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.

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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.

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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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