L. Calendar

I. Create New Calendar

- 1. To create a new calendar, select a folder.
- 2. Select "New" context menu, then "New Calendar".



3. The New Calendar window will appear. Input the "Name".

New Calendar	Create	×
Calendar Name		
Sample		

4. Click "Create" button to save.

+ New \checkmark	↑ Upload	Index \checkmark View \checkmark	Change Column View Recycle Bin
_ ▼		[†] File Name	Size Version Version Date
	☆ 🔳 ,	- Sample	1.0 2024-08-28 22:28:26

II. Create Activity

DAY WE	EK MONTH		August 2024		<	TODAY >
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17

1. Click the calendar record to open the calendar view.

2. Double click one of the dates, the New Event window will appear. Fill-in the description and location, select the participants and date of the activity.

00:00 - 00:00	NEW EVENT			
Туре	Task			•
	Task			
Description	New event			
Assign To	admin			
Status	Active -			
Work				
Complete Ratio				
	() 00:00 -	20 -	luk –	2024 -
Full day	€ 00.00 ♥	30 •	July	2024 •
	€ 00:00 ▼	31 🔻	July 🗸	2024 🕶
			CANCEL	SAVE
			OANOEL	SAVE

3. Click "Save" button to commit changes.

DAY	W	EK MONTH		August 2024		<	TODAY >
Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	28		29 30 • 12:00 Project Mee	31	01	02	03
	04		06	07	08	09	10

III. Edit Activity

- 1. To edit an existing activity, double click the activity record.
- 2. Modify the activity and click "Save" button to commit changes.

12:00 - 13:00	PROJECT MEETING
Туре	Activity
Description	Project Meeting
Participants	admin admin 🥪
Location	Boardroom A
🗌 Full day	S 12:00 ▼ 30 ▼ July ▼ 2024 ▼
	S 13:00 ▼ 30 ▼ July ▼ 2024 ▼
DELETE	CANCEL SAVE