

Calendar Manager

Usage

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Introduction

This user manual describes how to use the RedNMX Event Calendar. In order to use the calendar, you must have the security setting **View Calendar** set. The following is the calendar icon found in the personnel section of the top menu icons.



Calendar Icon

Screen Layout

This sections covers the calendar screen layout.



The calendar is broken up into two major sections. The left section includes the following boxes:

- **Monthly Calendar.** This is a small version of the main calendar. You can use this calendar to change the day.
- **Location Check Boxes.** This section lists all of the locations entered in your non incident setup.
- **Event Type.** This section lists all of the primary event types.
- **Schedule for highlighted date.** This section lists all events for the selected day.
- **Monthly Events Calendar.** This is the main calendar that displays all of the events.

Changing the Day

There are two methods available to change the date:

- Click on the day number on the small calendar.
- Click on the day number of the large calendar. Please note that if you click on an event found in a day box, the date will not change. You must click actual day label.

Both calendars are interchangeable.

Changing the Month or Year

You can select the next month by click on the month label of either calendar. This will bring up the January thru December month select window. You can also do the same for the year.

Adding Events

You can add events by following these steps:

1. Access the calendar from the main menu.
2. Select the month and day you want to add an event for.
3. Press the New button found in the **Schedule For** window. This will bring up a new non incident event entry.
4. Enter the appropriate fields in the entry screen. Be sure to enter the start and end date/time fields. Save the record.

Printing

The calendar can be printed by pressing the Calendar print button on the lower right. This will print the current month.

Special Notes

The following are special notes regarding the calendar manager.

- You can edit a past event by double clicking on the event.
- Each cell will only display 3 events. If there are more than three events, they will be displayed on the lower left browse.
- Use the movable splitters to display more events in the browse, or to make the Event Type box bigger.
- The printout will only include four events per day. If there are more, it will say **More . . .** on the bottom of the day cell.
- You can narrow the event scope on the printout by selecting events in the event box.