



Training Course: Calendar

Tuesday, January 14, 2009
10:00 – 11:00 am EST



Agenda



- **Overview of the Views of the Calendar**
- **Selecting different Users (security access required)**
- **Changing the Date of the current view (forward/backwards)**
- **Making appointments**
- **Viewing appointments**
- **Moving the Contacts on the Calendar to your Look-up**
- **Printing your Calendar**
- **Questions & Answers**

Overview of the Calendar



Calendar

Showing calendar for Gail Stevens

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	26	27	28	29
30	31					

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	26
27	28	29	30			







Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	26	27	28	29	30	31

Week of August 23, 2009

	Sunday August 23	Monday August 24	Tuesday August 25	Wednesday August 26	Thursday August 27	Friday August 28	Saturday August 29
7:00 AM	+	+	+	+	+	+	+
7:30 AM	+	+	+	+	+	+	+
8:00 AM	+	+	+	+	+	+	+
8:30 AM	+	+	+	+	+	+	+
9:00 AM	+	+	+	+	+	+	+
9:30 AM	+	+	+	+	+	+	+
10:00 AM	+	+	+	+	+	+	+
10:30 AM	+	+	+	+	+	+	+
11:00 AM	+	+	+	+	+	+	+
11:30 AM	+	+	+	+	+	+	+
12:00 PM	+	+	+	+	+	+	+
12:30 PM	+	+	+	+	+	+	+
1:00 PM	+	+	+	+	+	+	+
1:30 PM	+	+	+	+	+	+	+
2:00 PM	+	+	+	+	+	+	+
2:30 PM	+	+	+	+	+	+	+
3:00 PM	+	+	+	+	+	+	+
3:30 PM	+	+	+	+	+	+	+
4:00 PM	+	+	+	+	+	+	+
4:30 PM	+	+	+	+	+	+	+
5:00 PM	+	+	+	+	+	+	+
5:30 PM	+	+	+	+	+	+	+
6:00 PM	+	+	+	+	+	+	+
6:30 PM	+	+	+	+	+	+	+
Timeless							

Overview of the Calendar



- To navigate to the Wired Calendar click on the Calendar icon 
- There are 3 basic views of the Calendar
 - Viewing 1 Day at a Time 
 - Viewing a Week at a Time 
 - Viewing a Month at a Time 
- Select a different user (must have access) 
- Move the Contacts on the current view to the Lookup 

Day View of the Calendar



Calendar

Showing calendar for Gail Stevens

←

January 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	26	27	28	29	30	31

February 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	26	27	28

March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	26	27	28
29	30	31				

January 13, 2009

7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	Tom Gallagher - Re: Clr Reschedule
9:30 AM	
10:00 AM	Tom Gallagher - Re: Clr Reschedule
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	Tom Gallagher - Re: Clr Reschedule
1:30 PM	(cont) WiredContact, Tom Gallagher
2:00 PM	(cont) WiredContact, Tom Gallagher
2:30 PM	(cont) WiredContact, Tom Gallagher
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	
5:30 PM	
6:00 PM	
6:30 PM	

Timeless

Week View of the Calendar



Calendar

Showing calendar for Gail Stevens

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	26	27	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	26	27	28

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	26	27	28
29	30	31				

Week of January 11, 2009

	Sunday January 11	Monday January 12	Tuesday January 13	Wednesday January 14	Thursday January 15	Friday January 16	Saturday January 17
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
11:30 AM							
12:00 PM							
12:30 PM							
1:00 PM							
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
Timeless							

Month View of the Calendar



Calendar


Showing calendar for Gail Stevens

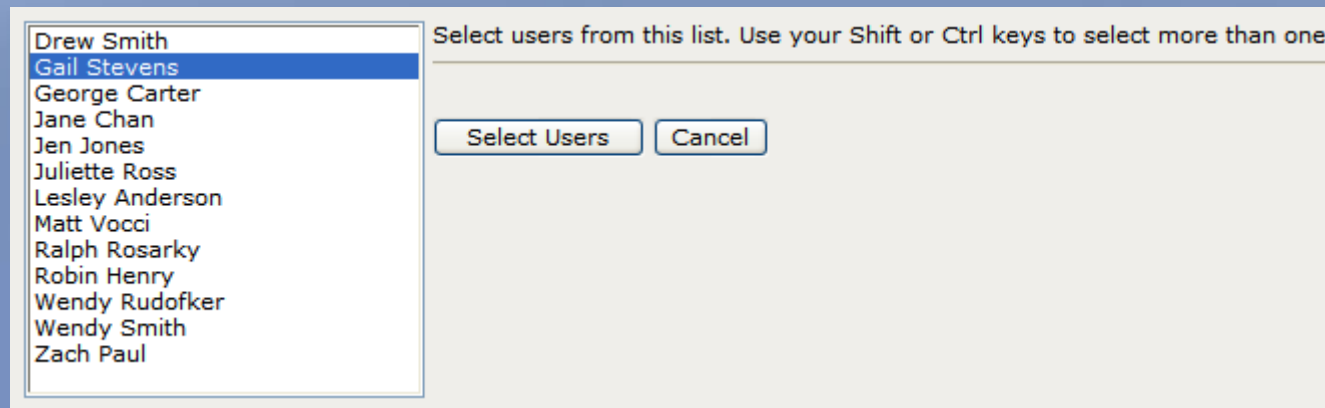
← January 2009 →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 call re surgery	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Confirm appointment Follow up	30	31

Viewing Different User's Calendar



- You must have the security access to perform this function.
- Navigate to the Calendar and press  this will provide you a listing of all the users you have been given access to review their calendars.



- Select a user from the list or use the shift or control keys to select more than one.
- If you have selected more than one user look at the bottom of the calendar to view the User Color Key.

Gail Stevens ■	George Carter ■	Jane Chan ■	Jen Jones ■
Juliette Ross ■	Lesley Anderson ■	Matt Vocci ■	Ralph Rosarky +

Change the Date of the View



- All the Calendar views allow you to change the current date to a future or previous timeframe.

- Day View

February 2009							March 2009							April 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		

February 12, 2009

7:00 AM	
7:30 AM	
8:00 AM	

- Weekly View

February 2009							March 2009							April 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		

Week of February 08, 2009

	Sunday February 8	Monday February 9	Tuesday February 10	Wednesday February 11	Thursday February 12	Friday February 13	Saturday February 14
7:00 AM	☐	☐	☐	☐	☐	☐	☐
7:30 AM	☐	☐	☐	☐	☐	☐	☐
8:00 AM	☐	☐	☐	☐	☐	☐	☐
8:30 AM	☐	☐	☐	☐	☐	☐	☐

- Month View

February 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Making Appointments



- You can make appointments directly from the DAY or the WEEK view. Start by clicking on the **+** on the DATE and TIME you would like to make your appointment
- The Schedule Screen will then appear:

Schedule with: James Lee

Type: Call **Priority:** Low **Timeless:**

Date: 2/9/2009 **Time:** 10:00 AM **Duration:** 10

Set Alarm: **Lead Time:** 10

Regarding:

Details:

Schedule For: Gail Stevens **Schedule** **Cancel**

Scheduled By: Gail Stevens **Send an email reminder**

Select date, time and duration below:

February 2009							March 2009							April 2009							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	1	2	3	4	5	6	7					1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14		5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21		12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28		19	20	21	22	23	24	25
							29	30	31						26	27	28	29	30		

9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30
5min	10min	15min	20min	30min	45min	1hr	2hr	4hr	1day

Viewing Appointments



- All the Views (Day, Week and Month) provides a clear view of your appointments (Calls, Meeting, To Do, etc.)

Calendar

Showing calendar for Gail Stevens

January 2009							February 2009							March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31					29	30	31				

Week of January 11, 2009

	Sunday January 11	Monday January 12	Tuesday January 13	Wednesday January 14	Thursday January 15	Friday January 16	Saturday January 17
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
10:30 AM							
11:00 AM							
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2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							
5:30 PM							
6:00 PM							
6:30 PM							
Timeless							

Viewing Appointments

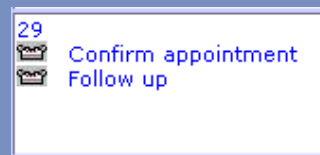


- **Day View** -  Tom Gallagher - Re: Clr Reschedule



- Click on the Contact Name (Tom Gallagher) to view the Contact Information
- Click on the **Clr** to Clear the appointment [Finalize or Delete the appointment]
- Click on the **Reschedule** to Modify the existing appointment

- **Week View** -  

- Click on the  to view the Contact information of the appointment
- Click on the  to view or modify the existing appointment





- **Month View** –

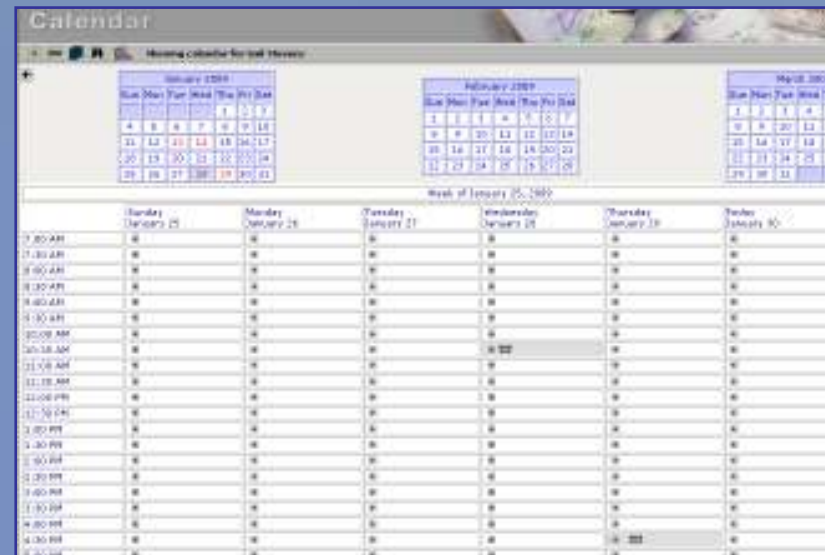
- If you have entered a REGARDING in the appointment you have the ability to view the appointment detail from the month view, by clicking on the Regarding information  Confirm appointment
Follow up
- Click on the  to view the Contact information of the appointment.

Move the Contacts on the Calendar to the Look-up Screen



- On all of the views of the Calendar, you have the ability to move all the Customers on the Calendar to the Lookup.
 - Click on the binoculars  from the icon listing 
 - All the contacts on the Calendar will now display on the Lookup

This calendar had 2 appointments on it. After clicking the binoculars, the 2 contacts were moved to the LOOKUP screen.



Lookup Results:

Contact	Company	City	Zip	State	ID Status
<input type="checkbox"/> Jonathan Browne	 Power to Sail	Opio	06650		<input checked="" type="checkbox"/> Vendor
<input type="checkbox"/> Nancy Mule	 Moore Enterprises	New York	30328	FL	<input checked="" type="checkbox"/> Prospect A

Showing 1-2 of 2 

Print your Calendar



- You can print all three views of your Calendar.
 - Once the Calendar is displayed, place the mouse on the calendar and hit the right mouse button
 - Select PRINT and print as you would do so normally.
 - If the calendar spans multiple pages (and you want it to print on a single page), Use the Print Preview option and make the necessary modifications.
 - Change the Layout to Landscape
 - Shrink to Fit or lower the percentage
- ❖ Lets see this.

Questions & Answers



WIREDCONTACT