

Facility Scheduler Calendar Features

Published Events created on a Published Calendar in Facility Scheduler and events you have security rights to within Facility Scheduler display on the calendar.

The Calendars pane on the left lets you select which calendars to display. You can also select **Select All Calendars** to display all calendars, or clear that option and select to display only certain calendars. Only calendars you have appropriate rights for display.

1. In the Calendars pane, click the checkmark beside the calendar with events you want to hide.
2. Click **Go**.

1. In the Calendars pane, select the check box beside the calendar with events you want to display.
2. Click **Go**.

Calendar Display

You can view the Facility Scheduler calendar in four different formats - Month, Week, Day, and List.

The Month view displays the events for a selected month in a typical full calendar view. From this page you can:

- [Select the calendars you want to view](#).
- Click **Add Event** to create new events.
- Click a date to view the events scheduled for that day in a list format.
- Click an event name to view event details, location information, and resource requests.
- Print the calendar.
- Click the (<) and (>) links to browse the previous and following months.

The Week view displays the events for the current week in list format. From this page you can:

- [Select the calendars you want to view](#).
- Click **Add Event** to create new events.
- Click an event name to view event details, location information, and resource requests.
- Print the calendar.
- Click the (<) and (>) links to browse the previous and following weeks.

The Day view displays the events for the current day in a list format. From this page you can:

- [Select the calendars you want to view](#).
- Click **Add Event** to create new events.
- Click an event name to view event details, location information, and resource requests.
- Print the calendar.
- Click the (<) and (>) links to browse the previous and following days.

The List view displays the events for the entire selected month in a list format. From this page you can:

- [Select the calendars you want to view](#).
- Click **Add Event** to create new events.
- Click an event name to display a small window containing the event name, a description, and when and where the event occurs. To display more information about the event, click **More Details**.
- Click **Show Full Month** to display a list of all of the month's events at once.
- Print the calendar.
- Click the (<) and (>) links to view the previous and following months.

Event Information

The basic event details for a Facility Scheduler event can be viewed directly from the calendar.

1. Locate the event on the calendar.
2. Click the event name.
3. To view more information about the event, click **View More Details**.

A small window containing the event name, a description, and when and where the event occurs displays.

To display more information about the event, click **More Details**.