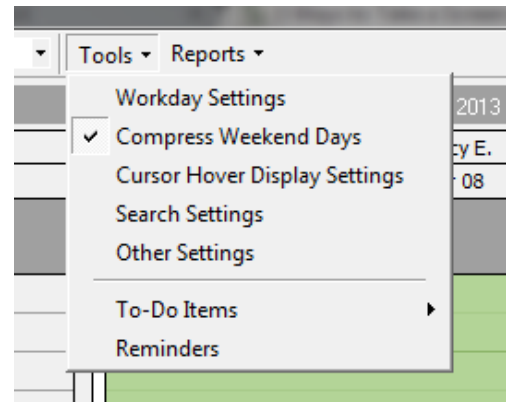## What tools are available to personalize how I use Orion's Calendar Manager?
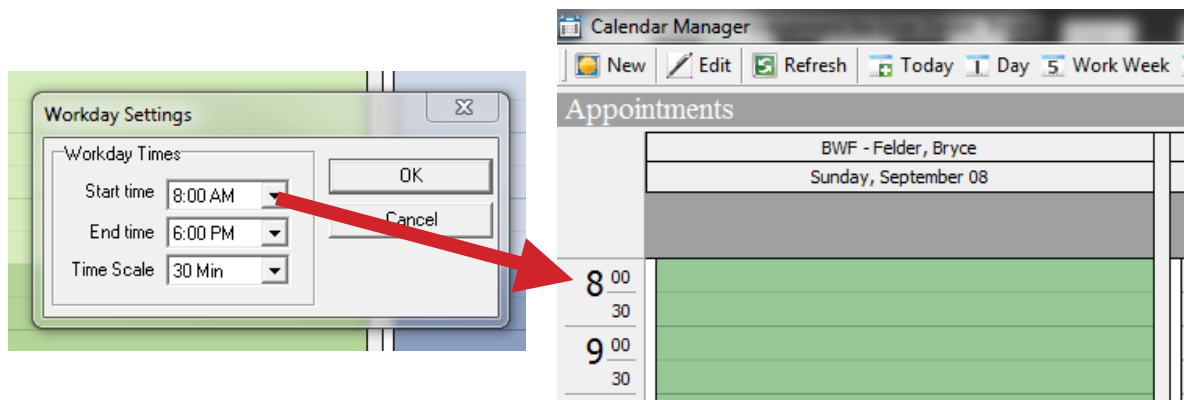
Orion's new Calendar Manager includes many easy, helpful tools to customize your experience.

This way your calendar can work exactly how you need it to, leading to greater efficiency when scheduling and viewing appointments, tasks and reminders.

The first option we will cover is Workday Settings. Click on Tools from the menu and then select Workday Settings.

This allows the user to block off, or "gray out", unused times on the calendar. For example, if you office opens at 8:00 AM, your view of the calendar will be adjusted to reflect this setting. As you can see below, the user's calendar now shows appointments beginning at 8:00 AM.
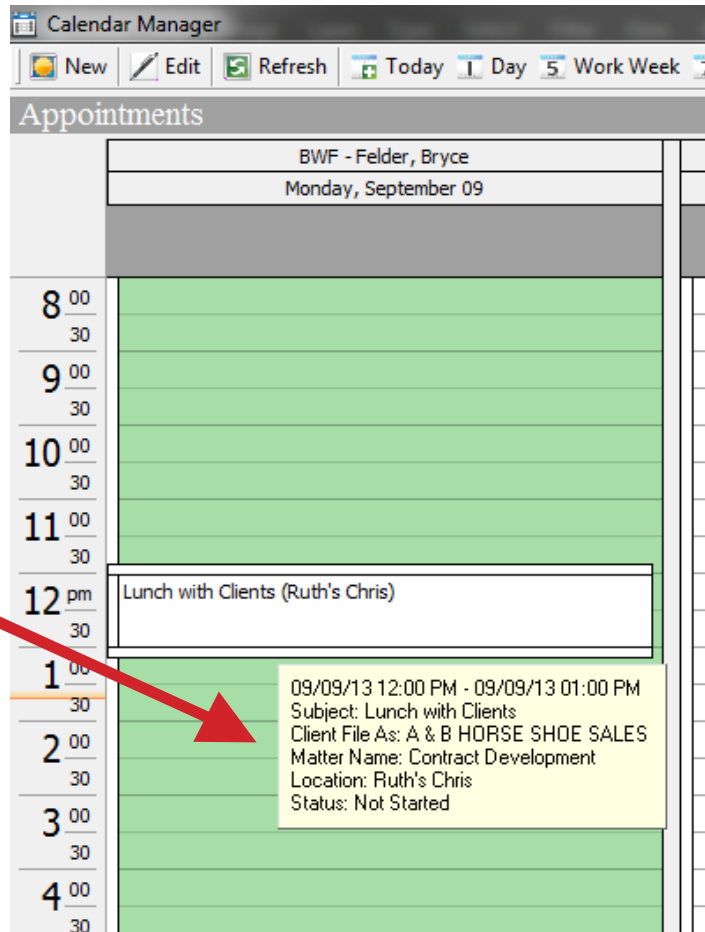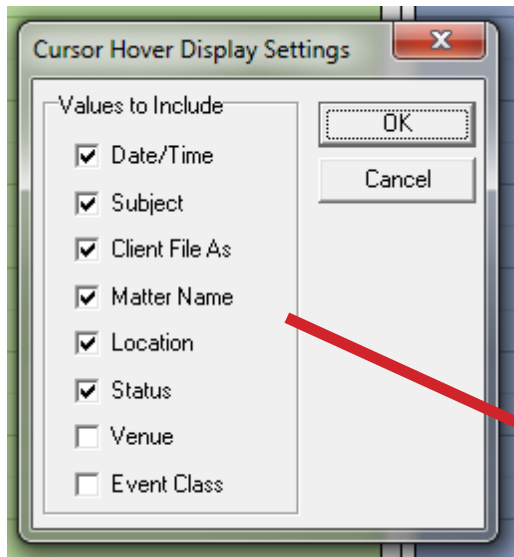
Next on the tools list, is Cursor Hover Display Settings. Click on Tools and then select Cursor Hover Display Settings.

This gives the user the ability to select what is displayed when the cursor moves over an appointment in the Calendar Manager. For those of you who like to view more information you can select more values to be included, or leave out those that are not necessary. (See next page)
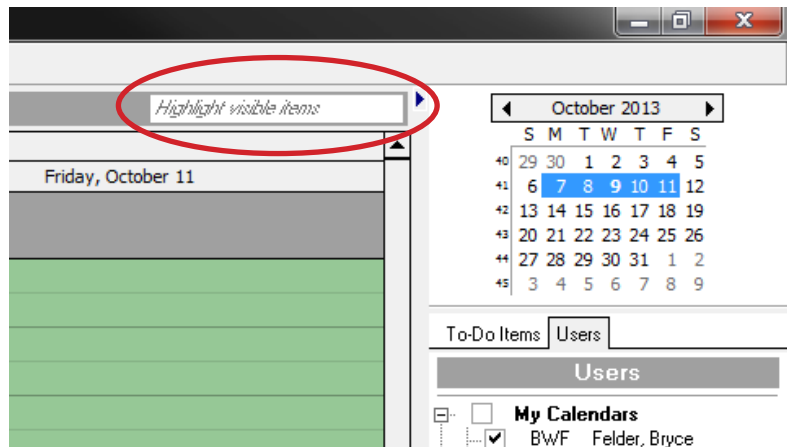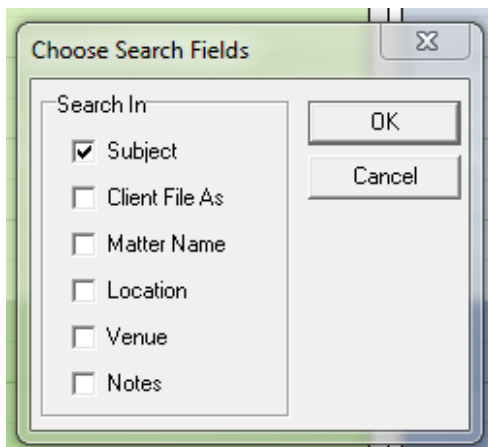
Another useful option is Search Settings. Click on the Tools and select Search Settings. Here you can define what fields are to be included when you use the Search feature. The Search box is located in the right corner of your screen (as indicated by the red circle on the screen-shot below).
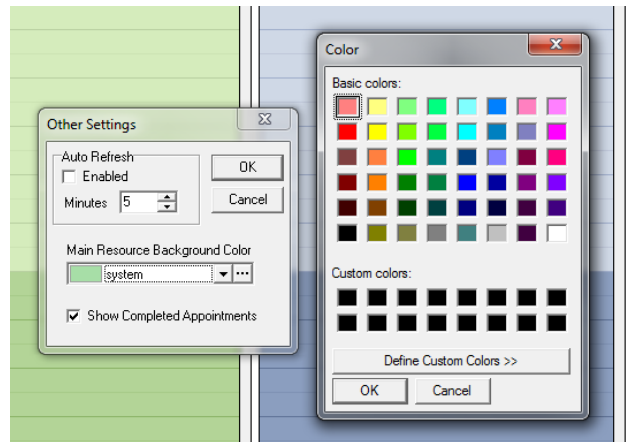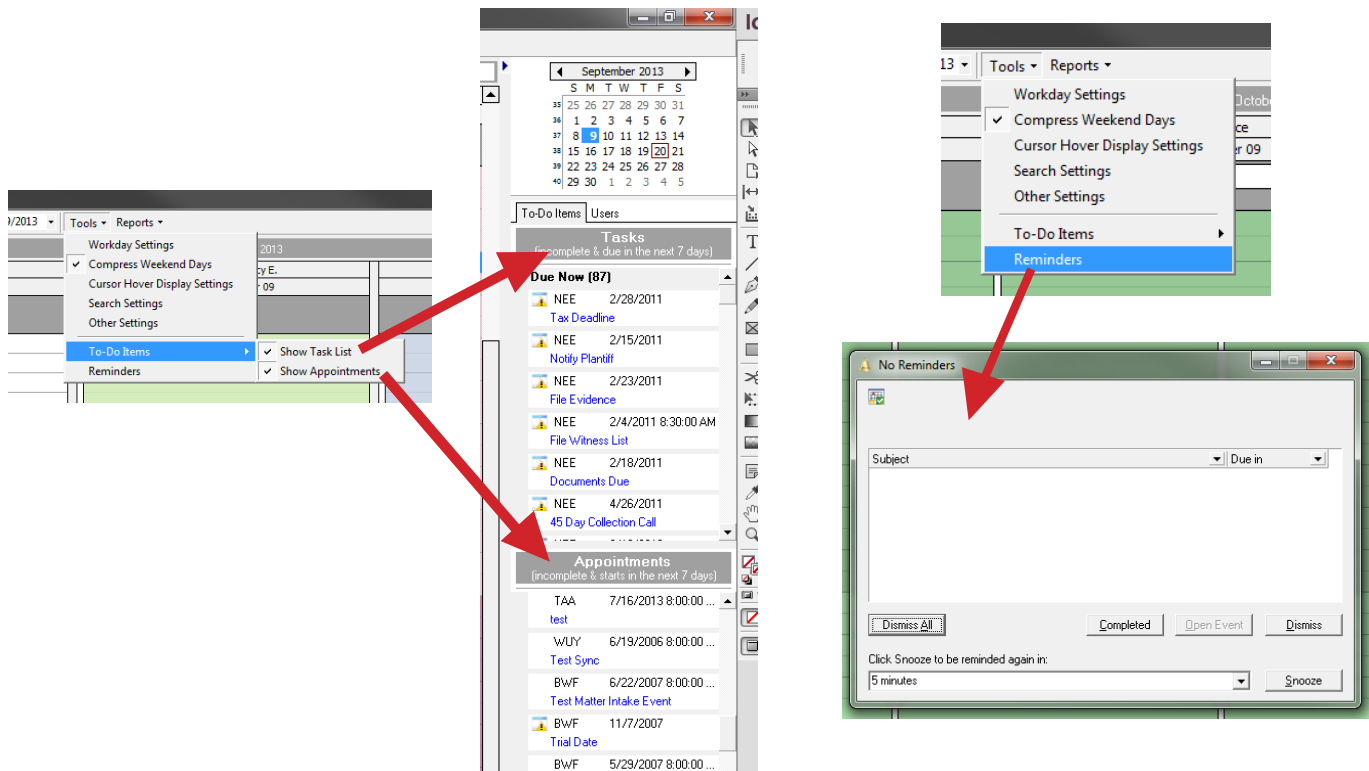
Also, under Tools you can select Other Settings. This box will display settings regarding your Calendar refresh time and also give you the ability to change the colors that are used in your Calendars.

Two more options you can access are To-Do Items and Reminders settings. By clicking on Tools and selecting over To-Do items, you can choose whether or not you want both Tasks and Appointments displayed in your To-Do Items list on the right side of your screen. By clicking on Reminders, you are able to view a full list of your Reminders, and you can dismiss or complete all of these from this screen.

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