Downloading Schedules into your PDA or Outlook

rSchoolToday™

Activity Scheduler

For PDA Users, you can import vCal and iCal files into your PDA's Desktop software and then sync it with your PDA.

NOTE: Only vCal (.vcs) files can be imported into the Palm Desktop. If you have exported an iCal file, go back to the website and export it as vCal.

If you are using a Pocket PC, you will need to import a CSV (Comma-separated-value) file into your MS Outlook and then sync it with your Pocket PC.

1- When the 'Save as' dialog box opens, enter a file name and choose the destination. Save it in a place you will remember because then you will need to choose this file to import it. The 'Desktop' and 'My documents' are good destinations.
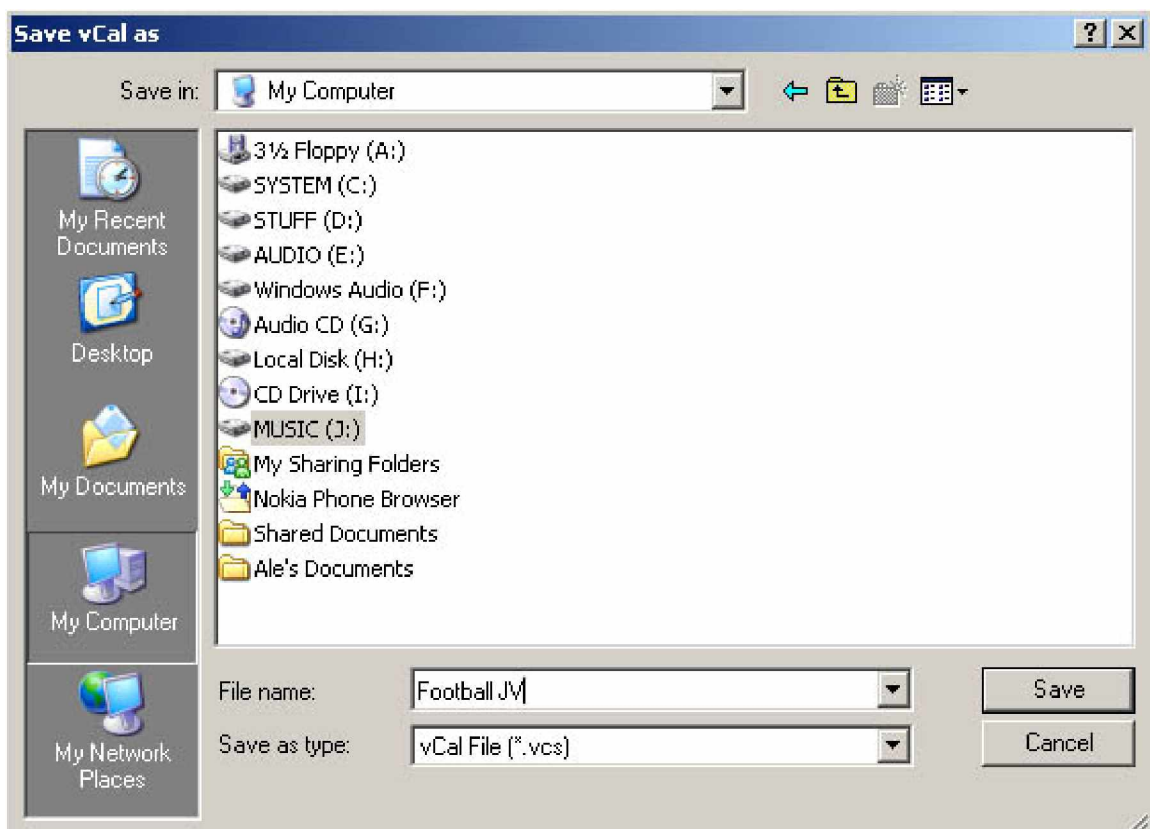
Palm Desktop import

1- Open the Palm Desktop software
2- Go to File > Import
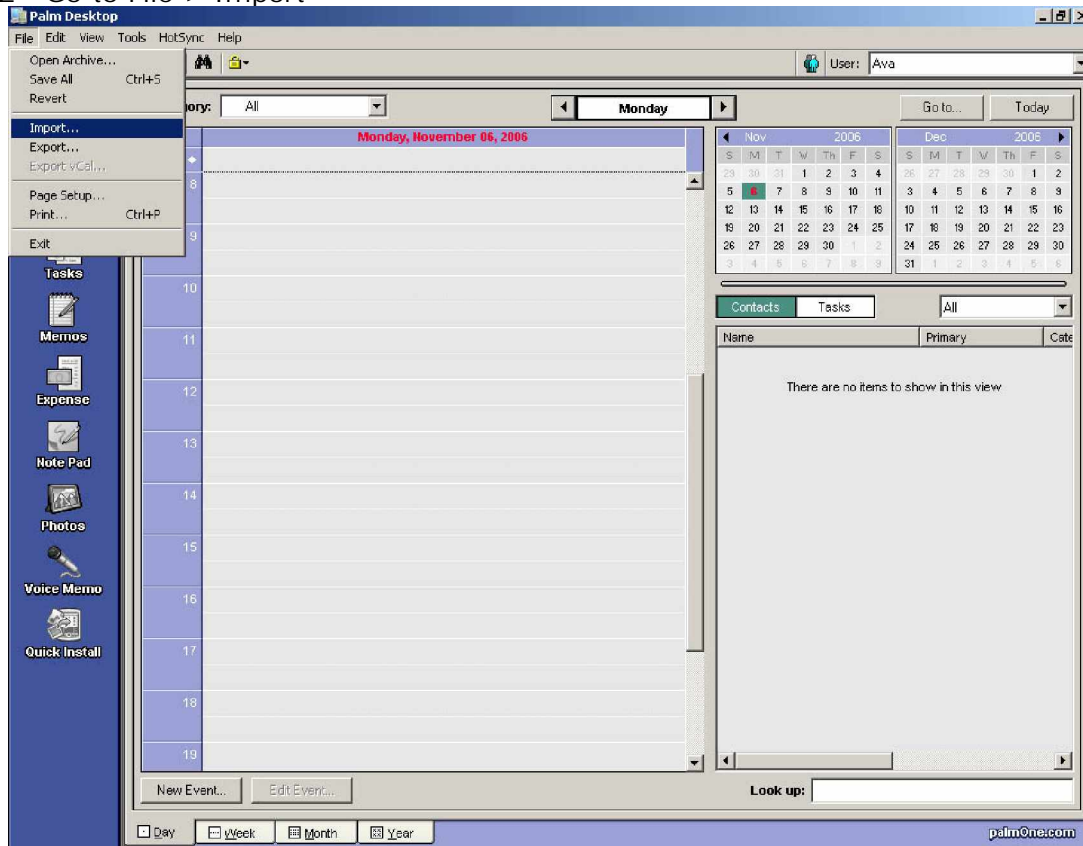
3- Locate the file you have saved in step 1 and click IMPORT.
NOTE: Palm Desktop will look for Data Book Archive (*.dba) files by default.
Change it to vCal (*.vcs) from the "Files of Type" pulldown and the file you have
saved will show up.

4- Now Synchronize your PDA with the Palm Desktop and you are done.

Note: The Palm Desktop Software does not recognize duplicated entries. So, if you download a schedule twice, you will see the events twice.
To remove the duplicated events follow these steps:
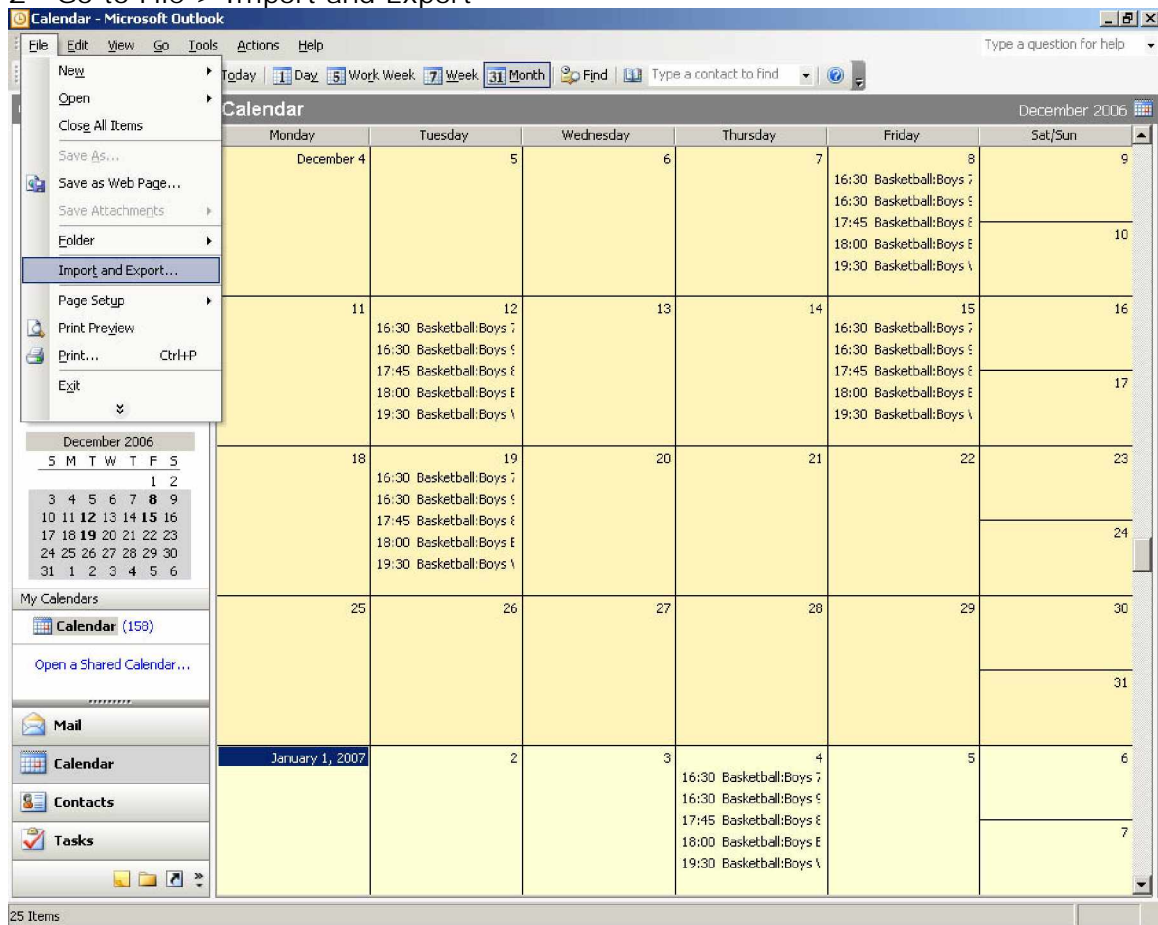
1- Go to Tools > Addins > Delete Duplicates
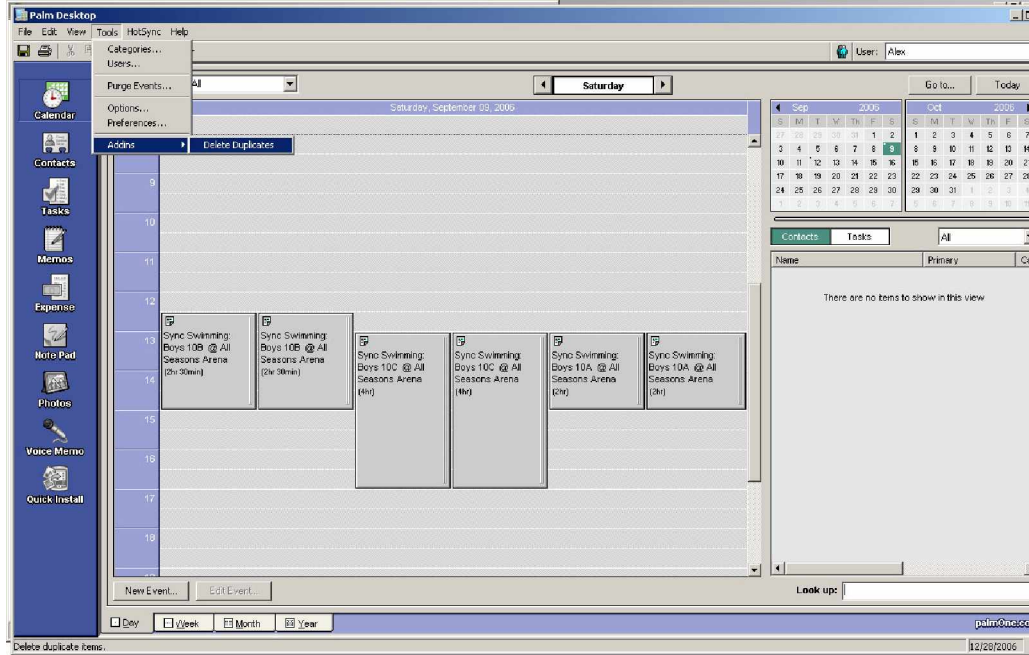
2- Check 'Calendar' and uncheck 'Search for exact matches'. If you search for exact matches and you have an event that has been updated (changed time, location, etc) it will not count as a duplicate.
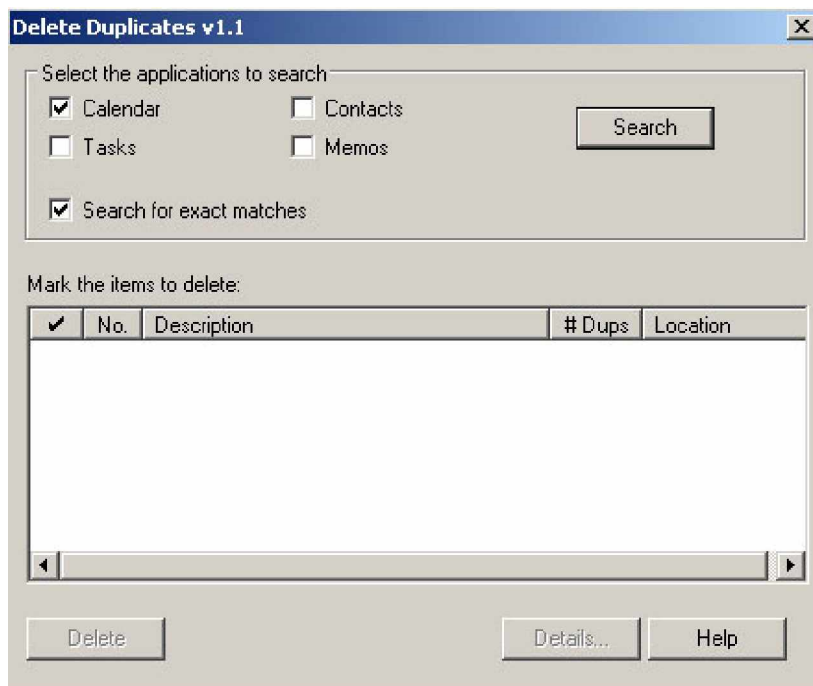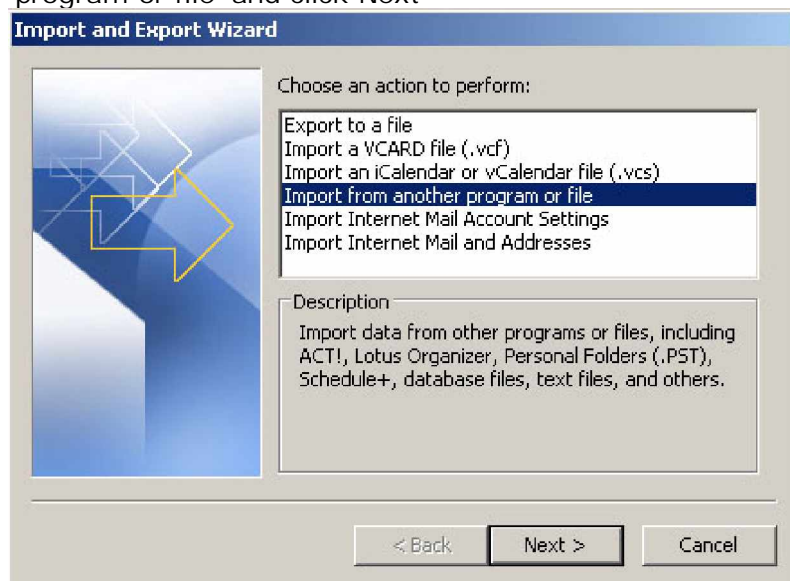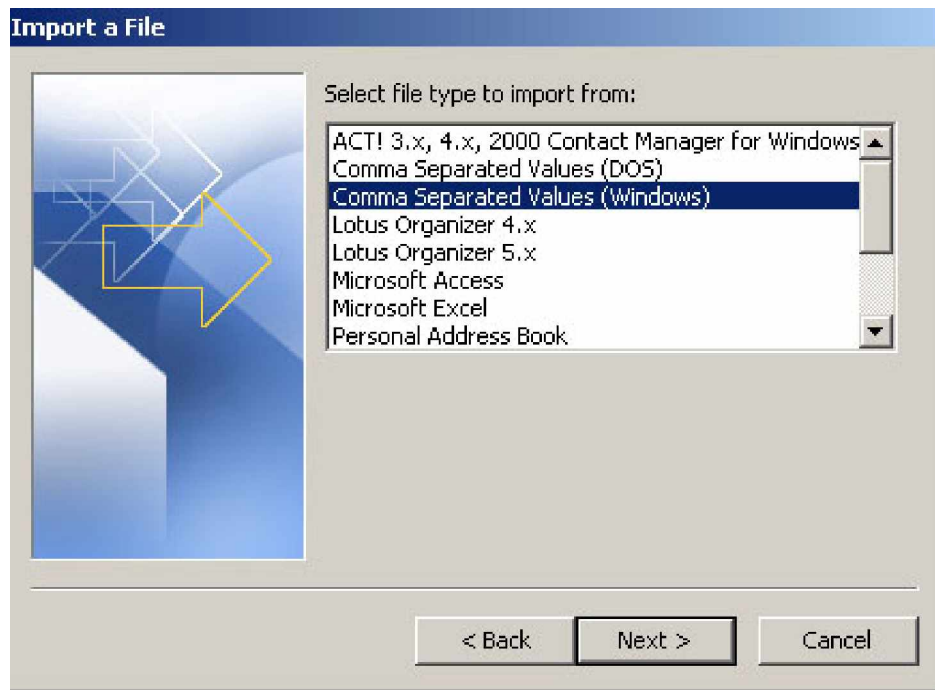
Microsoft Outlook Import
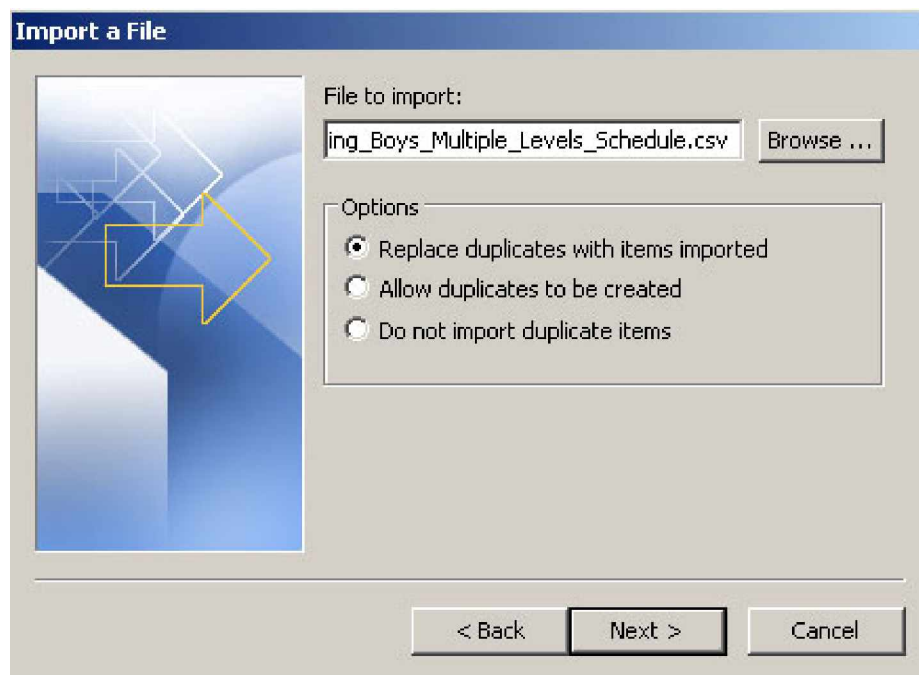
1- Open MS Outlook
2- Go to File > Import and Export

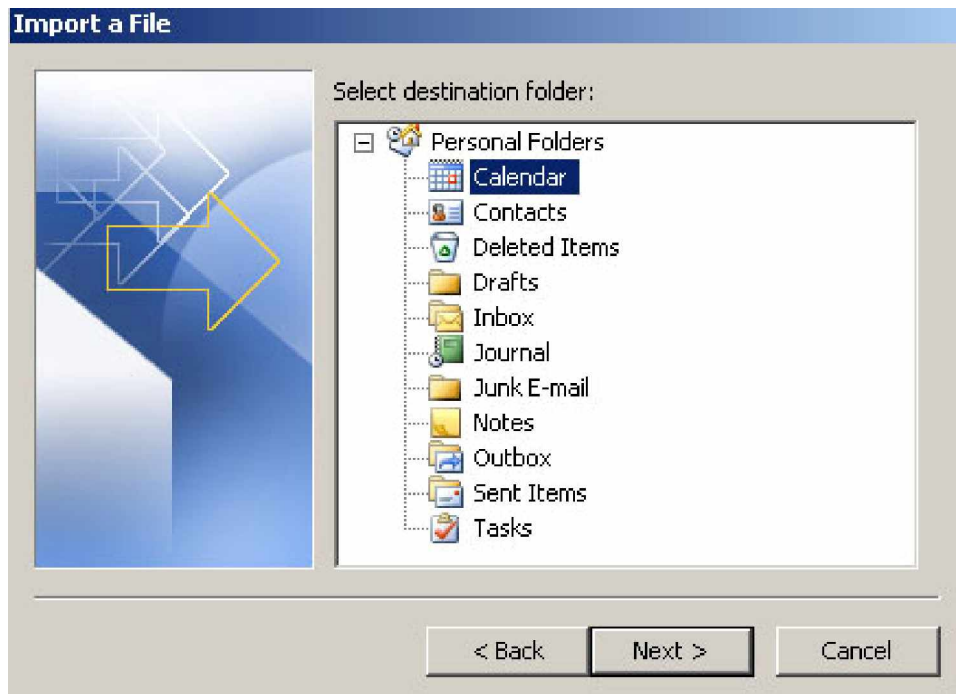3- The import and export wizard window will show up. Choose 'Import from another program or file' and click Next

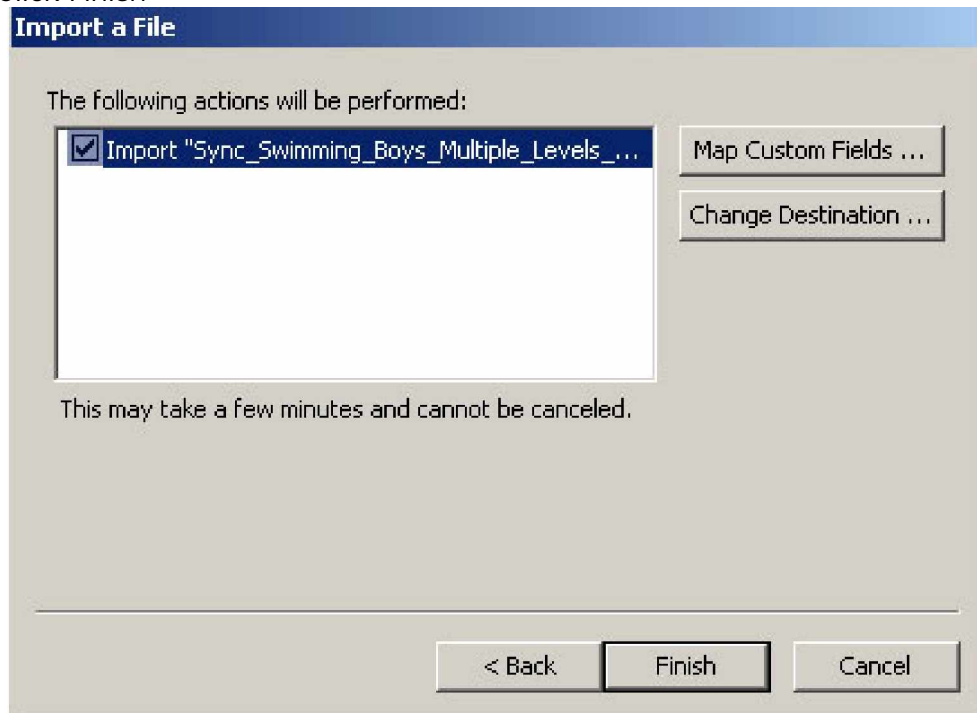4- Select 'Comma Separated Values (Windows)' and click Next

5- Locate the file you have saved in step 1 and choose to 'Replace duplicates with items imported'. Click Next

6- Choose Calendar as the destination folder. Click Next

7- Click Finish

8- Now Synchronize your Pocket PC with your Outlook and you are done.

NOTE: You are able to import vCalendar and iCalendar files into MS Outlook, but it will not check for duplicates. Using a CSV file is the only way to avoid them.