

Calendar

Realcomp *Online*®'s Calendar function allows you to add and manage your tasks. When the Calendar page first appears, it displays calendars for the current, previous, and following month, as well as the scheduled tasks for the current week.

- **To Display the Calendar:**
Choose **Calendar** from the **Agent** menu option.
- **To Navigate the Calendar:**
The calendar automatically displays the current month.

Calendar - MONTH						
Previous	Return	New Task	View Month	View Week	Printable View	Next
January 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12

- [Previous](#): Click here to view the past month(s).
- [Return](#): Currently not functional.
- [New Task](#): Add a new task for a specific date and time.
- [View Month](#): Allows you to view the calendar in Month Format (if you are currently viewing in Week format)
- [View Week](#): Allows you to view the calendar in Week format (if you are currently viewing in Month format)
- [Printable View](#): Click here to print the calendar.
- [Next](#): Click here to view the upcoming month(s).

Realcomp Online® Calendar Support Guide

➤ **To add a new task:**

1. Click the *New Task* link at the top of the calendar. The **Add Task** screen appears.

The screenshot shows the 'Task Detail' form. At the top, there is a green bar with the text 'Task Detail' and three links: 'Return', 'Save Task', and 'Delete Task'. Below this is a section labeled 'Task:' containing several input fields: 'Subject' (a text box), 'Status' (a dropdown menu currently showing 'Not Started'), 'Type' (a dropdown menu currently showing 'Unknown'), 'Start Date' (a date picker showing January 14, 2008), 'Due Date' (a date picker showing January 21, 2008), 'Start Time' (a time picker showing 2:07 PM), and 'End Time' (a time picker showing 2:07 PM). Below these is an 'Assign Contact' dropdown menu showing 'Contacts -->'. The bottom section is a large 'Description' text area. At the bottom right of the form are two buttons: 'Save Task' and 'Cancel'.

2. Enter all applicable information, such as the subject of the task, status, type of task, start and due dates/times, and a description of the task.
 - Enter the Subject text.
 - Select a status by clicking the ▼ next to the **Status** text box. Choose from the list provided:



- Select the type of task by clicking the ▼ next to the **Type** text box. Choose from the list provided:



- Choose a start date. To change the month, day or year, click the ▼ next to the appropriate text box in the **Start Date** field.
- Choose a due date by using the directions above.
- The **Start Time** and **End Time** fields display the current time. To change these fields, click inside the hour and/or minute text fields 10 19 AM ▼ and type the appropriate times. To change **AM** to **PM** click the ▼ and choose **PM** from the list.

Realcomp *Online*® Calendar Support Guide

- If the task is associated with a contact, select the contact's name by clicking the ▼ next to the **Type** text box. Choose from the list provided.



- Enter the description of the task.
 - Click the **Save Task** button at the bottom right corner of the screen; or choose the [Save Task](#) link in the top left corner of the screen.
- **To edit an existing task from the Calendar:**
1. Click the task name, located directly below the start date of that task. The screen now displays the **Task Details**.
 2. Edit the information as necessary.
 3. Click the **Save Task** button.
- **To delete a task from the Calendar:**
1. Click the name of the task you want to delete from the calendar.
 2. Click the **Delete Task** hyperlink at the top of the **Task Details** screen.
 3. Click **OK**.
- **To display a weekly view of the Calendar:**
- Click the [View Week](#) hyperlink at the top of the month calendar screen. The *Calendar - Week* view now appears.
- **To display the monthly view of the Calendar:**
- Click the [View Month](#) hyperlink at the top of the week calendar screen. The *Calendar - Month* view now appears.
- **To print a copy of the Calendar:**
- Click the [Printable View](#) hyperlink at the top of the calendar screen. A new window now appears. To print click **File – Print** from the window's menu bar.