

Starting on Clicked Date with the Week View

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What It Does

By default, the week view will show you seven days, starting with the Sunday immediately before the date you have clicked.

The screenshot displays a calendar application in week view. The top navigation bar includes 'Today', 'Legend', 'Day', 'Week', 'Month', 'List', 'Mini', 'Default Setting', 'More', and 'Settings'. The main header shows the week range: 'Sunday, October 14, 2012 - Saturday, November 10, 2012'. On the left, a calendar grid for October 2012 has dates 14 through 20 highlighted in orange. Below it, the 'Calendars' section lists 'Convention Center', 'EB Beta Arena', 'Event City Lecture Hall', 'Event City Theater', and 'Grounds', with 'Event City Theater' and 'Grounds' checked. The main calendar grid shows 'THEATER' (purple) and 'GROUNDS' (green) blocks for Oct 14-15. 'Elephant Show' events (red) are scheduled for Oct 16, 17, and 18. A yellow event 'Oliver Twist' is on Oct 19. An orange arrow points from the highlighted dates in the sidebar to the week header.

The *Start on Clicked Date* feature will cause the week view to show you seven days, starting with the date you have clicked.

This screenshot shows the same calendar application, but the week view is shifted. The week range is now 'Wednesday, October 17, 2012 - Tuesday, November 13, 2012'. The sidebar calendar grid highlights dates 17 through 23 in orange. The main calendar grid shows 'Elephant Show' events (red) on Oct 17, 18, and 19, and the 'Oliver Twist' event (yellow) on Oct 20. An orange arrow points from the highlighted dates in the sidebar to the week header.

Turning the Feature On or Off

1. Click **Settings** in the upper-right of the calendars page.



2. Click **Layout** on the left side of the screen.
3. Click **on** or **off** next to *Start on clicked date* under the Week View heading.
4. Click **Save**.

The screenshot shows the 'eventbooking.com' settings page. The 'Layout' section is selected in the left sidebar. The 'Week View' heading is visible, and the 'Start on clicked date' option is highlighted with an orange box. The 'Save' button is also highlighted with an orange box. Arrows point from the 'Layout' sidebar item to the 'Start on clicked date' option and from the 'Start on clicked date' option to the 'Save' button.

Navigation: Home | Calendars | Sales | AddressBook | Resources | Invoicing | Reports | My Website

eventbooking.com Search

Default Setting Save Cancel Create New Delete Preview

Layout

All Views

- on off Span events across days
- on off Wrap text
- on off Hide weekend shading

Week View

- on off Hide empty rows
- on off Collapse calendars
- on off Group by event
- on off **Start on clicked date**

Mini View

- 31 Number of days to show
- 7 Number of days to show