

Calendar Icons

The following is a guide to the icons used within the Calendar.



Day List View – shows the day's events beginning with today's date



Weekly Grid View – show the current week's events



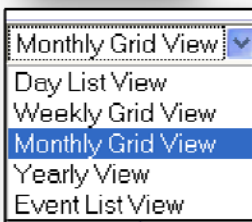
Monthly Grid View – shows the month's events (Default View)



Yearly View – shows the year at a glance



Highlights the current day on the monthly calendar



Another way to toggle between the different calendar views available



Add – adds a new event to the calendar



Print – prints the current view of the calendar



Import – imports events from a CSV file (created in Microsoft Excel)



Export – At this time, do not use this feature. It is not working properly.



Alerts – allows users to subscribe to calendar event updates via email

Filter Events

Filter – allows users to specify what type of events they wish to view

[Prev Year

Prev Year – allows users to view the same month from the previous year

Prev Month]

Prev Month – allows users to view the previous month

[Next Month

Next Month – allows users to view the next month

Next Year]

Next Year – allows users to view the same month but in the next year