



# Calendar Contacts

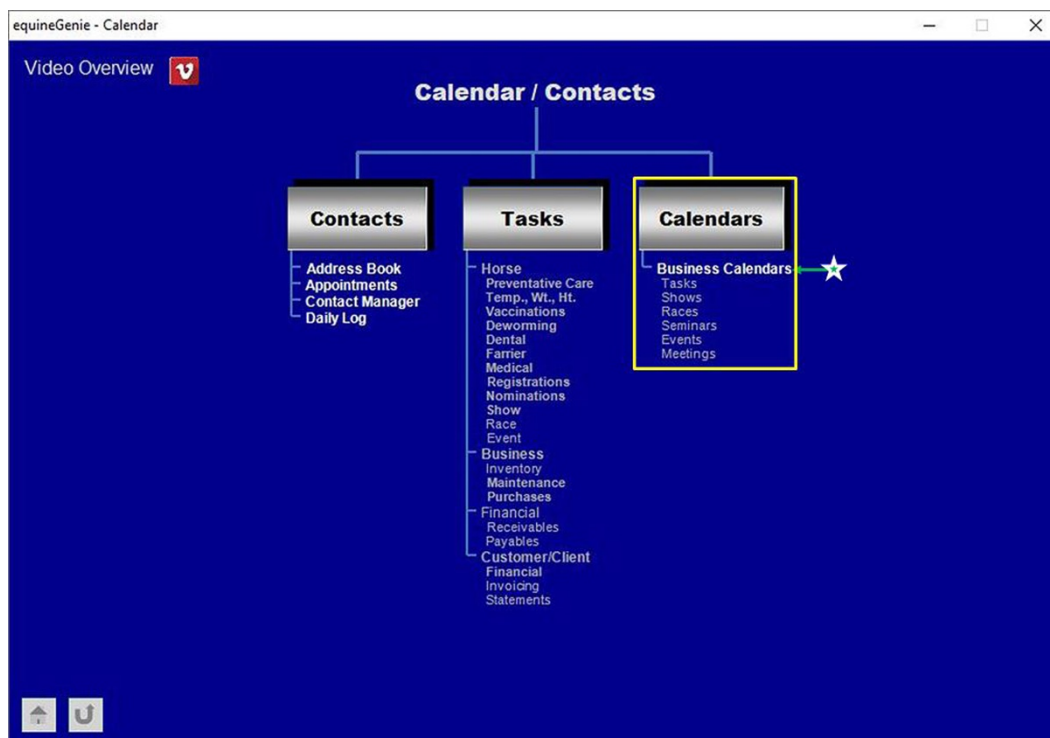
## Business Calendars

## Calendar Contacts – Business Calendar

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## Calendar Contacts – Business Calendars

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*There are no prerequisite setups required before a business calendar can be entered.*

*Think/Plan before entering a business calendar! Business calendars can be entered to schedule, track and reports business tasks, shows, races, seminars, events, meetings, etc.*

**Important:** *There is no limit to the number of business calendars that can be entered, viewed and or printed in equinegenie.*

- ① **Select or enter the name of the business calendar** from the *Select/Enter Calendar Type* dropdown. If it is a previous business calendar entered that you want to recall, select the business calendar name from the *Select/Enter Calendar Type* dropdown. If a new business calendar is being entered, select **[New Calendar]** from the *Select/Enter Calendar Type* dropdown, 'click' in the *Select/Enter Calendar Type* dropdown and enter the business calendar name.

**Note 1:** A business calendar name can be any name you chose. **Suggestion:** Make the business calendar name descriptive enough so that it can be recalled and viewed by someone other than the person who entered it.

- ② **Enter the business calendar entry date** in the *Date* dropdown. The date can be entered by selecting the date from the calendar icon or by selecting **[New Date]** from the *Date* dropdown. If **[New Date]** is selected from the *Date* dropdown, your computer's current date will be displayed. To change the date, mouse over the date

and enter the desired date in the format set in your windows operating system. (mm/dd/yyyy or dd/mm/yyyy).

- ③ **Select or enter the activity to be recalled or entered** from the *Select / Enter Date Activity* dropdown on the date identified in the *Date* dropdown. If the desired activity was previously entered it can be selected. If it is a new activity, select **[New Activity]** from the *Select / Enter Date Activity* dropdown, 'click' in the *Select / Enter Date Activity* dropdown and enter the new activity. equineGenie will remember the activity entered for future selection.

**Note 2:** The activity will show on your calendar. Make the activity as concise and relevant as possible, but not too long.

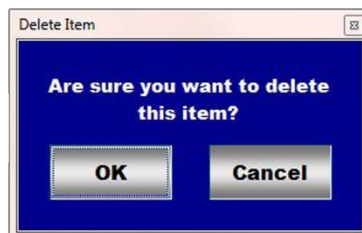
- ④ **Enter the selected or entered activity's start time** by selecting the time from the clock icon or by selecting **[New Start Time]** from the *Start Time* dropdown. Selecting **[New Start Time]** from the *Start Time* dropdown will enter 12:00:00 AM. You can mouse over the time and enter the correct time.

**Note 3:** Selecting the start time from the clock icon will enter your computer's current time. To change the time, mouse over it and enter the correct time.

**Enter the selected or entered activity's stop time** in the *Stop Time* box by selecting the time from the clock icon or by 'clicking' in the *Stop Time* box and entering the stop correct time.

**Note 4:** Selecting the stop time from the clock icon will enter your computer's current time. To change the time, mouse over it and enter the correct time.

- ⑤ **Select or enter the participant or participants** in the selected activity on the identified date from the *Participant* dropdown. If the participant or participants were previously entered they will be displayed in the *Participant* dropdown and can be selected. If a new participant needs to be entered, 'click' in the *Participant* dropdown and enter the participant or participants. equineGenie will remember the participants entered for future selection.
- ⑥ **Select or enter the activity location** from the *Activity Location* dropdown. If the activity location was previously entered it will be displayed in the *Activity Location* dropdown and can be selected. If a new location needs to be entered, 'click' in the *Activity Location* dropdown and enter the location. equineGenie will remember the location entered for future selection.
- ⑦ **If you need to remove a calendar date entry**, it can be removed by displaying the calendar date's entry information and selecting the *Remove Selected Calendar Date* **Red** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to remove the calendar date entry.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button⑨.

**Note 5: Read** the '**RED**' Genie Note beside the *Remove Selected Calendar Date* button. The '**RED**' Genie Note will explain what conditions must be met to remove the selected calendar date entry. Selecting remove will completely remove the selected calendar date entry from equineGenie.

- ⑧ **Enter** any comments or notes associated with the selected calendar date entry information.
- ⑨ **Select** enter before leaving the *Business Calendars* screen.
- ① **Selection** of the '*Selected Calendar (Chronological)*' button will enable the selected calendar's information within a specified date range to be viewed, exported and/or printed in a chronological format.
- ② **Selection** of the '*Selected Calendar (Calendar)*' button will enable the selected calendar's information within a specified date range to be viewed, exported and/or printed in a calendar format.

### Business Calendar Example – Chronological Format

# Make Believe Ranch

**Nov 5, 2023**

**November 6th - 10th - Calendar**

**Nov 11, 2023**

*Monday, Nov 6, 2023*

Activity	Start	End	Participant	Location	Comments
Farrier	10:00 am	11:00 am	Andy Beam / Trim Apple	Mare Barn	
Vet	2:30 pm	3:00 pm	Melissa King / Dream Girl / Preg Check	Mare Barn	

*Tuesday, Nov 7, 2023*

Activity	Start	End	Participant	Location	Comments
Sales Appointments	11:00 am	12:00 pm	George Smith / Look At Jumin Jon	Outdoor Arena	
Hay and Grain	2:00 pm	3:00 pm	NCFS / Jack Jones	Ft. Smith - 6th Street	

## Business Calendar Example – Calendar Format

Make Believe Ranch						
November 6th - 10th						
November 5, 2023 to November 11, 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/5	11/6 Farrier 10:00 AM to 11:00 AM with Andy Beam / Trim Apple at Mare Barn  Vet 02:30 PM to 03:00 PM with Melissa King / Dream Girl / Preg Check at Mare Barn	11/7 Sales Appointments 11:00 AM to 12:00 PM with George Smith / Look At Jumin Jon at Outdoor Arena  Hay and Grain 02:00 PM to 03:00 PM with NCFS / Jack Jones at Ft. Smith - 6th Street	11/8 Farrier 09:00 AM to 11:00 AM with Andy Beam - Trim 4 Horses at Maun Barn	11/9 Pick Up Shavings 08:00 AM to 10:00 AM with NCFS / Jack Jones at Ft. Smith - 6th Street  Vet 02:00 PM to 03:00 PM with Melissa King / Fall Shots / 12 Horses at Main Barn	11/10 Rack Outdoor Arena 10:00 AM to 11:00 AM with Jack Jones at Outdoor Arena  Clean Tack Room 01:00 PM to 04:00 PM with Sally Smith / Jack Jones at Main Barn - Tack Room	11/11

**Very Important:** All calendar format reports must be specified for a complete week in a date specified range. **For Example:** One week, November 5, 2023, through November 11, 2023; two weeks, November 5, 2023, through November 18, 2023, etc.

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