

The Calendar

Filters

Project deadlines

My projects

Project filter

— N/A —

Job deadlines

My jobs

Apply

Reset filters

< > today

April 2020

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 13:55 Lunch new project typ	2 Rebranding conference	3	4
5	6	7 10:19 My jobs (6)	8	9 0:00 My jobs (76) 12:00 Feature film batch	10	11

The Calendar provides a customisable overview of what's going on. You can specify what to see by filtering the content. By saving Calendar filters, you can build alternative views to meet different needs in your working day. There are three types of content that can be displayed:

- Events
 - This can be anything from a meeting to a holiday. Select "New event" to add one and specify its name, description, time and duration.
 - The examples in dark blue below are events.
- Project deadlines
 - Typically, these would be projects you are involved in.
 - The examples in dark green below are project deadlines.
 - Clicking on an item will take you to the project information page.
- Job delivery dates. These can be:
 - Jobs assigned to you.
 - Jobs matching the job filter.
 - The examples in light blue below are job delivery dates.
 - Clicking on an item will show a list of matching jobs for that specific time.

Customising your calendar view

When the Calendar filters are combined with Project filters and Job filters, they become an even more powerful tool. Some examples:

- Your basic todo list:
 - By selecting "My projects" under **Project deadlines** and "My jobs" under **Job deadlines**, you can easily keep track of everything with your name on it.

- Projects based on a filter
 - Under Project deadlines, you can select "Project filter" to quickly filter out a range of projects, based on any relevant data using a [previously stored filter](#).
 - Specific kinds of **jobs**
 - If you select "Based on job filter" under Job deadlines, you can filter out jobs that meet certain criteria.
 - You might, for example, only want to see what's going on with a certain type of job (like "Template creation"), or within a group of target languages.
 - By combining a project filter (limiting which projects to view) with a joblist filter, you can create tailor-made views that meets your exact requirements.
 - These views can be stored so that they are always conveniently available:
 - Select "Save filter" to store your current settings as a named preset.
 - Select "Load filter" to toggle between saved filters.
-

In the view below, a project manager has chosen to have a look at all current Proofing jobs within a certain set of target languages. This setting has also been stored as a preset named "Scandi proofing jobs".

New Event

Filter —

Save Filter

Scandi proofing j... ▾

Delete Filter

Filters

Project deadlines

My projects ▾

Project filter

— N/A — ▾

Job deadlines

Based on job filter ▾

Job Filters

Part number

Language

Swedish ×

Norwegian ×

Danish ×

Job type

Proofing ×

Confirmation status

Status

Delivery method

Label

Parent job ID

Assigned to

Comment contains

Delivery date contains (e.g. "2015-05")

Shark Tank

— N/A — ▾

Apply

Reset filters

<

>

today

April 2020

month

week

day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
				Rebranding conference		
5	6	7	8	9	10	11
				0:00 Selected Jobs 12:00 Feature film	16:19 Selected Jobs	
12	13	14	15	16	17	18
				Off-site /	16:20 Selected Jobs	
19	20	21	22	23	24	25
	0:00 The Shark Tank				16:00 Selected Jobs	

"Selected jobs?"

Since there can be many matching jobs per day, they are grouped in sections named "Selected jobs". Clicking on such a section will open a dialogue showing all the jobs.

ID	Title	Project Name	Part/Lang	Assigned to
73	Proofing	Example subtitling project II	Swedish	Example LSP Inc
78	Proofing	Example subtitling project II	Norwegian	
82	Proofing	Example subtitling project II	Danish	The Danish Proofer
86	Proofing	Example subtitling project II	Finnish	Example LSP Inc

Close

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