Move through the appointment book

The Calendar in the Date field

1. Click the drop down arrow to display a calendar

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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

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4. Click the arrows either side of the date to move through the calendar

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The View Week Area

10/11/2015 💌 🖇	9	10	11	12	1	2	3	4	Today
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11Nov15 Wed									-1 w
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13Nov15 Fri									
14Nov15 Sat									+1 \
15Nov15 Sun									
				STUDENT1					

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:

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

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	-1 w
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2. Move forward or backwards a day at a time by using the up and down arrows below the "Today" button

_ 8 ×
Today
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Move forward or backwards a week at a time by using the "-1 w" and "+1 w" buttons within the up and down arrows

