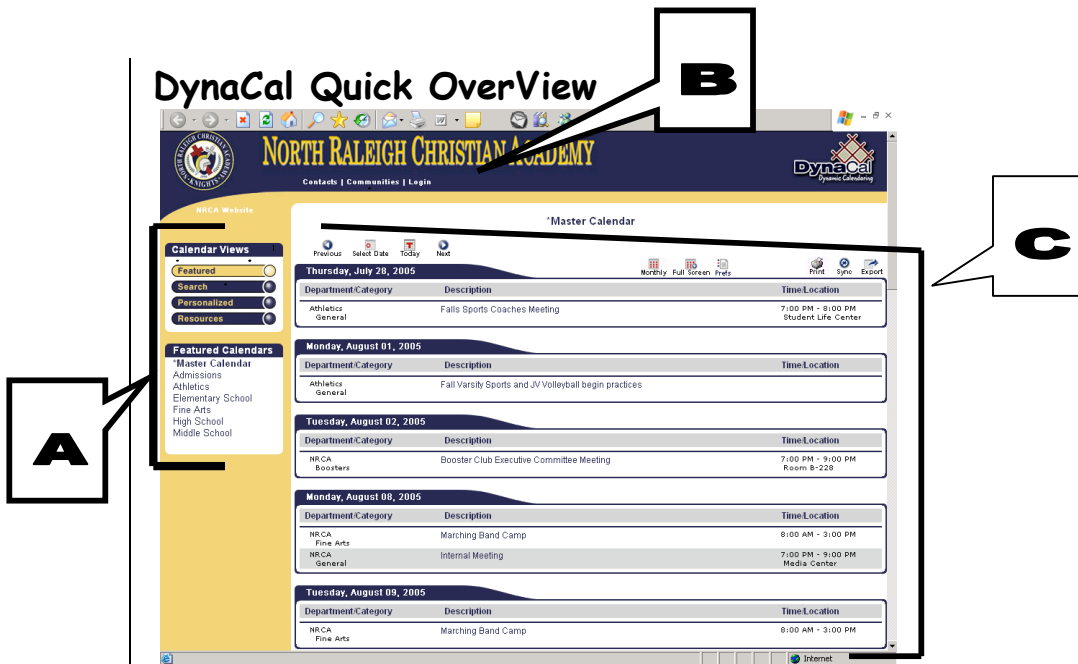


## DynaCal Quick Overview



### **A** Calendar Views

**Featured** - allows you to select from a list of featured calendars, click on featured calendar of interest and the application will filter only those events

**Search** - allows you to dynamically search for a word or phrase or search by department and category(s)

**Personalized** - allows you to create your personalized calendar(s) of your interest and allows you to add, edit and delete personalized calendars

**Resources** - displays a list of resources within the organization, click on resource to view when that resource is available or being used

### **B** Title Pane

**Contacts** - displays contact information for the organization

**Communities** - if the organization is linked to community, allows you to view all events of 2 or more DynaCal calendars in your community on one calendar

**Help** - Electronic help menu of all the features and function

### **C** Active Calendar

**Printer Version** - allows you to print any calendar view in monthly or daily style

**DyncSync** - allows you to sync any events to Outlook or Palm

**Export** - allows you to export information from DynaCal for other print publications. **Select**

**Select Date** - allows you to jump to a specific date

**Today** - allows you to get back to today's events

**Previous/Next** - allows you to view the events on days prior or following the days currently displayed

**Daily** - view the events in text format

**Monthly** - view the events in block/grid calendar style with Featured Calendars viewable

**Full Screen** - view the events in block/grid calendar style without the Features Calendars viewable

**Perf** - allows you to set the preferred day in view or preferred days for printing or syncing

**Description** - a clickable area to access additional information about the event