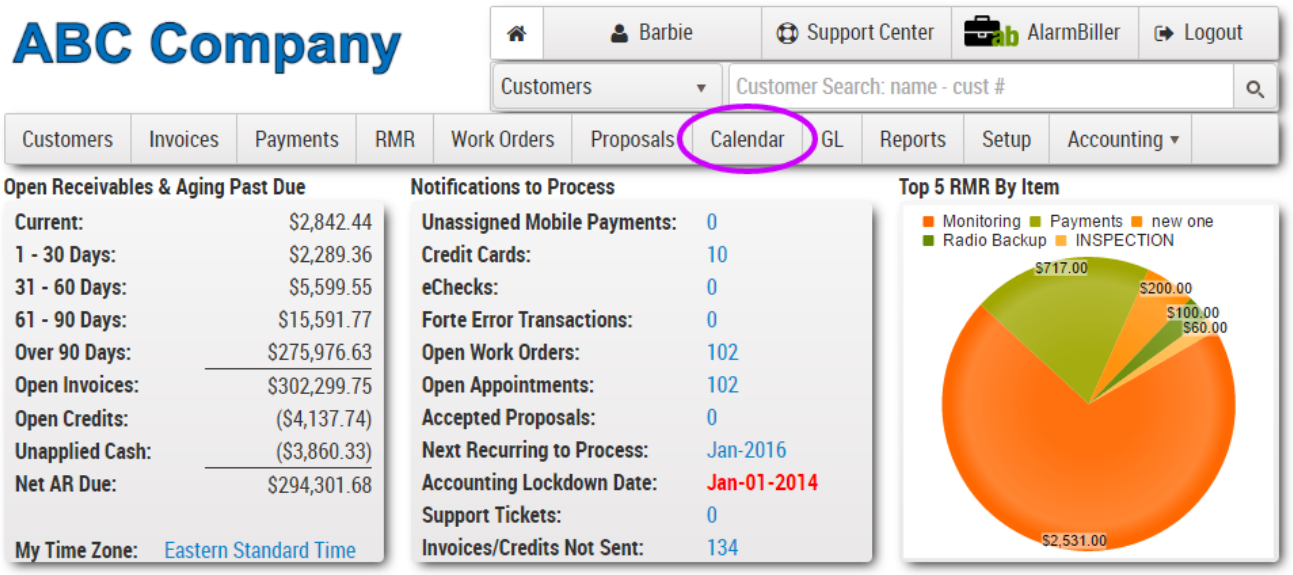
Calendar Navigation

Last Modified on 11/08/2016 10:11 pm EST

Learn basic calendar navigation tools.

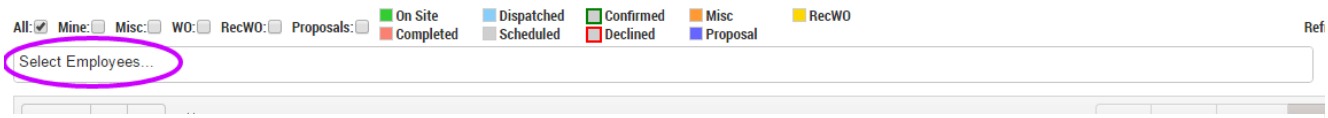
Accessing the Calendar

Click "Calendar" at the top of the page.

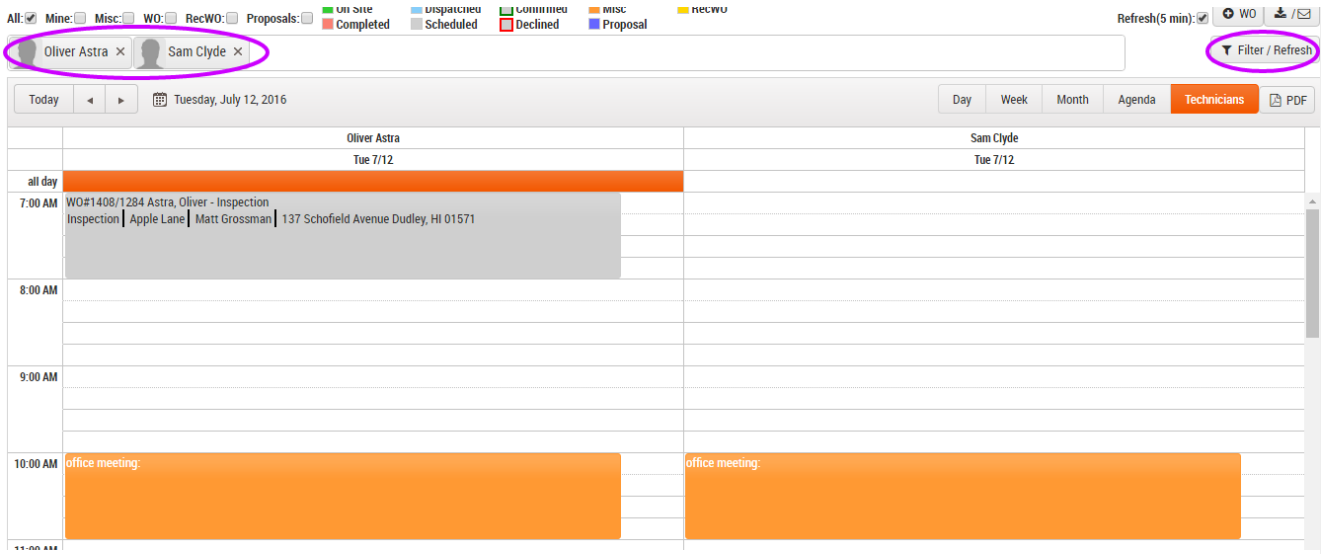


Filter Employees

If you would like to view events for select employees, enter an employee's name into "Select Employees..." at the top of the page and select his/her name from the dropdown box that appears.

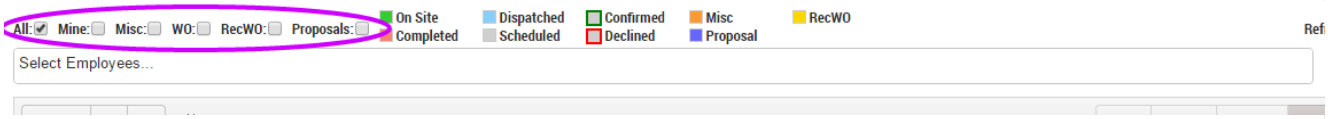


Click "Filter / Refresh" in the upper right corner and the calendar will filter to contain only the name(s) you selected. You can enter multiple employees into "Select Employees..." to compare several employee schedules at once.



Filter Event Type

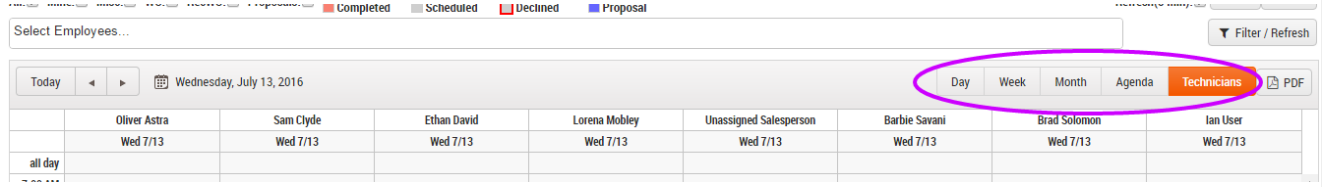
You can filter the type of event you are viewing by checking the boxes in the upper left corner of the page. check the "All" box to view all events. check the "Mine" box to view only events you need to attend. Check the "Misc." box to view only miscellaneous events. Check the "WO" box to view only non-recurring work order appointments, Check the "RecWO" box to view only recurring work order appointments. Check the "Proposals" box to view proposal reminder notification.



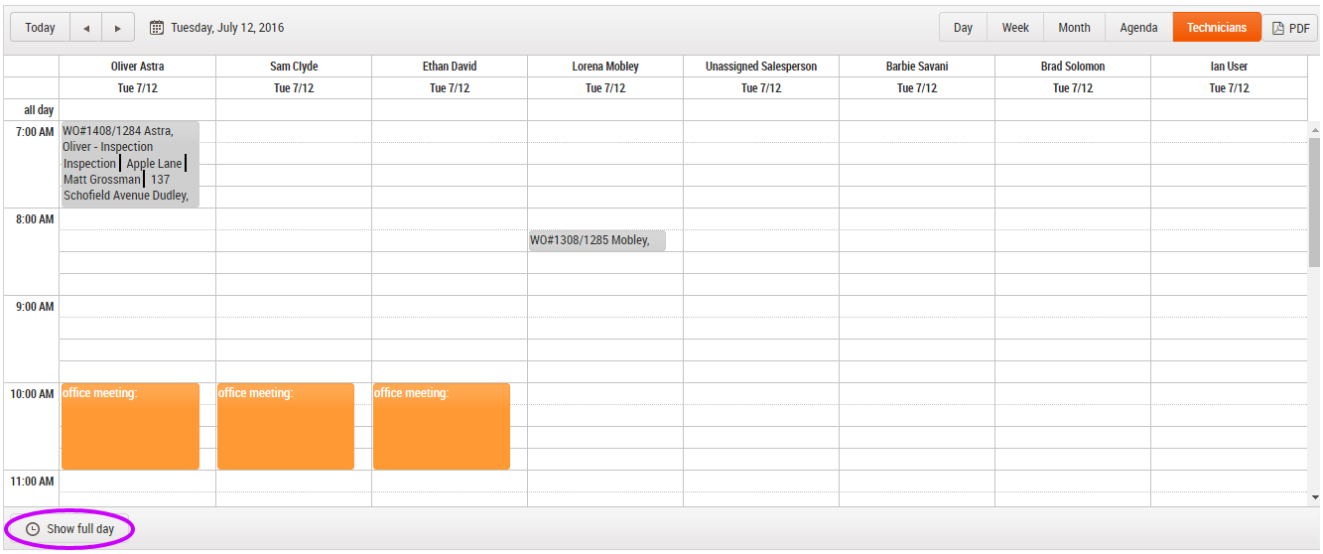
Calendar Views

When you open the calendar you will be in the "Technicians" View. This view lists all of your technicians along the top of the page and shows any events scheduled for them that day during business hours (7:00 a.m. to 7:00 p.m.). Click "Day", "Week", or "Month" on the upper right side of the page to view daily, weekly or monthly events scheduled for ALL of your employees during business hours. Click "Agenda" to view a list of all events scheduled for the upcoming week.

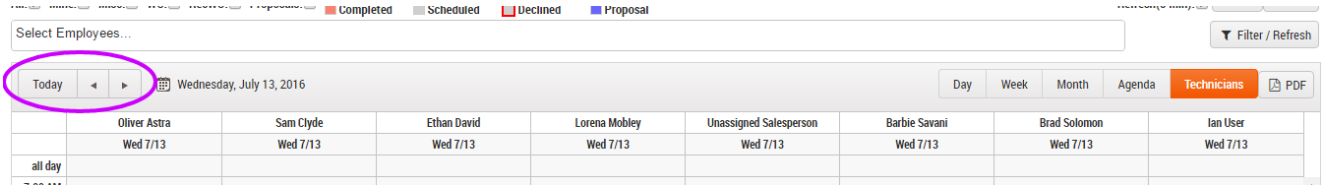
*Note: Agenda is for viewing purposes only. You cannot edit or add events in this view.



Click "Show full day" in the bottom left corner of the screen view your employees' full 24-hour schedules. This applies to technician, daily, or weekly views.

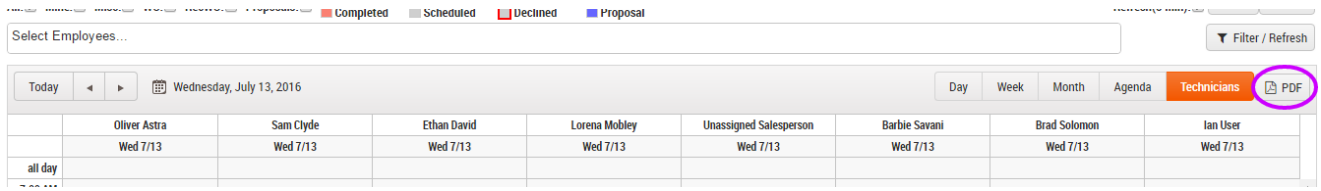


Toggle between days, weeks, or months by clicking the arrows on the upper left side of the page.



PDF

Click "PDF" on the upper right side of the page to download a pdf of your calendar view to your documents.

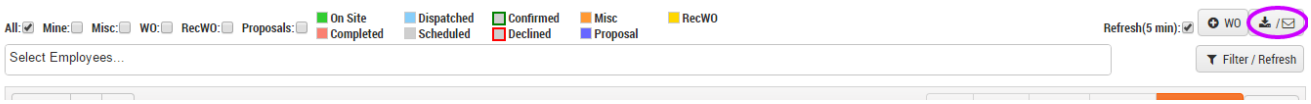


New Work Order

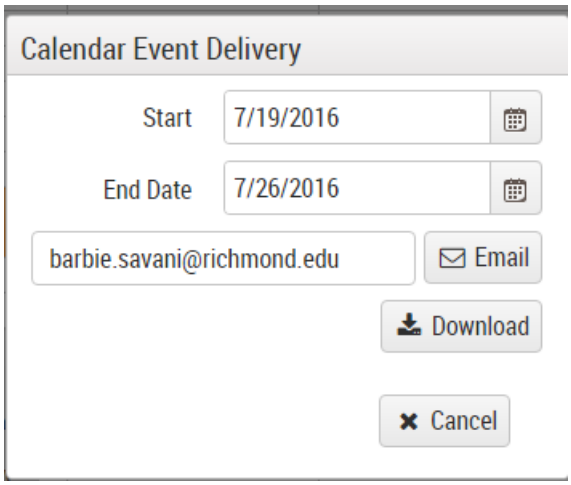
To create a new work order click "+WO" in the upper right corner of the page.

Download Calendar

To Download a copy of your entire calendar to your personal email click the download/email icon in the upper right corner of the page



A Calendar Event Delivery Page will appear.



Start/End Date

Select the start date and end date time you would like to download the calendar for.

Email

If you click "Email", all the events between the selected start and end date will be sent to your email which you can download later.

Download

If you click "Download", all events will be automatically downloaded to the default calendar on your computer.

*Note: The AlarmBiller Calendar does not automatically sync with your personal calendar

**Note: You can also download individual events to your calendar.