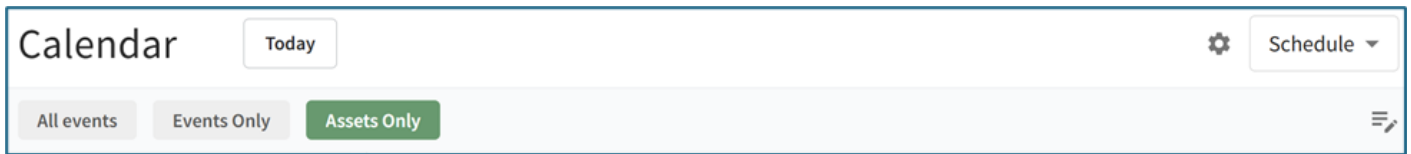






Edit a Calendar Filter

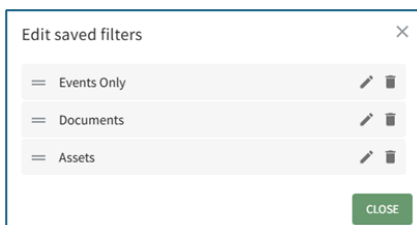
To edit a calendar filter, go to the Home Page of the Calendar Module. All existing filters show in a horizontal row under the calendar header.



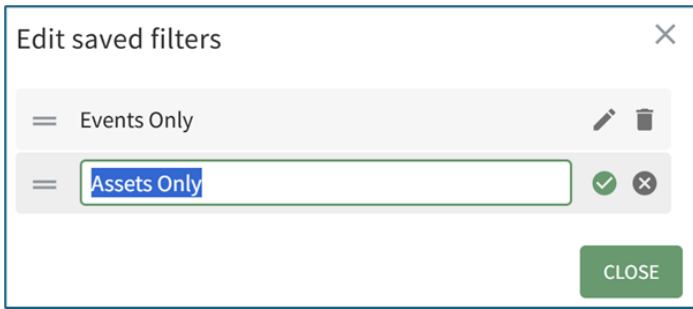
Select the edit icon above the calendar. The edit icon is located on the far right of the horizontal row of existing filters.

| Calendar Filter Icon Explanations | |
|---|---|
| Icons | Explanations |
|  | Selecting the edit filter icon will open the Edit Saved Filters Modal, where filters can be accessed for editing or deletion. |
|  | The pencil icon shows on the Edit Saved Filters Modal. Selecting it will allow an individual to edit the filter name. |
|  | The trashcan icon shows on the Edit Saved Filters Modal. Selecting it will allow an individual to delete the filter. |
|  | The drag and drop icon shows on the Edit Saved Filters Modal. Selecting it will allow an individual to drag and drop the filters into their preferred order that will impact the order shown on the calendar. |

The edit icon opens the Edit Saved Filter Modal.



Selecting the pencil icon allows for changes to be made to the filter name.



Make the desired changes to the filter name, and then select the check mark to save the edits.

Click "Close" to return to the calendar Home Page.

Revision #4

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