

Main Toolbar

Main Toolbar: Calendar/Agenda

The **Calendar/Agenda** allows users to share important project dates. Click the icon to see project events.



Main Toolbar

PROJECTS PORTFOLIO        

Home
Settings
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Admin

Agenda

MonthWeekDaylist

July 2020

today<>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Currently Connected: 1 User

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Main Toolbar

To **add an event** or a task to the calendar, double-click on the day, then enter the relevant information in the popup window.

Agenda

✓

✗

Task / Event

Title *

Description

Begin *

07/15/2020 20:00

End *

07/16/2020 20:00

Click in the Begin and End fields to set the start and end date and time of the event. Select the date. Once you select the date, the hours menu appears.

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End *

04/29/2019 00:00



< 2019 April >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

Once you select the hour, the minutes menu appears. Select minutes for the event or task.

End *

04/29/2019 10:00

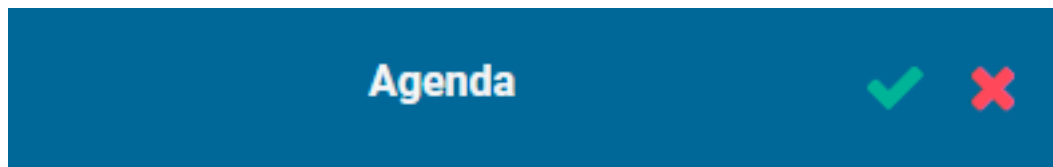


< 29 April 2019 >

10:00	10:05	10:10	10:15
10:20	10:25	10:30	10:35
10:40	10:45	10:50	10:55

As soon as you enter a title for the event/task, the Share With tab appears next to the Task/Event tab. Click on the tab to bring up a list of project recipients, and select the ones you want to notify of the event or task.

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Task / Event

Share with

☐ TRAORE
Mariam
Evelyne

☐ DARAULT
SERGE

☐ KOUAME
INNOCENTS

☒ Smith Bill

☒ Jones Alice

☐ Danon
Michel

☐ Guinko
François

☐ LADJI
OUMAR

☐ TRAORE
Marie
Jeanne

☐ KOUAME
Adou

☐ SISSAO
Mamadou

☐ Coulibaly
Bass
Mamadou

☐ Vaha Judes

☐ Kantalou
Stephane

☐ Ouattara
Christelle

☐ BERNARD
KOUASSI

☐ 1 Test

☒ Lee John

Click the **checkmark** in the popup window title bar to save your changes. The task or event appears in the calendar grid.

Month

Week

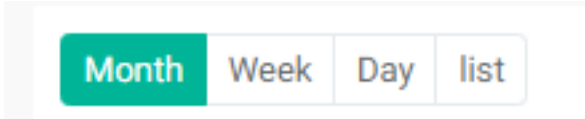
Day

list

Mouse over the event to view its detailed description. Double-click the event to edit it.

Use the tabs at the top left of the calendar to change the view to Month, Week, Day, or List.

Main Toolbar



Use the arrows at top right of the calendar to navigate to previous or future months. Click the **Today** button to quickly return to the current day.



NOTE: As is the case with My Messages, calendar events created in a project will **only** be visible at the project level. Similarly, calendar items created at the Portfolio level will only appear at that level.

Previous: [Main Toolbar: My Messages](#) | Next: [Main Toolbar: Chatroom](#)

Unique solution ID: #1012

Author: n/a

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