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.

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.