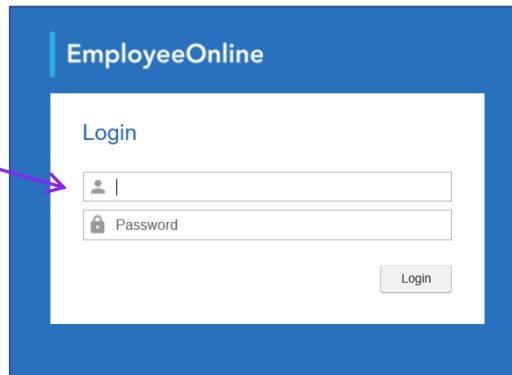


Employee Online - iCalendar (1 of 3)

1

Log in to Employee Online

Enter your Username and Password and click on 'Login'



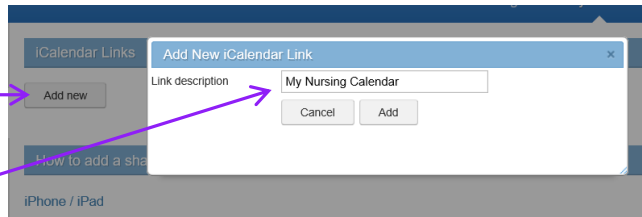
The screenshot shows the EmployeeOnline login page. It has a blue header with the text 'EmployeeOnline'. Below the header is a white box with the title 'Login'. Inside this box, there are two input fields: one for a username (with a person icon) and one for a password (with a lock icon). A 'Login' button is located at the bottom right of the white box.

3

Add New iCalendar

Click on Add New

Give your Link a name and click Add



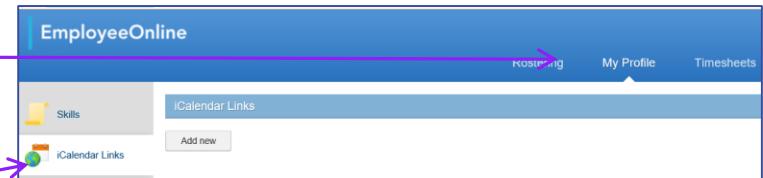
The screenshot shows a dialog box titled 'Add New iCalendar Link'. It has a 'Link description' field containing the text 'My Nursing Calendar'. Below the field are 'Cancel' and 'Add' buttons. The dialog box is overlaid on a background that shows an 'Add new' button and a link to 'How to add a share'.

2

Go to the Skills, Training & HR tab

Click on the My Profile tab

Then click on iCalendar links



The screenshot shows the EmployeeOnline interface with the 'Skills, Training & HR' tab selected. The 'My Profile' sub-tab is active. In the 'iCalendar Links' section, there is an 'Add new' button and a list of links.

4

The link will be displayed

This is the link required to be entered into the settings on your device – see next section for instructions depending on your individual devices
Email the link to yourself using the email button



The screenshot shows the 'iCalendar Links' list in the EmployeeOnline interface. It has an 'Add new' button at the top. Below it is a table with two columns: 'Name' and 'Link'. The table contains one entry: 'My Nursing Calendar' with a long URL. There is an 'Actions' button with a mail icon at the end of the row.

Name	Link	Actions
My Nursing Calendar	https://uksvcs-healthroster-ext.allocatesoftware.com/EmployeeOnline/health/CLIENTSERVICES/ical/531b620-40d2-4a21-9372-c546abca9d29	Email

Employee Online - iCalendar (2 of 3)

5

Instructions for
adding the Shared
Calendar to your
device

How to add a shared calendar to a device / application

iPhone / iPad

1. Go to Settings > Calendar > Add Account > Other > Add Subscribed Calendar.
2. Paste the link into the server address field and press 'Next'.
3. Leave all fields as they are (the description can be changed).
4. Press 'Save'.
5. The calendar will now be visible alongside the devices default calendar.

Android Devices

1. You will need a Gmail account in order for this to work.
2. Go to your Google calendar and under 'Other Calendars' choose to 'Add by URL'.
3. Enter the iCal address into the field provided and press 'Add Calendar'.
4. The calendar will now be available to view in the 'Other Calendars' section.

Please note:

Due to Google's calendar only refreshing every few days iCalendar information viewed through a Google calendar may be out of date.

Microsoft Outlook

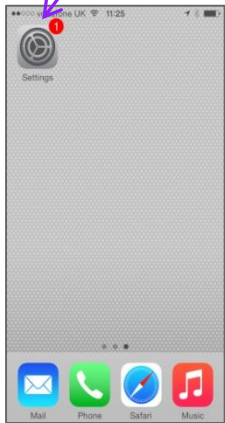
1. Go to Calendar > Open Calendar > From Internet.
2. Paste the link into the location field and press 'OK'.
3. The calendar will now be available to view as an 'other' calendar.

Employee Online - iCalendar (3 of 3)

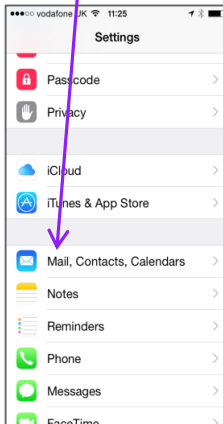
6

iPhone/iPad

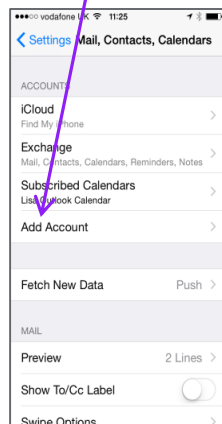
Settings



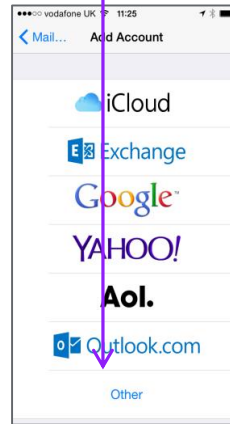
Calendar



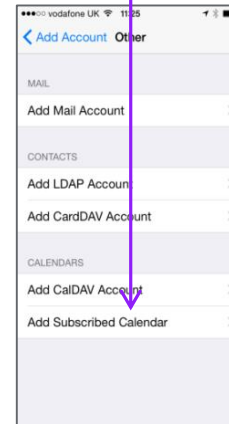
Add Account



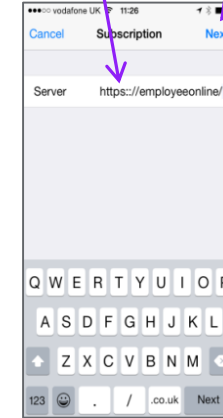
Other



Add Subscribed Calendar

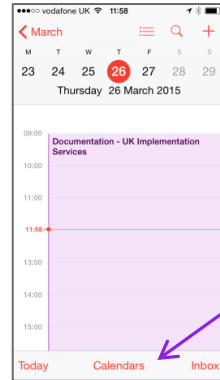
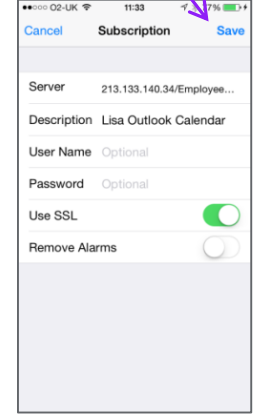


Paste/Type in the Link



Next

Save



Your Roster Calendar will now be viewable from your Calendar Icon

NOTE: Ensure you have the subscribed calendar ticked to view

