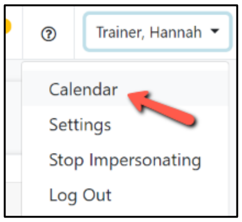
Brittco
Calendar

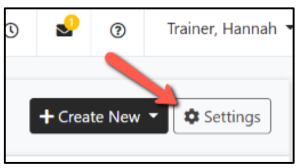
A useful but often overlooked feature in Brittco is the Calendar. You can use it to track Events, Tasks, and other information for the people you work with.

Calendar

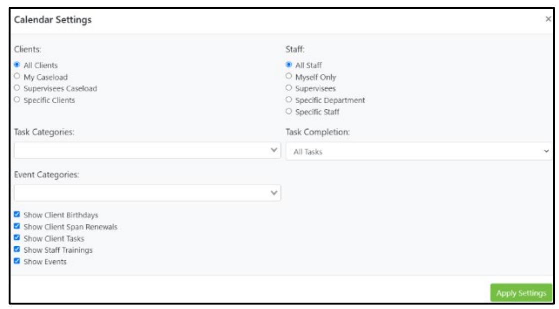


To open your Calendar click on the dropdown next to your name and choose *Calendar*.

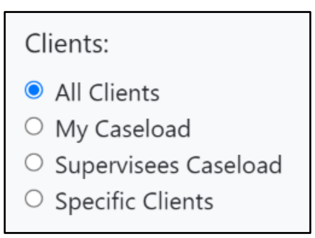
The first time you open it, however, you will see ALL the Clients you have permission to see, which can seem overwhelming.



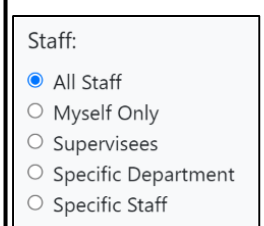
To filter what you see, click on the *Settings* button.



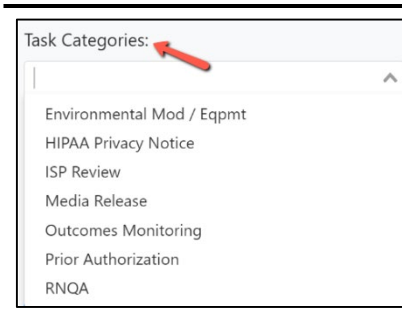
From here you can filter the entries.



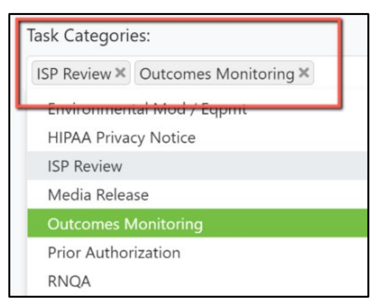
See *All Clients* or only those on your *Caseload*.



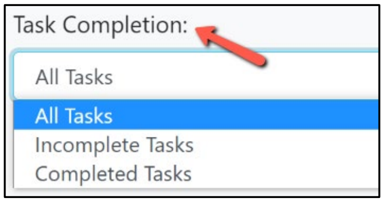
This filter will not affect most users. Use it to return staff events or trainings, only.



Filter *Tasks* by *Category*.

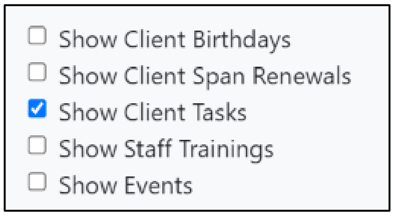


You can add more than one category.



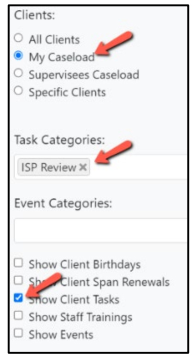
Filter by all tasks, or those that have or have not been completed.

Filter *Events* by Category.



Use the checkboxes to manage what displays on your Calendar.

CAUTION: If you choose to display birthdays for *All Clients*, your calendar will fill up quickly.



Combine options to limit what displays on your Calendar. This example will display the due dates for ISP Reviews, only for Clients on your caseload.

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.