

Oracle Calendar: Archiving Meetings

Exporting Old Calendar Data

Overview

At Ithaca College Oracle Calendar entries (Meetings, Day Events, Notes, and Tasks) remain on the server for 18 months after their date of occurrence. Entries more than 18 months old are removed to free up server space. However, old entries can be archived in Oracle Calendar by exporting the information using the steps below allowing access beyond 18 months. Archived Oracle Calendar data can then be opened as a text file or in a spreadsheet application such as Microsoft Excel. This guide explains how to archive files for a PC and Macintosh.

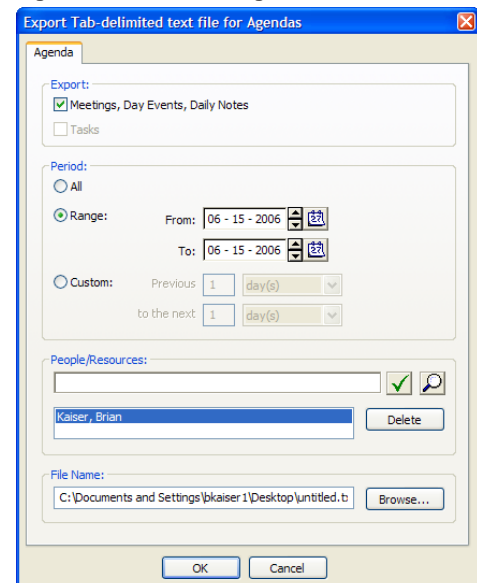
Related Guides

Oracle Calendar: Fundamentals
Oracle Calendar: Advanced Tools

Archiving on a PC

1. In Oracle Calendar go to **File → Export Data**.
2. An Export Utility window will open. Choose **Tab-delimited text file for Agendas** and click **Continue**.
3. An **Export Tab delimited text file for Agendas** window will appear (Figure 1). In the **Export** section, check what type of data should be archived. In the **Period** section, select the range of dates that will be archived.
4. In the **People/Resources** section, highlight the agenda that will be archived. If a user is established as a Designate for someone else's Oracle Calendar account, archiving can be done by the Designate on behalf of the Agenda's owner; **please note that a Designate must be signed into the account in order to archive the appropriate data**.
5. For **File Name**, navigate to the folder where the archived data should be saved by clicking **Browse**. Once the appropriate folder is selected, give the file an appropriate name and click **Save**.
6. Click **OK**.
7. The Oracle Calendar data will now be saved in the specified folder as a text (.txt) file. This file can be opened as is or imported into a database or spreadsheet application such as Microsoft Excel. See the section **Opening archived data in Microsoft Excel** below for more information.

Figure 1. Archive Settings



Archiving on a Mac

1. In Oracle Calendar go to **File → Export Data**.
2. An Export window will appear. Choose **Tab-delimited text file for Agendas**, then click **OK**.
3. Another **Export** window will appear. In the **Export** section check what type of data should be archived. Under **Period** select the range of dates that will be archived.
4. In the **People/Resources** section, highlight the agenda that will be archived. If a user is established as a Designate for someone else's Oracle Calendar account, archiving can be done by the Designate on behalf of the Agenda's owner; **please note that a Designate must be signed into the account in order to archive the appropriate data**.
5. Click **OK**.
6. A **Save** window will appear. Type a file name for the archived data and navigate to the appropriate folder. Then click **Save**.

Quick Guide

7. The Oracle Calendar data will now be saved in the specified folder as a text (.txt) file. This file can be opened as is or imported into a database or spreadsheet application such as Microsoft Excel. See the section **Opening archived data in Microsoft Excel** below for more information.

Opening archived data in Microsoft Excel

Many different data documents can be imported into Excel. To import a comma-delimited or tab-delimited text file, go to the Excel menu bar and click **Data → Import External Data → Import Data**. A Select Data Source window will open; navigate to the appropriate text file and click Open.

Once the desired file is selected, the Text Import Wizard will appear and a 4-step process must be completed in order for the data to be formatted properly for an Excel spreadsheet.

- Choose Delimited as the original file type. Click Next.
- Select the Tab from the delimiters section. Click Next.
- Do not format the data within each column. Click Finish.
- Choose whether to import the data in the currently open worksheet or in a new worksheet. Click OK.

If the process is completed successfully, Excel will display a table of meetings with each meeting as a row (with the first row as the column titles) and its related information displayed in the columns.

For More Information

For more information on subject name, go to the ITS Support Site at <https://www.ithaca.edu/computing/support/>. For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or 4-3282.