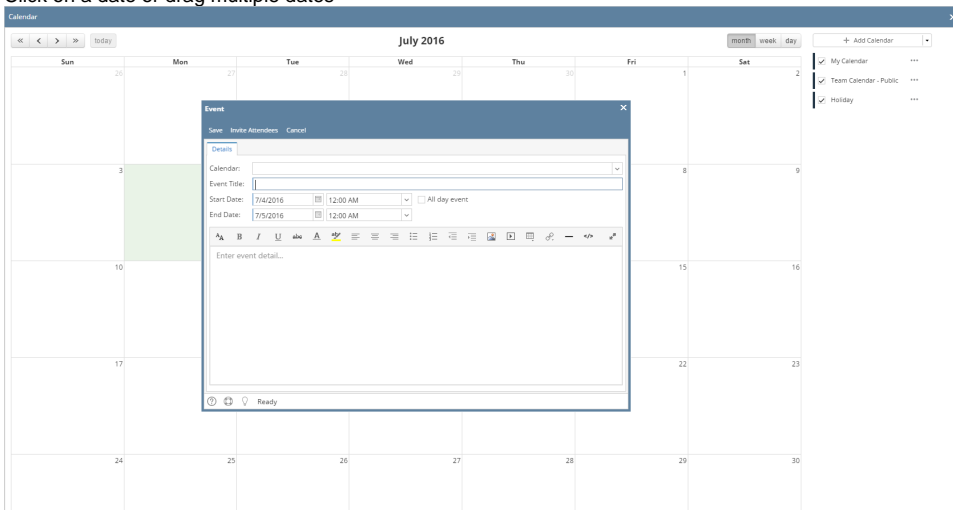


# How to Add an Event directly in Common Info's Calendar

1. On the user's menu panel go to **Common Info** folder then click **Calendar**
2. Click on a date or drag multiple dates



3. On the Event form, add the necessary details (**Calendar, Event Title, Event Details**)

A screenshot of the 'Event - Event A' form. The 'Details' tab is selected. The form contains the following fields: 'Calendar' (dropdown menu set to 'My Calendar'), 'Event Title' (text field with 'Event A'), 'Start Date' (date and time picker set to 7/13/2016 12:00 AM), and 'End Date' (date and time picker set to 7/13/2016 1:00 PM). There is an 'All day event' checkbox. Below these fields is a rich text editor with a toolbar and the text 'This is a test calendar event only'. The status bar at the bottom of the form says 'Ready'.

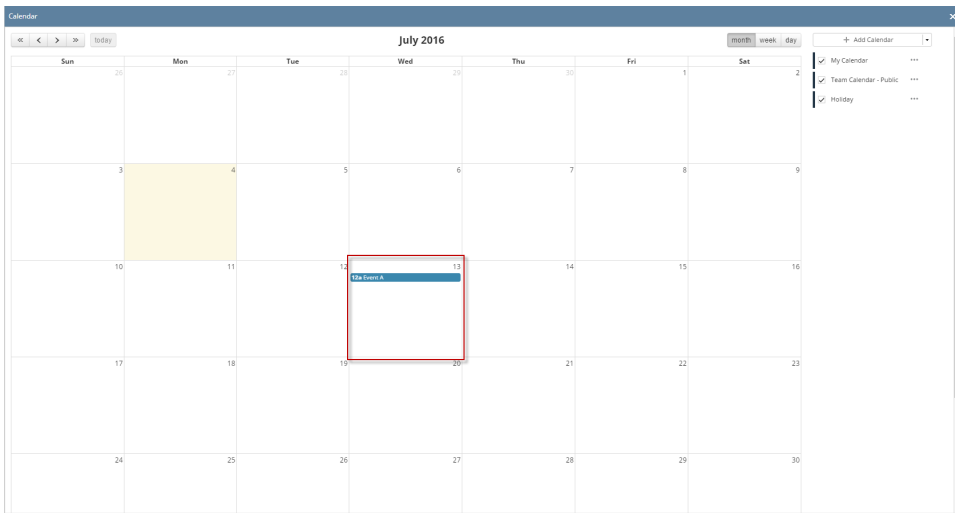
- a. If the **All day event** check box is checked, End Date will be 12:00 AM of the next day from the Start Date

A snippet of the event form showing the 'All day event' checkbox checked. The 'Start Date' is 7/13/2016 12:00 AM. The 'End Date' is 7/14/2016 12:00 AM.

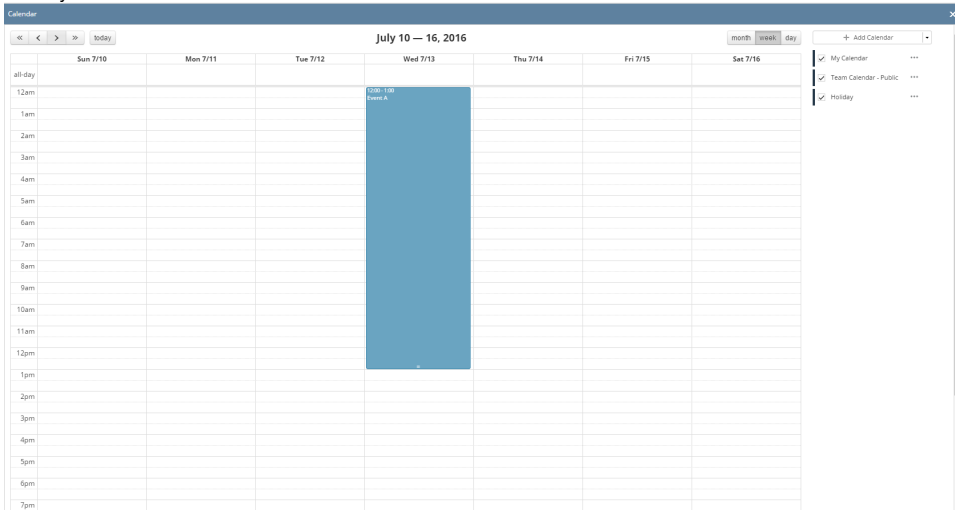
- b. If the event is within the day, duration will start from Start Date's hour then ends in End Date's hour

A snippet of the event form showing the 'All day event' checkbox unchecked. The 'Start Date' is 7/13/2016 12:00 AM. The 'End Date' is 7/13/2016 1:00 PM.

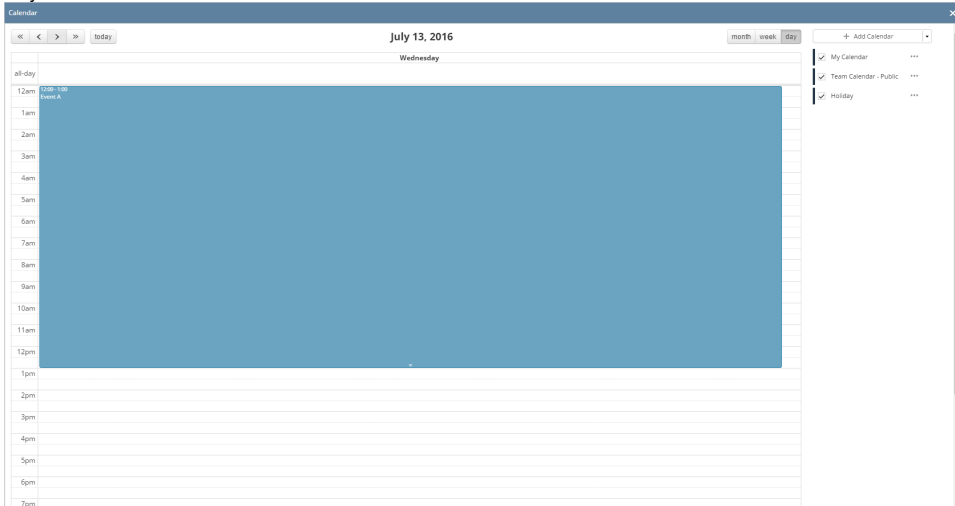
4. Click the **Save** button to save the event. Once the event is saved, it will appear in the calendar Monthly View:



**Weekly View:**

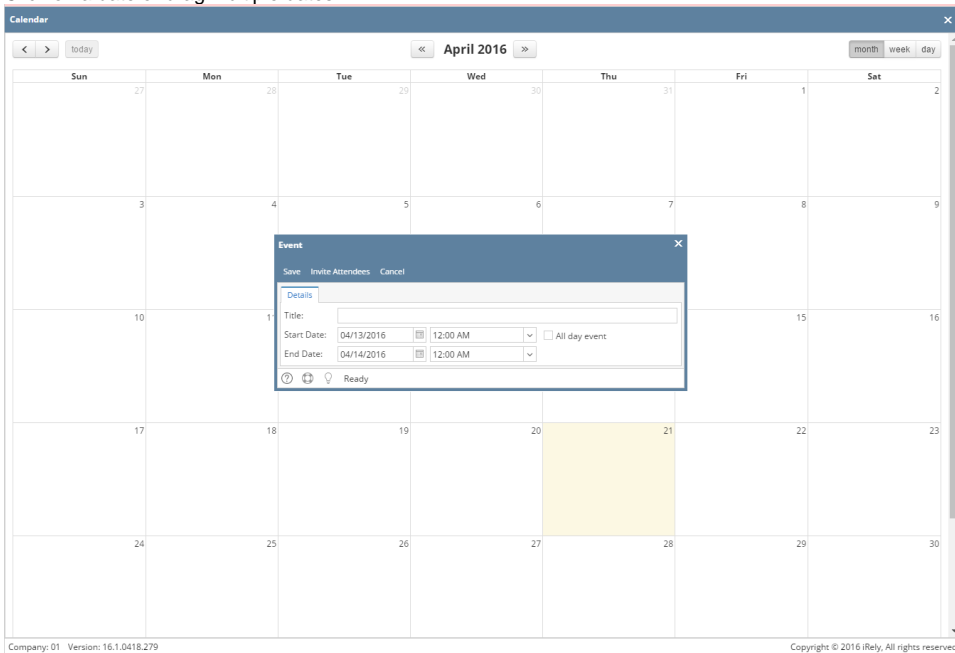


**Day View:**



1. On the user's menu panel go to **Common Info** folder then click **Calendar**

2. Click on a date or drag multiple dates

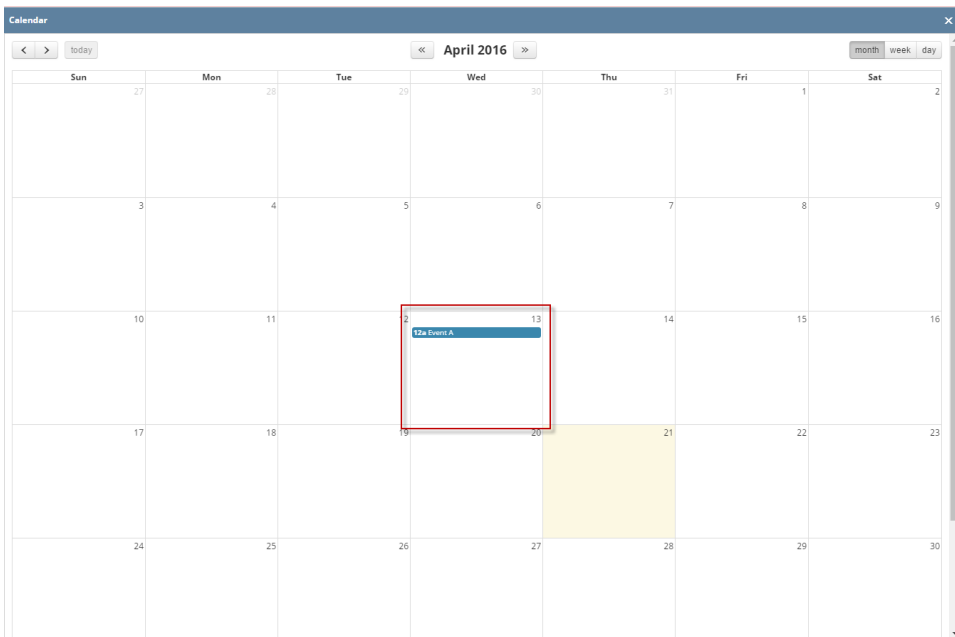


3. On the Event form, add a Title for the Event

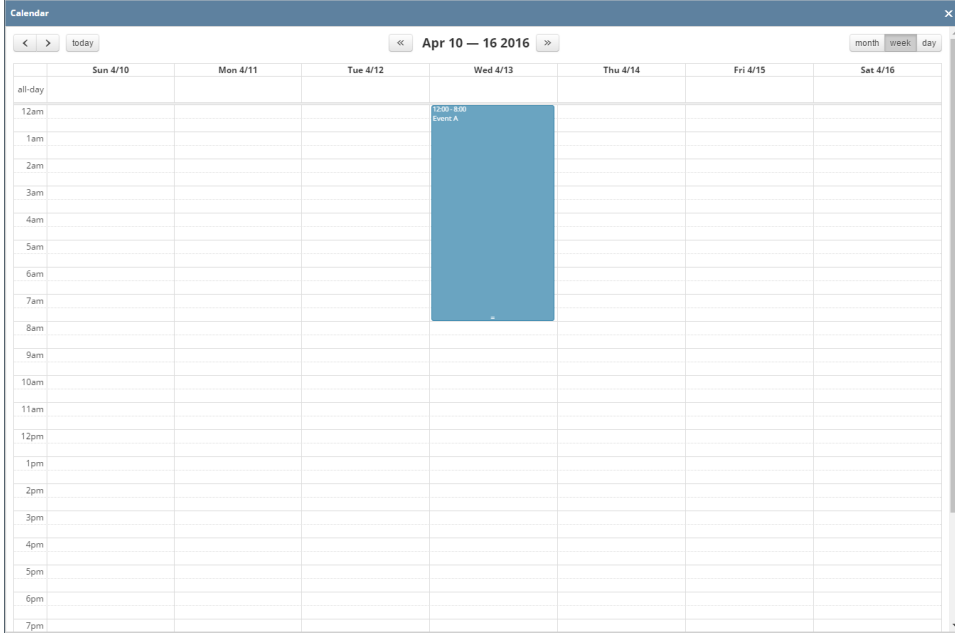
- a. If the **All day event** check box is checked, End Date will be 12:00 AM of the next day from the Start Date

- b. If the event is within the day, duration will start from Start Date's hour then ends in End Date's hour

4. Click the **Save** button to save the event. Once the event is saved, it will appear in the calendar Monthly View:



Weekly View:



Day View:

Calendar

< > today

<< April 13 2016 >>

month week day

Wednesday

all-day

12am 12:00 8:00 Event A

1am

2am

3am

4am

5am

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm