Calendar Menu

By jalist with extras from Cameron, McFly, Barry, steved and others

Version   3.6
e107 version   0.7+
Compliance   XHTML 1.1
Doc Issue   1
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1 Introduction

This is a calendar/event plugin for the e107CMS, provided as a core plugin within the E107 distribution.

1.1 Enhancements in version 3.6

1. A 'forthcoming event' menu which can be added to the main page in the normal way.
There is an extra 'admin' page added to the event calendar admin for this; allows setting of:
     a) The title of the menu
     b) Number of days to look ahead
     c) Number of events to display
     d) Whether recurring events are to be displayed
     e) Whether the title for the menu is to be a clickable link to current month's events
     f) Whether the event category icon is displayed next to the event
     g) The categories of events which are to be displayed

2. Enhanced email notification facilities:
a) One of the emails can be "event is tomorrow" as an alternative to "event is today" - set by category
b) Optional summary or detailed logging of mailout activity (set as option on the main calendar admin page).
This requires a subdirectory 'log' in the calendar_menu directory, with '666' access rights. A log file (standard ASCII text) 'calendar_mail.txt' is created there.

3. Subscription emails
     -forced subscriptions can be sent to a class different to the class which can see the events.
     - never sent to banned users
     - forced subscriptions can be sent to 'Admin' or 'Member' user classes

4. Various options for time/date display and entry.

5. Calendar can be driven off 'site time' or 'user time' as well as 'server time'.

6. Event entry:
     a) Changes to the event list can optionally be noted in the main admin log.
     b) If end date is earlier than start date, its automatically set the same as start date.

7. Maintenance option to bulk delete 'out of date' events

8. Calendar_menu styles now in template file, various XHTML fixes, notice removal etc

9. Forthcoming Event menu now templated; improved default template.

10. Some optimisation of database queries

11. Caching for calendar menu and forthcoming event menu supported if enabled system-wide.

12. Control over date formatting from admin menu

13. Templating/shortcodes improved to simplify format control

14. Option to highlight events which have been added/updated recently (needs styling in the template to be visible in some places).

15. Optional admin notify for events added and/or updated

1.2 Bug Fixes between version 3.5 and 3.6

 (Those listed below were all incorporated into CVS subsequent to the release of E107 version 0.7.5). A number of other bugs were encountered and fixed during the enhancements.

Core mods:

calendar_menu.php   - class display mod (bug fix - #2300)
                                    - mis-handling of events crossing a month boundary (bug fix - #2450)
event.php   - handles end date after start date (bug/database error fix - 25.02.06 - #2485)
                                    - handles multi-day events straddling two months (bug fix 02.03.06 - #2504)
                                    - displays next 10 events correctly when showing single event (bug fix 19.03.06 - #2567)
                                    - displays year of recurring events correctly (unreported bug fix 15.06.06)
                                    - next 10 events correctly shown to calendar admins (unreported bug fix 26.08.06)
calendar_shortcodes.php - allows bbcode in contact field (so can use [smail])
                                    - new code to include date in event list
                                    - expands all events in list if showing a single day
                                    - expands all events if date clicked from calendar
calendar_template.php - uses new shortcode to display date in event list
calendar.php   - correction to display of recurring events in years prior to year of entry - bug 2911
subs_menu.php   - should now run as a menu (not a preferred method of use)

1.3 Upgrading

****

BACK UP YOUR DATABASE (AND ANY OTHER CHANGED FILES) BEFORE UPGRADING
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The upgrade package is a complete set of plugin files, which should function with any 0.7xx version of E107. They do not rely on recent features, but some features expect the directory structure to reflect version 0.7.6 of E107.

It may be convenient to delete the contents of your e107_plugins/calendar_menu folder as a first step - this will ensure you are not left with any obsolete files. (But you will probably wish to retain any log file in respect of mailouts).

Unzip the plugin file if necessary, then copy the contents of this folder (including its subdirectories) to your e107_plugins/calendar_menu folder. Use CHMOD to set access rights of 666 on the e107_plugins/calendar_menu/ log directory. Go to the plugin manager and run the upgrade. Then check that the database is correct by running a database validity check from the main admin menu - databases option - select the calendar.

Check all your category definitions, especially 'forced subscriptions', since there have been some changes in this area.

Review the configuration options.

2 Administration Options

This section describes how to configure the calendar.

2.1 General Calendar Options

Options marked with an asterisk are new in the V3.6 calendar.

Events can be added by - sets the class of user who is allowed to add events to the calendar, and to edit existing events. (This is different to those members who are 'calendar administrators', in that this class of users can only add events in categories they can see). It is possible to further restrict the ability to add events in specific categories.

Calendar Administrator Class - a class of user who can both see and add events in all categories.

Level of logging to admin log* - changes to event details may be logged to the main admin log - either just edits (including deletion) or additions as well.

Calendar Menu Heading Links to* - determines whether the large calendar or the Event List is displayed when the user clicks on the month in the heading of the small calendar menu.

Show number of events for this month in Calendar Menu* - if checked, the number of events in the current month is shown underneath the title in the calendar menu

Show link to 'more information' with events - if checked, displays a link which can be used for a related forum thread, news item or external page.

Flag recently added/updated events* - highlights recently added or updated events. In the calendar menu and main calendar the nature of the highlight depends on the theme. In the event list, a 'new' marker is placed to the left of the event. The time for which this marker is present (from the date of the update) is set in hours; zero disables this feature.

Week Starts with - determines whether the displayed week begins with Sunday or Monday.

Length of day names - determines the number of characters displayed for a day in the calendar menu.

Date format in Calendar header - determines how the month and year are shown in the full page calendar.

Date Format for event entry* - determines whether the event date is specified as yyyy-mm-dd (the original), dd-mm-yyyy or mm-dd-yyyy.

Event start/end times on 5-minute boundaries* - if checked, only minute values which are multiples of five are shown when entering events - reduces the length of the drop-down list.

Calendar Time Reference* - determines the time and date used for calculations and display within this plugin; may be:
      a) 'Server Time' (as in earlier versions)
      b) 'Site Time' - in which case the offset set in 'Site Preferences' is added to the server time
      c) 'User Time' - in which case the time/date applicable to the current user is shown (not sure if this is actually useful)

Calendar Time Format* - determines the format in which times are displayed within the calendar:
      a) '24-hour' - a 4-digit number hhmm (as in earlier versions)
      b) '12-hour' - hh:mm am or hh:mm pm - i.e. a format acceptable to many English-speaking countries
      c) 'Custom' - in which case the formatting string entered in the adjacent box is used - this must contain a format string which is acceptable to PHP's strftime() function

Date Display in Event List* - determines the format in which dates are displayed in the event list. A 'custom' string (acceptable to PHP's strftime() function) may be used.

Date Display in Forthcoming Events* - determines the format in which dates are displayed in the forthcoming events menu. A 'custom' string (acceptable to PHP's strftime() function) may be used.

Enable Manual Subscriptions - if checked, enables the user email subscription system. If unchecked, users are not given the option to subscribe to emails at all - however forced subscriptions can still be sent.

Email From - the 'from' name used in subscription emails

Email Subject - the subject line used in subscription emails

Email From Address - the 'from' email address used in subscription emails

Logging of emails* - determines what, if any, logging is done in respect of subscription emails. The 'Summary' option simply notes the events found, and the number of emails sent for each. The 'detailed' option lists every email sent. (If the mailout task is run as a menu, less information is logged).

2.2 Category Options

Each event may be assigned a category (and, for certain features to work, events *must* be assigned a category).

Category Name - displayed in various places.

Category Description* - some explanatory text for users and administrators, giving more information on the scope of that category. (Shown in the 'subscriptions' menu, for example)

Visible to - assigns a class of users that can see events in this category

Add New Event class - determines which user class is allowed to enter and edit events in this specific category (the user *must* also be in the 'Events can be added by' class set in 'General Options').

Icon - selects a file from the *images* subdirectory.

Allow Subscription - if checked, users who can see this class of event may opt to receive emails notifying events in this category.

Send Email* - determines when emails are sent to users. One may be sent a (configurable) number of days in advance, while another may be sent either the day before (added V3.6) or on the day.

Forced Subscription* - Members of this user class (if set) will always receive email notifications of events in this category. This setting is independent of the 'Allow Subscription' option. (Changed in 3.6)

Days ahead to notify of event - determines when the first subscription email is sent (if enabled).

Messages - text which is sent in the body of the notification email; one for each of the two emails which is sent.

2.3 Forthcoming Events Menu

This is configured via a set of options on the event calendar administration page (added in V3.6).

Most of the options should be self-explanatory:

Menu Heading - the title which is displayed in the menu which the user sees

Days to look forward - events between today and this number of days hence, up to the maximum number set, are displayed.

Number of events to display - sets the *maximum* number of forthcoming events to display in the menu - may be less displayed if there are none within the 'look forward' period.

Include recurring events - if checked, the 'look forward' period must be no more than 59 days, otherwise recurring events will not always display when expected.

Event name is link to: - by default, clicking on the event name takes users to the calendar entry. If the option is set to 'Source Info', the link goes to the URL set in that field against the entry (If the source info link is empty, the link always goes to the calendar event).

Title is link to events list - If checked, the title of the menu is a clickable link to the current month's events

Show category icon in menu - if checked, the category icon is displayed next to each event.

Categories to display - allows selection of the categories which *may* be shown in the menu. (Note that selection is also governed by the categories which the current user is *allowed* to view - this is set by their user class allocations).

2.4 Maintenance Options

There is an option to remove past events from the database in order to recover space. The minimum age of the events can be selected in whole months prior to the current month.

Note that recurring events are never removed by this function, and must be removed manually.

There is also an option to just delete the cache files related to the event calendar.

2.5 Admin Notify

There are additional entries on the main admin 'notify' menu through which a designated user class or individual user can be notified of events being added to the calendar, and/or events being updated.

3 Managing Events

3.1 Entering New Events

Events are entered through the main screen (not the admin screens).

Users with rights to enter events will see an additional button 'Enter New Event' when viewing the event listing or main calendar screen. Clicking on this displays an entry form.

Start Date, End Date: May be entered directly (in which case the format is controlled by an admin option) or using the small pop-up calendar.
Start Time, End Time: Selected from drop-down boxes. Depending on an admin option, the minutes drop-down may show all 60 possible values, or values at 5-minute intervals.
All-day event: One for which no times are required (and none are displayed). The event is assumed to last for the whole of one calendar day.
Recurring Event: If checked, the event is assumed to happen on exactly the same date (the start date is used) every year.
Event Title: The text which is always displayed
Event Category: Selectable from the drop-down list
Event Location: Optional field
Event: Space for further details of the event. BBCode may be entered.
Source Info URL: display of this field may be omitted in the main admin options. If present, enter a URL (site link). If the link begins 'http:' it is assumed to be off-site; otherwise it is relative to the root of the E107 installation. This can point to a forum thread, a news item or other URL as required.
Contact Email: Intended for entry of an email address. BBCode is valid in this field, so other information may be entered. This is automatically filled in with the email address of the current user.

3.2 Editing Existing Events

Simply display the required event in the event listing, and click on the 'Edit' icon.

3.3 Deleting Existing Events

Simply display the required event in the event listing, and click on the 'delete' icon.

4 Subscriptions

There is the facility for a member to be able to subscribe to event categories though not to individual events. If they subscribe they will receive email notification to the address stored in their user information. Two separate emails can be sent:

        a) One sent x days before the event
        b) One sent either the day before the event, or on the day of the event (but not both)

An admin sets the options for each event category, and also the message which is sent with each email.

Email messages are not sent in respect of recurring events, and they are not sent to users who are banned.

The main limitation is that people not logged in can't subscribe.

4.1 User Subscriptions

A logged in user can select to subscribe to specific classes of event. When the event listing or main calendar is displayed, there is a further button 'Subscriptions'. This displays a listing of the event classes which the user is allowed to see, with a checkbox against each.

4.2 Forced Subscriptions

Admin can also configure the calendar to force notifications to a particular user class. Subscription by the user is not possible in this case as they are automatically included in the mail shot (and if they view their email subscriptions it says 'Subscribed' with no option to change it). This facility can be useful when it is important to notify a class of member of a particular event or deadline.

4.3 Setting up to send emails

If you wish to generate email notifications then you need some way of getting your server to check to see if an email is due to be sent. There are three ways of doing this

1) as an admin function. This means that you have to remember to go and run an admin function everyday – not very good.

2) as a menu that runs every time your site is accessed. We can make this an "invisible" menu – i.e. there is not output displayed on the screen - and have it check if it is time to send an email. This is better than the first option but requires that you have at least one site hit per day. It also adds an extra burden on to the server, which has to run the menu's script and a small bit of code to check. If you use this method then enable the subs menu but remember you won't see anything on the screen

3) as a cron or Windows scheduled task. This is the best method. It will run every day at the same time and so won't get forgotten. It is only run once per day and so doesn't place unnecessary loads on the server (important if it's a busy site) but requires that you have access to CRON or Windows scheduler.

So which to go for? Option 3 is best, and if not that then option 2. To set up the cron job you should create a simple file calcron.php:

```php
<?php
        require_once("class2.php");
        require_once(e_PLUGIN."calendar_menu/subs_menu.php");
?>
```

In principle this can be placed anywhere; however the top level E107 directory is usually simplest (any other place will require adjustment of the path to class2.php).

Then create a cron job to run this file in the usual manner. It is beyond the scope of this readme to tell you how to do it or how to trouble shoot it.

4.3.1 Windows Server Setup

On a typical Windows-based server it is a case of running c:\php\cli\php –f calcron.php in the top level of your e107 site. You may also need to copy php.ini to the php\cli directory. You may have to play around with paths to get it to work.

4.3.2 Linux Server Setup

The command for the cron job will vary according to the installation; an example command is:

/usr/bin/php /home/sites/[sitename]/public_html/e107_dir/calcron.php

4.4 Mailout Logging

Calendar-related mailout activity can now be logged; either as a summary, or in detail (useful for debugging). This is selected by an option on the main calendar administration menu.

This requires a subdirectory 'log' in the calendar_menu directory. Typically this directory requires '666' access rights, although this is system-dependent. A log file (standard ASCII text) 'calendar_mail.txt' is created there. *[Note that this file is not deleted by the mailout code - it will periodically need to be backed up and deleted or truncated manually]*

With summary logging enabled, the start and end time of the various mailout tasks are logged, together with the overall time.

With detailed logging selected, each email which is sent is logged, together with the result code from the 'sendemail' function.

5 Notes on Styling

This is not intended to be an exhaustive tutorial; just a few pointers to areas which might want changing.

The 'user' screens are all templated using standard E107 techniques, with a few comments where appropriate. Before changing things it is best to copy the template file into the theme directory.

5.1 Images

All the images are in the calendar_menu/images directory. These include a default set for the categories, plus a few others. They may be replaced with, or supplemented by, others as desired.

Recent_icon.png - used to highlight recent events. By default the system-wide 'new.png' icon is used - it can be replaced by editing the shortcode file.

version 3.6

Enhancements:

1. A 'forthcoming event' menu with supporting 'admin' options
2. Enhanced email subscription facilities – one can be "event is tomorrow" as an alternative to "event is today" - set by category. Also 'forced subscription' class is different to the user class which can see the events. Emails not sent to banned users. Forced subs can be sent to Admins or Members.
3. Optional summary or detailed logging of mailout activity
4. Various options for time/date display
5. Calendar can be driven off 'site time' or 'user time' as well as 'server time'.
6. Event entry:
> a) Changes to the event list can optionally be noted in the main admin log.
> b) If end date is earlier than start date, its automatically set the same as start date.
> c) Options on date format
7. Maintenance menu for deletion of past events
8. Calendar_menu and forthcoming event menus now templated, XHTML fixes
9. Some query optimisation
10. Various minor enhancements, bug fixes, notice removal
11. Caching for calendar menu and forthcoming event menu supported if enabled system-wide.
12. Control over date formatting from admin menu
13. Templating/shortcodes improved to simplify format control
14. Option to highlight events which have been added/updated recently (needs styling in the template to be visible in some places).
15. Optional admin notify for events added and/or updated

Bug fixes:

calendar_menu.php	- class display mod (bug fix - #2300)
	- mis-handling of events crossing a month boundary (bug fix - #2450)
event.php	- handles end date after start date (bug/database error fix - 25.02.06 - #2485)
	- handles multi-day events straddling two months (bug fix 02.03.06 - #2504)
	- displays next 10 events correctly when showing single event (bug fix 19.03.06 - #2567)
	- displays year of recurring events correctly (unreported bug fix 15.06.06)
	- next 10 events correctly shown to calendar admins (unreported bug fix 26.08.06)
calendar_shortcodes.php	- allows bbcode in contact field (so can use [smail])
	- new code to include date in event list
	- expands all events in list if showing a single day
	- expands all events if date clicked from calendar
calendar_template.php	- uses new shortcode to display date in event list
calendar.php	- correction to display of recurring events in years prior to year of entry - bug 2911
subs_menu.php	- should now run as a menu

Version 3.5

This version brings the opportunity to allow members to subscribe to event categories. Admin can determine if a category is allowed to have subscriptions and if it does then when the user is notified. For example an email can be sent x days before the event (with a tailored message) or on the day of the event (again with a message) or on both occasions.

Admin can also configure the calendar to force notifications to a particular user class. Subscription by the user is not possible in this case as they are automatically included in the mail shot. This might be useful when it is used in an intranet system and you have a reports deadline userclass. All the members of that userclass will then be notified when the report is due, they can't unsubscribe from the emails and so can't argue they didn't get notified the report was due.

There is a new table created in this version plus changes to one other table so you must run upgrade plug-in from the plug-in manager. You will also need to set the new settings for each of the categories you have to allow or disallow subscriptions.

Categories can now be made visible to one userclass but restricted in who can add events. This is the add new event class field. So a whole department can view and subscribe to a category but only department managers can add events.

Version 3.4

Some bug fixes and a nice calendar added.

Version 3.3

Enhancements have been made by various people and now is version 0.7+ and xhtml1.1 compatible. Also added are integrity check file and database validity check file.

This version brings userclasses to the categories. Admin now can control the editing of categories and the userclasses that can access them.

The calendar menu block also respects userclasses; only those events in categories to which the user is entitled to see are displayed.

Validation is now made before submitting the form. Required fields left empty or incorrect start and end times are flagged with Javascript alert.

If a new event is being created and an email address is available (user logged in for example) then this is prompted in the email adress field. This can be over ridden by the user.

Admin can define if the create new category is shown on create event form. If you don't want users creating new categories then this can be turned off. Likewise, admin can hide the field for forum link, if you don't want these links ion the events then they can be turned off.

Admin can define a "Calendar Supervisor" userclass. Members of this class can see all categories and events and can edit and delete events from the event list. Event administrators don't actually have to be made admins to be able to look after events though normally they would be. This is more appropriate for corporate users using e107 as an intranet.

Clicking on an event in calendar view displays just that event, not all the events on that day. Click on the day number to list all on that day.

Javascript to hide the email from spam bots when displaying an event.

Version 3.2 and prior
Substantial rewrite of the code to make it more efficient and to give admin control of the css for the look and feel of the calendar.