

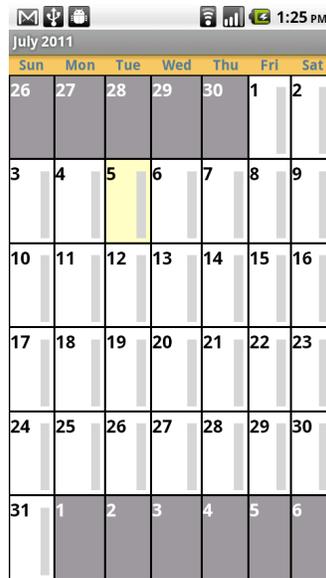
Kalendi Android Calendar Client

User Manual

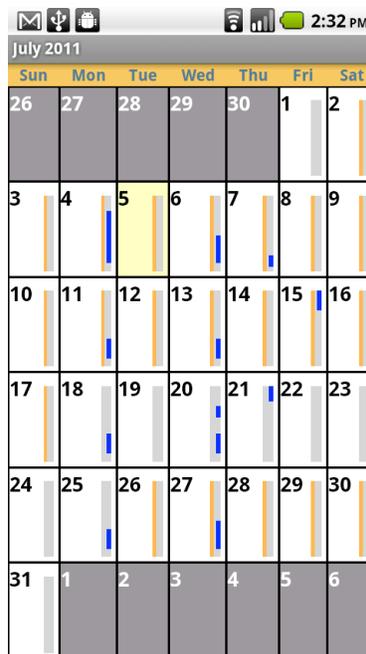
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After Installation

After installation, Kalendi Calendar Client will appear as follows:



After you add events, your display will look something like this:



The blue rectangles indicate timed events and the orange indicate all-day events.

To begin syncing with a CalDAV server, press on “Menu” and “Sync to CalDAV Server.” You can sync with multiple CalDAV server at the same time.

How to hook up to Kalendi

When you press on “Sync to CalDAV Server,” the following view will appear:

Kalendi

Server:

Entry point:

Username:

Password:

Connect Cancel

Fill in the server and entry point as follows:

Kalendi

Server:

Entry point:

Username:

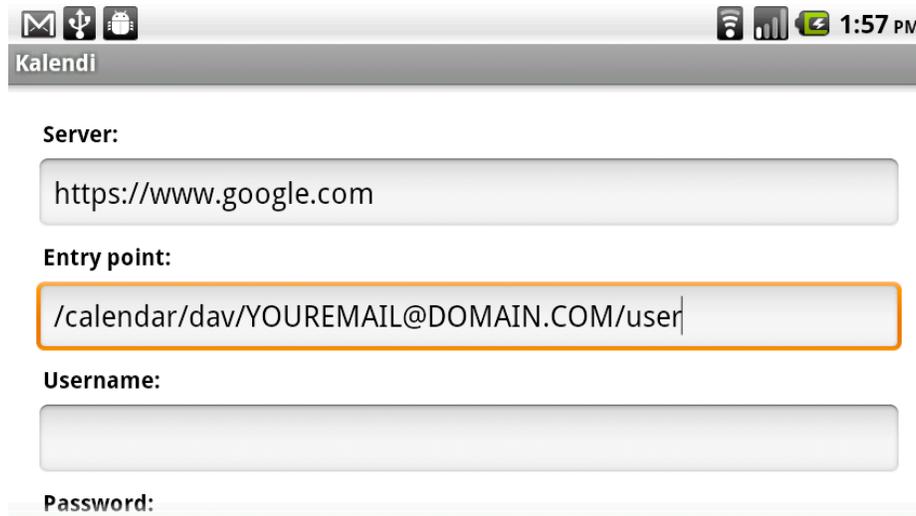
Password:

Connect Cancel

Enter your Username and Password and press connect. A dialog will pop up to indicate that you are syncing with this server for the first time. When this dialog disappears, you can begin normal use of the application. If you made an error or there was a network error, an informational dialog will appear. If you made an error, you can go back to the menu, press “Edit CalDAV servers,” and edit your entry. It is not possible to edit the Server field of a CalDAV server, so if this field is in error, you should delete the server entry and add it again. If there was a network error, the Client will try to sync again later.

How to hook up to Google

To connect with Google Calendar, fill in the server and entry point as follows:



The screenshot shows the Kalendi app interface. At the top, there is a status bar with icons for mail, USB, and a mobile device, along with signal strength, Wi-Fi, and battery indicators, and the time 1:57 PM. Below the status bar is a header bar with the text "Kalendi". The main content area contains four labeled input fields: "Server:" with the text "https://www.google.com"; "Entry point:" with the text "/calendar/dav/YOUREMAIL@DOMAIN.COM/user"; "Username:" with an empty field; and "Password:" with an empty field.

Fill in your Username and Password and press “Connect.” A dialog will pop up to indicate that you are syncing with this server for the first time. When this dialog disappears, you can begin normal use of the application. If you made an error or there was a network error, an informational dialog will appear. If you made an error, you can go back to the menu, press on “Edit CalDAV servers,” and edit your entry. It is not possible to edit the Server field of a CalDAV server, so if this field is in error, you should delete the server entry and add the server again. If there was a network error, the Client will try to sync again later.

PLEASE NOTE: If you use Google calendar, we recommend that you turn off the automatic notifications under “My Calendars,” “Settings,” because with these on the handling of reminders can be very confusing. Also, the name of your main calendar in Google is “events.” Due to an error in Google’s CalDAV server, if you have multiple calendars on Google and you want to sync any but the main calendar to the Kalendi Client, you must follow these instructions for each such calendar.

1. Be sure that the calendar is public.
2. Replace the entry point in the screen above with
/calendar/dav/GOOGLECALENDARID/user
3. Enter you Username and Password and press “Connect.”

The Google Calendar ID to be replaced above is visible in Google Calendar by going to the settings for the calendar and looking toward the bottom of the Calendar Details tab. You’ll see something like “[asdfjklasdfjklasdjkl@group.calendar.google.com](#)” or similar.

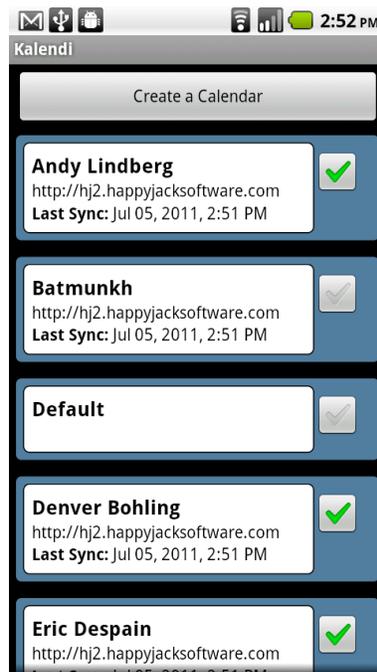
Periodic Syncing

Once the first sync with a CalDAV server is complete, the Kalendi Calendar Client will attempt to synchronize periodically (every 15 minutes) with that server. If the server is not available for

any reason, the client will simply try again later (15 minutes). When you place new events on your server through another means (i.e., not using the Client), these will be synced to your phone during the next sync. When you edit, delete, or add events through your phone they are immediately synced to your server (if possible).

Calendars

It is possible to have many calendars available to you on your phone simultaneously. For example, you can have multiple calendars on the Kalendi server and these will be synced to your phone if you use Kalendi. If you press the “Calendars” button on the Client’s menu, you will see a screen such as the following:



From this screen, you can change the color of your calendars, turn the display of events on your calendars on or off, and create new calendars. Press the checkmark to turn the display of events for a calendar on/off. Press and hold on a calendar to pop up a menu of other functions.

There are two types of calendars: CalDAV and Local. Local calendars are created on the phone and are not synced to your CalDAV server (an example above is Default). To create a new Local calendar, press “Create a Calendar.” Local calendars can be edited on or deleted from your phone. CalDAV calendars are synced to your CalDAV server. To create a new CalDAV calendar, you must go directly to your CalDAV server, for example, you can login to Kalendi through the Web interface and create a new calendar. This will appear on your phone after the next sync. The only thing you can edit on a CalDAV calendar is its color. Notice that CalDAV calendars are shown in the display above with the last time they were synced.

There is one special Local calendar with name Default. This is automatically created by the Client and cannot be deleted. In some cases, if you perform an operation on a CalDAV calendar

for which you do not have permission, the default calendar is used. For example, if you try to add an event to a CalDAV calendar for which you do not have permission, an error dialog will be displayed and the event will be placed on your Default calendar.

When you add an event, you must indicate which of your calendars you would like it to be placed on. On the add event screen, shown below, you will notice a box in which to select the calendar:

Kalendi

Caption:

From:

Jul 18, 2011 8:00 AM

To:

Jul 18, 2011 9:00 AM

All Day

Calendar:

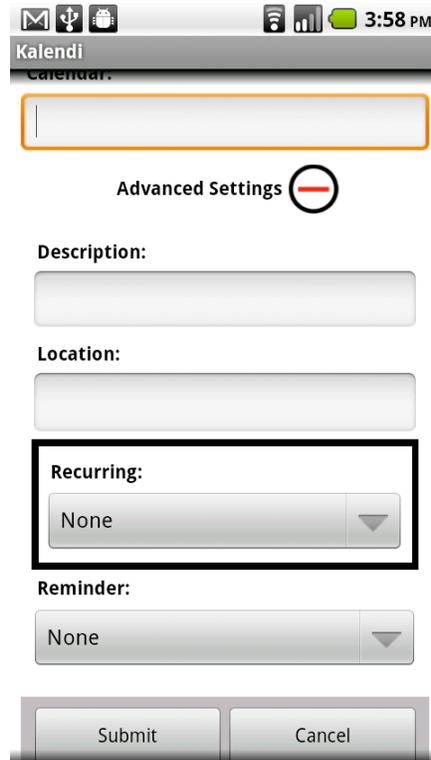
Advanced Settings

Submit Cancel

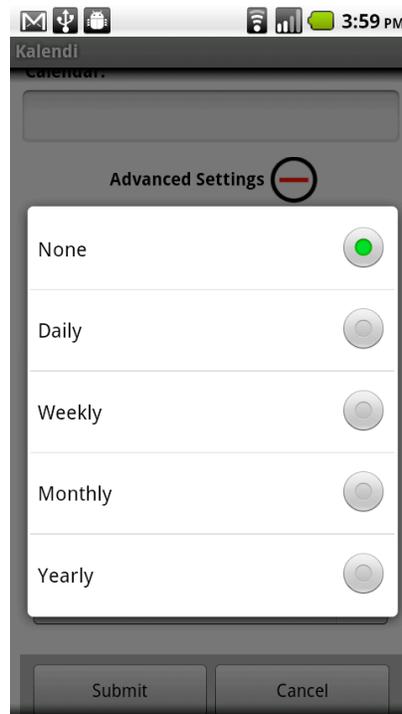
This is a completion drop-down box, so after you type two letters, a drop down will appear from which you can select the calendar you want. Your main calendar in Google is called “events.”

Recurring events

You can create recurring events on your CalDAV server and these will be downloaded to your phone and you can also create many different types of recurring events directly on your phone. When you press “Add Event,” the screen shown above will appear. If you press “Advanced Settings,” you will find several additional fields that you can populate:



Press the “Recurring” pull-down and the following appears:



Choose the type of recurring event that you want and a new dialog will appear for you to input the details, for example:

Kalendi

Description:

Location:

Recurring:

Daily

Every 1 day(s)

End after 10 occurrences

OR

End by Select a date

Reminder:

None

Custom properties

Custom properties are properties in addition to the standard ones that you can give to events. The Google CalDAV server does not handle custom properties. However, on Kalendi new custom properties can be added by any Kalendi account administrator through the Kalendi Web interface. Once a property is defined, any Kalendi user in the same company can add that property to their events through the Web interface. Custom properties have types and these types can be used to control the action that the Kalendi Client takes when you press on the property in the detailed event view. An example is:

View Event

Contact John
(Jeff Van Baalen)

Start: Tuesday, Jul 19, 2011
8:00 AM

End: Tuesday, Jul 19, 2011
9:00 AM

Custom properties:

CONTACT EMAIL: john@happyjacksoftware.com

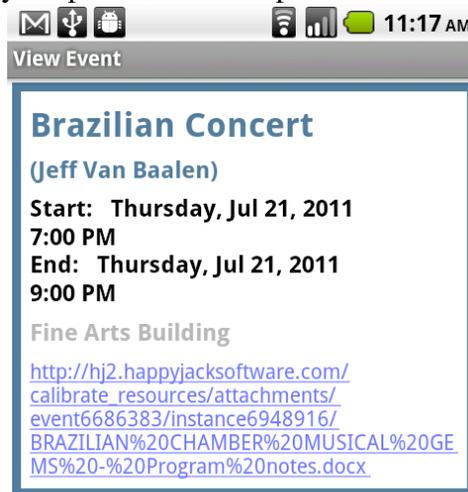
If you press John's email address, your mail application will appear ready to compose an email to John.

The possible types of custom properties and actions taken for each are shown below:

Property Type	Action
email	Brings up email compose
address	Brings up google maps with the address
phone	Brings up dialer pre-populated with the number
URL	Brings up the URL in the browser

Attachments

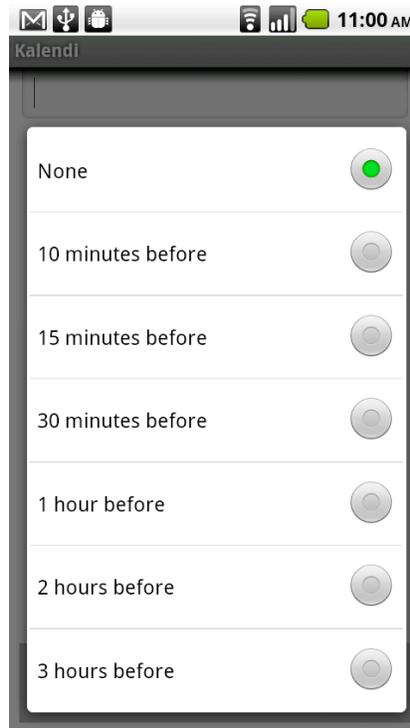
Attachments can be added to events on the Kalendi server through the web interface. When you do this, the attached file is uploaded to the Kalendi server. These will show as links in the detailed view of the event on your phone, for example:



Reminders

The Kalendi Client recognizes notification and email reminders. Notification reminders are treated as Notifications on your phone, i.e., they will appear just as other notifications do on your phone. Email reminders are assumed to be sent by your CalDAV server. For example, the Kalendi server will send you a reminder email at the time you specify.

Reminders can be added to events through the Kalendi Client or through your CalDAV server. To add/edit a reminder through the Client, go to the add/edit event screen. If “Advanced Settings” are not shown, press to view them. Press the “Reminder” button and the following screen will pop up:



Select the desired time before the event at which you want to be reminded and the screen will change to:

The screenshot shows the Kalendi mobile application interface. At the top, there is a status bar with icons for mail, USB, and a battery level indicator, along with the time 11:02 AM. Below the status bar is a header with the text "Kalendi". The main content area contains a form with the following elements:

- A text input field for "Description" with an orange border.
- A text input field for "Location".
- A dropdown menu for "Recurring" with the value "None" selected.
- A dropdown menu for "Reminder" with the value "10 minutes before" selected.
- Two checkboxes: "By Notification" and "By Email", both of which are checked.
- A text input field for "Email".
- Two buttons at the bottom: "Submit" and "Cancel".

Choose whether you want to receive a notification or an email (you can choose both). If you press “By Email” and do not enter an email address, your default on your CalDAV server will be used. If you enter an email that is not verified and your CalDAV server is Kalendi, this will be changed to your default email on Kalendi.

PLEASE NOTE: If you use Google calendar, we recommend that you turn off the automatic notifications under “My Calendars,” “Settings,” because with these on the handling of reminders can be very confusing.