

Working with Netscape

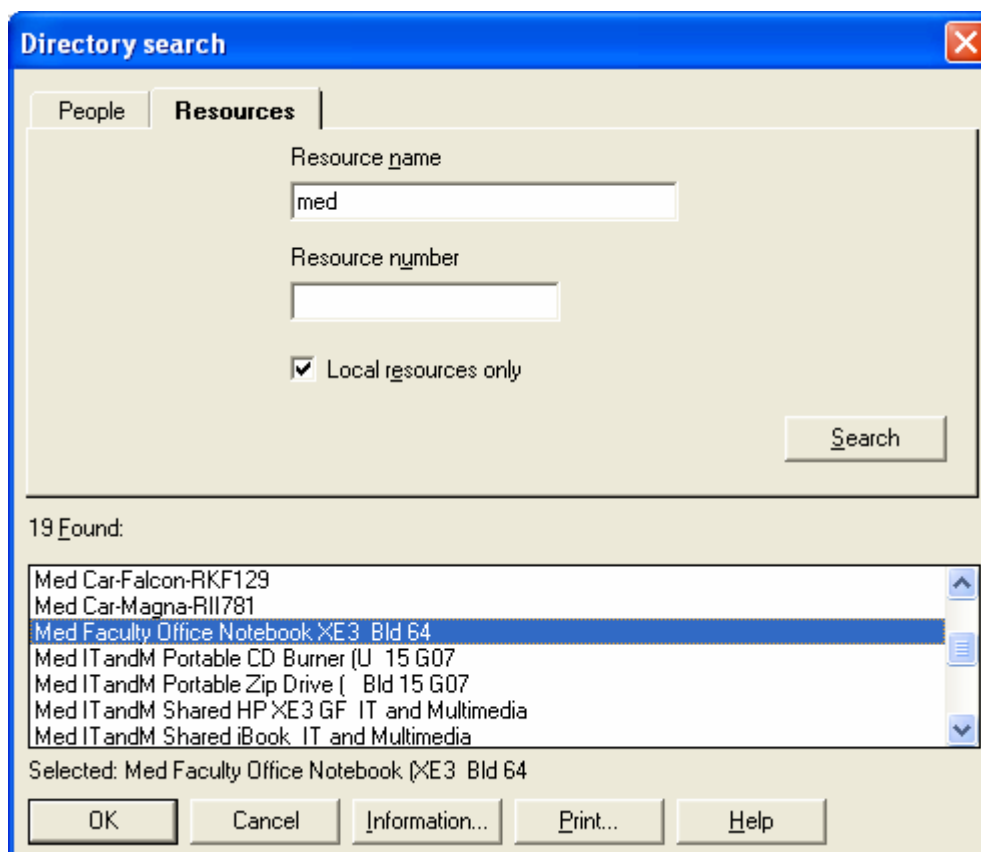
Calendar Resources

In Netscape Calendar, resources are anything “non-human”. This includes pieces of equipment, rooms, etc.

Opening a resource agenda

A resource has an agenda of its own.

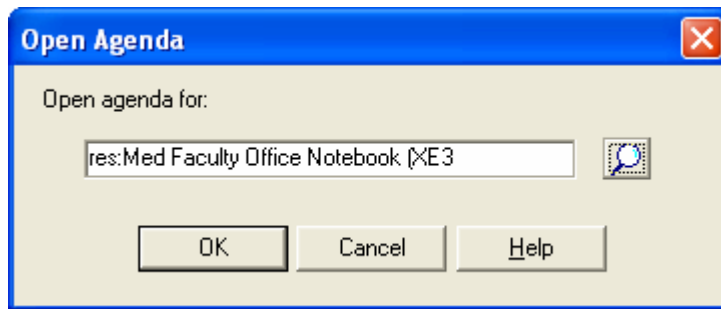
To open resource agenda, select File → Open Agenda → An Agenda and then select the Resources tab, enter med into the ‘Resource name’ field and click the search button.



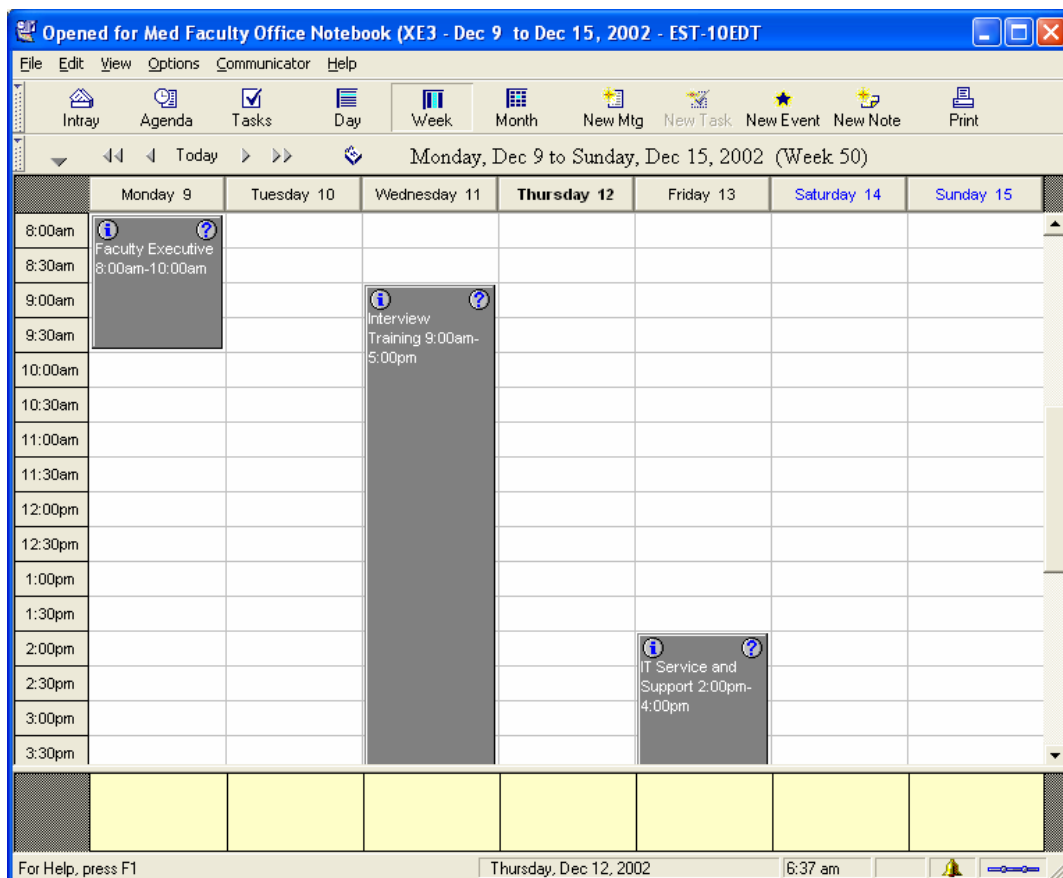
Resources are assigned a name, a number and a designate (since the resource cannot accept or reject entries for itself)

Note: Leaving the resource name and number blank and clicking the Search button displays all the Monash resources in Calendar.

Select the desired resource (eg. Med Faculty Office Notebook) and click OK

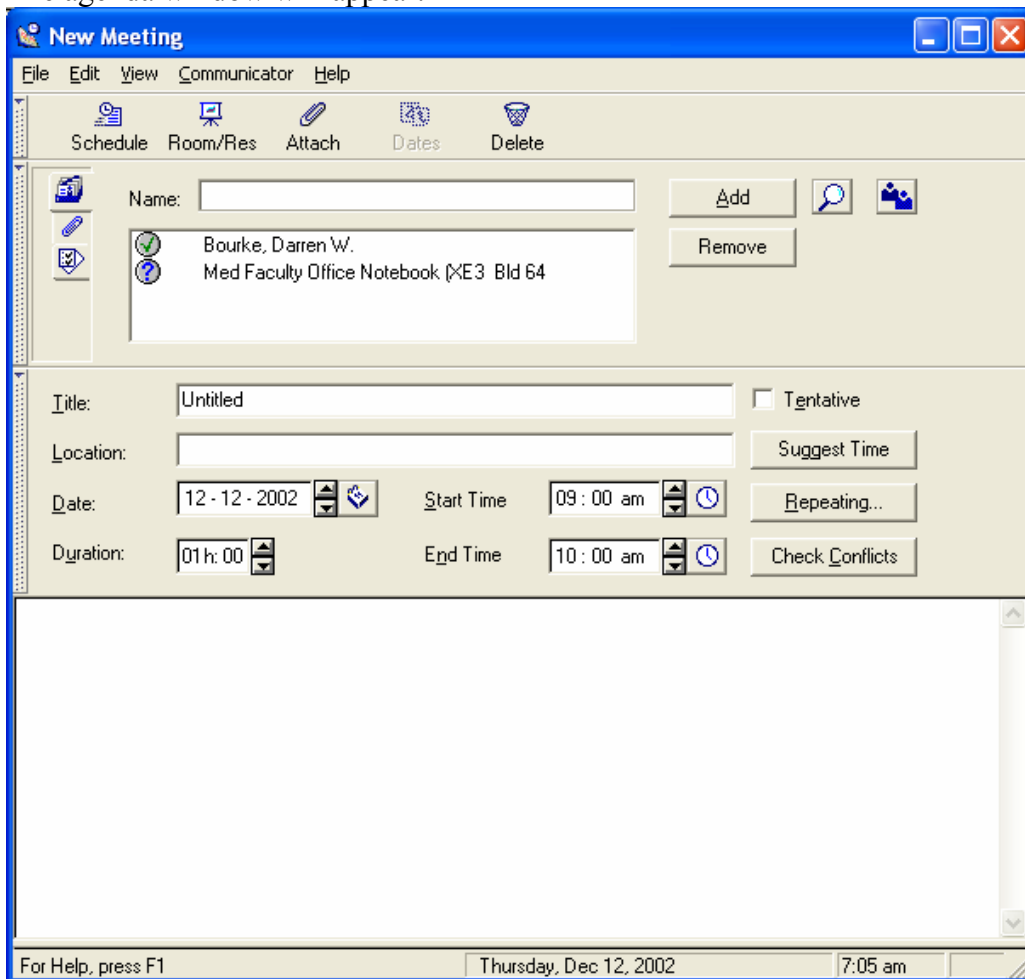


Here the agenda for a resource called the Med Faculty Office Notebook has been selected. Clicking Ok opens the agenda



Booking a resource

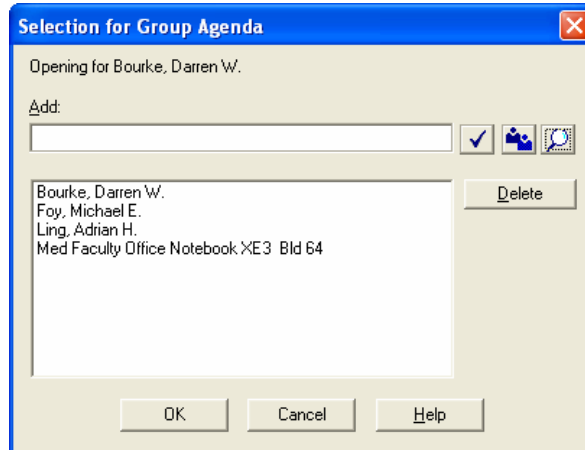
To book the resource, highlight the day and time period required and double click. The agenda window will appear.



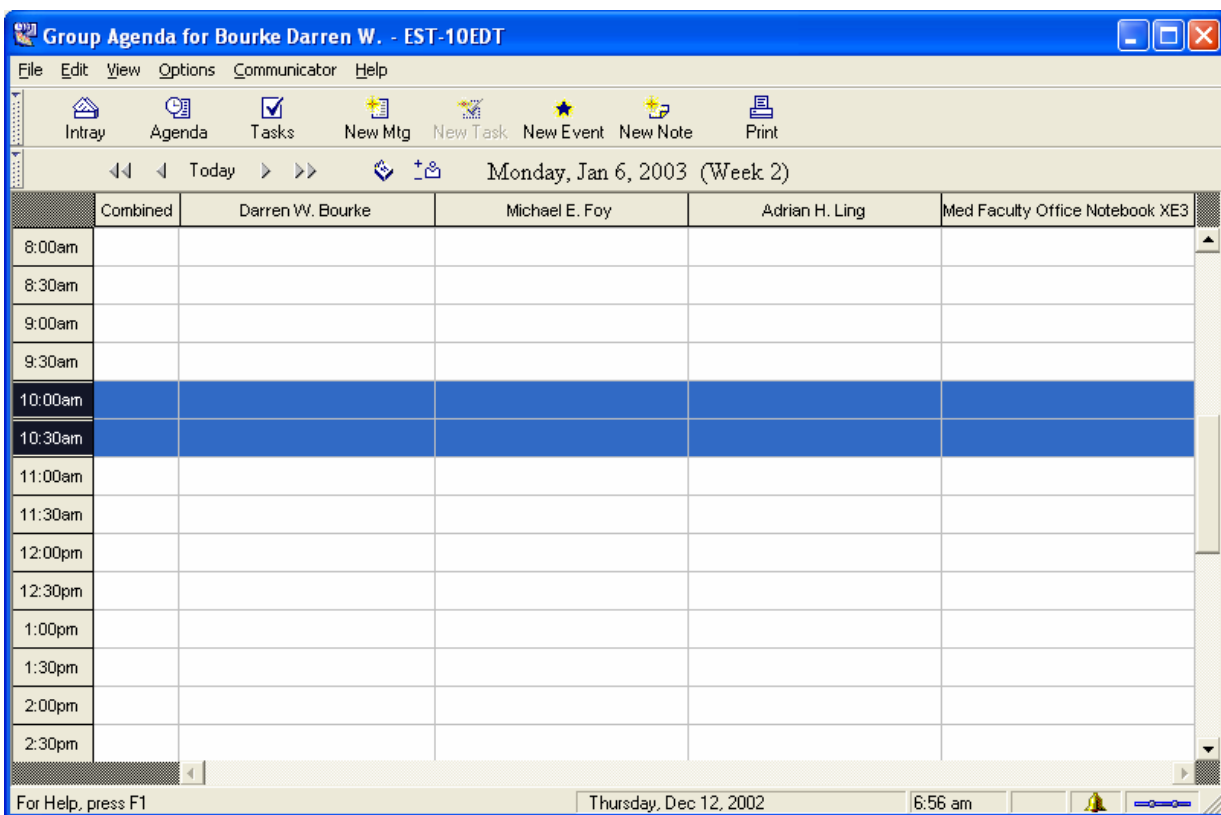
Note that the date, start and end times will be automatically inserted when using this method. Fill in all the relevant details, including title, then click on the **Schedule** button. The resource has been booked.

Booking a meeting

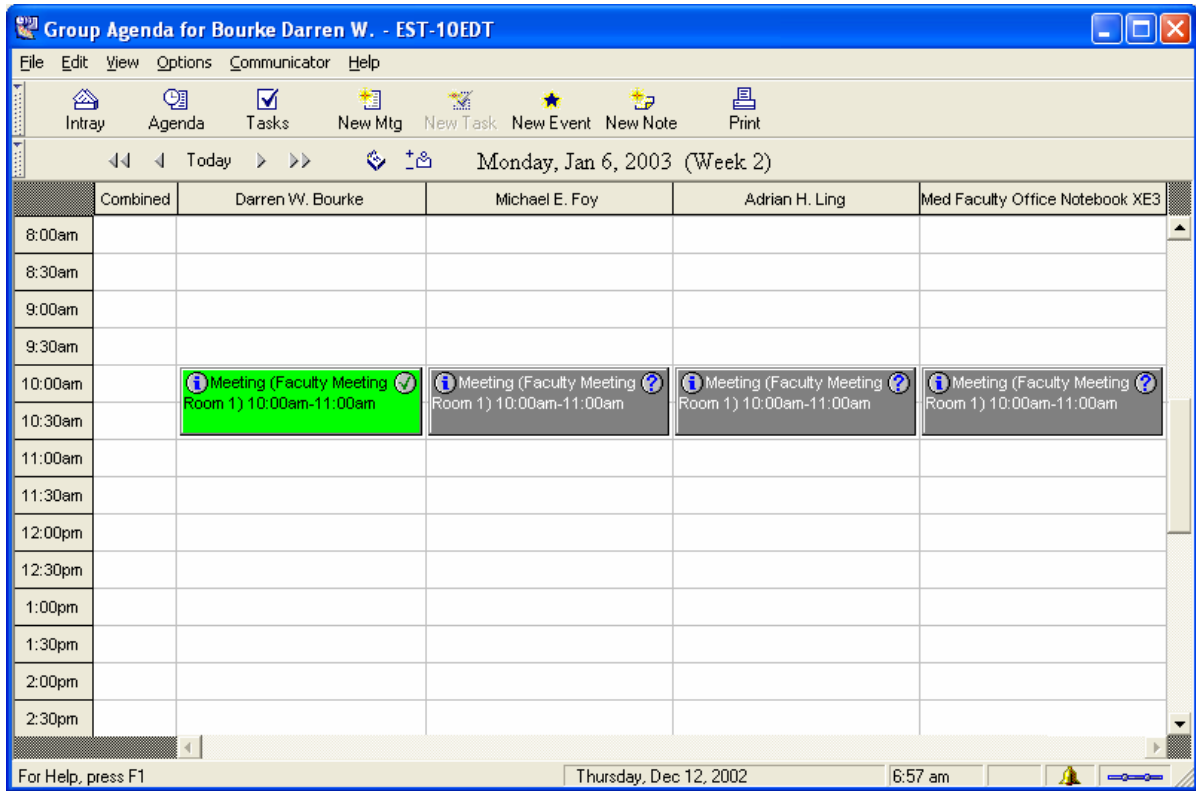
When booking a meeting, it is useful to be able to book all the attendees and the proposed meeting room in one action. Opening a group agenda with all attendees and the resources involved will do this.



Here a group agenda is being opened for 3 attendees and a notebook. Clicking OK opens the agendas.



A group entry may be created which constitutes invitations for the attendees and booking requests. In the combined column, highlight the times for the meeting, double click, fill in the meeting details and click OK



Adding Resources to Calendar

If you have particular resources within your area, which you would like to be made available through calendar, please log a job through the IT Service and Support Jobdesk:
<http://jobdesk.med.monash.edu.au/>