

Functions of the mobile application

How to use the calendar preview in the mobile application?

1. View of Scheduled Activities

Default view:

- When accessing the "CALENDAR" tab, the activities of the logged-in user for the current day are displayed.
- **Colors in the calendar:**
 - **Turquoise day:** Current day.
 - **Green circles:** Days with scheduled activities.
 - **Blue day:** Selected day with scheduled activities.

Activity details:

- Below the calendar, there is a list of activities for the selected day.
- **Default:** Only scheduled activities are displayed.
- **Option:** You can enable the view of completed activities using the filter.

2. Scheduling and Logging Activities

Logging activities:

- Clicking on a scheduled activity in the lower section opens its details and allows logging of the activity (e.g., filling in details, confirming completion).

Adding a new activity:

- Click the round "+" button in the bottom-right corner.
- Fill in the required fields and save the new activity.

3. Filtering Activities

Filtering options:

- Click the "**FILTER**" button in the top-right corner.
- Filter by:
 - **User:** Choose the user whose activities should be displayed.
 - **Activity type:** Select the type of activity (e.g., meeting, call).
 - **Activity status:** Scheduled, completed, or all.

Clearing filters:

- Click the "**REFRESH**" button located next to the "**FILTER**" button to reset the filtering settings.

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