How to View Your Team Calendar
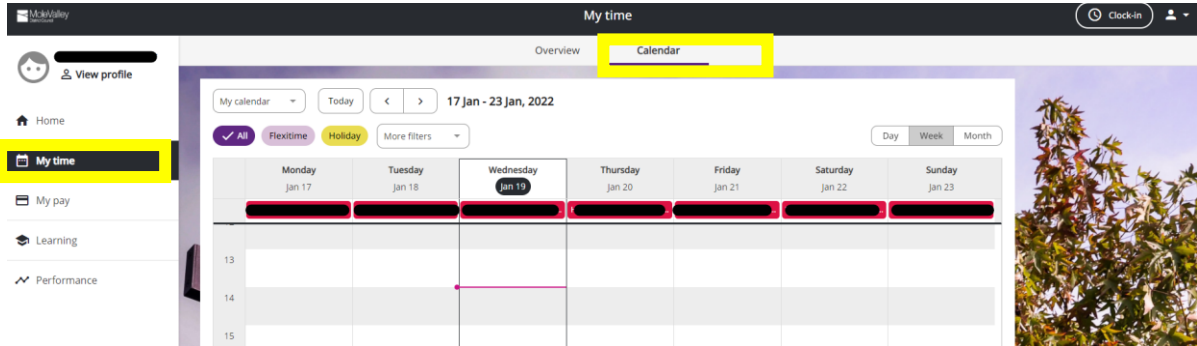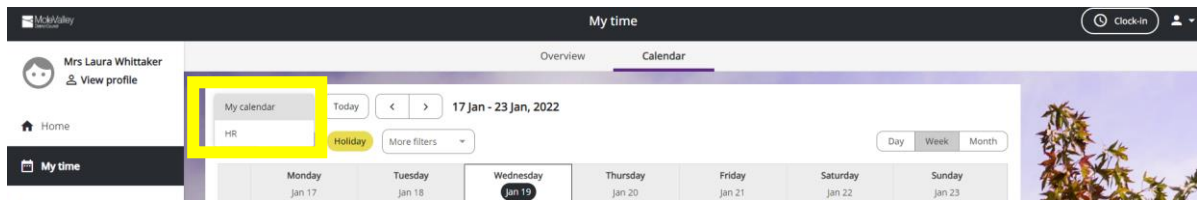
Select the **My time** icon on the left hand menu
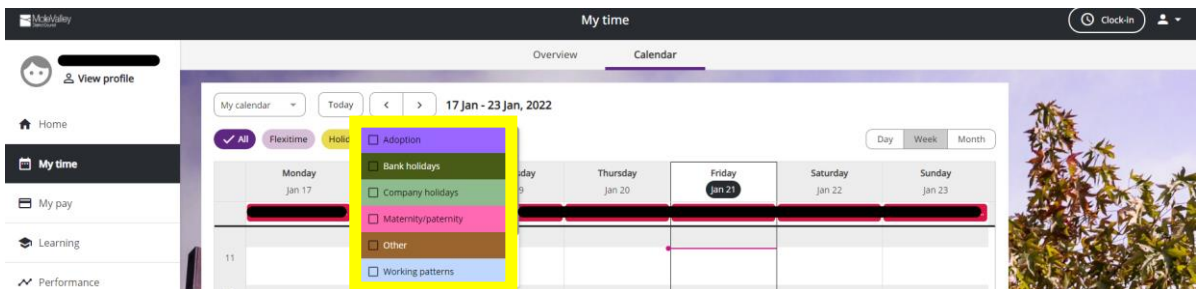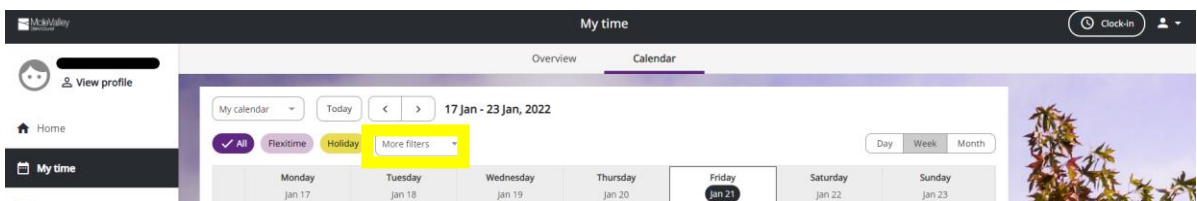
Select **Calendar**

You can view your own calendar or change it to your team's calendar by clicking on the drop down:

Click on the more filters next to **Calendar Filters** and get rid of those things you don't need to view.

If you want to look at booked leave – untick everything except bank holidays and holidays.

Once you have selected the type of asbence you want to view, click into the coloured boxes on the calendar to see who is off on that date. The number shows the number of staff off on that date.

You can also view just a day / week or the whole month by using the tabs:

Day	Week	Month

Printing/Save in PDF

If you want to print off the calendar you can right click, select print and either save to PDF or print it.