

3 Planning Your Day



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Introduction

With Avigo's **Calendar** application, you can stay on schedule and coordinate **Events** and **Tasks** with ease.

From **Calendar**, you can navigate to the **Schedule** and **To Do** applications, where you can add, change, or delete **Events** and **Tasks**.

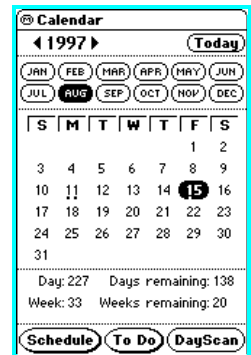
When you add an **Event**, dots appear on that day under the date in the calendar to indicate that you have something scheduled.

You can use **DayScan** to view all your **Events** and **Tasks** for a specific day.

To access **Calendar**, tap on the **calendar** icon.

Using the Calendar

You can view the **Calendar** in either a one-month or six-months mode. When you activate **Calendar**, it will open in the one month mode with the current month displayed and the current day highlighted. A dot below and to the left of a date on the **Calendar** indicates there is a scheduled **Event** in the morning of that day. A dot below and to the right indicates a scheduled **Event** in the afternoon or evening of that day. **DayScan** view is provided to view all the **Events** and **Tasks** of a selected day.



1. Use the ◀▶ arrows to the left and right of the year date to change the year in view.
2. To change the month in view, tap the desired month on the month bar. You can also press the **pgup/pgdn** key to go to the previous or next month.
3. To view **Events** and **Tasks** for a day, tap on the desired date on the **Calendar** and then tap **DayScan**.
4. To view, add, or edit **Events** for a selected date, tap **(Schedule)**.

Note: Press the **schedule** key to view, add or edit **Events** for today's date.




5. To view, add, or edit **Tasks** for a selected date, tap **(To Do)**.

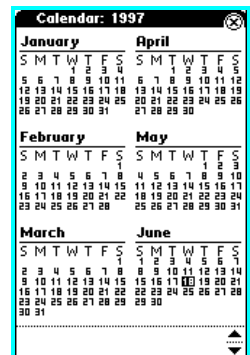
Note: Press the **to do** key to view, add or edit **Tasks** for today's date.

Six Months View

Six Months view will display the first or last six months of the year depending on the current month.

To access Six Months view:




1. In **One Month** view, open the menu and select **Six Months**.
2. To view the previous or next six months, use the   arrows or press the **pgup/pgdn** key.
3. To return to **One Month** view, tap .



DayScan View

DayScan view will display **Events** and **Tasks** for the currently selected day.

To access DayScan view:

1. In **One Month** view, tap on the desired date.
2. Tap **DayScan** to display **DayScan** view. If any **Events** and **Tasks** in that day are private, open the **DayScan** menu and select **Show private**. Enter a password when prompted to do so.
3. Use the   to view previous/next screens.
4. To return to **Calendar** view, tap on the **calendar** icon at the bottom of the screen or tap  on the Title Bar.

