

Saving and Modifying Contact or Calendar View

When you open a contact record and make changes, we suggest that you click on the save changes icon which looks like a small disk in the top left hand corner of the screen view. For this example, we will open a contact record and make some changes to the record.

Once the changes have been completed, point your mouse to the save changes icon and left click to save the changes.

Modifying and Saving your Calendar View:

You can elect to have different views on your calendar by clicking on the options at the top. These options include: Today; 3 Days; Week; Month or Year view. For this example, we will elect to use the 3 Day view by clicking on that icon.

Once the view appears and you wish to keep that view, click on “View” and then select “Save View”. The next time you open WorkCenter, you will return to the saved view you have elected.