

Calendar: Module Pages

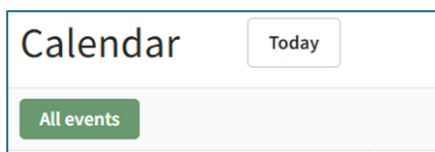
- [Home Page](#)
- [Settings Page](#)

Home Page

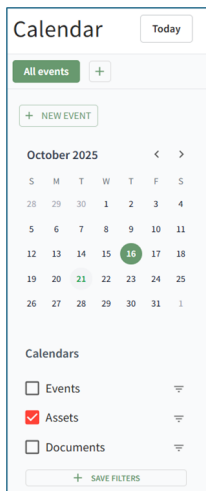
The Home Page displays the Gregorian calendar showing an All Events Filter. A default all events filter displays all meetings / events, assets and documents deadlines. Filters can be created and customized to present different views.

How To: Create a New Calendar Filter

The Calendar Home Page has one default filter, All Events, that includes all meetings, events, assets, and documents available to the user on the calendar. The default filter shows below the Calendar header.



Making any changes from the current view of the filter you are currently using will allow you to save a new filter. Examples of changes that can be made include de-selecting a filter checkbox below the mini-month calendar view or by clicking the filter icon to the right of the Events Calendar and de-selecting options, such as Meetings Shared With Me.



Select the "+ Save Filters" button to create a new calendar filter, opening the Save Filters Selection Modal.

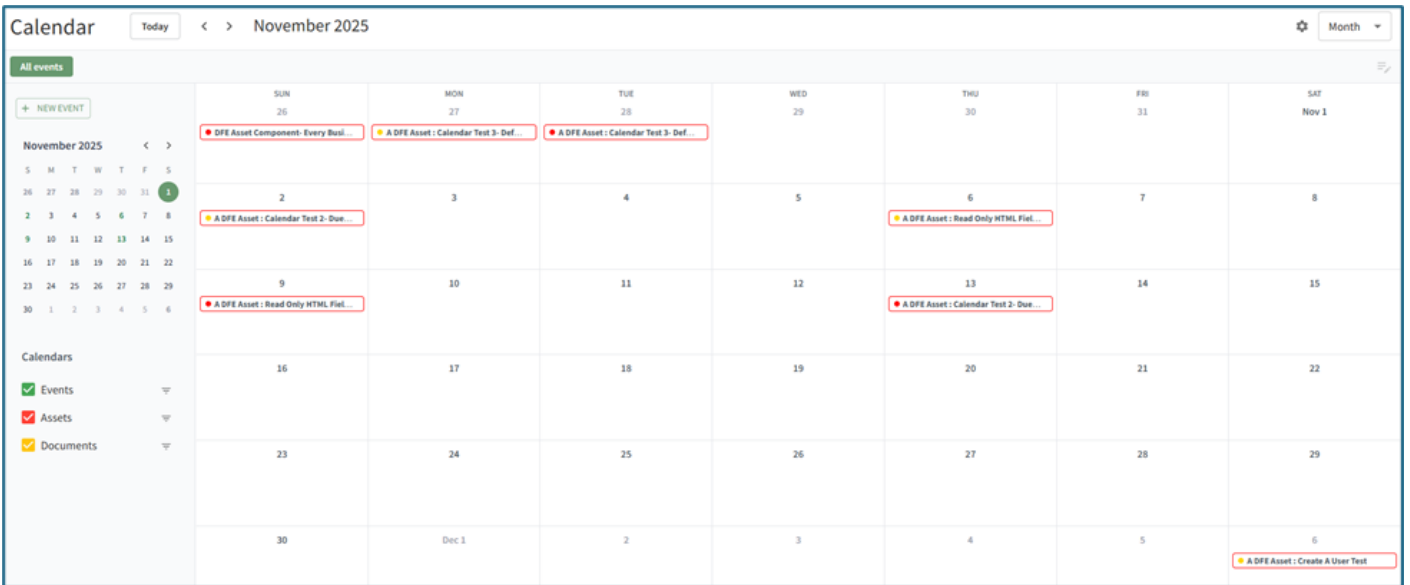
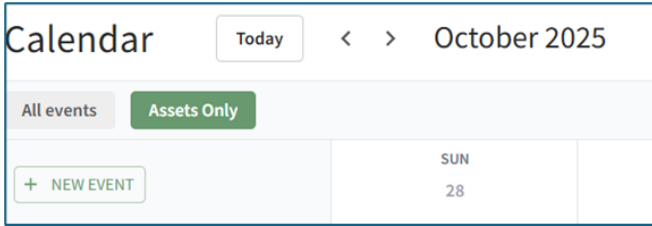
You can also select the "+" icon to the right of the existing calendar filters to open the Save Filters Selection Modal.

Save filters selection

Assets Only

CANCEL
CONFIRM

Select the “Confirm” button, and the new filter view now shows on the Home Page.




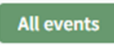

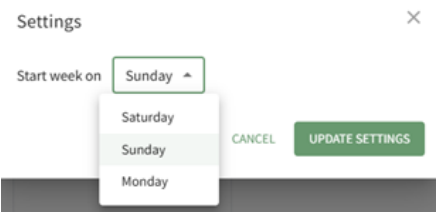



The calendar can be shown in a monthly, weekly, daily, or schedule view. The schedule view presents calendar data in a continuous, vertically scrolling list organized by date and time. Each event or deadline is displayed in sequential order. Unlike the monthly, weekly, or daily grid layouts, the schedule view emphasizes a linear timeline of upcoming activities, allowing users to quickly reference or edit events without navigating between calendar pages.

Understanding the Calendar Module Home Page

There are several features on the Calendar Home Page that allow for customization explained in the table below.

Understanding the Calendar Home Page	
Button / Icon	Associated Action

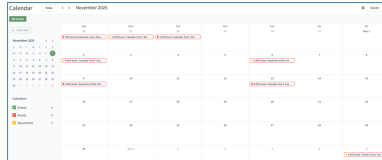
	<p>Selecting the “Today” button will return the calendar view to the current day / month. For the month view, the current date will be indicated by a blue rectangle with the date inside. For the week view, the current day is shown in blue.</p>	
	<p>Clicking the left arrow will change the calendar view to the previous month / week / day. Clicking the right arrow will change the calendar view to the next month / week / day.</p>	
	<p>The default All events filter restores the Calendar to showing all available events to the user, removing any user-applied filters.</p>	
	<p>Selecting the “Settings” icon will open the Settings Modal. This allows a user to customize the first day of the week on the calendar between Saturday, Sunday, and Monday.</p>	
	<p>The View dropdown menu allows a user to select between a daily, weekly, monthly, or schedule calendar view.</p>	

+ NEW EVENT

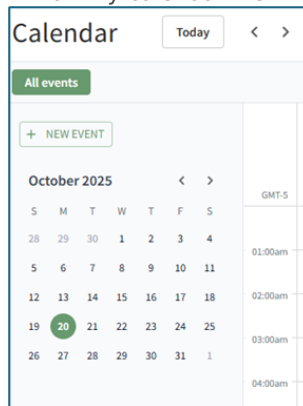
Selecting the “New Event” button on the calendar Home Page opens the New Event Modal.

How To: Create a New Calendar Event

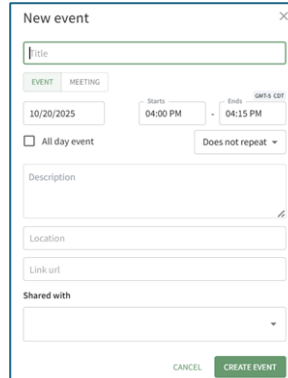
To create a new calendar event, open the Home Page of the Calendar Module.



Select the “New Event” button on the left-hand side above the mini-monthly calendar view.



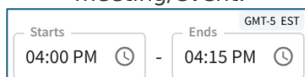
This opens the New Event Modal.

A screenshot of the "New event" modal form. It includes a title input field, radio buttons for "EVENT" (selected) and "MEETING", a date field set to "10/20/2025", start and end time fields set to "04:00 PM" and "04:15 PM", a time zone dropdown set to "GMT-5", an "All day event" checkbox, a "Description" text area, "Location" and "Link url" input fields, and a "Shared with" dropdown menu. "CANCEL" and "CREATE EVENT" buttons are at the bottom.

Input the title of the new event. Select whether the new event is an event or meeting.

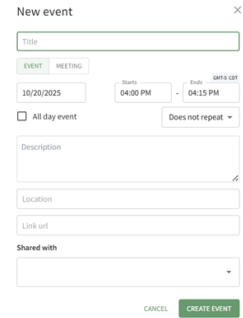
The selected value will be indicated by green text and a lightly filled background.

Select the calendar icon in the date field, opening a calendar modal. Select the date of the meeting/event.

A screenshot of the start and end time fields. The "Starts" field is set to "04:00 PM" and the "Ends" field is set to "04:15 PM". A time zone dropdown above the end time is set to "GMT-5 EST".

Input a start and end time.

The time zone is indicated above the end time.

A screenshot of the "New event" modal form. It includes a title input field, radio buttons for "EVENT" (selected) and "MEETING", a date field set to "10/20/2025", start and end time fields set to "04:00 PM" and "04:15 PM", a time zone dropdown set to "GMT-5", an "All day event" checkbox, a "Description" text area, "Location" and "Link url" input fields, and a "Shared with" dropdown menu. "CANCEL" and "CREATE EVENT" buttons are at the bottom.

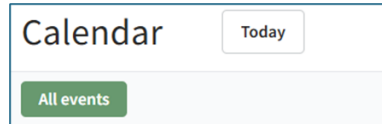
+ SAVE FILTERS



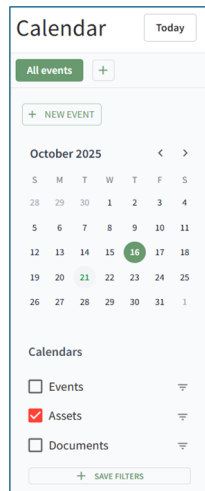
Selecting either of the two buttons on the Home Page opens the Save Filters Selection Modal.

How To: Create a New Calendar Filter

The Calendar Home Page has one default filter, All Events, that includes all meetings, events, assets, and documents available to the user on the calendar. The default filter shows below the Calendar header.



Making any changes from the current view of the filter you are currently using will allow you to save a new filter. Examples of changes that can be made include de-selecting a filter checkbox below the mini-month calendar view or by clicking the filter icon to the right of the Events Calendar and de-selecting options, such as Meetings Shared With Me.



Select the “+ Save Filters” button to create a new calendar filter, opening the Save Filters Selection Modal.

You can also select the “+” icon to the right of the existing calendar filters to open the Save Filters Selection Modal.

Save filters selection

Assets Only

CANCEL CONFIRM

Select the “Confirm” button, and the new filter view now shows on the Home Page.

Save filters selection

Filter view name

CANCEL CONFIRM

Settings Page

The Module Levels Tab on the Settings Page can be accessed from the Main Menu. The system default module levels for the Calendar Module are visible in the Module Levels Table. New modules with customizable permissions can be created and managed on this tab.

Module Level Name	Actions
Admin	
Guest	
Manager	
Observer	
Staff	




There are four system default Module Levels associated with the Calendar Module. An explanation of the permissions associated with each default module level are shown in the Calendar Module Level Permissions Table below.

System default module levels cannot be customized.

Calendar Module Module Level and Permissions	
Module Level	Permissions
Admin	Manage Roles (add / view / edit / delete roles, assign hidden roles, role permissions), Manage Permissions (view / delete permission, list manage permissions)
Guest	None
Manager	None
Staff	None

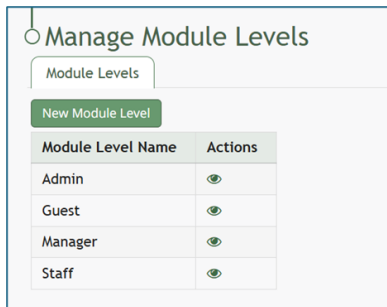
New Module Levels can be created in order to customize Module Level permissions. An explanation of the icons associated with customized module levels have been provided in the table below.

Module Level Customization Icons	
Icon	Action
	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.

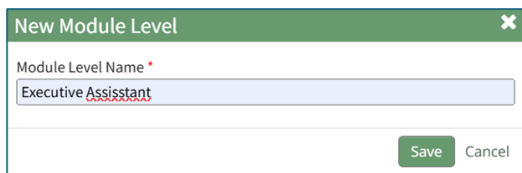
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

How To: Create a New Module Level (Calendar Module)

To create a customizable module level in the Calendar Module, go to the Module Level Tab on the Settings Page.

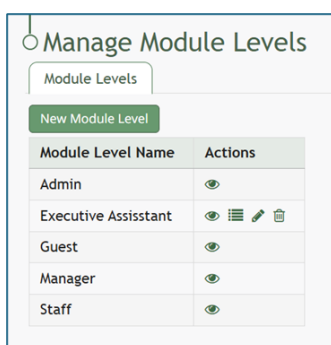


Select the “New Module Level” button opening the New Module Level Modal.







Input the new Module Level Name.

Select “Save and the new Module level will show on the Module Level Table.

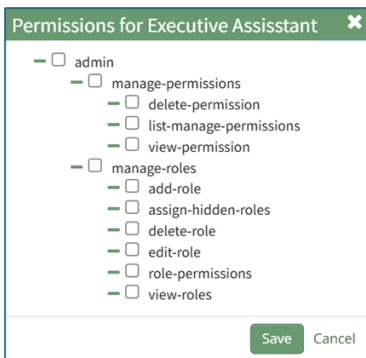


Users can select which permissions are allowed for a customized module levels.

Module Level Customization Icons	
Icon	Explanations

	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

Select the Permissions icon to assign permissions to the new Module Level within the Calendar Module by selecting the appropriate checkboxes.



Select “Save” and the permissions are now assigned to the Module Level.

Access levels for all modules can also be managed in the Site Settings Module on the Access Levels Tab.

A complete list of all permissions associated with the Calendar Module have been provided below.

- admin
 - manage-permissions
 - delete-permission
 - list-manage-permissions
 - view-permission
 - manage-roles
 - add-role
 - assign-hidden-roles
 - delete-role
 - edit-role
 - role-permissions
 - view-roles