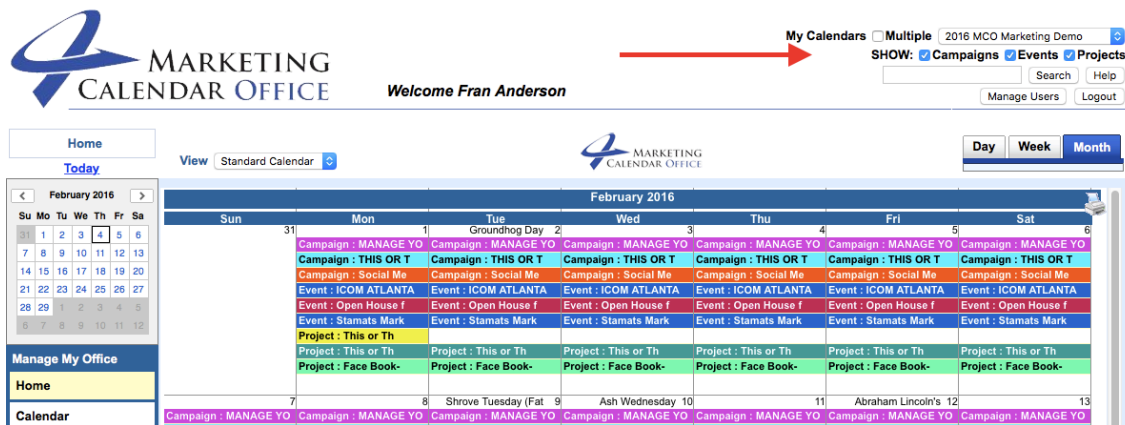


Multiple Calendar View on Standard Calendar in Marketing Calendar Office

This feature allows you to view multiple calendars on one Standard Calendar View, by the Month, Week or Day.

If you are using or have created multiple calendars, you can view them all or any combination of the multiple calendars, on the same Standard calendar view. The new Standard Calendar, with multiple or a single calendar gives you the option also to include Campaigns, Events and Projects on the same calendar, or any combination. The printing function and/or saving the view, as a .PDF is available, as well.

From the Home Screen, pull-down View menu, select Standard Calendar. In the upper right corner, you will see the feature to select multiple calendars. The Standard Calendar default is your default calendar (the first calendar on your calendar list) and shows Campaigns, Events and Projects.



To select multiple calendars to view on the same Standard Calendar, click/check in the Multiple box, as shown below.



A scrolling menu with all your calendars will appear. Check the Calendars you would like to view on this Standard Calendar. You can also deselect any of the 3 marketing components showing, i.e. the screen shot below shows Projects deselected.

The screenshot shows the Marketing Calendar Office interface. At the top left is the logo and the text "MARKETING CALENDAR OFFICE". Below it, a "Welcome Fran Anderson" message is displayed. A red arrow points to a scrolling menu of calendars with the text "Scrolling menu of your calendars". The menu lists:

- A 2016 MCO
- Marketing Demo
- B 2016 MCO
- MCO 2016 Sales and Marketing

 To the right, the "My Calendars" section shows:

- Multiple
- SHOW: Campaigns Events Projects

 Below this are buttons for "Search", "Help", "Manage Users", and "Logout". The main calendar area shows a grid for February 2016 with various events like "Campaign : MANAGE", "Campaign : THIS OR", "Campaign : Social Me", "Event : ICOM", "Event : Open House f", and "Event : Stamats Mark". On the left, there is a "Manage My Office" sidebar with a "Home" button and a list of categories: "Calendar", "Campaigns", "Projects", and "Events". At the bottom right, there are buttons for "Day", "Week", and "Month" views.

To go back to your default calendar, simply uncheck the “Multiple” box. Or you may select any particular calendar you want to view.

This close-up screenshot focuses on the "My Calendars" section. A red arrow points to the "Multiple" checkbox, which is currently checked. Below it, the text "Uncheck this box" is written in red. The "SHOW:" section shows:

- Campaigns
- Events
- Projects

 The "Multiple" checkbox is the one being targeted for unchecking. The "Search", "Help", "Manage Users", and "Logout" buttons are also visible.