

Exporting Calendar Data Using Oracle Calendar Desktop Client V10

Macintosh

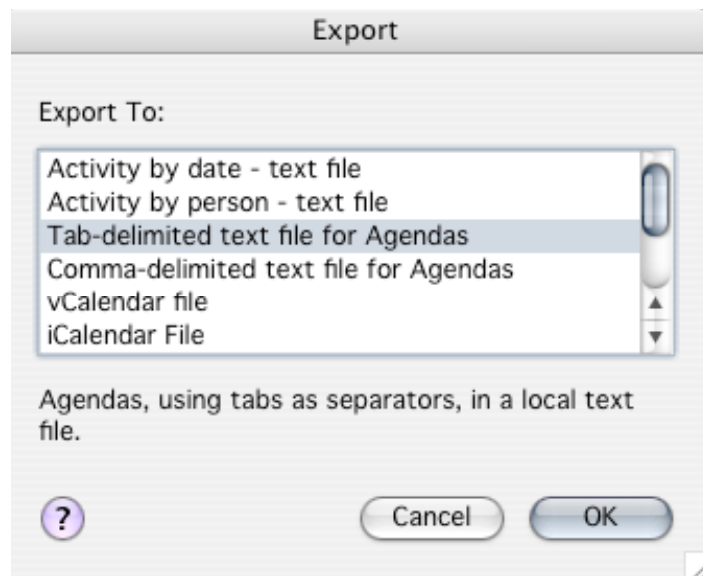
While logged into Oracle calendar do the following:

From the “File” menu select “Export Data”.

Select **Tab-delimited text file for Agendas** from the “Export To:” list.

If you would like to export your calendar data into a format that can be imported into an iCal/vCal compliant application you should select either vCalendar or iCalendar file as your export format.

Click **OK**



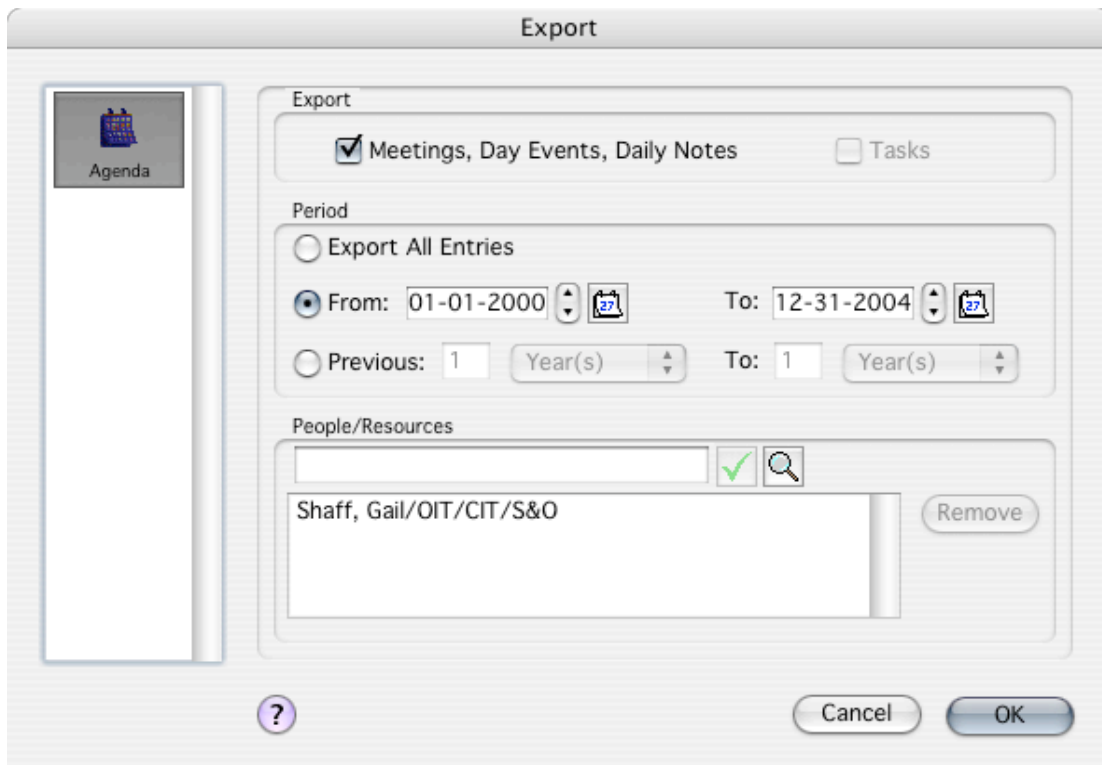
Make sure that **Meetings, Day Events, Daily Notes** is checked.

In the **Period** box click on the radio button in from of **From**.

Enter the desired data range in the **From** and **To** date boxes.
A suggested date range is: 01-01-2006 - 12-31-2006

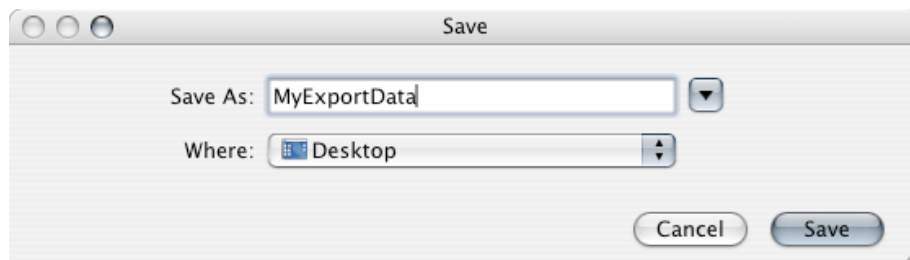
Verify that your name appears in the second box in the **People/Resources** section.

Click **OK**.



In the **Save dialog** box enter a file name and select a location using the **Where** drop down menu.

Click the **Save** button to begin the data export.



The text file can be opened in MS Excel or any other application that correctly parses tab-delimited data.

Windows

While logged into Oracle calendar do the following:

From the “File” menu select “Export Data”.

Select **Tab-delimited text file for Agendas** from the “Type:” list.

If you would like to export your calendar data into a format that can be imported into an iCal/vCal compliant application you should select either vCalendar or iCalendar file as your export format.

Click **Continue**



Make sure that **Meetings, Day Events, Daily Notes** is checked.

In the **Period** box click on the **Range** radio button.

Enter the desired data range in the **From** and **To** date boxes.

A suggested date range is: 01-01-2006 - 12-31-2006

Verify that your name appears in the second box in the **People/Resources** section.

Enter a file name of your choice in the “**File Name**” box. Ex. Myname.txt

Use the **Browse** button to change the location where this file will be saved.

Click **Ok**.

Export Tab-delimited text file for Agendas [X]

Agenda

Export:

Meetings, Day Events, Daily Notes

Tasks

Period:

All

Range: From: 01 - 01 - 2000 [27] To: 12 - 31 - 2004 [27]

Custom: Previous 7 day(s) to the next 1 year(s)

People/Resources:

[Search Icon] [Checkmark] [Search Icon]

Shaff, Gail/OIT/CIT/S&O [Delete]

File Name:

geh2.txt [Browse...]

OK Cancel

The text file can be opened in MS Excel or any other application that correctly parses tab-delimited data.