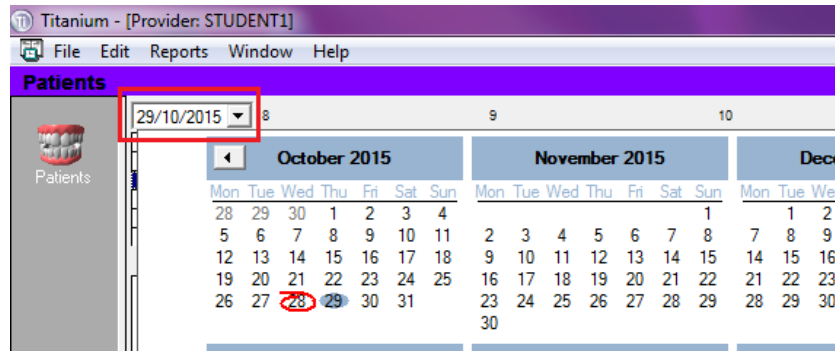


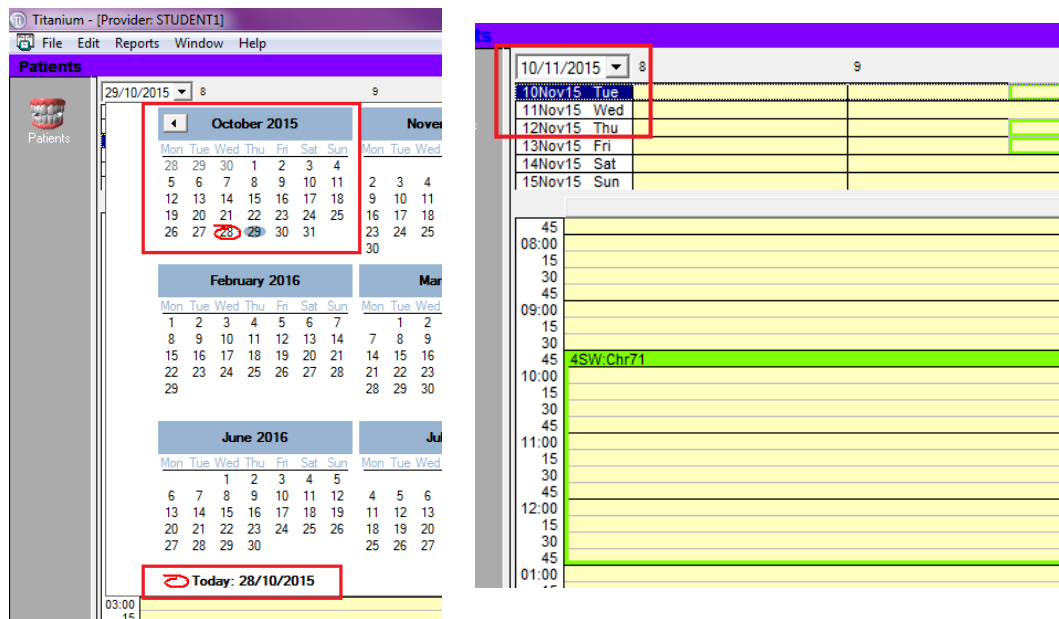
Move through the appointment book

The Calendar in the Date field

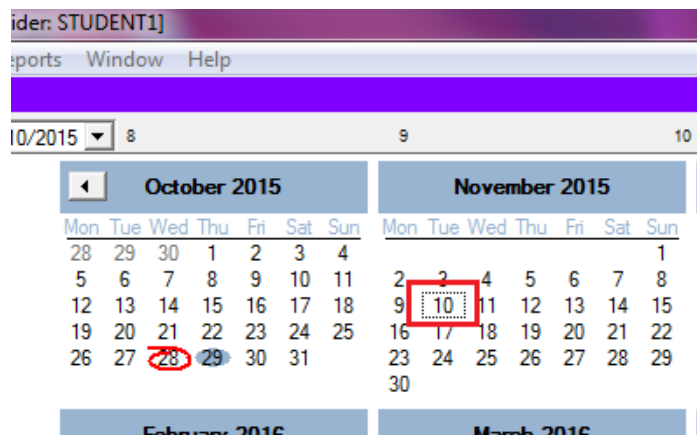
1. Click the drop down arrow to display a calendar



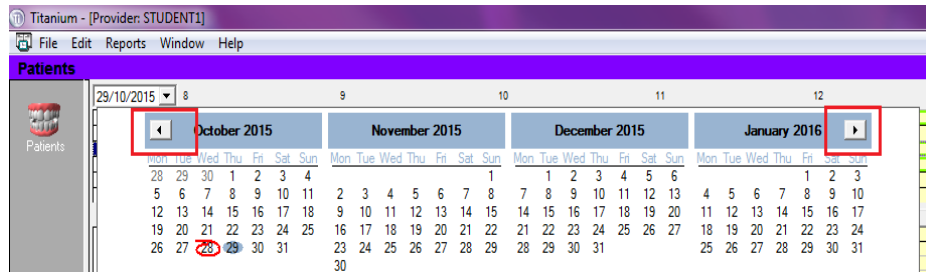
2. TODAY is highlighted on the calendar and displayed at the bottom of the window



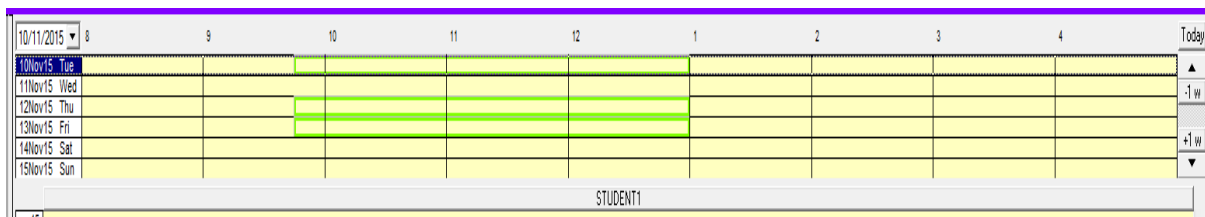
3. Click on any on the calendar to move the appointment book to the date selected



- Click the arrows either side of the date to move through the calendar

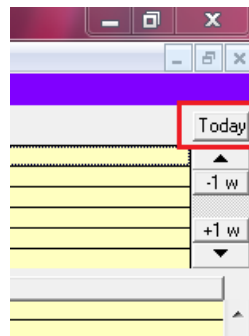


The View Week Area

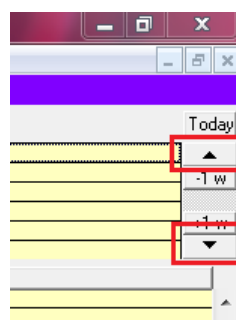


This area shows a week of rosters/appointments starting at today's date – or the last date chosen from the Calendar. To move through the appointment book using this method you can:

- Move back to today's date by clicking the "Today" button in the top left corner



- Move forward or backwards a day at a time by using the up and down arrows below the "Today" button



Move forward or backwards a week at a time by using the “-1 w” and “+1 w” buttons within the up and down arrows

