





## Calendar View

To view the *Project Calendar*, go to the *Calendar* tab at the bottom of the screen and select *Calendar View* from the pop-up menu.

The Calendar View is the shared project calendar, which provides an overview about Contractor related project deadlines and additionally scheduled event. For example, conference calls or meetings. Therefore, each project user can schedule events and invite participants.

On the left side panel, the drop-down menu Show, allows you to change the view to all upcoming events for the next 2 months, half year or year. Use the  buttons to move forwards or downwards through the time periods.

The project deadlines or events taking place in the selected period are listed in the main area. To view details on an event, please click the  button on the right side of the event entry. If you are the owner of the event, you can click  to edit the event information or click  to delete the event.

Please note that schedules project plan events, for example the deadline of Milestones or Deliverables, are shown in the project calendar related to the *Contractor*. Users can only view and edit events created by them and view events they are invited to. The Project Coordinator can view and edit all events scheduled in the calendar.

The screenshot displays a software interface with a main calendar on the left and a 'Project Calendar' on the right. The main calendar shows the months of March and April 2013. The 'Project Calendar' is set for the period 01.03.2013 - 01.03.2013 and shows a view for March (M15) with the date 31.3. and two deliverables: 'Deliverable 2.2' and 'Deliverable 6.3'. A search calendar window is also visible, listing events like 'Improvement of efficiency d ...' and 'Internal Meeting of Work pa ...'. The bottom navigation bar includes 'Collaboration', 'Documents', 'Calendar', and 'Support'.

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