

# Using Calendar Shortcuts and Quick Add Defaults

Updated: December 8, 2014

This document will walk you through making your own calendar shortcuts and using them with the quick add menu.

Using Shortcuts .....	2
Setting Up Shortcuts for Calendars.....	4
Creating a New Shortcut.....	4
Setting an Existing Shortcut to Quick Add Default.....	5
Activating Quick Add Defaults.....	6

## Using Shortcuts

1. Click the **My Shortcuts** drop-down.

The screenshot displays a calendar application interface. On the left, there is a navigation pane with a calendar grid for October 2013. Below the grid is a 'Calendars' section with a 'My Shortcuts' dropdown menu. The dropdown menu is open, showing '-Custom-' as the selected option. Below the dropdown are several checked calendar sources: 'Convention Center', 'EB Beta Arena', 'Event City Lecture Hall', 'Event City Theater', and 'Grounds'. A 'Combos' section is partially visible at the bottom.

The main calendar view shows a weekly layout for Sunday through Wednesday. The dates are 29, 30, 1, and 2. The calendar contains several event cards:

- Sunday, 10/29:** A green card titled 'REQUEST MOBILE' at EB Beta Arena, 8:00 AM - 11:30 PM, with a 'Request for Hold' status.
- Monday, 10/30:** A light blue card titled 'Butter Churning: day 2' in Ballroom A, 4:00 AM - 11:59 PM, with a 'Confirmed' status and 'Craft Fair' details. Below it is a light blue card titled 'test' in Ballroom A, 8:00 AM - 11:59 PM, with a 'Request for Hold' status. At the bottom of the Monday column is a green card titled 'REQUEST MOBILE' at EB Beta Arena, 8:00 AM - 11:30 PM, with a 'Request for Hold' status.
- Tuesday, 10/31:** A light blue card titled 'Butter Churning: Day 1' in Ballroom A, 4:00 AM - 11:59 PM, with a 'Confirmed' status and 'Craft Fair' details. Below it is a light purple card titled 'Monthly Meeting' in Room 1, 8:00 AM - 11:59 PM, with a 'Confirmed' status and 'Meeting' details.
- Wednesday, 11/1:** A light blue card titled 'test' in Ballrooms, Ballroom A, B, 8:00 AM - 11:30 PM, with a 'Request for Hold' status.

2. Click the shortcut you would like to use.
3. Calendars in that shortcuts will be selected, while all calendars not in the shortcut will be deselected.

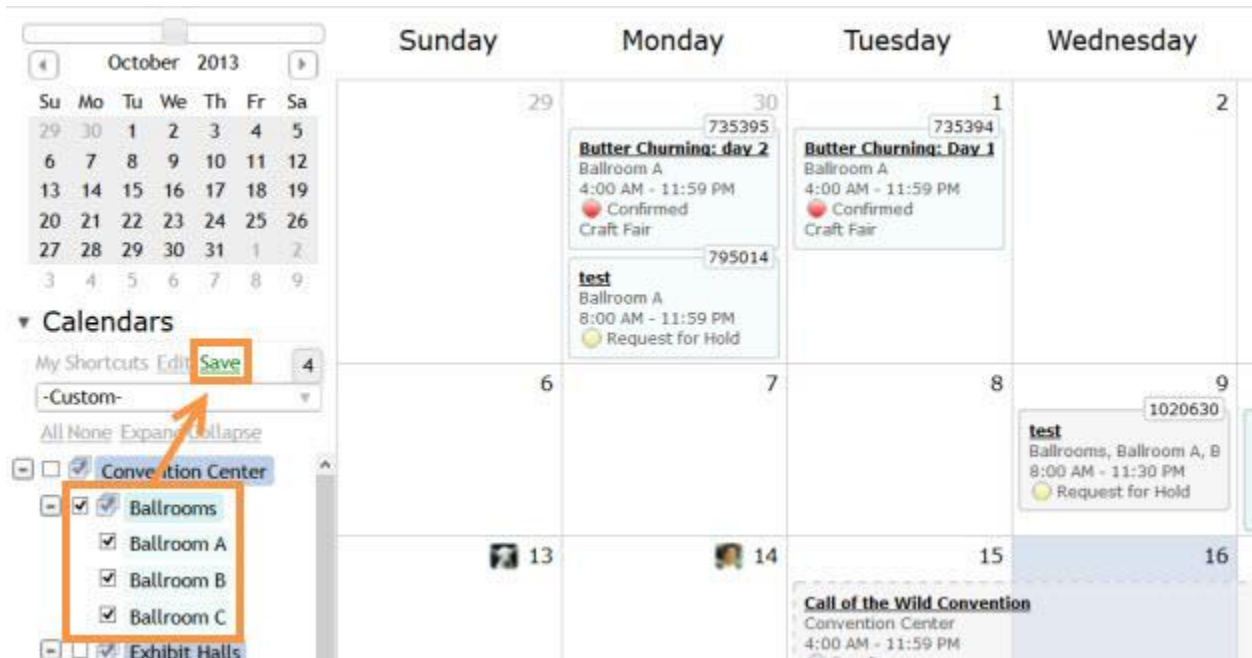
The screenshot displays a calendar interface for October 2013. On the left, a 'Calendars' sidebar shows a list of shortcuts. The 'Ballrooms' shortcut is selected, and its sub-items 'Ballroom A', 'Ballroom B', and 'Ballroom C' are checked. Other shortcuts include 'Convention Center', 'Exhibit Halls', 'Meeting Rooms', 'EB Beta Arena', 'Event City Lecture Hall', 'Event City Theater', and 'Grounds'. The main calendar grid shows events for 'Butter Churning: day 2' and 'Butter Churning: Day 1' on Monday and Tuesday, and 'Call of the Wild Convention' on Tuesday. A 'test' event is also visible on Wednesday.

	Sunday	Monday	Tuesday	Wednesday
29		30	1	2
		<b>Butter Churning: day 2</b> Ballroom A 4:00 AM - 11:59 PM Confirmed Craft Fair	<b>Butter Churning: Day 1</b> Ballroom A 4:00 AM - 11:59 PM Confirmed Craft Fair	
		<b>test</b> Ballroom A 8:00 AM - 11:59 PM Request for Hold		
6		7	8	9
				<b>test</b> Ballrooms, Ballroom A, B 8:00 AM - 11:30 PM Request for Hold
13		14	15	16
			<b>Call of the Wild Convention</b> Convention Center 4:00 AM - 11:59 PM Pending Convention	
20		21	22	23

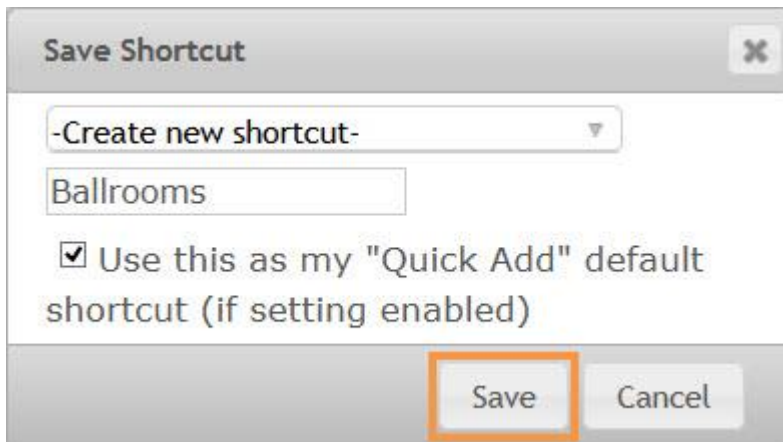
## Setting Up Shortcuts for Calendars

### Creating a New Shortcut

1. Select the calendars you want to be part of your shortcut.
2. Click **Save**.



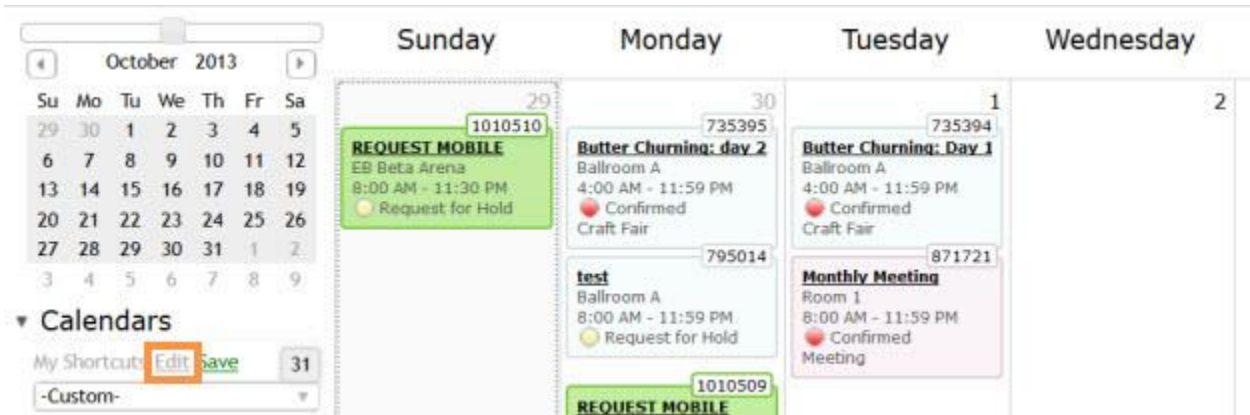
3. Leave the drop-down set to **-Create new shortcut-**.
4. Enter a name for your shortcut.
5. Check the box if you would like the calendars in this shortcut to be the default quick add calendars.
6. Click **Save**.



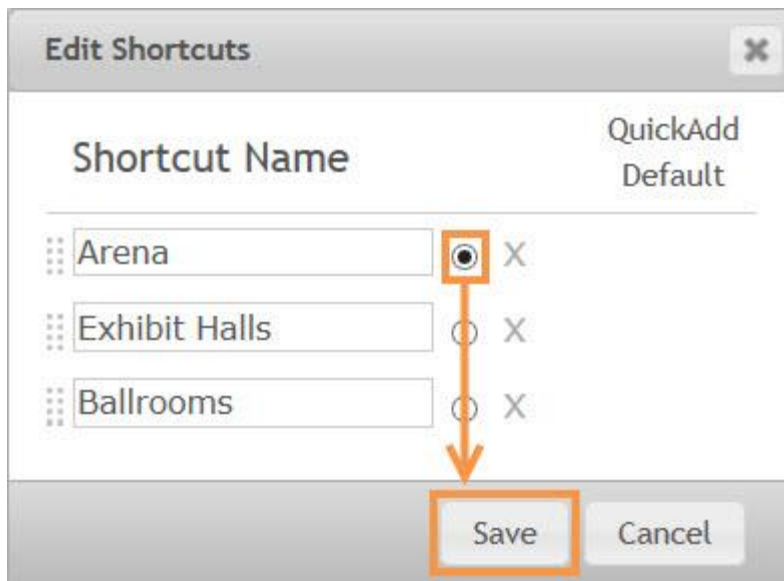
## Setting Up Shortcuts for Calendars – Setting an Existing Shortcut to Quick Add Default 5

### Setting an Existing Shortcut to Quick Add Default

1. Click **Edit** to the right of **My Shortcuts**.



2. Select the radio button next to the shortcut you would like to be your quick add default.
3. Click **Save**.



## Activating Quick Add Defaults

1. Click a date to bring up the quick add menu.
2. Click **Settings**.

The screenshot displays a calendar grid with columns for Wednesday, Thursday, Friday, and Saturday. The grid shows dates from 1 to 19. On the right side, a quick add menu is open, showing options for 'Event' and 'Note'. The menu includes a 'Grouping' section with a 'Grouping Name' field, a 'Grouping' dropdown menu, a 'Next Available' dropdown menu set to 'Tentative', and an 'Event Type' dropdown menu. Below this is an 'Event(s)' section with 'Applied Calendars: Selected (1)'. The 'Event Name' field is empty. Below that, 'Applied Calendars' shows two calendar items: '10/8/2013 8:00 AM' and '10/8/2013 11:59 PM'. An 'Address Book' section is also visible with a '+Add' button. At the bottom of the menu, there are three buttons: 'Settings' (highlighted with an orange box), 'Add', and 'Cancel'.

3. Set **Use [name of shortcut]** to **on**.
4. Click **Save**.

The image shows a calendar interface with a settings panel on the right. The calendar displays dates from Wednesday to Saturday. The settings panel has two sections: 'Make Event(s)' and 'One Event per calendar'. In the 'Make Event(s)' section, the 'Use Arena' option is set to 'on'. An orange arrow points from the 'Use Arena' option to the 'Save' button in the bottom right corner of the settings panel.

Wednesday	Thursday	Friday	Saturday	
1 94 :D PM	2	3	4	5
8 test Ballrooms, Ballroom 8:00 AM - 11:30 PM Request for Hold	9 1020630	10 Who's Whoever. A Ballrooms 4:00 PM - 10:00 PM Confirmed Meeting	11 test Ballrooms, Ballroom 8:00 AM - 11:30 PM Request for Hold	12 1020628
15 Convention or PM	16	17	18	19 735392
	1020627 test Ballrooms, Ballroom 8:00 AM - 11:30 PM Request for Hold			

The calendars for your shortcut will now be selected by default on the quick add menu, regardless of which calendars are selected for viewing.

