This Quick Reference Guide (QRG) reviews using the Calendar Screen.

Common Buttons & Icons

☰	**Main Menu** icon
⊕ Add	**Add** button
‹ ›	**Left Arrow** icon and **Right Arrow** icon
🗑	**Delete** icon

Use Your Calendar

To use the Calendar screen effectively, you should be able to open it, schedule activities and visits, and modify the information it displays.

Navigate to the Calendar Screen

➢ From the Today screen:

STEP 1:   Tap the **Main Menu** icon at the top-left of the screen.

STEP 2:   Tap **Calendar.**

Schedule an Activity or Visit

➢ From the Calendar Screen:

STEP 1:   Tap the **Add** button at the bottom-right of the screen; then tap the appropriate option.

STEP 2:   Fill in information as needed in the Activity or Visit window.

STEP 3:   Tap **DONE** at the bottom of the window.

NOTE: Consider the following while scheduling:

      a. The activity or visit defaults to Nonrecurring; however, you can change it to Recurring at the top of the window if needed.

      b. The RESOURCE TYPE selection defaults to your current role. You can change this if needed.

      c. You can modify the details of a saved activity or visit by tapping it on the schedule.

      d. Once you schedule an activity or visit, you can move it to another day by dragging it across the schedule.

<u>Day View Features</u>

The Day view of the schedule shows a more detailed view of the current Day. This section explains how to access and use the Day view of your calendar.

➢ Toggle Week/Day View: By default, the Schedule screen displays the activities and visits for the current week; however, you can change this a view of the current day by tapping **Day** at the bottom of the screen.

➢ Change the Date: By default, the Day view displays activities and visits for today's date; however, you can change this by tapping the arrows beside the date. Tap the **Left Arrow** icon to view previous dates and tap the **Right Arrow** icon to view future dates.

➢ **Delete** icon: Allows you to delete a visit or activity which has not been started.

➢ **Add** button: Allows you to add activities or visits to the currently displayed day.