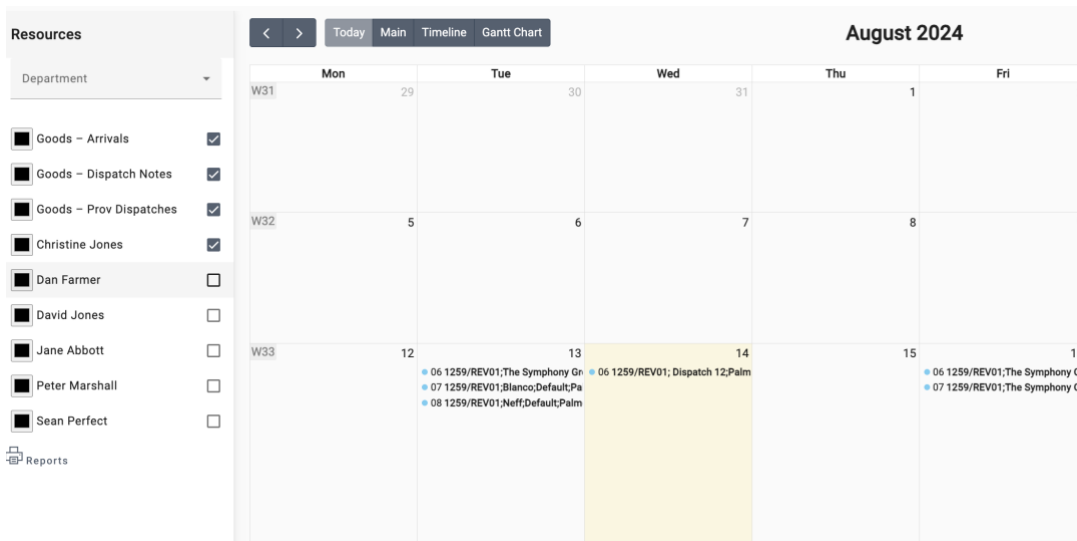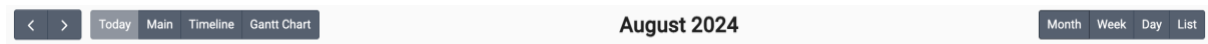# KBBConnect Calendar View

The Calendar tab of KBBConnect consists of an online calendar that can be used to plan and communicate within a business. A user can enter an arrangement or action for a specific date and time which will then be shared with other KBBConnect users. It allows a company to keep track of what is happening within all its departments.

The Calendar view has a variety of buttons that can change the viewable range of the Calendar. When selected, the '**month**' button will load a monthly view of the calendar, the '**week**' will load a weekly view of the calendar and '**day**' will display just the day selected .

KBBConnect Calendar View – entry form

When you want to create an entry click on the date and time that is relevant to the entry – or drag your mouse over a section of the calendar spanning the times you need for the appointment. KBBConnect will register the appointment with these times .

If you are in the monthly or weekly view click on the date you wish to place the appointment on first and this will take you to the daily view for that date.

When the Calendar Entry view appears enter the specifics of the appointment in the form or edit an entry if there is something already entered there.

Fill in the appointment details. Clicking on the drop down menu next to the Project brings up a list of reference numbers for projects in your KBBConnect System.
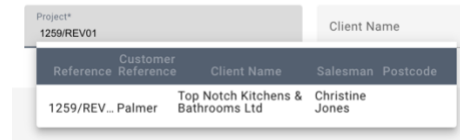

Clicking in the field brings up a window that shows all the current jobs under the projects view.

When the required job has been found, highlight the job and press Select, which enters the Job Number into the Job Number field.
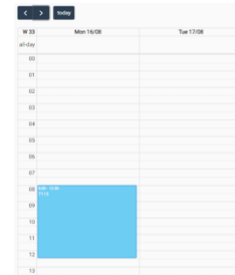
The '**App Date**', '**App From Date**' and '**App To Date'** are set to the date and time of the selected timeslot. The date can be changed by clicking on the small calendar and the time can be changed by either free texting or using the arrows.

'**Status**' works similarly to **Resource** in that you click on the field and select status this entry is going to relate to. Also, you can use the text field in order to write any additional notes.
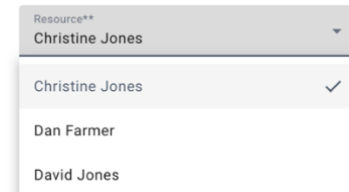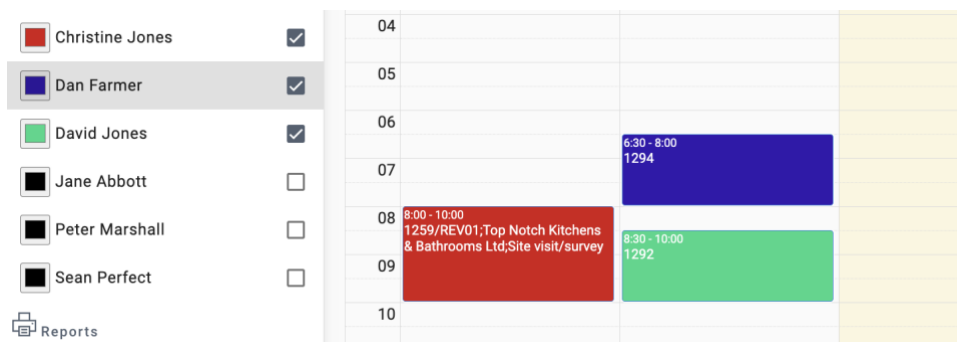

When the form has been completed, clicking '**Save Changes**' will save the entry to the calendar.

The entry can be edited by simply clicking on the entry and amending the information in the form.

KBBConnect calendar view – side window

The left side of the calendar displays users that you can create appointments for.

Resources and consists of a list containing all registered users of KBBConnect within the company. If a name is ticked, it will display the dates and arrangements relevant to that person.

You can change the user for whom the appointment is for by changing the '**Resource'** means what user this project is related to. It defaults to the user who created the entry but can be changed by clicking on the field and choosing another user from the drop down menu.

Feedback

We hope you found this document useful and would love to know what you think of KBBConnect.

To comment on this Quick Guide or anything else regarding KBBConnect, please contact KBBConnect Customer Support:

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        or

        Telephone Number: +44 1923 919 278