Vacation Planner Web Part

Installation Instructions

Version 1.3.0
September 2014
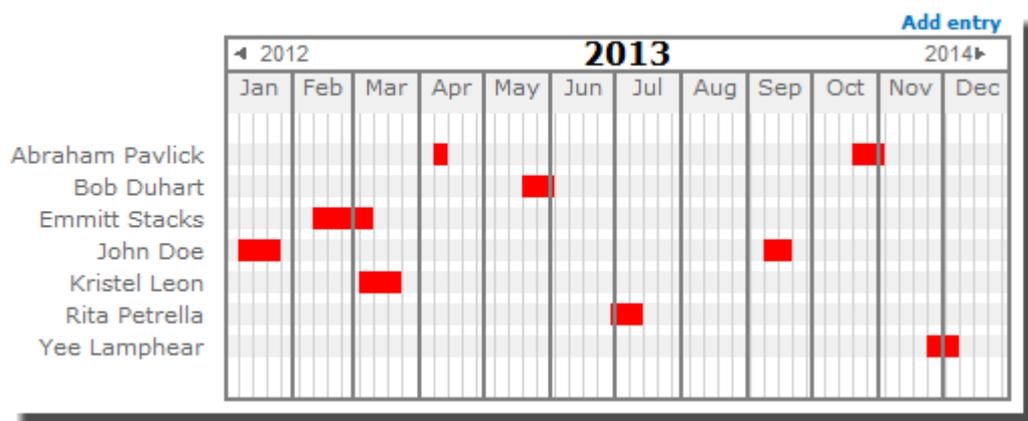
Description

This web part helps to manage the absence and vacation times of coworkers and employees. Simply let every user enter his times of absence and coordinate the availability of the people without scrolling through calendars. It is even possible to display a summary line which indicates when more than one has an entry at the same time. We tried to keep the interface as simple as possible. But take a look at yourself:
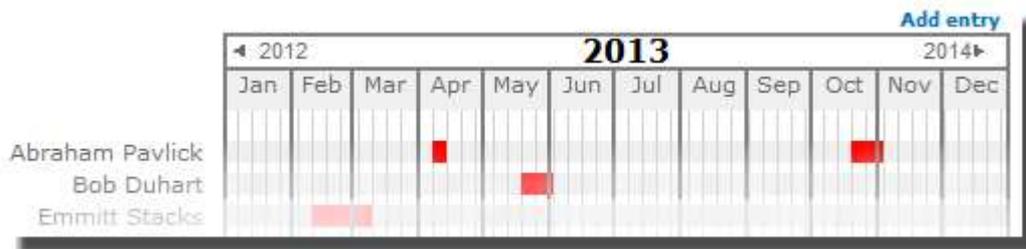
In the upper right hand corner of the picture you can see the Add entry link which speaks for itself. If you click on it the dialog for entering a new entry will be displayed, as shown below. On the bar with the years you can click on the little numbers with the arrows at the left and right hand side for scrolling through the years. The thin lines within the months represent the Mondays as they are the start of the work week.

In the *New Item* Dialog you have four fields to enter your entry. Title can be used to define the purpose of the absence. If in the *Name* field is entered an existing name the entry will appear in the same row. For *Vacation start* and *Vacation end* you can use the date pick on the right side to define these fields.

Since version 1.2.0 you can select different colors as well.

If you click on an existing entry the *Edit Item* Dialog appears. There you have the option to edit or delete an entry.

Properties

In the section 'Additional Settings' are five settings you can make:

Double: Doubles the wideness of the calendar.

Summary: Displays a summary line at the bottom of the calendar.

Filter: The option to only display a part of the calendar. (described below)

AutoZoom: Automatically zooms to the with 'filter' defined part. (described below)

AlternativeList: Defines another list name than 'vacationplanner' for being able to put more than one planner on a site.

Read-only: Removes the 'add entry' link and the ability to edit the entries from within the web part. Edit the content from the list behind and make it a display only web part. (not in the picture)

The **Filter** setting displays a menu blow the bottom left corner of the calendar. You can either select 'all' to have the normal view, 'week' to display only the entries for next 7 days or 'month' to display the entries for next 30 days. Users without entries in that view don't appear in the list. Like this you have an overview if you have a lot of entries.
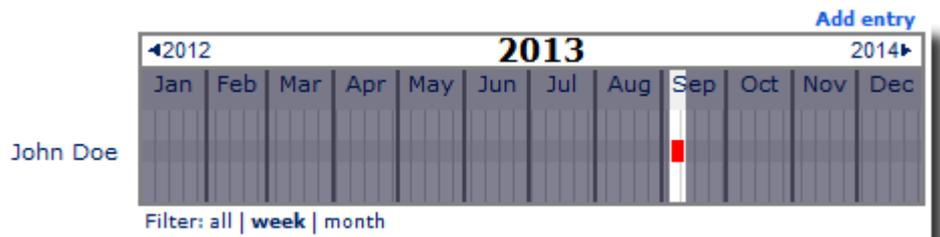
AutoZoom is an additional option where the calendar zooms automatically to the range defined in the filter menu. The first day will always be 'today'.
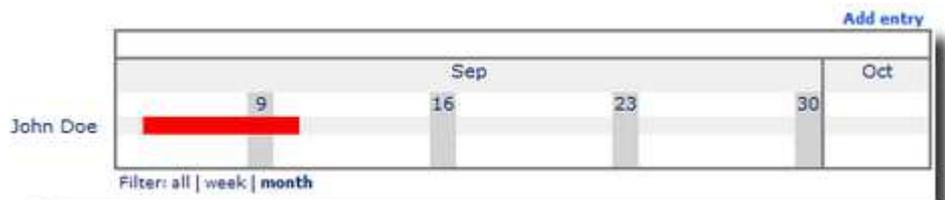
Prerequisites

Before you attempt to install the solutions you need to make sure that you have the following installed on your server(s):

- Microsoft SharePoint 2010

Installation

Automatic Installation

1. Unpack the "**CWVacationPlanner.wsp**" and "**install.bat**" files from the Zip Archive and place the two files onto your SharePoint Server.
2. Add the Solution by either running **Install.bat** or manually entering:

   stsadm -o addsolution -filename CWVacationPlanner.wsp
3. Deploy the solution by navigating with your browser to "Central Administration > System Settings > Farm Management > Manage farm solutions

4. You should now see the "**CWVacationPlanner.wsp**" in the farm's solution store:
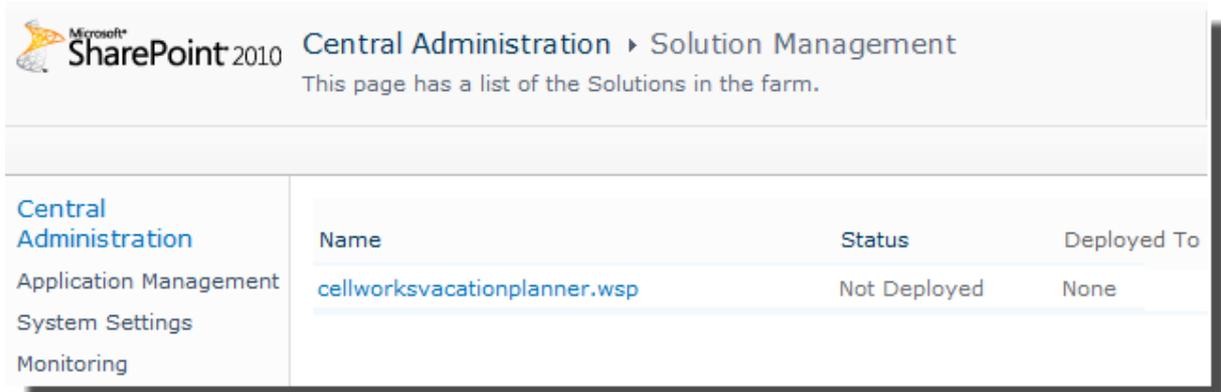
5. Click on "**CWVacationPlanner.wsp**" to deploy the solution

SharePoint 2010 Central Administration ▸ Solution Properties

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Deploy Solution | Remove Solution | Back to Solutions

Name:	cellworksvacationplanner.wsp
Type:	Core Solution
Contains Web Application Resource:	Yes
Contains Global Assembly:	Yes
Contains Code Access Security Policy:	No
Deployment Server Type:	Front-end Web server
Deployment Status:	Not Deployed
Deployed To:	None

6. Proceed to activate the feature by navigating to the "**Site Actions/Site Settings**" page in your top-level site:

VCS ▸ Site Settings

Home   VEA Group Demo

Libraries
Site Pages
Shared Documents

Lists
Calendar
Tasks

Discussions
Team Discussion

Recycle Bin
All Site Content

Users and Permissions
People and groups
Site permissions
Site collection administrators

Galleries
Site columns
Site content types
Web parts
List templates
Master pages
Themes
Solutions

Site Administration
Regional settings
Site libraries and lists
User alerts
RSS
Search and offline availability
Sites and workspaces
Workflows
Workflow settings
Related Links scope settings
Term store management

Site Collection Administration
Search settings
Search scopes
Search keywords
Recycle bin
Site collection features
Site hierarchy
Site collection audit settings
Audit log reports
Portal site connection
Site collection policies
Content type publishing
SharePoint Designer Settings
Visual Upgrade
Help settings

Look and Feel
Title, description, and icon
Quick launch
Top link bar
Tree view
Site theme

Site Actions
Manage site features
Save site as template
Reset to site definition
Delete this site
Site Web Analytics reports
Site Collection Web Analytics reports

Reporting Services
Manage Shared Schedules
Reporting Services Site Settings

7. Choose "Site collection features" to navigate to the Site Collection Features page:
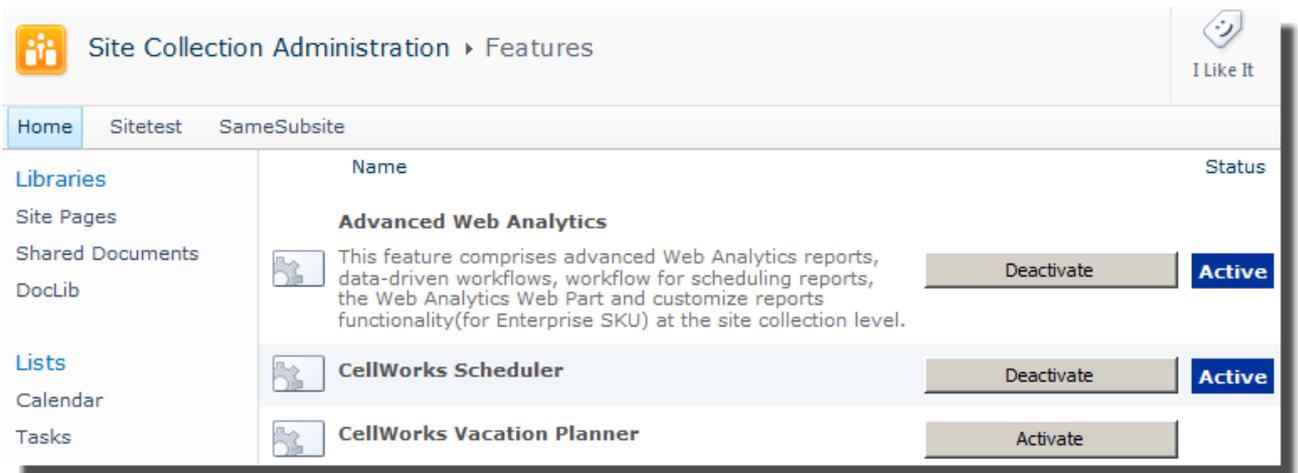
Activate the "**CellWorks Vacation Planner**" feature.

Adding the Web Part to a Page

Navigate to a page where you would like to place the web part and choose "Site Actions/Edit Page" Add the web part to the appropriate zone. The web part is listed in the "CellWorks" gallery section:
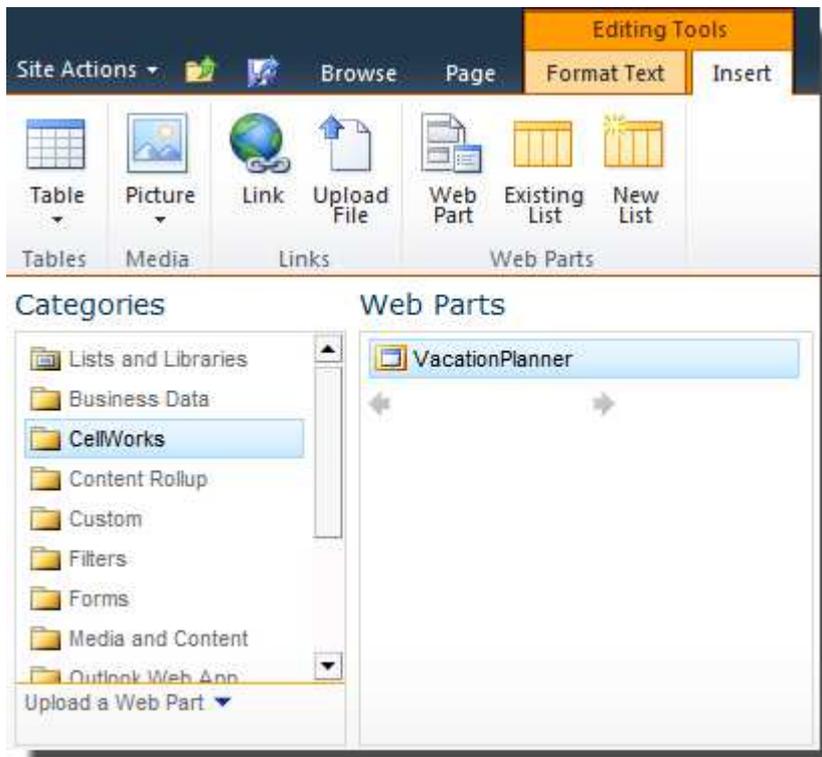
After adding the Accordion List web part, you may proceed to the configuration of the web part.