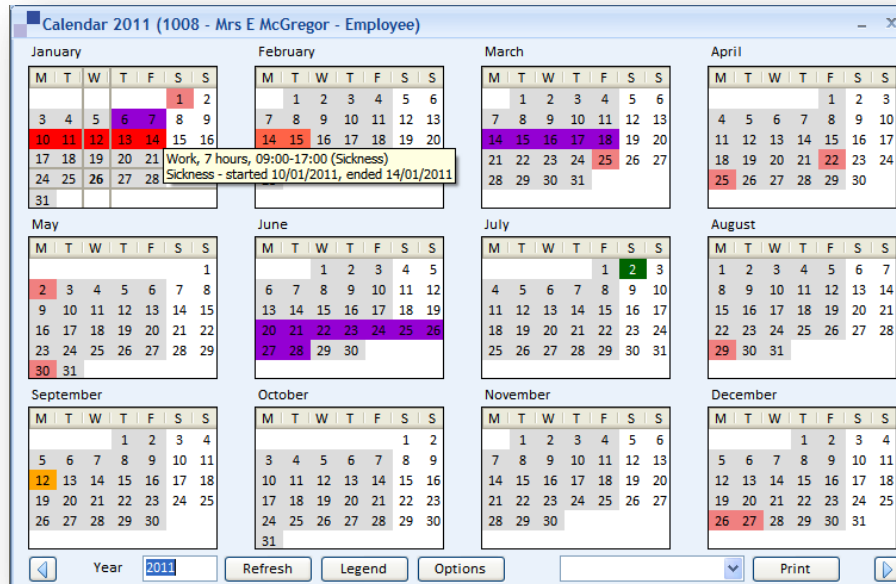




DART Calendar


The **DART** Calendar is a powerful management tool with a built in functionality designed to make access to person records even easier.



At a glance you can see the pertinent items and significant events in your person's year.

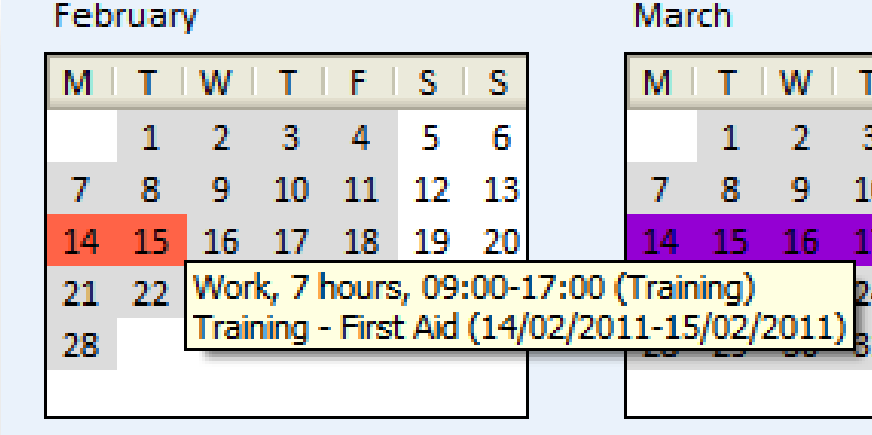
Use the  and  buttons to view other years.

Click on [Legend](#) to see the meaning of the various coloured calendar items.



Colour	Type
Blue	Employee Start Date
Dark Blue	Employee Leave Date
Light Blue	Probation End
Light Green	Disciplinary Warning
Dark Green	Disciplinary Expiry
Green	Disciplinary Review
Orange	Training
Pink	Training Expiry
Purple	Retirement
Yellow	Birthday
Red	Adoption absence period
Dark Red	Maternity absence period
Brown	Paternity absence period
Light Brown	Paternity Adoption absence period
Red	Sickness absence period
Gold	Adoption dates
Yellow	Maternity dates
Light Yellow	Paternity dates
Light Brown	Paternity Adoption dates
Grey	Overlapping absences
Black	More than one event

Point at a calendar item with your cursor for a brief explanation.



February

M	T	W	T	F	S	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	Work, 7 hours, 09:00-17:00 (Training)				24	25
28	Training - First Aid (14/02/2011-15/02/2011)					28	29

March

M	T	W	T
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

Double click on a calendar item and the appropriate window and tabbed page will be opened.

Training (1008 - Mrs E McGregor - Employee)

Person Ref 1008
Mrs E McGregor

Save

Course Name First Aid
Category Health & Safety
Start Date 14/02/2011 End Date 15/02/2011
Expiry Date 13/02/2012

Course Notes

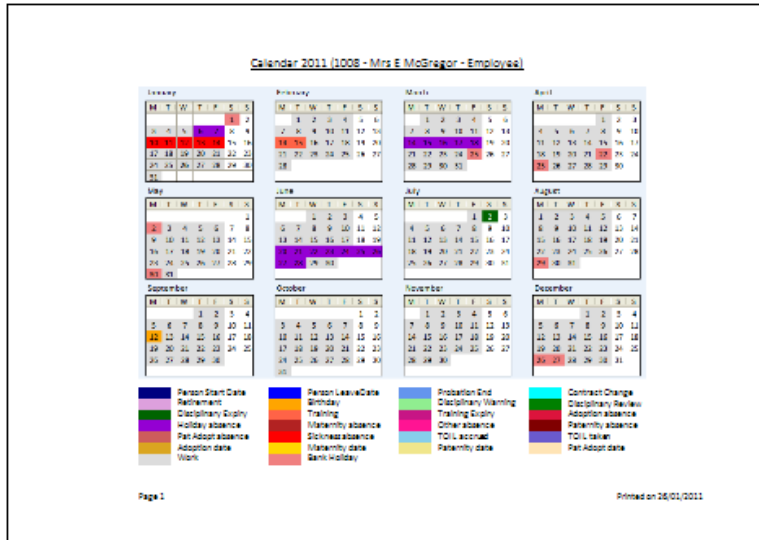
Click on **Options** to filter the type of calendar items to be displayed.

Calendar Options

- Employee Start Date
- Employee Leave Date
- Probation End
- Contract Change
- Disciplinary Warning
- Disciplinary Expiry
- Disciplinary Review
- Training
- Training Expiry
- Retirement
- Birthday
- Adoption absence period
- Maternity absence period
- Paternity absence period
- Paternity Adoption absence period
- Sickness absence period
- Adoption dates
- Maternity dates
- Paternity dates
- Paternity Adoption dates

Select All Save Deselect All

Click on **Print** if you require a hard copy of the calendar and employee summary.



Calendar 2011 (1008 - Mrs E McGregor - Employee)

01/01/2011	Bank Holiday - New Years Day
02/01/2011	Work, 9:00-17:00
04/01/2011	Work, 9:00-17:00
05/01/2011	Work, 9:00-17:00
06/01/2011	Work, 9:00-17:00 (Holiday)
08/01/2011	Holiday - started 06/01/2011, ended 07/01/2011 (waiting authorization)
07/01/2011	Work, 9:00-17:00 (Holiday)
10/01/2011	Work, 9:00-17:00 (Sickness)
10/01/2011	Sickness - started 10/01/2011, ended 14/01/2011
11/01/2011	Work, 9:00-17:00 (Sickness)
12/01/2011	Work, 9:00-17:00 (Sickness)
13/01/2011	Work, 9:00-17:00 (Sickness)
14/01/2011	Work, 9:00-17:00 (Sickness)
17/01/2011	Work, 9:00-17:00
18/01/2011	Work, 9:00-17:00
19/01/2011	Work, 9:00-17:00
20/01/2011	Work, 9:00-17:00
21/01/2011	Work, 9:00-17:00
24/01/2011	Work, 9:00-17:00
25/01/2011	Work, 9:00-17:00
26/01/2011	Work, 9:00-17:00
27/01/2011	Work, 9:00-17:00
28/01/2011	Work, 9:00-17:00
29/01/2011	Work, 9:00-17:00
01/02/2011	Work, 9:00-17:00
02/02/2011	Work, 9:00-17:00
03/02/2011	Work, 9:00-17:00
04/02/2011	Work, 9:00-17:00
07/02/2011	Work, 9:00-17:00
08/02/2011	Work, 9:00-17:00
09/02/2011	Work, 9:00-17:00
10/02/2011	Work, 9:00-17:00
11/02/2011	Work, 9:00-17:00
14/02/2011	Work, 9:00-17:00 (Training)
14/02/2011	Training - Fire Al
15/02/2011	Work, 9:00-17:00 (Training)
15/02/2011	Training - Fire Al
16/02/2011	Work, 9:00-17:00
17/02/2011	Work, 9:00-17:00
18/02/2011	Work, 9:00-17:00
21/02/2011	Work, 9:00-17:00
22/02/2011	Work, 9:00-17:00
23/02/2011	Work, 9:00-17:00
24/02/2011	Work, 9:00-17:00
25/02/2011	Work, 9:00-17:00
26/02/2011	Work, 9:00-17:00
01/03/2011	Work, 9:00-17:00
02/03/2011	Work, 9:00-17:00
03/03/2011	Work, 9:00-17:00
04/03/2011	Work, 9:00-17:00
07/03/2011	Work, 9:00-17:00
08/03/2011	Work, 9:00-17:00
09/03/2011	Work, 9:00-17:00

Page 1 Printed on 26/01/2011

Print options allows you to select the appropriate printing action.

