

Changing the Start Day for the Week

Updated: August 27, 2015

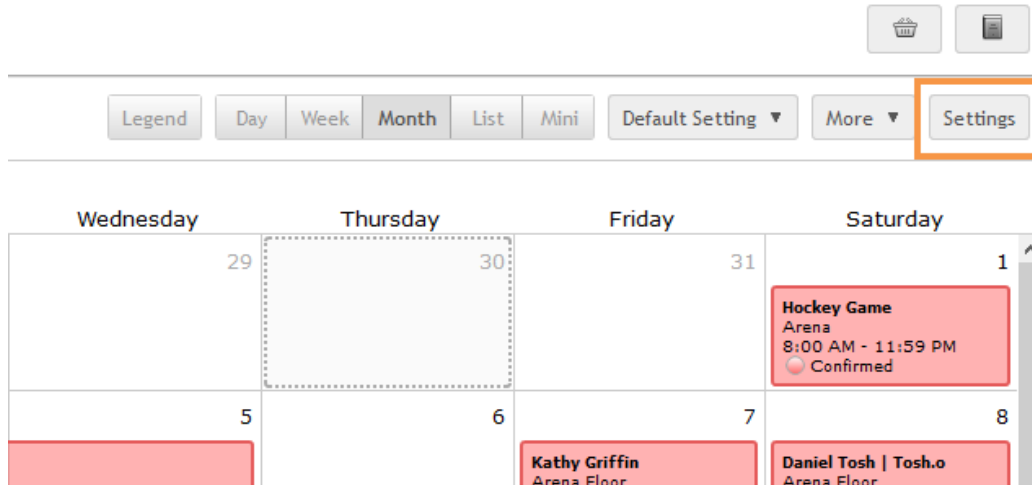
By default, the week in your calendar views and reports will start on Sunday. If you wish it to start on a different day, you are able to update those settings. The calendar display settings can be changed by each user based on their preference, but the reports settings are company-wide and must be updated by the account Admin.

Updating Your Calendar Display Settings.....	2
Updating the Reports Settings	4

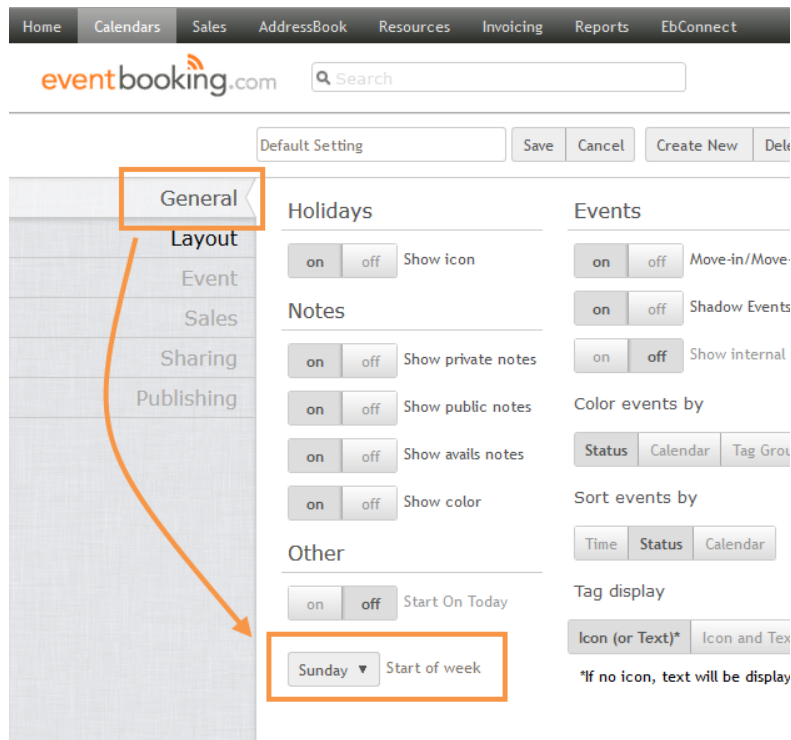
Updating Your Calendar Display Settings

In your weekly and monthly calendar views, you are able to have the week start on either Saturday, Sunday, or Monday. To change the first day of your week in your calendar views:

1) While viewing your calendar, click on *Settings* in the upper right corner:



2) Choose *General*. Then, in the lower right column under *Other*, use the drop down to select the start of week you prefer.



3) Click *Save* to save your changes and return to your calendar. This change will affect both your monthly and weekly calendar views.

Home Calendars Sales AddressBook Resources Invoicing Reports EbConnect

eventbooking.com Search

Default Setting **Save** Cancel Create New Del

General
Layout
Event
Sales
Sharing
Publishing

Holidays
 on off Show icon

Notes
 on off Show private notes
 on off Show public notes
 on off Show avails notes
 on off Show color

Other
 on off Start On Today
Sunday Start of week

Events
 on off Move-in/Move-
 on off Shadow Events
 on off Show internal

Color events by
Status Calendar Tag Gro

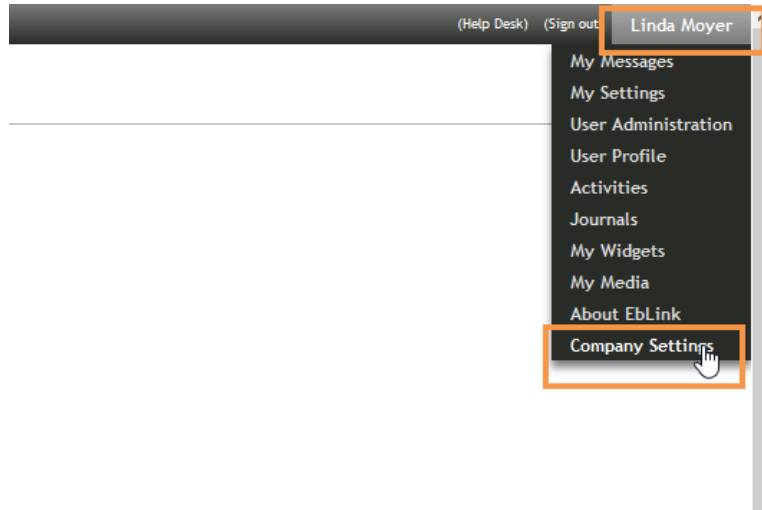
Sort events by
Time Status Calendar

Tag display
Icon (or Text)* Icon and Tex
*If no icon, text will be display

Updating the Reports Settings

To change the start day of the week on your reports:

1) Hover over your name in the upper right corner and click *Company Settings*.



2) Choose *Calendars*. Then, click the drop down menu under *Default Day of the Week Start* and click your choice of day. Your changes will be saved immediately.

