



Support Corner

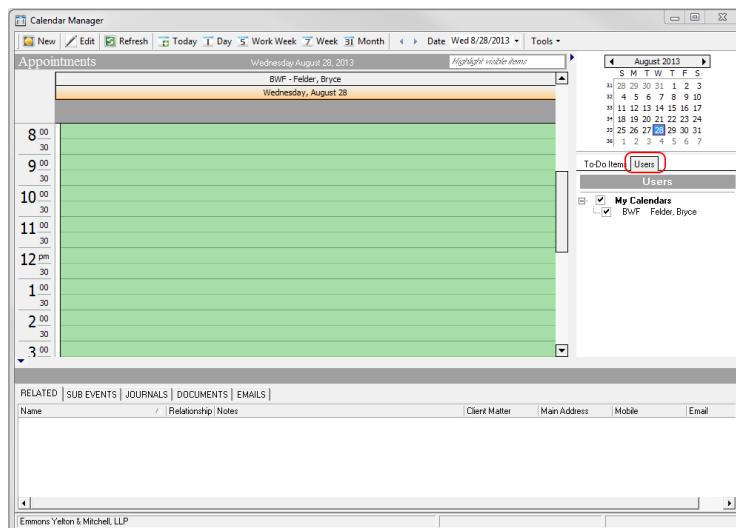
August, 2013



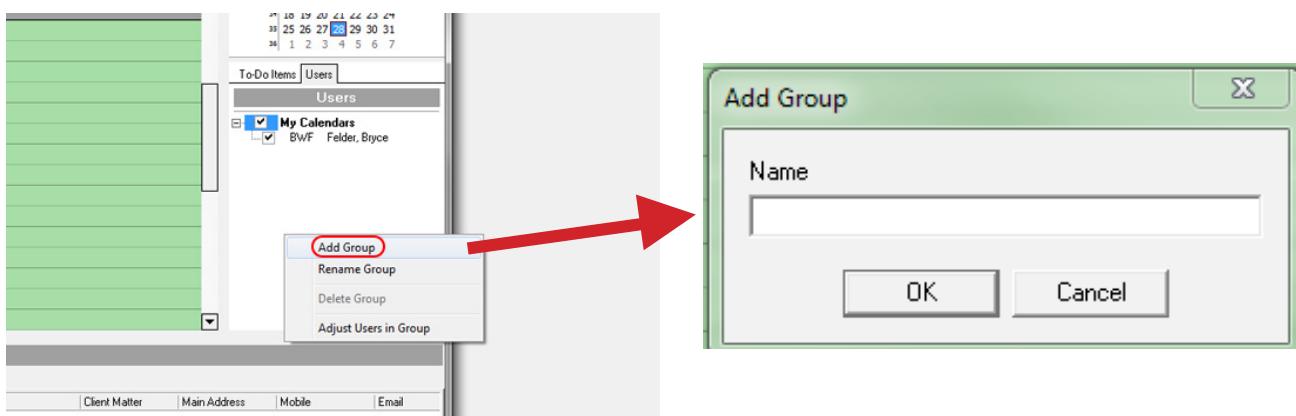
How can I add a Calendar Group in Orion's new Calendar Manager?

Orion's new Calendar Manager includes many easy, helpful tools to improve efficiency at your firm. One of these being the ability to create calendar groupings for office teams or work-groups. For example, an attorney and two other staff members may be working together on a case. Orion can now easily group their calendar views together making it easy to compare tasks and appointments on one screen. You may also want to create a calendar group for your conference room or meeting area, to better track meetings/appointments. In this tutorial, we will show you how to set-up calendar groups at your firm.

Open Calendar Manager and select Users.



Right click anywhere in the Users panel and select Add Group. Name the Group. (For this example, we used "Real Estate")

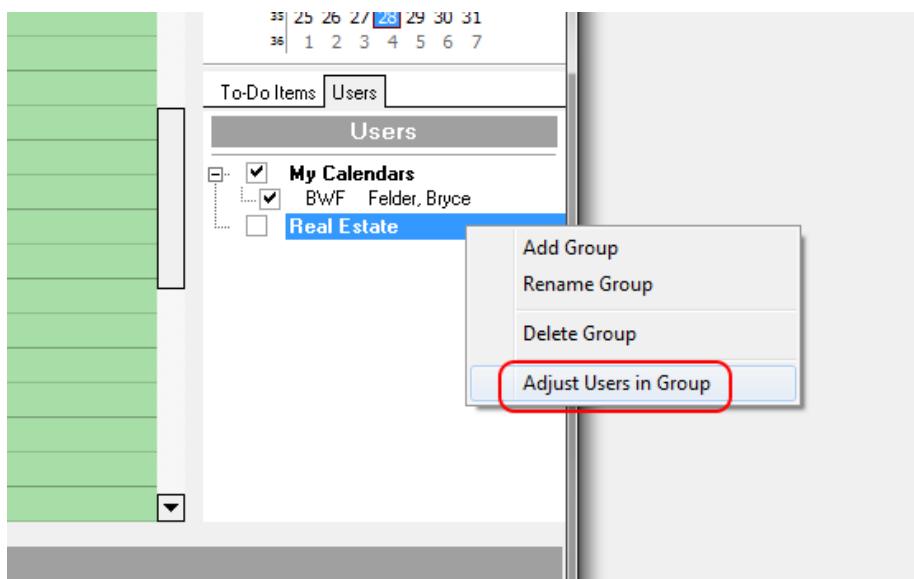




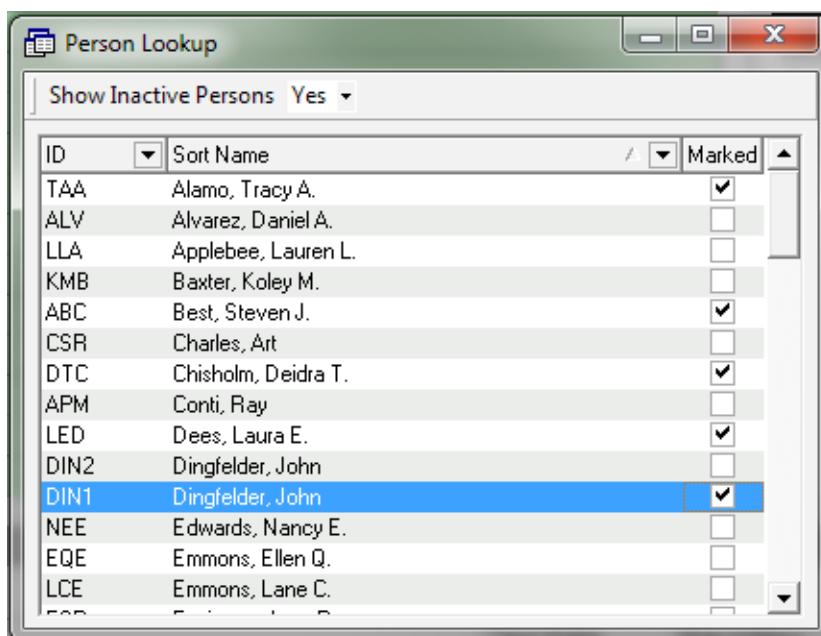
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Hover over group name, right click and select Adjust Users in Group.



Select the individual people you would like to include in this calendar group. You can also use the drop-down menu to filter the inactive users.





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Now from your User view, you can highlight your groups and select the calendars you would like to view.

The screenshot shows a software interface for managing users. At the top right is a calendar for August 2013, with the 28th highlighted. Below the calendar are two tabs: 'To-Do Items' and 'Users', with 'Users' selected. The main area displays a tree view of users under groups. The 'My Calendars' group is expanded, showing sub-users BWF and Real Estate. The 'Real Estate' group is also expanded, listing users ABC, DIN1, DTC, ESP, LED, NEE, PRE, TAA, and WJF. Each user entry includes a name and a short description.

ABC	Best, Steven J.
DIN1	Dingfelder, John
DTC	Chisholm, Deidra T.
ESP	Espinosa, Jean P.
LED	Dees, Laura E.
NEE	Edwards, Nancy E.
PRE	Essex, Peter
TAA	Alamo, Tracy A.
WJF	Fedack, John

ABC	Best, Steven J.
DIN1	Dingfelder, John
DTC	Chisholm, Deidra T.
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Renaming and Deleting groups can be completed by right clicking the name of the corresponding group.

The screenshot shows the same software interface as above, but with a context menu open over the 'Real Estate' group in the user tree. The menu options are: 'Add Group', 'Rename Group' (which is highlighted with a blue background), 'Delete Group', and 'Adjust Users in Group'. The menu is displayed in a light gray box with a black border.

Further Questions? Have a Support Tip idea? Let us know, at support@orionlaw.com