



Activities

The Activity Calendar

The Activity Calendar

The Calendar page can be opened from the **Links** panel on Activities, Students or People, or by clicking on **Calendar** in the My Activities panel on the Home Page.

The page is split into three panels:

- Monthly date selection calendar (top left)
- Tasks (bottom left)
- Activity Calendar View (right)

Click on **Layouts to see the options that you can use in combination to create the Activity Calendar view of most use to you.**

If you have appropriate access rights you can view the calendars of up to four people simultaneously. Click **People to open the Person Enquiry search.**

A **Recurring Activity is indicated with a icon. See additional Reference Guide [Recurring Activities](#) for more information.**

The 24 Hours/Working Hours option has no effect on the **Month view. Working Hours covers 7am to 7pm.**

When viewing the Calendar in the month layout, the actual start and end times of Activities are shown on clock icons.

The **Tasks panel lists all of your Tasks in date order. A Task is created when an Activity is recorded that does not have an **End Date**; instead it has a **Complete By** date.**

Activities that start in the morning are displayed with a different coloured background to those that start in the afternoon.

To **Edit or **Delete** an Activity from the Calendar, right click on the Activity then click on the appropriate option.**

An Activity with one or more **Linked Activities is indicated with a icon. See additional Reference Guide [Activities and Linked People](#) for more information.**

The Activity Type and Description are displayed in the Calendar entry.

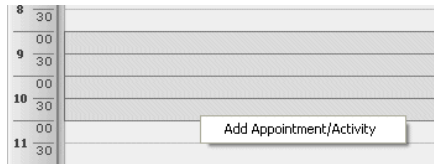


Activities

The Activity Calendar

Adding an Activity from the Calendar

1. Either:
 - Click in the start time and drag to the end time to highlight the time span of the Activity, or
 - Click in the start time and SHIFT+click on the end time
2. Right click in the highlighted area:



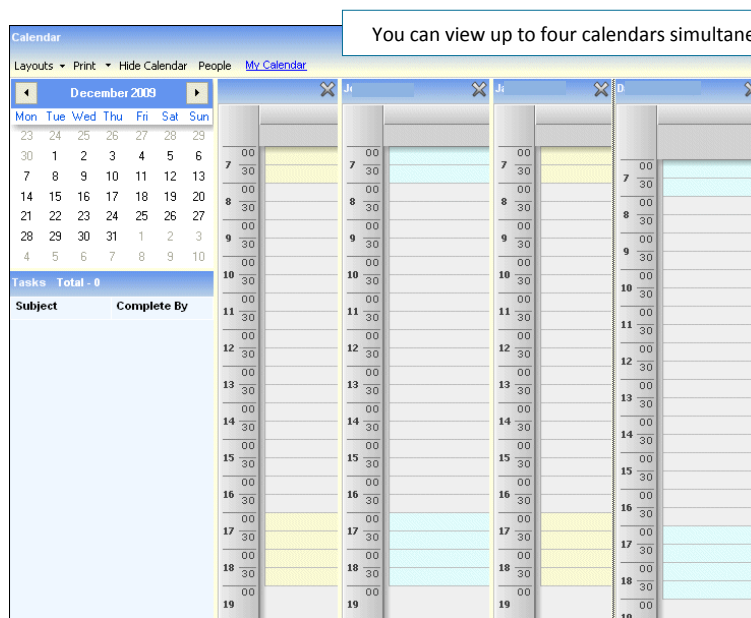
3. Click **Add Appointment/Activity** to open the Activity Details page. Select the Activity Owner and Service Team.
4. The dates and times selected in the Calendar view will be entered in the Activity Details by default but they can be changed if appropriate.
5. Select the Activity Type (mandatory) and any other optional details. To create a Task, clear the **End Date** field and enter a **Completed By** date instead. Click **Save**.
6. The new **Activity** will now be displayed on the Activity Owner's Calendar. New **Tasks** will be listed in the Tasks panel the next time you open the Calendar view.

When you save an Activity, if the Activity Owner has a valid Outlook email address **and** has **Update Online Calendar** set to **true** in **One v3**, then the Activity will be added to their Outlook Calendar.

Viewing Someone Else's Calendar


Click on **People** at the top of the Calendar page to open the Person Enquiry and select the person. If you wish to view the calendars of more than one person simultaneously you can multi-select from the Enquiry window.

If you have accessed the Calendar for another person via their Person Details links you will be able to see *their* Tasks in the Tasks panel. In all other cases the Tasks panel only shows tasks for the person who is currently logged in.



You can only view or edit the Calendars for people if you have appropriate access rights to view and/or add and/or edit their Calendar and view and/or add and/or edit their Activities.

If you select a different layout then all the calendars being displayed will reflect the change.

-  **Other Useful Reference Guides:**
- Activities_Creating an Activity
 - Activities_Activities and Linked People
 - Activities_Recurring Activities
 - Activities_Link to Results Organiser