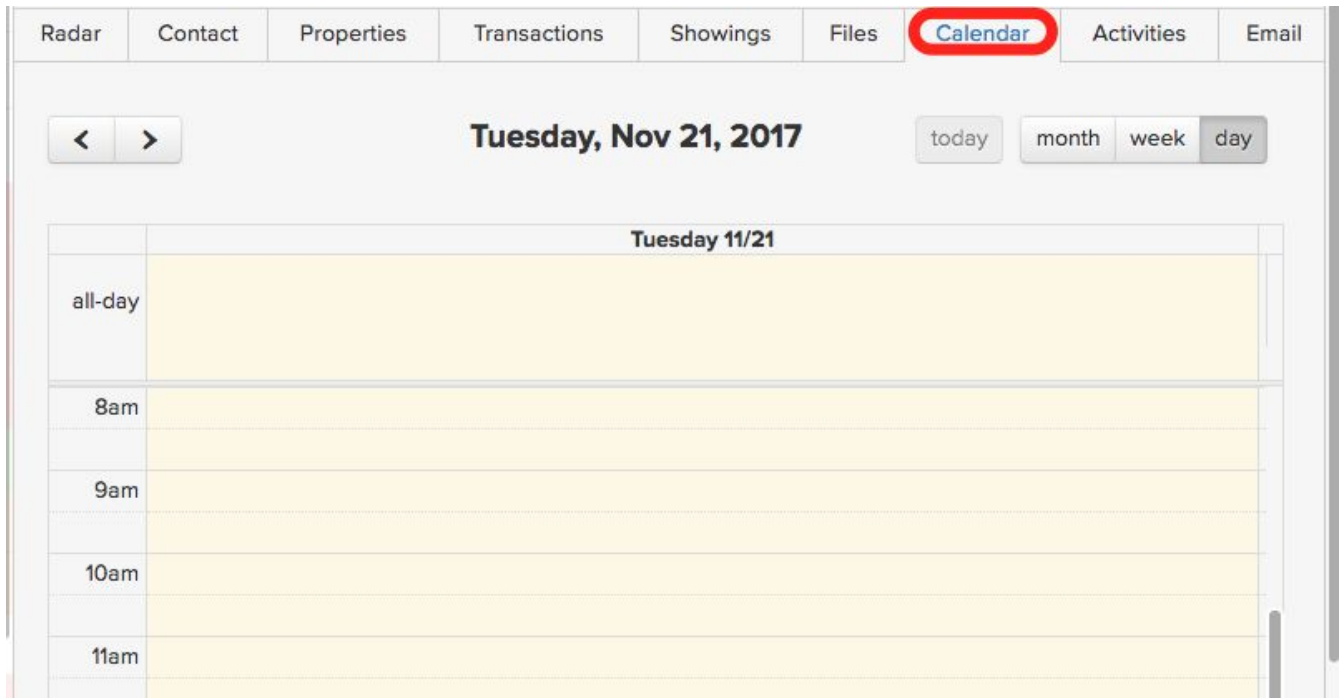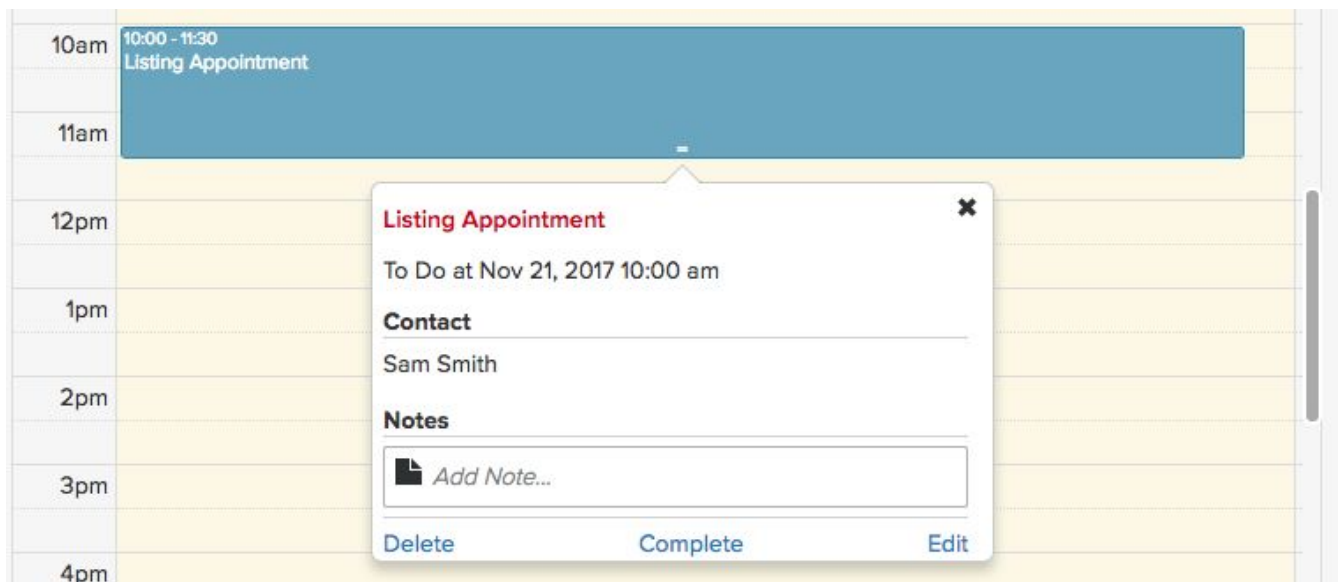# Calendar Tab

Basics: All Users

The **Calendar** tab is similar to the main Calendar located at the top of the screen except the appointments shown in the tab only apply to the selected contact. Use the left/right arrows on the left side of the calendar to move between dates. The Month, Week and Day buttons change the view of the calendar as needed.

When viewing the Day or Week view, you can click and drag a specific time range to add an appointment to the contact. By selecting the time range between 9am and 10:30am will show the popup window shown below. Enter the Title of the task and modify the Assign To option as needed to assign the appointment to the correct user of your system.

Once the information about the appointment has been entered correctly, press the **Create** button to add it to the calendar

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Clicking on the activity in the calendar displays a popup menu to Delete, Complete or Edit. Additionally, notes can be entered for the activity prior to completing the activity. It is important that you choose the "Complete" option, once the activity has been completed so that Realvolve removes it from your daily task list. Any activity not completed will continue to show on your daily task list until it is either completed or deleted. This insures that everything on your schedule gets done and and important events are not missed.

If you have any questions, please contact us at: support@realvolve.com

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