Fast·Class File

Client Data System

Volume 133: Viewing Another User's Calendar

To View Another User's Calendar:
- Open a calendar view (i.e. MonthView, WeekView, DayView).
- Click **View** from the main menu.
- Then select **Activity Filter**.
- From the Activity Filter menu, select **Activities by Group**.
- In the Select Agent(s)/Producer(s) window, select the user(s) activities you want displayed and click **OK**.
- The selected user(s) activities will display in the calendar view.

Figure 1: The Select Agent(s)/Producer(s) window

To View the Activities of All Users in Your Database:
- Open a calendar view (i.e. MonthView, WeekView, DayView).
- Click **View** from the main menu.
- Then select **Activity Filter**.
- From the Activity Filter menu, select **Activities for All Users**.