

# 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.

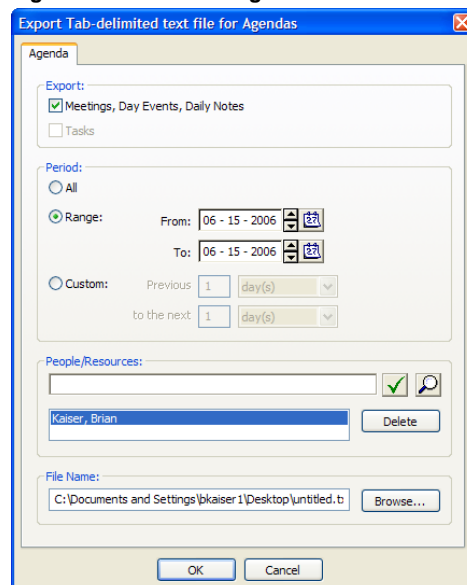
### Related Guides

- 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

A variety of support services are available from ITS if you would like additional help:

Computer training on a variety of topics is available to faculty, staff, and students at no charge through the Technology Learning Center (TLC). Check out the current TLC training schedule online at <https://www.ithaca.edu/its/workshops>

Online documentation and tutorials on IC-supported computing software and systems are available at <https://www.ithaca.edu/its/traindoc>

Frontline computing support is available through the ITS Helpdesk in 104 Job Hall; send e-mail to [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) or call 607-274-1000.

Backline consulting support is available in the Technology Learning Center, room 101 Friends Hall.

Copyright ©2010 Ithaca College - All rights reserved. This publication may be duplicated in its entirety for use in not-for-profit educational settings. All copies must include this copyright statement. Any other use requires permission from Information Technology Services at Ithaca College, 607-274-1000, [its@ithaca.edu](mailto:its@ithaca.edu).