

FAU College of Medicine Support Center

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OwlMed Calendar Overview

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Calendar

The Calendar is the prominent feature in OwlMed that allows Users to see their scheduled Events. Users will have multiple ways to customize the view of their Calendar, ranging from day, week, month and list view.

Calendar Views:

Month View

1. The calendar views can be set to day, week, month or list.
2. Scroll to the future or the past in increments of days, weeks or months, or return to the Today View with a click.
3. Use the ? Icon to reach the Help Screen and access the key explaining the color coding for Events.

Calendar Color Codes

| LCMS+ Demo Calendar Colors | |
|--|---------------------------------|
| Below you will find a listing of color codes used in the calendar along with a description of where the color is used. | |
| Name/Code | Description |
| LCMS+ Teal Dark #047175 | Advisory Dean Lunch |
| LCMS+ Green Dark #0b5920 | Applied Practice |
| No color chosen | Assessment |
| LCMS+ Blue Dark #194d6e | Autopsy |
| LCMS+ Green Dark #0b5920 | Basic Science Lunch |
| No color chosen | Break |
| No color chosen | Briefing |
| LCMS+ Red #A63946 | Case-Based Instruction/Learning |
| LCMS+ Orange #ae5e33 | Clinical - Inpatient |
| LCMS+ Pink #c141a8 | Clinical Correlation |

Week View

The week at a glance is a convenient way to plan your week.

LCMS Plus

Calendar

Courses

Search

<

today

>

Oct 30 – Nov 3, 2017

day

week

month

list

Filter

Add Event

More

| W44 | Mon 10/30 | Tue 10/31 | Wed 11/1 | Thu 11/2 | Fri 11/3 |
|-------------|--|--|---|---------------------------------------|-----------------------------------|
| Long Events | | | | | |
| 7am | | | | | |
| 8am | | | | | |
| 9am | 9:00 - 10:00 Introduction to Principles of Cell Signaling and Pharmacology of | 9:00 - 12:00 Second Messengers Workshop | 9:00 - 10:00 Pharmacology and Mechanisms of Action of GPCR I | 9:00 - 5:00 Simulation Experiences | 9:00 - 3:00 Clinical Shadowing |
| 10am | 10:00 - 11:00 Pharmacokinetics I | | 10:00 - 11:00 Pharmacology and Mechanisms of Action of GPCR II | | |
| 11am | 11:00 - 12:00 Pharmacokinetics II | | 11:00 - 12:00 Pharmacology and Mechanisms of Action of GPCR - Workshop | | |
| 12pm | | | | | |
| 1pm | | 1:00 - 5:00 Anatomy Lab | 1:00 - 5:00 Micro Lab | | |
| 2pm | | | | | |

1. Use the Calendar's filters under More, to see the weekends.
2. Click the opposing arrows to display or hide the Documents Menu.

Week View with Documents

< today > Oct 30 – Nov 3, 2017 day **week** month list

Filter Add Event More

| W44 | Mon 10/30 | Tue 10/31 | Wed 11/1 | Thu 11/2 | Fri 11/3 |
|-------------|--|--|---|---------------------------------------|-----------------------------------|
| Long Events | | | | | |
| 7am | | | | | |
| 8am | | | | | |
| 9am | 9:00 - 10:00 Introduction to Principles of Cell Signaling and Pharmacology of Receptors | 9:00 - 12:00 Second Messengers Workshop | 9:00 - 10:00 Pharmacology and Mechanisms of Action of GPCR I | 9:00 - 5:00 Simulation Experiences | 9:00 - 3:00 Clinical Shadowing |
| 10am | 10:00 - 11:00 Pharmacokinetics I | | 10:00 - 11:00 Pharmacology and Mechanisms of Action of GPCR II | | |
| 11am | 11:00 - 12:00 Pharmacokinetics II | | 11:00 - 12:00 Pharmacology and Mechanisms of Action of GPCR - Workshop | | |
| 12pm | | | | | |
| 1pm | | 1:00 - 5:00 Anatomy Lab | 1:00 - 5:00 Micro Lab | | |

Documents

- Introduction to Principles of Cell Signaling and Pharmacology of Receptors
 - ☐ [Intro_to_Principles_of_Cell_Signaling](#)
 - ☐ [Intro_to_Principles_of_Cell_Signaling](#)
- Pharmacokinetics I
 - ☐ [Pharmacokinetics_I](#)
 - ☐ [Pharmacokinetics_I](#)
- Pharmacokinetics II
 - ☐ [Pharmacokinetics_II](#)

Day View with Documents

The Day or List views organize daily Events in chronological order.

< today > Wed, 11/01/17 day **week** month list

Filter Add Event More

| W44 |
|-------------|
| Long Events |
| 9am |
| 10am |
| 11am |
| 12pm |
| 1pm |

Documents

- Pharmacology and Mechanisms of Action of GPCR I
 - ☐ [Pharmacology_and_Mechanisms](#)
 - ☐ [Pharmacology_and_Mechanisms](#)
- Pharmacology and Mechanisms of Action of GPCR - Workshop
 - ☐ [Pharm_Workshop_Guide](#)
- Micro Lab
 - ☐ [Micro_Lab_3](#)

List View with Documents

< today > Oct 30 – Nov 3, 2017 day week month **list**

Filter Add Event More

| Monday | October 30, 2017 |
|-------------------|--|
| 9:00am - 10:00am | ● Introduction to Principles of Cell Signaling and Pharmacology of Receptors |
| 10:00am - 11:00am | ● Pharmacokinetics I |
| 11:00am - 12:00pm | ● Pharmacokinetics II |
| Tuesday | October 31, 2017 |
| 9:00am - 12:00pm | ● Second Messengers Workshop |
| 1:00pm - 5:00pm | ● Anatomy Lab |
| Wednesday | November 1, 2017 |
| 9:00am - 10:00am | ● Pharmacology and Mechanisms of Action of GPCR I |

Documents

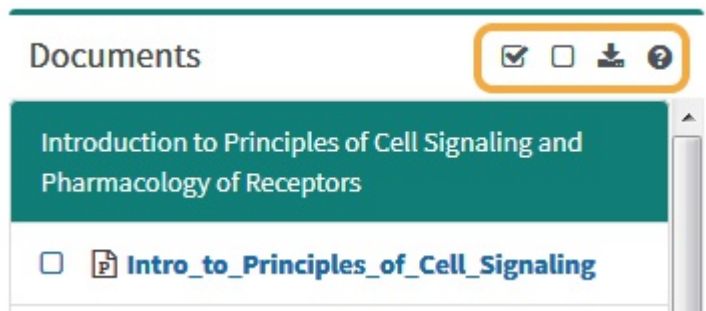
- Introduction to Principles of Cell Signaling and Pharmacology of Receptors
 - ☐ [Intro_to_Principles_of_Cell_Signaling](#)
 - ☐ [Intro_to_Principles_of_Cell_Signaling](#)
- Pharmacokinetics I
 - ☐ [Pharmacokinetics_I](#)
 - ☐ [Pharmacokinetics_I](#)
- Pharmacokinetics II
 - ☐ [Pharmacokinetics_II](#)

The List View provides a chronological view of the week, with or without the Documents

Menu in the side panel.

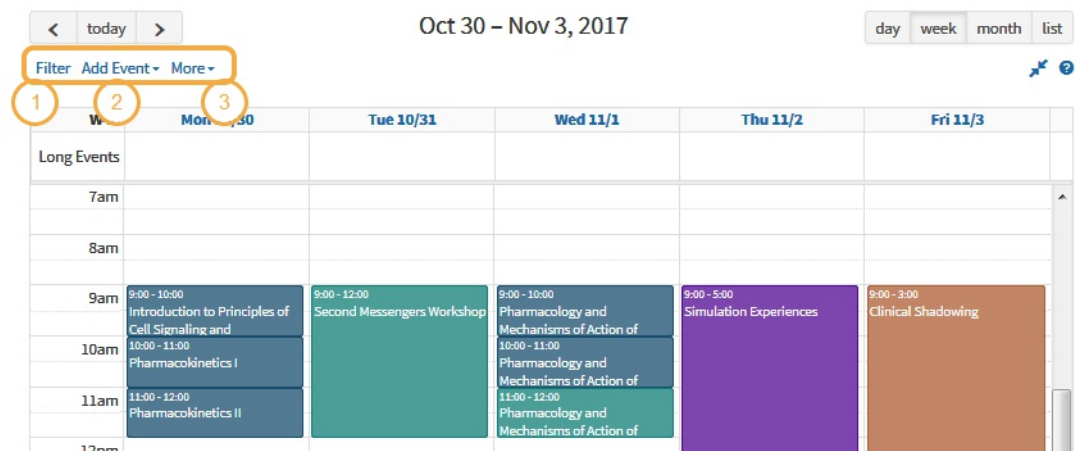
Documents

Handy tools for selecting and downloading documents are available in the Calendar, Course and Event screens.



For more detailed information refer to [Download Materials](#) article.

Filters



Filters

The **Set Calendar Filters** feature allows Users to set personal preference defaults and/or clear filters that they are currently using on their Calendar. Users can select their Campus and Program as well as School Year and Course or choose to see only Events in which they are enrolled.

Set Calendar Filters

Selecting a filter will make the calendar only display events that match the chosen value. Changes are saved as you make choices.

Campus:

Program:

The items in the filters below will change based on the other filters chosen. For example, the list of Locations will only show those locations you can see based on the Campus or Course filter that you have selected.

Note! These lists are looking at **weekend events**, even if your calendar is not set to show weekends.

Location:

Event Type:

School Year:

Course:

☐ Only events in which I am enrolled

☐ My Grader Events

☐ My Student-Faculty Events

[Use Your Defaults](#) [Clear Filters](#) [Close](#)

To see weekends, use the **More** filter.

Toggle inline help off/on with the +/- sign.

Add Event

< today >

[Filter](#) [Add Event](#) [More](#)

Add a Personal Event

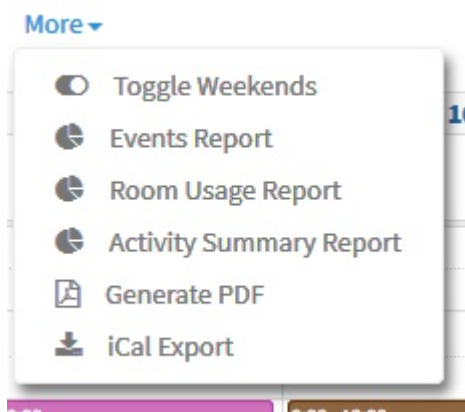
More

Toggle on/off weekends on the calendar.

View a variety of Calendar reports: Events, Room Usage, or Activity Summary.

Generate and download a PDF version of your Calendar .

Create an iCal calendar export file.



Generate PDF

 A screenshot of a web form titled 'Generate PDF Calendar'. The form has a teal header bar with the title and window control icons. Below the header, the form contains several settings:

- Radio buttons for 'Current Week' (checked), 'Next Week', and 'Current Month'.
- Radio buttons for 'Primary Only' (checked) and 'Only enrolled events'.
- A 'Display By:' dropdown menu set to 'Week'.
- A 'School Year:' dropdown menu.
- 'From Date:' and 'To Date:' text input fields with dates '2018-1-15' and '2018-1-19' respectively, each followed by a red asterisk.
- A 'Course:' dropdown menu set to '*ALL ACTIVE COURSES*'.
- Radio buttons for 'Landscape' (checked), 'Show Weekends', and 'Show Conflicts'.
- A 'Format:' dropdown menu set to 'Standard'.
- A green 'Generate PDF' button at the bottom.

Select your preferences for a PDF version of your personal Calendar.

iCal Export

This will generate a standards compliant iCal data file that can be imported into most modern calendaring systems. Save the generated file and then import it into your preferred calendar system.

Create LCMS+ Demo iCal Export

This screen will generate an iCal file for the calendar events you define. The file name will be [yourID].ics

☒ Current Week

☐ Next Week

☐ Current Month

☒ Primary Only

Academic Year:

SOM 2017/2018

School Year:

From Date:

2018-1-15

*

(Click for pop-up calendar)

To Date:

2018-1-19

*

(Click for pop-up calendar)

Course:

ALL ACTIVE COURSES

☐ Only enrolled events

Generate iCal Export