

Changing and Saving Your Calendar View

It is very easy to change and save the view of how you wish your calendar to appear inside WorkCenter. Open WorkCenter and make sure your “Schedule Tab” is selected and you are viewing your calendar.

Notice at the top of your screen view, you will see several options to display your calendar. These options are: Today; 3-days; Week; Month; and Year. Click on the selection you wish. For this example we have selected the 3-day option.

You will now see the current three days displayed in your calendar. If you wish to keep this view each time you open WorkCenter, you now need save this view inside WorkCenter. To save this view:

Click on “VIEW” and then “SAVE VIEW”. Once you have done this, the next time you open WorkCenter your calendar will display the 3-day view.

You can change the view of your calendar at anytime. If you decide not to save a view change, WorkCenter will default to the 3-day view you have previously programmed.