

Using the Calendar

The calendar consists of two parts, a Dashboard Calendar, and an Event Calendar.

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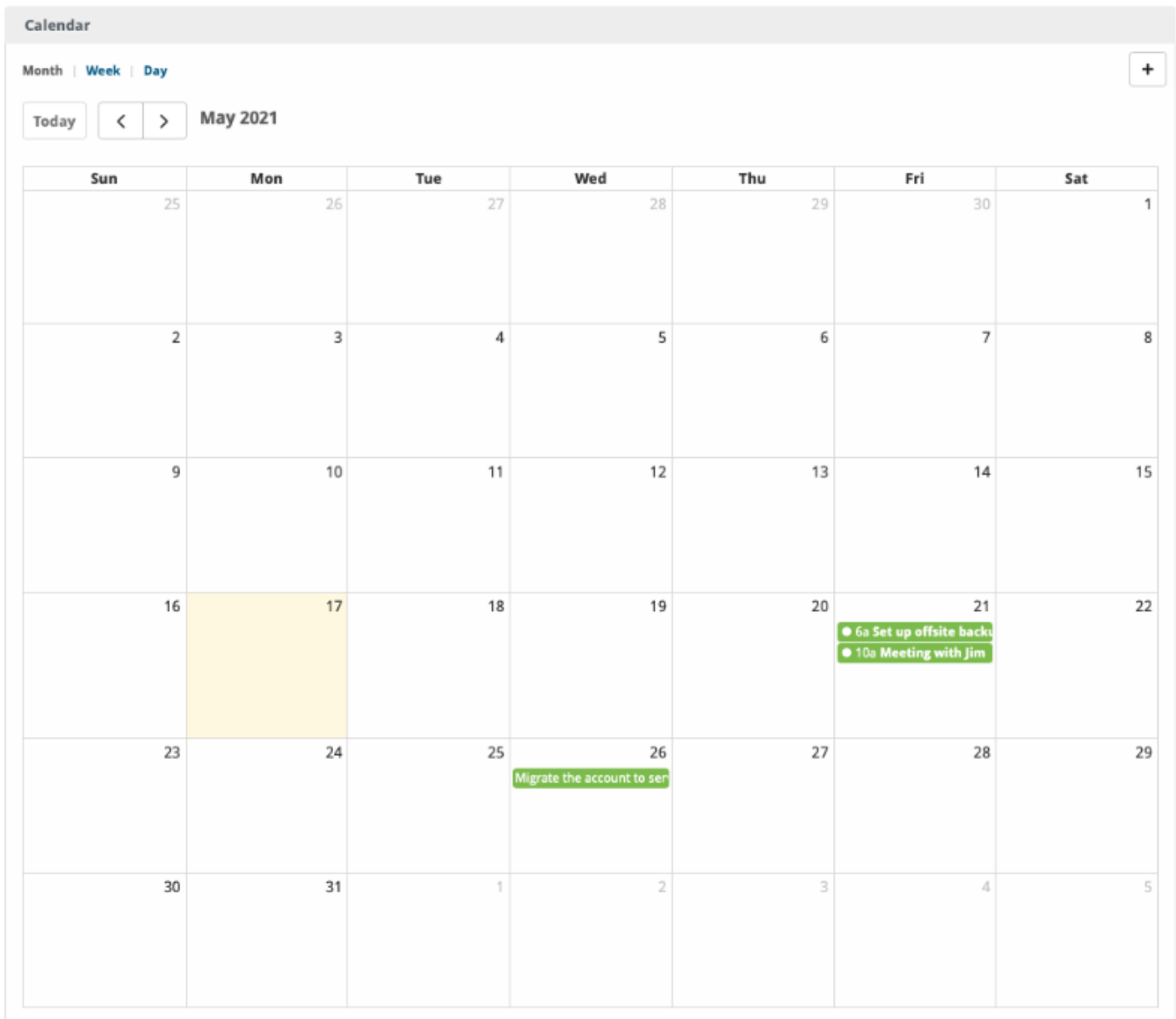
Dashboard Calendar

The Dashboard Calendar is located on the left-column of every staff members dashboard. It provides a simple overview of the month, and indicates with a badge which days have events and how many there are. Clicking on a specific day loads the Event Calendar for that day, and clicking on the month name loads the Event Calendar for that month.

« < May 2021 > »						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Event Calendar

The Event Calendar is a full page, full size calendar of the month, week, or day selected. The calendar displays events created by the staff member, and shared events created by other staff members within the company. Events can span multiple days, and over various times. Events are displayed in three different colors: green, orange, and gray. Green events are events you created and did not share, orange events are events you created and did share, and gray events are events another staff member created and shared.



Creating Events

To create an event, click the "Create Event" button in the upper right of the event calendar screen, or click on a date or time or drag multiple dates and times.

Create Event

Title

☒ All day

Start Date

2021-05-07

00:00:00

End Date

2021-05-08

00:00:00

☐ Make this event viewable by other staff

Create Event

Modifying Events

To modify an event, click on the event to display the edit form, make changes and select "Updated Event". If changing only the event time or duration, the event box can be sized by drag and drop to cover the desired dates or times.

Edit Event

Title

Migrate the account to server X

☒ All day

Start Date

2021-05-26

10:00:00

End Date

2021-05-26

11:00:00

☐ Make this event viewable by other staff

Delete Event

Update Event

Deleting Events

Deleting events is similar to Modifying Events, except that instead of selecting "Update Event" to modify the event, "Delete Event" should be selected.