

Using the Mini View

Updated: January 8, 2014

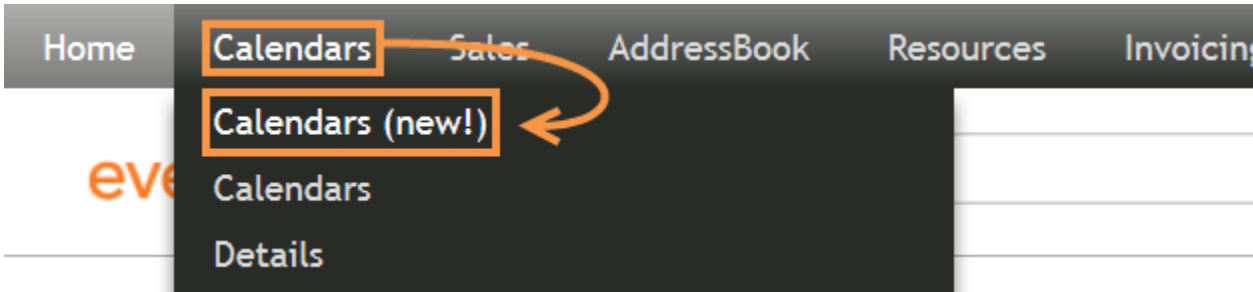


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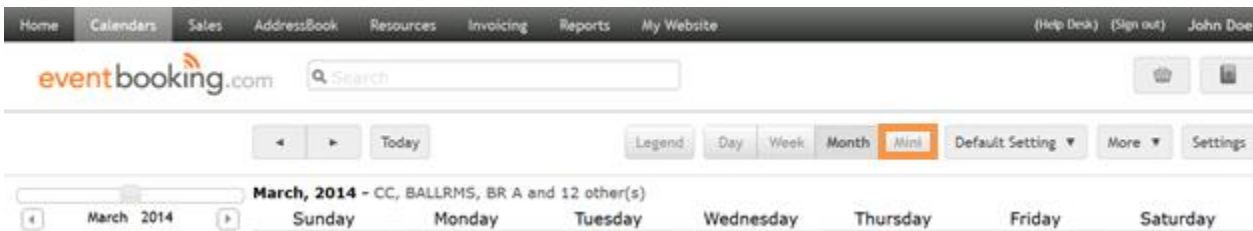
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Switch to the Mini View

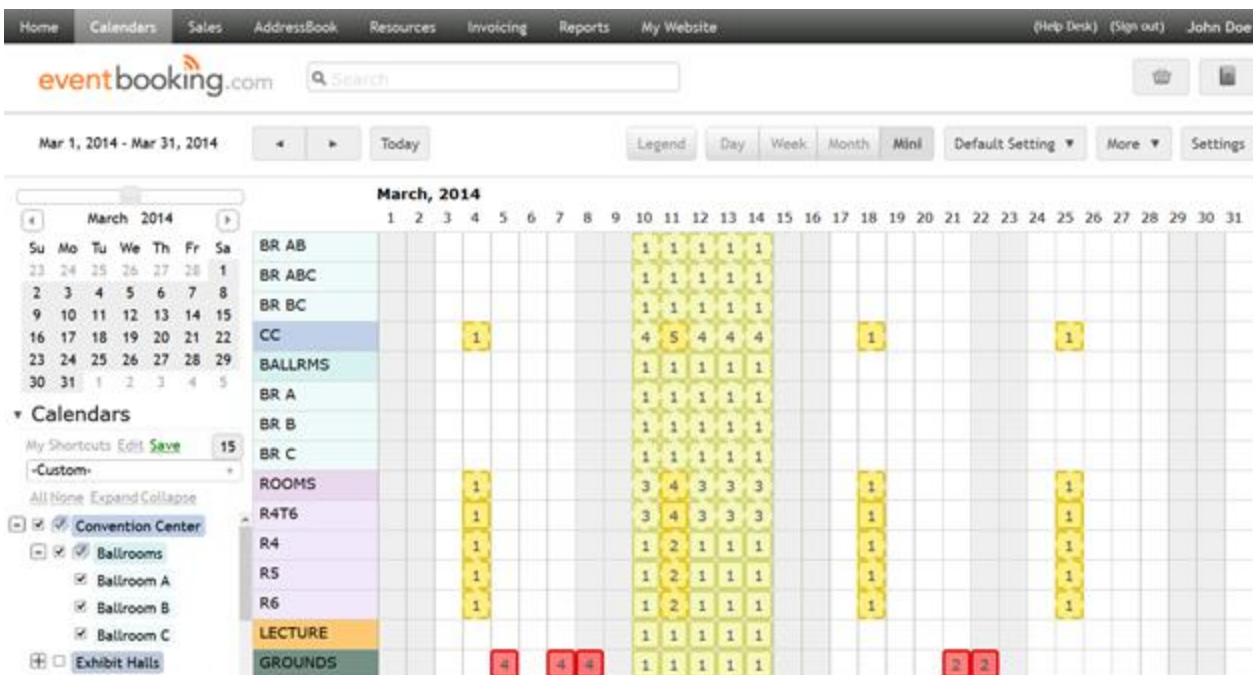
1. Hover over **Calendars**.
2. Click **Calendars (new!)**.



3. Click the **Mini** button above the calendar.



4. Your calendar is now displaying using the mini view.



Details on the Mini View

Click on a day that has at least one event booked to bring up a window that lists the times, status colors and names of the events booked on that day. You can click on an event's name to load its event details page. [Shadowed events](#) will appear lighter than the other events.

The screenshot displays a calendar interface. A modal window is open for 'Mar 11 (Tue)', showing a list of events. The events are as follows:

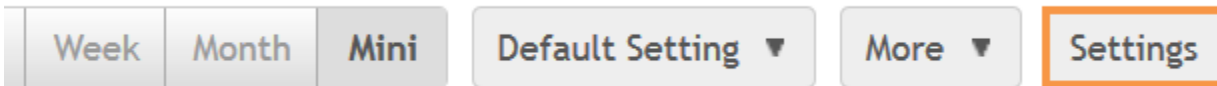
Time	Status	Event Name
12:00am-11:59pm	Yellow	<u>Junior Alpha Club</u>
12:00am-11:59pm	Yellow	<u>Junior Alpha Club</u>
12:00am-11:59pm	Yellow	<u>Junior Alpha Club</u>
8:00am-11:59pm	Yellow	<u>Hard Core Abs Class</u>

Below the modal window, the calendar grid shows the number of events for each day. The numbers are: 3, 4, 3, 3, 3. The number '4' is highlighted in a yellow box, indicating the current day's event count.

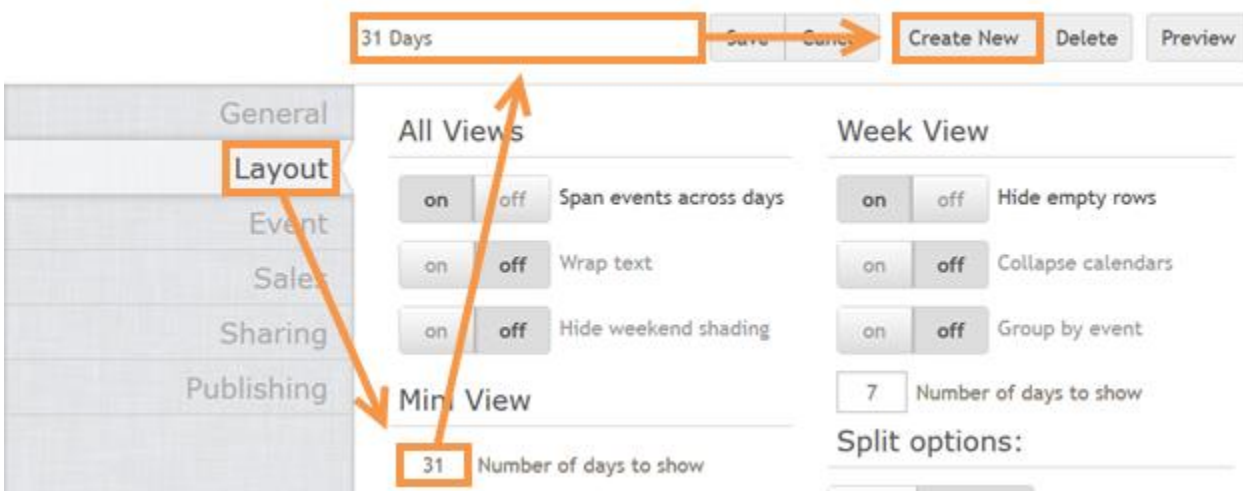
Quickly Switch Between Number of Days

You can use settings presets to quickly switch the number of days being displayed on your mini view. For example, you can create settings for *31 Days*, *62 Days* and *92 Days* to quickly switch between a condensed month, two month or three month view.

1. Click **Settings** in the upper-right.



2. Click **Layout**.
3. Enter a number (up to 92) into the field for **Number of days to show** under the *Mini View* heading.
4. Enter a name for your setting.
5. Click **Create New**.
6. Repeat steps 1-5 for each additional setting that you need.



7. Click the drop-down for settings presets.
8. You can now quickly switch the number of days your mini view displays.



Shadowing on the Mini View

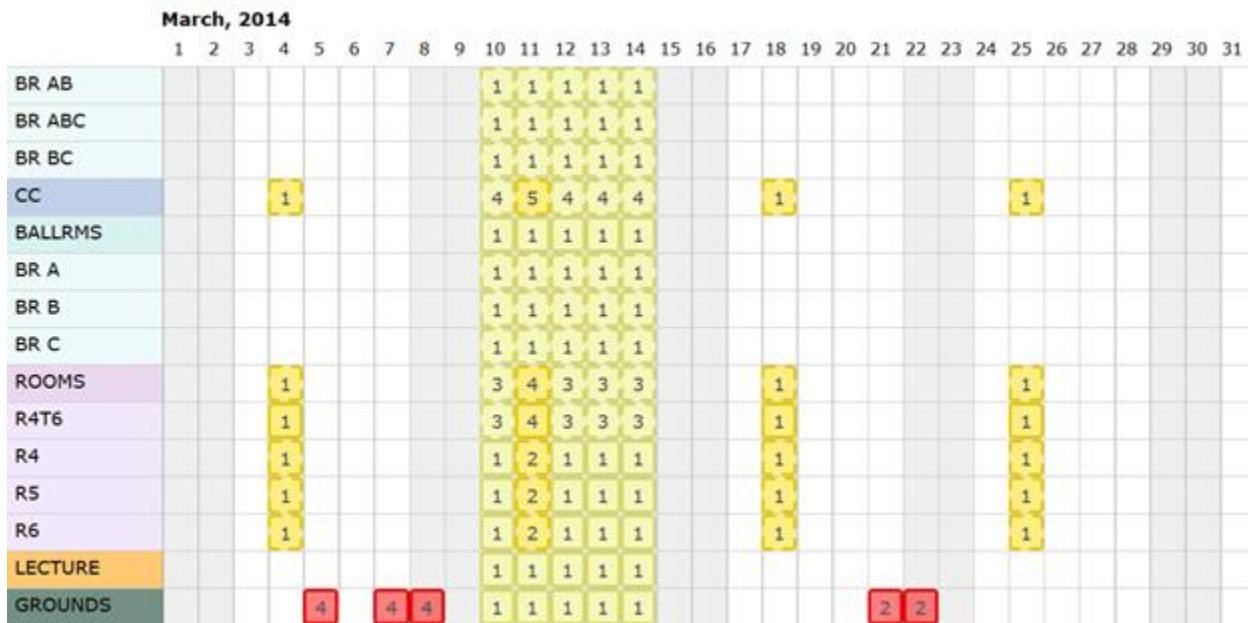
Shadowing causes events to display on calendars that are the parents or children of the calendar on which they are booked. For example, I have a calendar called *Meeting Rooms* that has a child calendar called *Room 6*. If shadowing is on, events booked on the *Meeting Rooms* calendar will display on the *Room 6* calendar and vice versa. Shadowed events will display with a dashed border instead of a solid border.

1

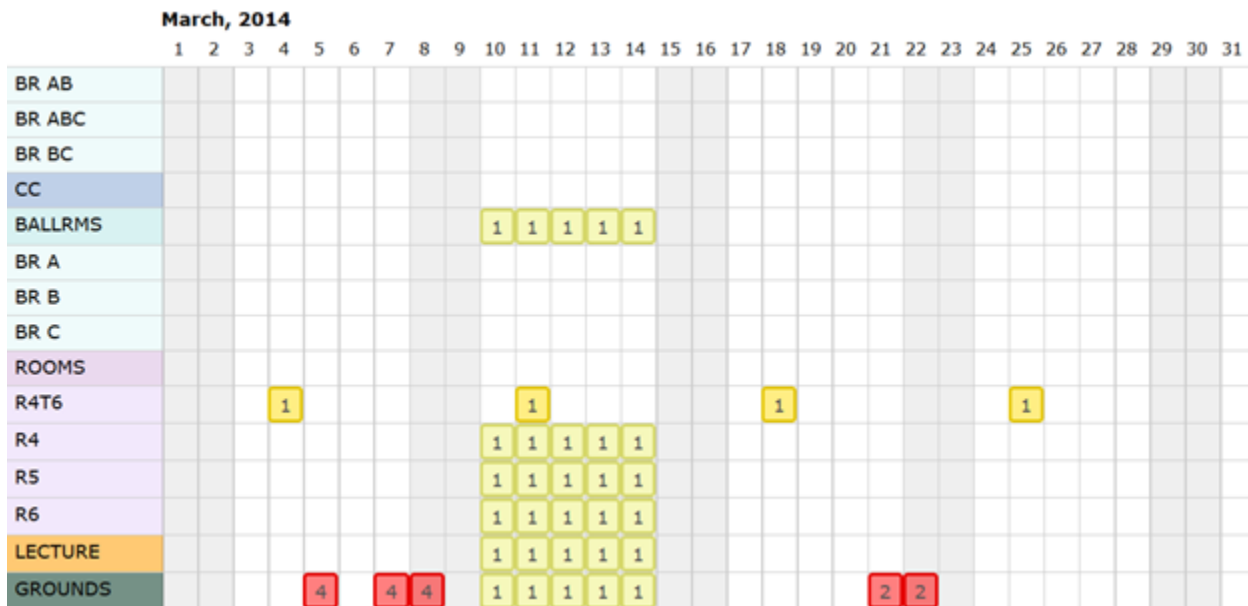
Not Shadowed

1

Shadowed



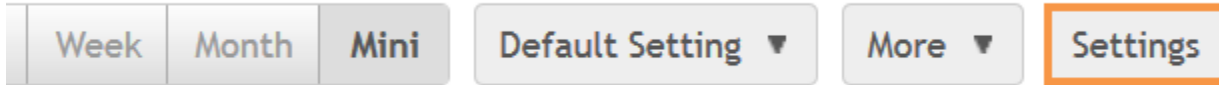
With Shadowing



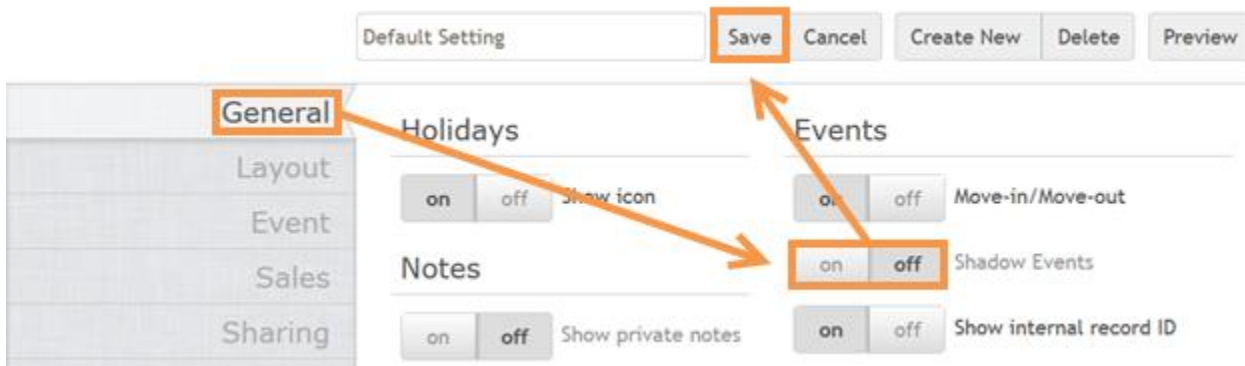
Without Shadowing

To toggle shadowing:

1. Click **Settings** in the upper-right.



2. Click **General** on the left.
3. Click the **on** or **off** button.
4. Click **Save**.



Additional Information

The quick add menu can be used on the mini view by clicking the dates on which you would like to book an event, just like the other views. To add an event for a block in which there is already an event, click the border of the boxed number.

The screenshot shows the 'Mini' view of a calendar for March 2014. The calendar grid displays various rooms and their availability for each day of the month. A right-hand panel is open, showing the 'Event' add dialog. The dialog includes fields for 'Grouping Name', 'Grouping', 'Request for Hold', and 'Event Type'. Below these, the 'Event(s)' section shows 'Applied Calendars: Selected (1)' and an 'Event Name' field. The date range is set from 3/21/2014 8:00 AM to 3/21/2014 11:59 PM. At the bottom, there is an 'Address Book' section with an '+Add' button and 'Settings', 'Add', and 'Cancel' buttons.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
BR AB										1	1	1	1	1																	
BR ABC										1	1	1	1	1																	
BR BC										1	1	1	1	1																	
CC				1						4	5	4	4	4			1								1						
BALLRMS										1	1	1	1	1																	
BR A										1	1	1	1	1																	
BR B										1	1	1	1	1																	
BR C										1	1	1	1	1																	
ROOMS				1						3	4	3	3	3			1								1						
R4T6				1						3	4	3	3	3			1								1						
R4				1						1	2	1	1	1			1								1						
R5				1						1	2	1	1	1			1								1						
R6				1						1	2	1	1	1			1								1						
LECTURE										1	1	1	1	1																	
GROUNDS				4			4	4		1	1	1	1	1							2	2									

You cannot use the drag-and-drop or drag-and-copy features using the mini view. In order to use these features, please temporarily switch to another calendar view.

Alert

Sorry! Events cannot be moved or copied on the mini view. To move or copy events, try the Month, Week, or Day View.

OK