar remembered the 'From:' date that you chose first. Also, notice that the 'Week' and 'Month' selections still work here for the 'From:' date criteria.

Our next searchable category is **KEYWORD**. It allows you to search on either the 'Title' of the event, or on both the 'Title' and 'Details' (description) of the event.

You may type more than one word in the box, but remember that the words you search have to appear in the exact same order in the event. For instance, if you were to search 'Preservation Board Meeting' for the event title, and the event's title was 'Historic & Environmental Preservation Board Meeting', the search would return it correctly because 'Preservation Board Meeting' appears in the title just as you searched. However, if you searched on 'Meeting Historic', the search would not return anything because the words you searched on were in a different order than how they appeared in the event's title.

The screenshot displays the City of Miami Calendar of Events search interface. On the left, a calendar for December 2003 is visible. Below it, the search panel includes a date range (12/16/2003 to 12/18/2003) and search options. The 'SEARCH BY KEYWORD' section has two input boxes: the first contains 'Meeting' and the second contains 'Historic'. The 'And' radio button is selected. Below this is a 'SEARCH BY DEPARTMENT' dropdown menu set to 'PUBLIC MEETINGS'. A 'Search' button is at the bottom left. On the right, the search results show one event: 'Historic & Environmental Preservation Board Meeting' under the 'Event:' field. Other details include 'Department: PUBLIC MEETINGS', 'Location: Miami City Hall - Commission Chambers - 3500 Pan American Drive', and 'When: 12/16/2003 to 12/16/2003'. A red circle highlights the search input boxes and the 'And' option, with an arrow pointing to the event title in the results.

This brings me to the explanation of why there are two keyword search boxes in the search panel. By utilizing both boxes in the previous example you would then be able to type 'Meeting' in the first box, and 'Historic' in the second box. Additionally, if you had 'And' selected (between the boxes), your search would **only** return listings with the words 'Meeting' **and** 'Historic' in the title regardless of order. Note that when you select 'and', the title has to contain all words that you search on. Inversely, if you selected 'or' with the same search criteria, you would then get **any** event with the word 'Meeting' in the title, **or** any event with the word 'Historic' in the title **or** any event with both 'Meeting' and 'Historic' in the title.

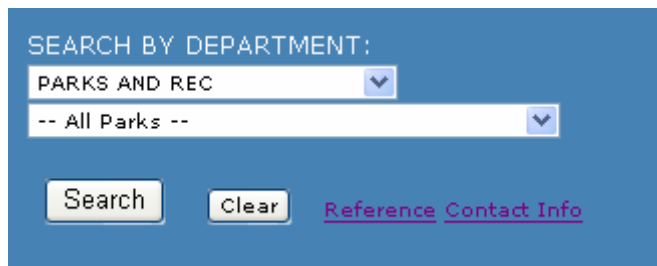
Practicing a couple of times will help clarify the logic of these search methods, and will therefore allow you to take advantage of the 'power searching' features of this calendar.

The last method for narrowing your search is by **Department**. This is done by simply selecting the department you are interested in from the drop down list.



SEARCH BY DEPARTMENT:
PUBLIC MEETINGS
Search Clear [Reference](#) [Contact Info](#)

In the unique case of choosing the 'PARKS AND REC' department, you may also utilize the second drop down box to narrow your search to a particular park within the City of Miami. Otherwise, you may just leave it as 'All Parks' to search for events in all parks of the City.



SEARCH BY DEPARTMENT:
PARKS AND REC
-- All Parks --
Search Clear [Reference](#) [Contact Info](#)

Remember, these three searching methods may be used independently or collectively in your search. In the results side of the page, you will always see a 'PRINTER FRIENDLY' button at the bottom. Clicking this will produce a formatted page for printing all results that are currently displayed.

II. Logging In/Out (Administrative)

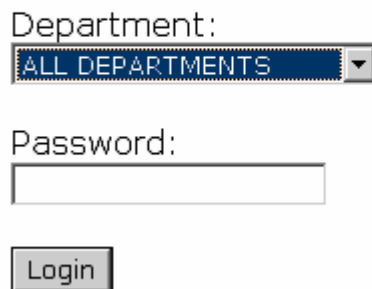
If you are a representative for your department who adds events to the calendar, you'll need to know how to securely log in. You will be provided with a separate, but similar calendar page for logging in and adding or editing events for your department.



A screenshot of a blue search panel. At the top, it says "SEARCH BY DEPARTMENT:". Below that is a dropdown menu with "ALL DEPARTMENTS" selected. At the bottom of the panel are two buttons: "Search" and "Log In". The "Log In" button is circled in red.

By clicking on the 'Log In' button at the bottom of the search panel, you will see a new screen that asks for your 'Department' and 'Password'. This information will be assigned to you by the administrator of the calendar.

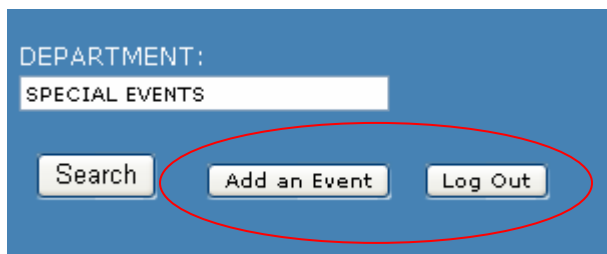
Please Login:



A screenshot of a login form. It has a "Department:" label followed by a dropdown menu with "ALL DEPARTMENTS" selected. Below that is a "Password:" label followed by an empty text input field. At the bottom is a "Login" button.

You can simply select your appropriate Department from the drop-down list, enter your assigned password, and then click the 'Login' button to log into the administrative area of the calendar.

Once logged in, the calendar looks very similar previous to logging in. But there are two new buttons in the bottom of the search panel.



The 'Add an Event' button will be addressed in the next section.

Clicking 'Log Out' will simply returned you to the regular (non administrative) calendar.

* Note: if you are logged in for a long period of time without activity, the calendar may log you out automatically. If you try to log back in or do other activities at this point, the calendar may display improperly. If this happens, please close the calendar (web browser) completely and reopen it and log back in.

III. Adding a New Event (Administrative)

Now let's return to the 'Add an Event' button. Once this button is clicked, you will get a new screen to the right. This is your form for adding a new event to the calendar.

Add Event For: PARKS AND REC																																																									
Event Name:	<input type="text"/>																																																								
Sub-Department:	-- All Parks -- <input type="button" value="v"/>																																																								
Location (Address):	<input type="text"/>																																																								
Contact Name:	<input type="text"/>																																																								
Contact Phone:	<input type="text"/>																																																								
<table border="1"><thead><tr><th colspan="7">September 2003</th></tr><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr></tbody></table>		September 2003							S	M	T	W	T	F	S	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
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End Time:	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input checked="" type="radio"/> PM																																																								
Description:	<input type="text"/>																																																								
Web Page Link:	http:// <input type="text"/>																																																								

The top of the form indicates which department this event will be added to, which is based on the department you logged in under. Notice that you can only enter events for departments which you logged in under. The 'Event Name' field represents the name of the event that you are adding to the calendar.

The 'Location', 'Contact Name', and 'Contact Phone' are self-explanatory fields pertaining to your event.

For 'Parks and Rec':

If you are entering an event for 'Parks and Rec', you can use the 'Sub-Department' drop down box (only visible when logged in under 'Parks and Rec') to select which particular park your event is for.

Notice that if you are choosing a sub-department, the 'Location' and 'Contact Phone' information may be filled in automatically.

Add Event For: PARKS AND REC	
Event Name:	<input type="text"/>
Sub-Department:	Sandra De Lucca Adult Development Center
Location (Address):	4560 NW 4th Terrace
Contact Name:	<input type="text"/>
Contact Phone:	305-461-7201 ext.230

The small calendar provides a means for choosing the beginning and end dates for your event. The 'Start Date' and 'End Date' boxes will update to whatever you have clicked on the calendar provided that the check boxes next to the field have a check in them.

		September 2003								
		S	M	T	W	T	F	S		
		31	1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30	1	2	3	4		
		5	6	7	8	9	10	11		
Start Date:	<input checked="" type="checkbox"/>	9/3/2003								
End Date:	<input checked="" type="checkbox"/>	9/3/2003								
Start Time:	<input type="text"/>	<input type="text"/>								

For the 'Start Time' boxes, put the hour and minute that the event will start in the first and second box respectively. Finally choose 'AM' or 'PM'. Do the same for the 'End Time' boxes.

Start Time:	<input type="text" value="5"/>	:	<input type="text" value="30"/>	<input type="radio"/> AM	<input checked="" type="radio"/> PM
End Time:	<input type="text" value="7"/>	:	<input type="text" value="00"/>	<input type="radio"/> AM	<input checked="" type="radio"/> PM
	<input type="text"/>		<input type="text"/>	<input type="radio"/> AM	<input type="radio"/> PM

End Time:	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input checked="" type="radio"/> PM
Description:	<input type="text"/>
Web Page Link:	http:// <input type="text"/>
Email:	<input type="text"/>
Accessibility:	<input checked="" type="radio"/> Public <input type="radio"/> Internal Only
<input type="button" value="Submit"/>	

The 'Description' box is provided to add any additional information about the event (up to 500 characters).

If there is another web page with information pertinent to the event, the web address of that page can be entered in the 'Hyperlink' box. Similarly, an email address can be added to provide a means of correspondence.

Finally, the 'Accessibility' box is used to indicate whether the whole public can view this event (Public) or only internal City of Miami employees can view this event (Internal Only).

Once all information is entered, click 'Submit' to add this event to the calendar database.

IV. Updating or Deleting an Event (Administrative)

If you do a search on the calendar while you are logged in, you will notice that each event listing has a small 'edit' button at the bottom of its box. Clicking on this edit button will transform the event listing into edit mode.

City of Miami Calendar of Events Results: 1

Event:	Downtown Holiday Village
Department:	SPECIAL EVENTS
Contact:	
Contact Phone:	
Location:	Bayfront Park: 301 North Biscayne Blvd.
When:	11/28/2003 to 01/04/2004
Hours:	4:00 PM to ?
Details:	Back by popular demand, Downtown's Holiday Village transforms Bayfront Park into a magical, holiday wonderland featuring: A spectacular tree lighting ceremony to include Walt Disney's production "Mickey's Magical Gathering".
Hyperlink:	http://www.holidayvillage.cc
Edit	

City of Miami Calendar of Events Results: 1

Event:	<input type="text" value="Downtown Holiday Village"/>
Department:	<input type="text" value="SPECIAL EVENTS"/>
Contact:	<input type="text"/>
Contact Phone:	<input type="text"/>
Location:	<input type="text" value="Bayfront Park: 301 North Biscayne Blvd."/>
When:	<input type="text" value="11/28/2003"/> to <input type="text" value="01/04/2004"/>
Hours:	<input type="text" value="4:00 PM"/> to <input "="" type="text" value="?"/>
Details:	<input gathering\"."="" magical="" mickey's="" type="text" value="Back by popular demand, Downtown's Holiday Village transforms Bayfront Park into a magical, holiday wonderland featuring: A spectacular tree lighting ceremony to include Walt Disney's production \"/>
Weblink:	<input type="text" value="http://www.holidayvillage.cc"/>
Email:	<input type="text"/>
Update Delete Cancel	

Each part of the event listing is now shown in editable text boxes. Any changes made will be retained once 'Update' is clicked. If no changes are necessary, 'Cancel' can be selected to leave edit mode. Lastly, if the whole listing needs to be permanently deleted, 'Delete' can be selected.