

Guide with Calendar

Created on Apr 27, 2025 by Edmundo Canedo Cervantes

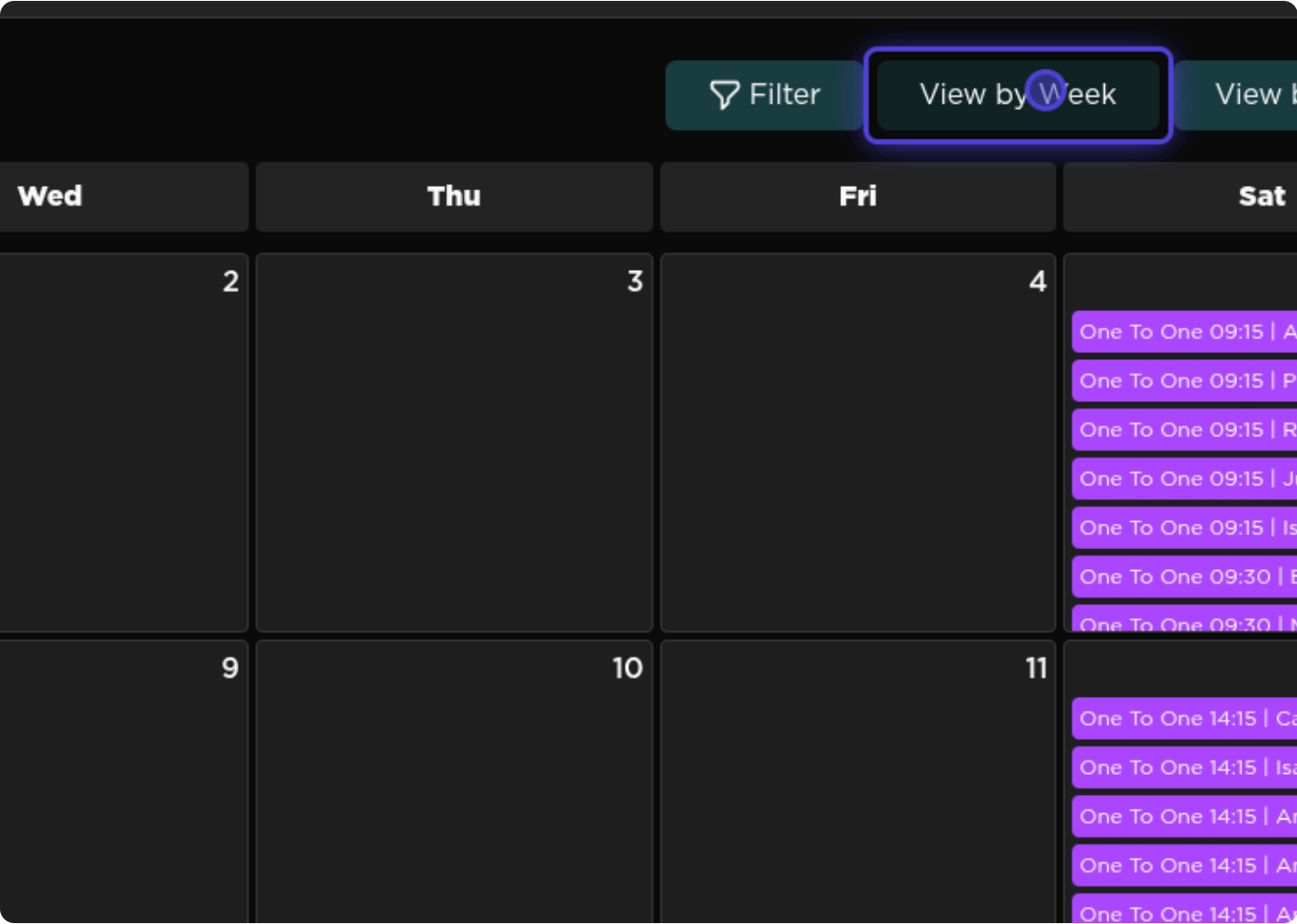
This workflow describes the option that you can do with the calendar

1

View the calendar in week mode

VIEW PAGE →

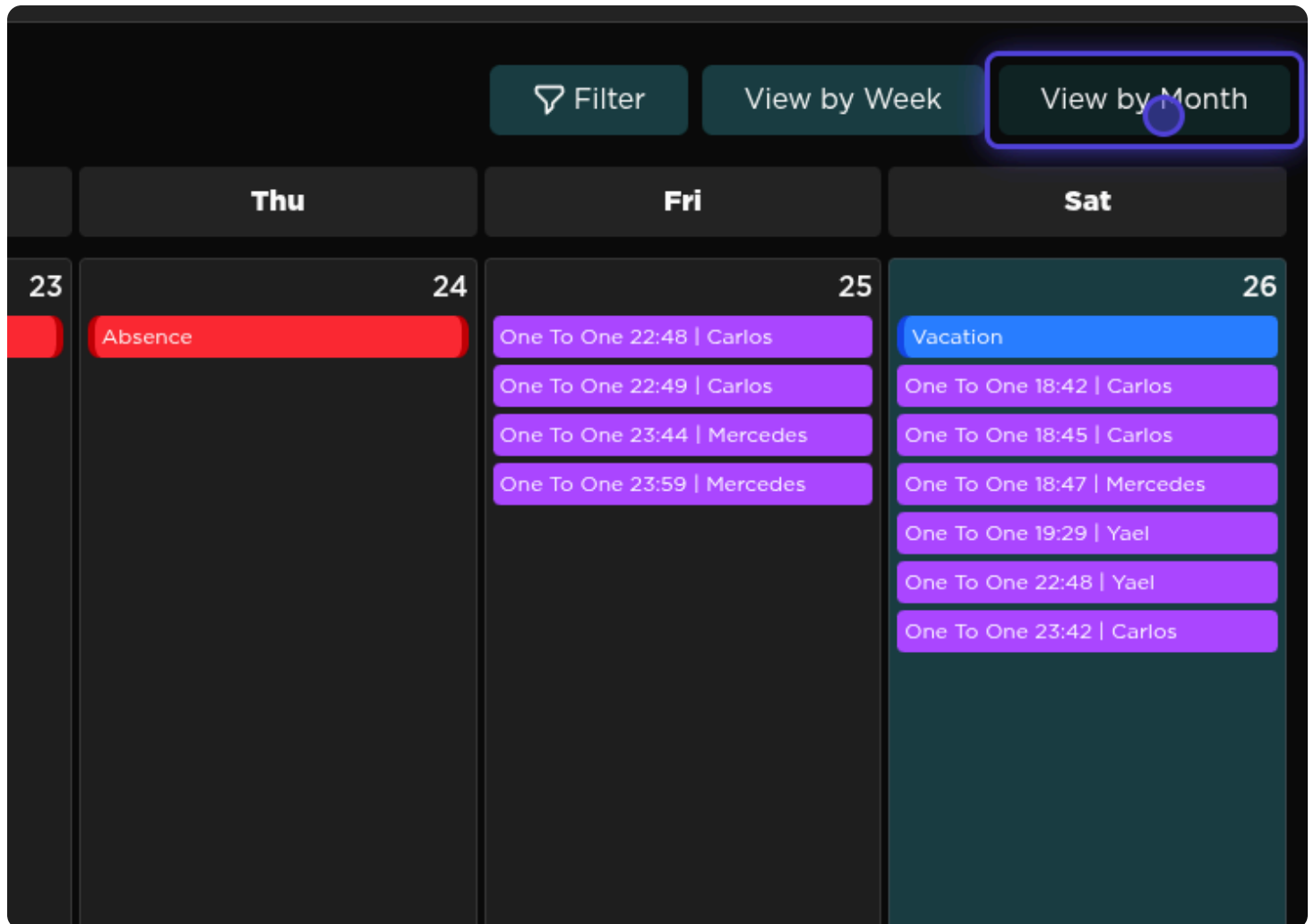
Press the button "View by Week"



2 View the calendar in month mode

[VIEW PAGE →](#)

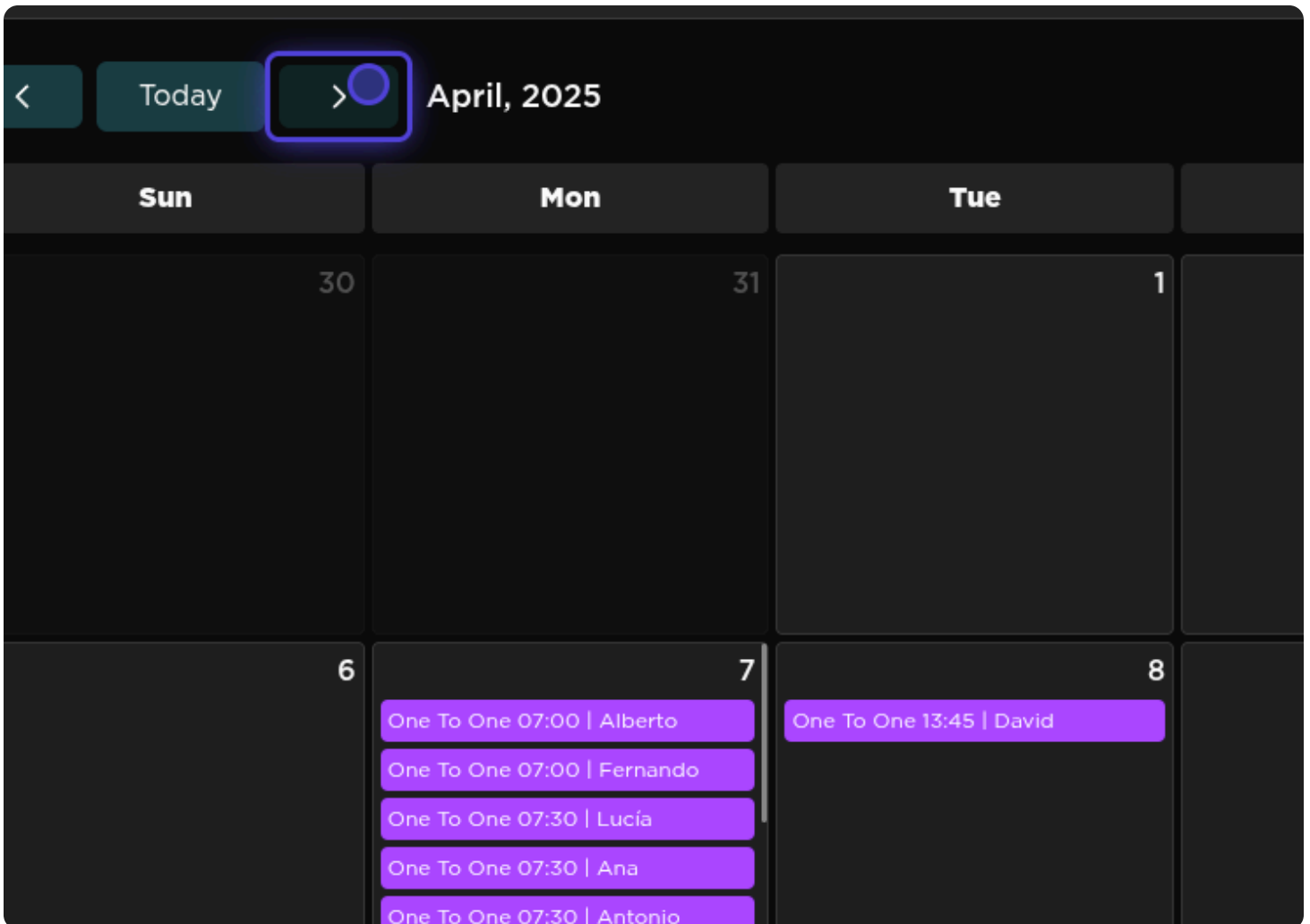
Press the button "View by Month"



3 Go to the next date

[VIEW PAGE →](#)

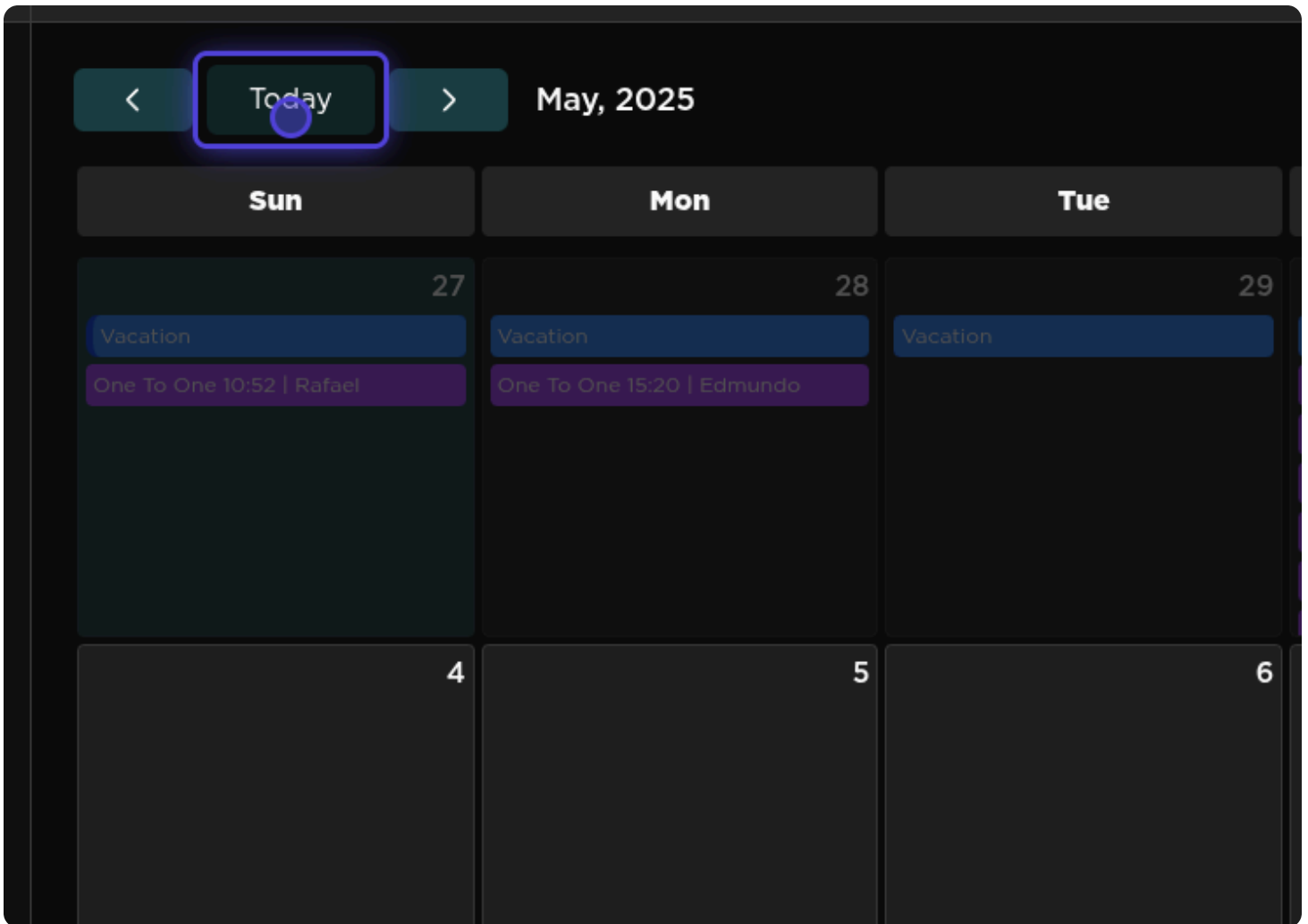
Press the arrow next to "Today", depending on the view mode, it will move by 1 week or 1 month.



4 Go to today

[VIEW PAGE →](#)

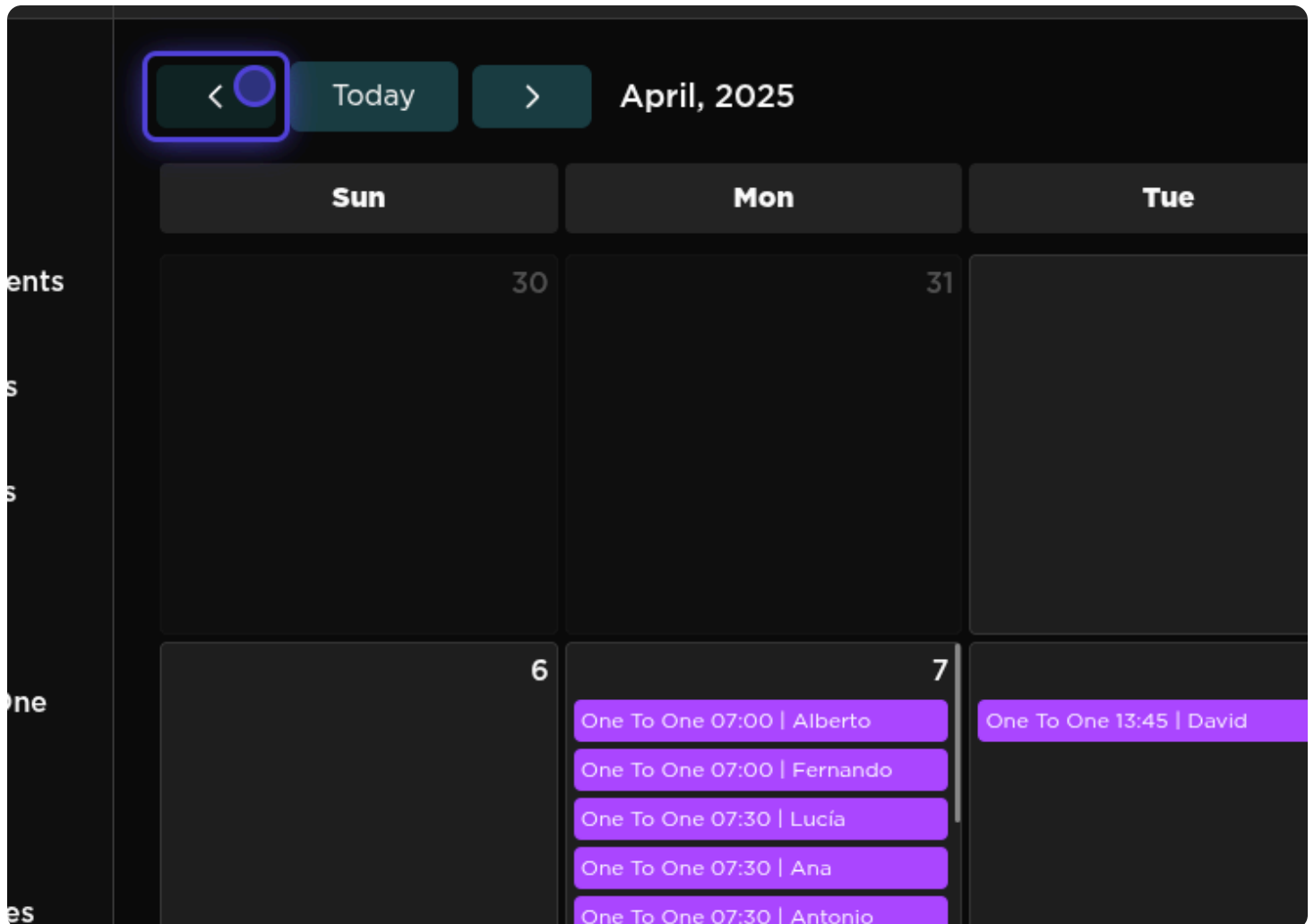
By pressing the "Today" button, the calendar will render the current date.



5 Go to the next date

[VIEW PAGE →](#)

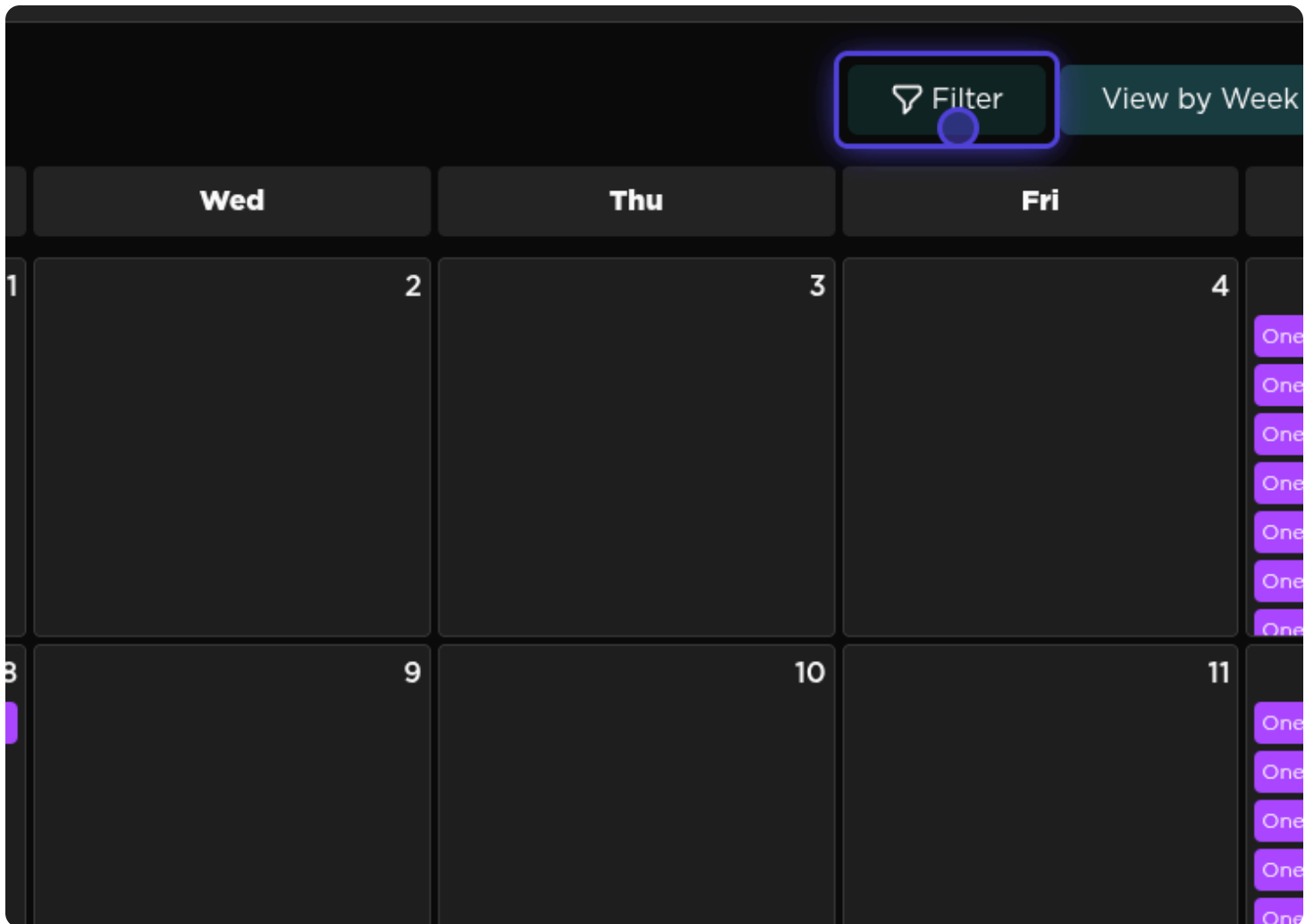
Press the arrow next to "Today", depending on the view mode, it will move by 1 week or 1 month.



6 Use of filters

[VIEW PAGE →](#)

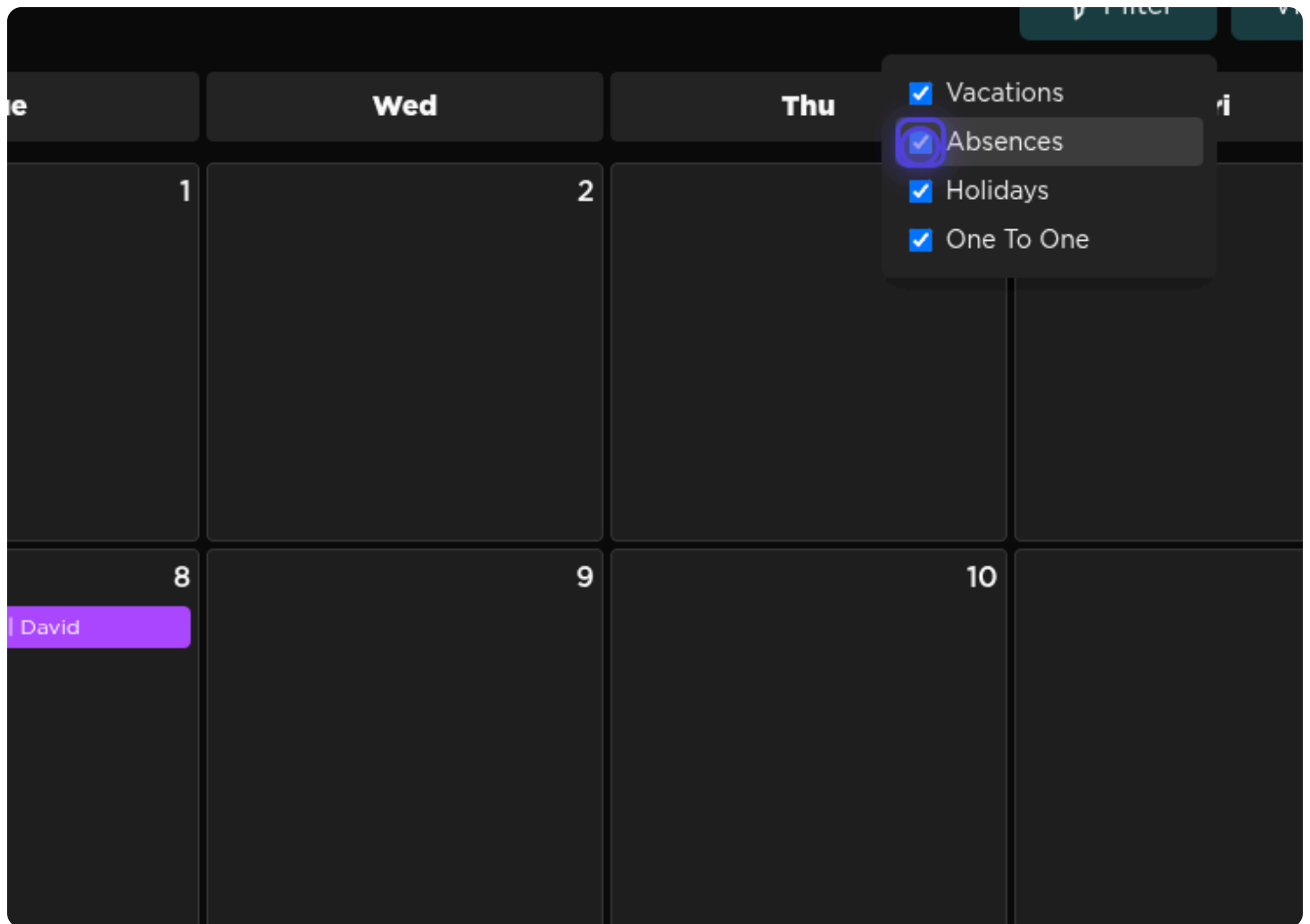
To see the possible filters, press "Filter"



7 Select the elements to view

[VIEW PAGE →](#)

Check with a mark the type of elements you'd like to view.



8 Access an event

[VIEW PAGE →](#)

To access an event you just need to press on it. This works with vacations, absences and one on one sessions.

		One To One 07:00 Fernando	One To One 07:00 Elena
			One To One 09:15 Juan
			One To One 09:15 Pedro
			One To One 09:45 Carlos
			One To One 13:30 Paulina
			One To One 13:45 Pedro
			One To One 14:15 Beatriz
20	21	22	23
One To One 14:30 Juan	One To One 18:00 Roberto	Absence	One To One 14:30 Elena
One To One 16:00 María	One To One 19:09 Rafael		
One To One 16:00 Mercedes	One To One 21:42 Yael		
One To One 16:15 David	One To One 10:53 María		
One To One 16:15 Raquel			
One To One 16:15 Antonio			
One To One 16:15 Pedro			
27	28	29	30
Vacation	Vacation	Vacation	Vacation
One To One 15:20 Edmundo		One To One 20:00 Carlos	One To One 02:20 Edmundo
		One To One 10:10 Edmundo	