

Overview of the Contact Schedule Calendar Recap Tab

You now have the ability to view the entire year and more for any calendar scheduled items for each contact record. Open a contact record by double clicking on that selected contact name.

When the contact screen view appears, click on the “Schedule Tab” located at the top of the contact record. You can now see a calendar view showing all scheduled items for this contact. You can also scroll down for a view of several additional years.

To view a scheduled item, double click on that icon in the calendar and that specific event screen box will appear.