

# DTM: iCal / ics

## Exporting and Sharing Calendar and Events

1

Introduction

2

Export Calendar Events

3

Unshare Calendar Events

Deltek Talent Management

Application Development Testing Company

English

1

Employees

Search...

My Calendar

Search events...

YEAR

MONTH

WEEK

DAY

Week 21 of 2018

<div>Sun</div> <div>20 May</div>	<div>Mon</div> <div>21 May</div>
	<div>Test for TA</div> <div>21 May 2018, 20:15 - 21 May 2018, 20:45</div>

CALENDAR FOR

Select Employees

DATE

22 May 2018

Go

In this click-thru, you will be shown how to share, export and un-share calendar events between calendars that accept an ics file, and the Deltek Talent Management calendar.

Click or tap each step on the screen to advance.

Begin

You must have the MS Outlook integration module installed to use the "Sync with Outlook" feature. To install, click here.

v15.1-rc.5

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Employees

Search...

My Calendar

YEAR

MONTH

WEEK

DAY

ADD EVENT

PEN

EXPORT CALENDAR

Week 21 of 2018

<< Previous

This week

Next >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
20 May	21 May	22 May	23 May	24 May	25 May	26 May
	<div><div>Test for TA</div><div>21 May 2018, 20:15 - 21 May 2018, 20:45</div></div>	<div><div>Test for TA</div><div>22 May 2018, 20:15 - 22 May 2018, 20:45</div></div>	<div><div>Test for TA</div><div>23 May 2018, 20:15 - 23 May 2018, 20:45</div></div>			

ADD CALENDAR FOR

+ Select Employees

GO TO DATE

22 May 2018

Go

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1

The DTM calendar is compatible with any calendar that accepts an ics file.

The DTM calendar should be the primary calendar for entering Events.

When you create an Event, you can share it with any ics calendar.

Continue

v15.1-rc.5

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Search...

My Calendar

YEAR

MONTH

WEEK

DAY

ADD EVENT

PEN

Week 21 of 2018

<div>Sun</div> <div>20 May</div>	<div>Mon</div> <div>21 May</div>	<div>Tues</div> <div>22 May</div>				
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1

The DTM calendar is compatible with any calendar that accepts an ics file.

The DTM calendar should be the primary calendar for entering Events.

When you create an Event, you can share it with any ics calendar.

You can export events to the following external applications:

✓ Google

✓ Outlook

✓ Yahoo

✓ Any calendar application that makes use of the .ics format

Continue

ch events...

EXPORT CALENDAR

ADD CALENDAR FOR

Select Employees

GO TO DATE

22 May 2018

Go

You must have the MS Outlook integration module installed to use the "Sync with Outlook" feature. To install, [click here](#).

v15.1-rc.5

## DTM: iCal / ics

# Introduction

## Export Calendar Events

## Unshare Calendar Events

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Employees

Search...

My Calendar

YEAR

MONTH

WEEK

DAY

ADD EVENT

PEN

EXPORT CALENDAR

Week 21 of 2018

Sun 20 May	Mon 21 May	Tues 22 May
	<div><div></div><div>Test for TA</div><div>21 May 2018, 20:15 - 21 May 2018, 20:45</div></div>	<div><div></div><div>Test for TA</div><div>22 May 2018, 20:15 - 22 May 2018, 20:45</div></div>

ADD CALENDAR FOR

Select Employees

GO TO DATE

22 May 2018

Go

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1

The DTM calendar is compatible with any calendar that accepts an ics file.

The DTM calendar should be the primary calendar for entering Events.

When you create an Event, you can share it with any ics calendar.

You can export events to the following external applications:

✓ Google

✓ Outlook

✓ Yahoo

✓ Any calendar application that makes use of the .ics format

**Note:** Yahoo and Google do not automatically synchronize with Deltek Talent Management (if you modify or unshare a Calendar event after you have already exported it). To reflect the changes in Yahoo and Google, you must repeat the calendar event export steps. Microsoft Outlook supports automatic update of changed or unshared Calendar events.

Continue

Continue

# DTM: iCal / ics

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Employees

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## My Calendar

YEAR

MONTH

WEEK

DAY

ADD EVENT

PENDING INTERVIEWS

The new iCal/ics Calendar functionality allows you to export the calendar with either **My Events** or **All Events**. Click **Export Calendar** dropdown.

2

Click **Export Calendar**

EXPORT CALENDAR

Week 21 of 2018

<< Previous

This week

Next >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
20 May	21 May	22 May	23 May	24 May	25 May	26 May
	<a href="#">Test for TA</a> 21 May 2018, 20:15 - 21 May 2018, 20:45	<a href="#">Test for TA</a> 22 May 2018, 20:15 - 22 May 2018, 20:45	<a href="#">Test for TA</a> 23 May 2018, 20:15 - 23 May 2018, 20:45			

ADD CALENDAR FOR

+ Select Employees

GO TO DATE

22 May 2018

Go

You must have the MS Outlook integration module installed to use the "Sync with Outlook" feature. To install, [click here](#).

# DTM: iCal / ics

## Exporting and Sharing Calendar and Events

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Employees Search...

## My Calendar

YEAR MONTH WEEK DAY ADD EVENT

Week 21 of 2018

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
20 May	21 May	22 May	23 May	24 May	25 May	26 May
	<a href="#">Test for TA</a> 21 May 2018, 20:15 - 21 May 2018, 20:45	<a href="#">Test for TA</a> 22 May 2018, 20:15 - 22 May 2018, 20:45	<a href="#">Test for TA</a> 23 May 2018, 20:15 - 23 May 2018, 20:45			

From the drop-down list, select **My Event(s)** to include only the events that you own or select **All Events** to include all events in your calendar regardless of owner.

2

Click My Events

My Event(s)

All Events

ADD CALENDAR FOR

+ Select Employees

GO TO DATE

23 May 2018

Go

You must have the MS Outlook integration module installed to use the "Sync with Outlook" feature. To install, [click here](#).

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## Exporting and Sharing Calendar and Events

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**Deltek Talent Management** Application Development Testing Company English

Employees Search...

### My Calendar

YEAR MONTH WEEK DAY ADD EVENT

Week 21 of 2018

Sun	Mon	Tue
20 May	21 May	22 May

**My Event(s)**

This option allows you to share this calendar with other people and calendars, such as Outlook Calendar, Google calendar, and more. Copy the link below and add it to an iCal supported calendar. Changes to this calendar will then be automatically shared with the other calendars.

<https://docenhancement.awsqa.hua.hrsmart.com/hr/hua/Calendar/eventical/ZT11NDM1YjNjNjE2Yzg5OTdjNDNmMzNiNzExODUwMWQ0>

Close Window

2

You may copy this link shown above and paste it to an iCal supported calendar.

Then changes to this calendar will automatically be shared with the other calendars.

For instructions on exporting events to different calendars, choose from the buttons on the right

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

EXPORT CALENDAR

ADD CALENDAR FOR

Select Employees

GO TO DATE

23 May 2018

Book integration "Sync with Outlook"

v15.1-rc.6

# DTM: iCal / ics Exporting and Sharing Calendar and Events

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Calendar

Google Calendar 1 of 3

June 2018

S M T W T F S

27 28 29 30 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

Add a friend's calendar

+

My calendars

☒ Chuck Nealis

☒ Birthdays

☒ Reminders

Other calendars

☒ Holidays in Un

Terms - Privacy

Sun 27

Mon 28

Tue 29

Wed 30

Thu 31

Fri 1

Sat 2

GMT-05

10am

11am

12pm

1pm

2pm

3pm

7pm

8pm

9pm

Memorial Day

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

+

2

On your Google calendar page in your browser, locate the navigation pane on the left and click the + icon beside **Add a Friend's Calendar**.



## Introduction

## Export Calendar Events

Unshare Calendar Events

The screenshot shows the Google Calendar interface. On the left, there's a sidebar with a mini-month calendar for June 2018, a list of 'My calendars' (Chuck Nealis, Birthdays, Reminders), and 'Other calendars' (Holidays in United States). The main area displays a weekly view for the week of June 27 to July 1, 2018. A purple banner for 'Memorial Day' is visible on Monday, June 28. A dark blue banner at the top reads 'Google Calendar 2 of 3'. A white menu is open over the 'Add a friend's calendar' section, with 'From URL' highlighted in orange. A blue circle with the number '2' and a callout box pointing to the 'From URL' option contain the text 'Click From URL.'. On the right side, there are three stacked blue buttons: 'to Google Calendar', 'to Yahoo Calendar', and 'to Outlook Calendar'. A red circular button with a white plus sign is located at the bottom right corner.

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← Settings

Google Calendar 3 of 3



General

Add calendar

New calendar

Browse calendars of interest

From URL

Import & export

Settings for my calendars

● Chuck Nealis

● Birthdays

Settings for other calendars

● Holidays in United States

From URL

URL of calendar

☐ Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

ADD CALENDAR

2

Paste **URL**.

Then click **ADD CALENDAR**.

Change the calendar settings as necessary by clicking the newly-imported calendar on the **Settings for Calendar** section of the navigation pane.

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

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HomeMailTumblrNewsSports

YAHOO!MAIL

Search CalendarSearch Web

HomeChuck

Yahoo Calendar 1 of 3

New EventTodayDayWeekMonthYearList

Actions

2

Click gear icon or Actions dropdown

JUN 2018

M	T	W	T	F	S	S
28	29	30	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

My Calendars

- ✓ Chuck Nealis

HolidaysSportsOthers

May 28 - June 3, 2018

All-Day	Mon 28	Tue 29	Wed 30	Thu 31	Fri 1	Sat 2	Sun 3
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							

To Do's - Priority

URGENT !!0 To Dos.

IMPORTANT !0 To Dos.

NORMAL0 To Dos.

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

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Home Mail Tumblr News Sports

## Yahoo Calendar 2 of 3

Search Calendar Search Web

Home Chuck

New Event Today Day Week Month Year List Actions

To Do's - Priority

< > JUN 2018

M	T	W	T	F	S	S
28	29	30	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

> My Calendars

- ✓ Chuck Nealis
- > Holidays
- > Sports
- > Others

< > May 28 - June 3, 2018

All-Day	Mon 28	Tue 29	Wed 30	Thu 31	Sun 3
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					

Print

- Create New Calendar
- Create New To Do's List
- Share...
- Hide To Dos
- Add Holidays
- Add a Friend's Calendar
- Follow Other Calendars
- Sync Help

Click **Follow Other Calendars**

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

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## Yahoo Calendar 3 of 3

2

Give calendar a name.

In **iCal Address** field, paste the URL you copied from the Event Export window.

When finished, click **Continue**.

New Calendar

iCal Address

Color

Refresh Automatically

Remind No Reminder

Continue

Cancel

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

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**Outlook Calendar 1 of 3**

FILE HOME SEND / RECEIVE

New Appointment Meeting Items Skype Meeting Today Next 7 Days Day Work Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions Search People Address Book

Click the **Home** tab.

When finished, click **Open Calendar**.

July 2018

SU	MO	TU	WE	TH	FR	SA
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	11

My Calendars

- ☒ Calendar - CharlesNealis...
- ☐ Calendar - Archives

Team: Evelyn Osmond

Mail Calendar People Tasks ...

to Google Calendar

to Yahoo Calendar

to Outlook Calendar

## Exporting and Sharing Calendar and Events

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FILE HOME SEND / RECEIVE

### Outlook Calendar 2 of 3

New Appointment Meeting Items New Skype Meeting Today Next 7 Days Day Work Week Month Schedule View

Open Calendar Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions

From Address Book... From Room List... **From Internet...** Create New Blank Calendar... Open Shared Calendar...

Click **From Internet.**

27 28 29 30 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

July 2018

SU MO TU WE TH FR SA  
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 11

My Calendars

☒ Calendar - CharlesNealis...  
☐ Calendar - Archives

☐ Team: Evelyn Osmond

Mail Calendar People Tasks ...

to Google Calendar  
to Yahoo Calendar  
to Outlook Calendar

#### Unshare Calendar Events

## Unshare Calendar Events

2

On the New Internet Calendar Subscription window, paste the URL you copied from the Event Export window in the **Enter the location of the internet calendar you want to add to Outlook:**

Then click **OK**.

When asked whether you would like to add the Internet Calendar to Outlook, click **Yes**.

Continue

to Google Calendar

to Yahoo Calendar

to Outlook Calendar



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Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

Search...

3

Click the **Profile** icon.

## My Calendar

Search events...

YEAR

MONTH

WEEK

DAY

ADD EVENT

EXPORT CALENDAR

Week 22 of 2018

<< Previous

This week

Next >>

Sun

27 May

Mon

28 May

Tues

29 May

Wed

30 May

Thurs

31 May

Fri

1 Jun

Sat

2 Jun

[Test for TA](#)

28 May  
2018, 20:15  
- 28 May  
2018, 20:45

[Test for TA](#)

29 May  
2018, 20:15  
- 29 May  
2018, 20:45

[Test for TA](#)

30 May  
2018, 20:15  
- 30 May  
2018, 20:45

ADD CALENDAR FOR

Select Employees

Saskia Aedirn

Emhyr var Emreis

GO TO DATE

1 Jun 2018

Go

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Dashboard

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Employees

Search...

My Calendar

Search events...

YEAR

MONTH

WEEK

DAY

ADD

Week 22 of 2018

<< Previous

This week

Next >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
27 May	28 May	29 May	30 May	31 May	1 Jun	2 Jun
	<div>Test for TA</div> <div>28 May</div> <div>2018, 20:15</div> <div>- 28 May</div> <div>2018, 20:45</div>	<div>Test for TA</div> <div>29 May</div> <div>2018, 20:15</div> <div>- 29 May</div> <div>2018, 20:45</div>	<div>Test for TA</div> <div>30 May</div> <div>2018, 20:15</div> <div>- 30 May</div> <div>2018, 20:45</div>			

ADD CALENDAR FOR

Select Employees

Saskia Aedirn

Emhyr var Emreis

GO TO DATE

1 Jun 2018

Go

You must have the MS Outlook integration module installed to use the "Sync with Outlook" feature. To install, [click here](#).

YOUR ACCOUNT

Total Talent Profile

Notifications (526)

Personalization

Account Information

Org Chart

Logout

Click **Personalization**.

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- RECRUITING
- PERFORMANCE
- LEARNING
- SUCCESSION
- CAREER CENTER
- REPORTS

Personalize System Settings

Communication Delivery

Distance Unit      Select preferred unit of measurement for distance.      Miles

Calendar

Share Calendar      If this setting is enabled, other users will be able to view your calendar when sharing events with you.      Yes No

Calendar Reminders      This setting allows you to configure the default option for your calendar reminders. You can still choose to change this when creating your calendar reminder.      None

Date Format      Set preferred Date Format      Short Text (31 Dec 2009)

Name of Time Zone      South Africa

Time Format Setting Name      Set preferred Time Format      24-hour format (13:30)

Unshare/Stop Exported Calendar      It is the ability to unshare my events or shared events from being published. If someone inadvertently or by accident has been granted access to my calendar, this option will be able to cancel the view of those events.      Stop My Calendar Events

3 Under the **Calendar** section **Unshare/Stop Exported Calendar** setting, click the “**Stop My Calendar Events**”

Restart Click-thru