

# 8. View & Manage the Employee's Calendar

The Employee form now includes two distinct tabs—**General** and **Calendar**—so you can both manage a team member's profile and schedule their events from one screen.

## Prerequisites:

You must have **Create** or **Edit** rights on the **Employees** module.

Your role's permissions must include access to view and modify employee events.

## Accessing the Employee Form

In the left-hand menu, go to **Employees**.

Locate the person whose calendar you wish to inspect or update.

Click the **Edit** (≡) icon in the Actions column.

## Switching Between Tabs

At the top of the side-panel form, you'll see two tabs:

1. **General** - The employee's core details (name, email, role, desk, etc.).
2. **Calendar** - A built-in scheduler displaying that employee's events.

By default, you land on **General**. Click **Calendar** to view or add events.

## Navigating the Calendar

Once in the **Calendar** tab, you have full calendar controls:

### 1) Date Navigation

< > arrows move backward/forward by your current view (day, week, month).

**Today** jumps back to today's date.

### 2) View Modes

**Month**, **Week**, or **Day** buttons toggle your calendar granularity.

### 3) Current View Indicator

At all times, you'll see which date range you're looking at—e.g. "May 2025" or "May 10-16, 2025."

## Scheduling a New Event

To add a shift, meeting, or time-off entry for this employee:

1. Click the **Calendar** tab at the top of the **Edit Employee** screen.
2. Navigate dates with the < > arrows or the **Today** button.
3. Switch between **Month**, **Week**, or **Day** views.
4. Click + **Create event** to open the event form—enter title, date/time, description, then save.

## Viewing & Editing Existing Events

**Click** any event block on the calendar to open its detail panel.

### “ Event details include Client & Exact Time

When you click an event, the detail panel header shows the **Client's name** and the **exact start → end time** (e.g. “Acme Corp • 2:00 PM – 3:30 PM”), so you can instantly see who the meeting is with and its full duration.

**Edit** date, time, or description, then **Save**.

**Delete** the event via the trash icon if it's no longer needed.

After scheduling or reviewing events, you can switch back to the **General** tab at any time to update name, contact details, permissions, or other profile fields.

With these two tabs—General and Calendar—at your fingertips, managing both an employee's profile and their schedule is seamless and centralized.

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