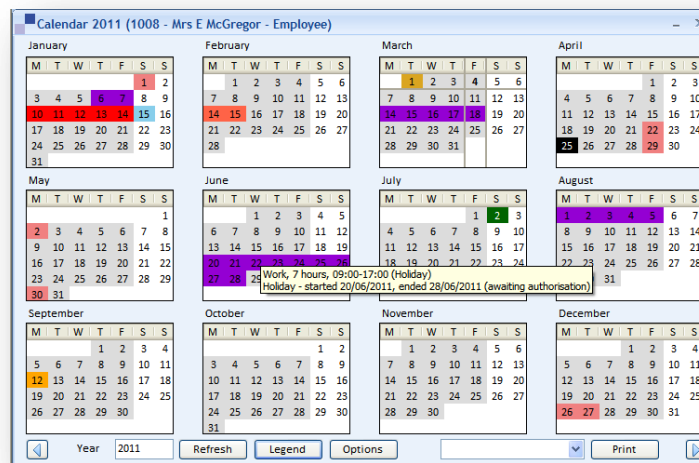


DART Calendar

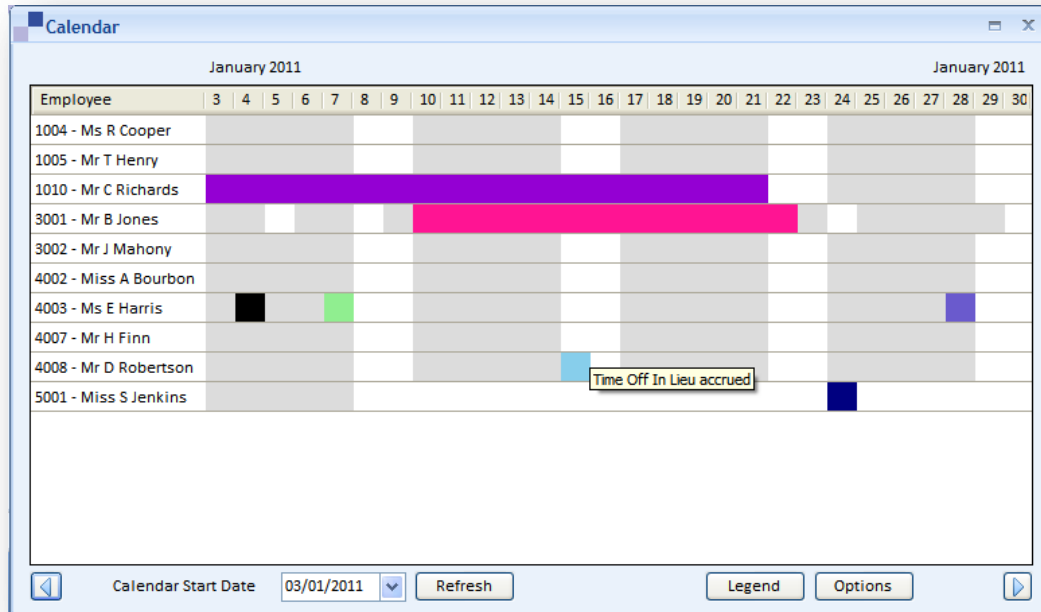


The Person Calendar has a variety of coloured fields to represent different events for a person. It allows you to see any person dated event included in the system. If you hover your mouse pointer over a cell a brief summary of the event is displayed.

If you double-click on a coloured cell the window for the relevant event will be loaded for viewing or amendment. The calendar can be used to display information for a group of people or an individual.

The legend below shows you all the person events that can be displayed on the calendar.

Colour	Type
Blue	Person Start Date
Blue	Person Leave Date
Blue	Probation End
Cyan	Contract Change
Green	Disciplinary Warning
Green	Disciplinary Expiry
Green	Disciplinary Review
Light Green	Appraisal
Light Green	Proposed Appraisal
Orange	Training
Orange	Training Expiry
Purple	Retirement
Pink	Birthday
Brown	Adoption absence period
Brown	Holiday absence period
Brown	Maternity absence period
Brown	Other absence period
Brown	Paternity absence period
Brown	Paternity Adoption absence period
Brown	Sickness absence period
Blue	Time Off In Lieu - accrued
Blue	Time Off In Lieu - taken
Yellow	Adoption dates
Yellow	Maternity dates
Yellow	Paternity dates
Yellow	Paternity Adoption dates
Black	Overlapping absences
Black	More than one event
Red	Bank Holiday
White	Work



The **DART** calendar can display groups of individuals who could, for example be in the same team or department. This would be especially useful for managers in planning absence cover.