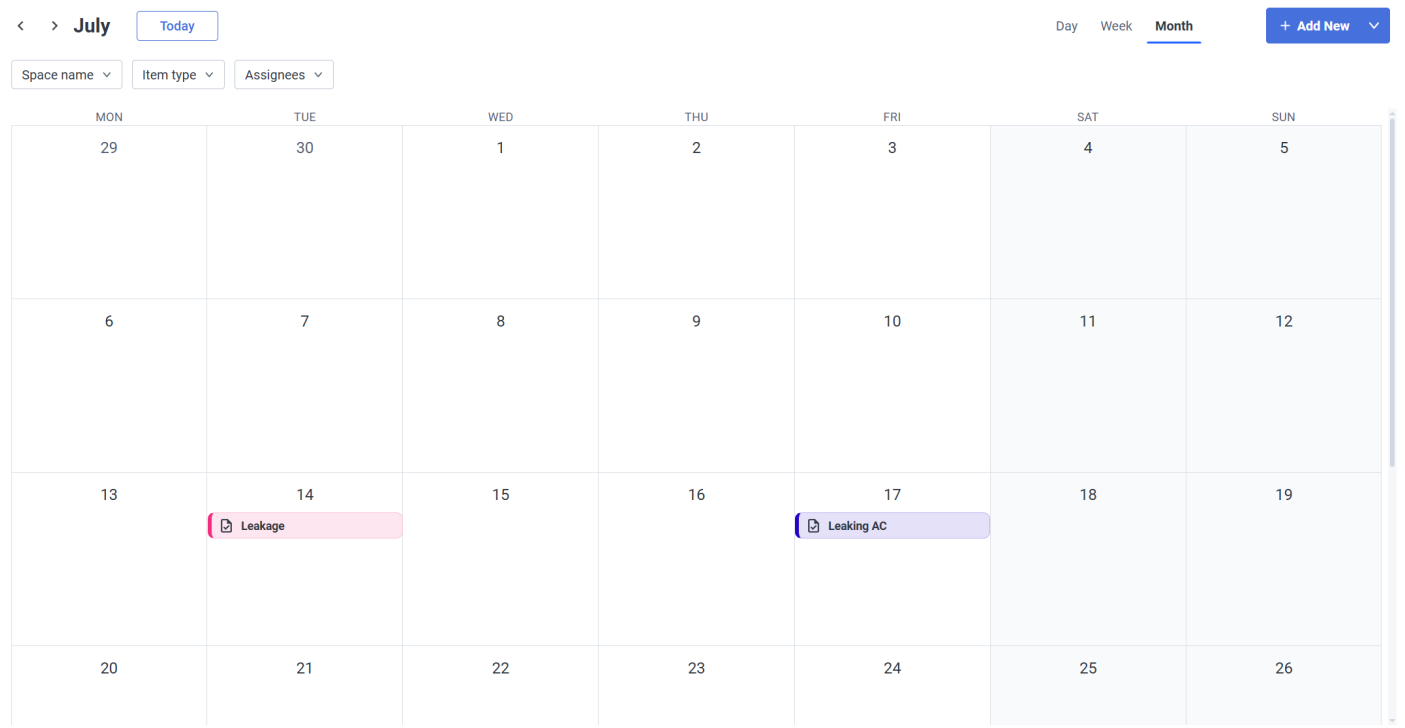


Calendar

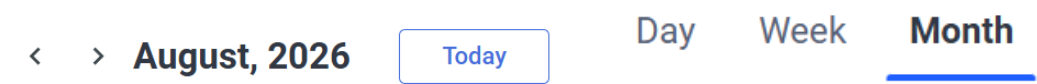
A unified calendar that displays [tasks](#) and [events](#) from every **space**, in a tile-based layout, allowing users to view, organize, and manage them in one, centralized place.



Create both **Events** and **Tasks** directly from this view with [+ Add New](#) button.

See [tasks](#) and [events](#) pages for detailed information about their creation process

Navigation



To navigate the Calendar, you can change the **display type** in the **upper right corner** . Depending on your choice you can then select

a specific time (*in this case month*) you want to see - using left and right arrows in the **upper left corner**, or jump to the current day by clicking "Today" button.

Calendar Display

You can change the Calendar display type depending on your needs: choose one of the three available ones:

- Month

The most general one - events and tasks are shown per day

< > August, 2026

Today

Day Week Month

+ Add New

Space name

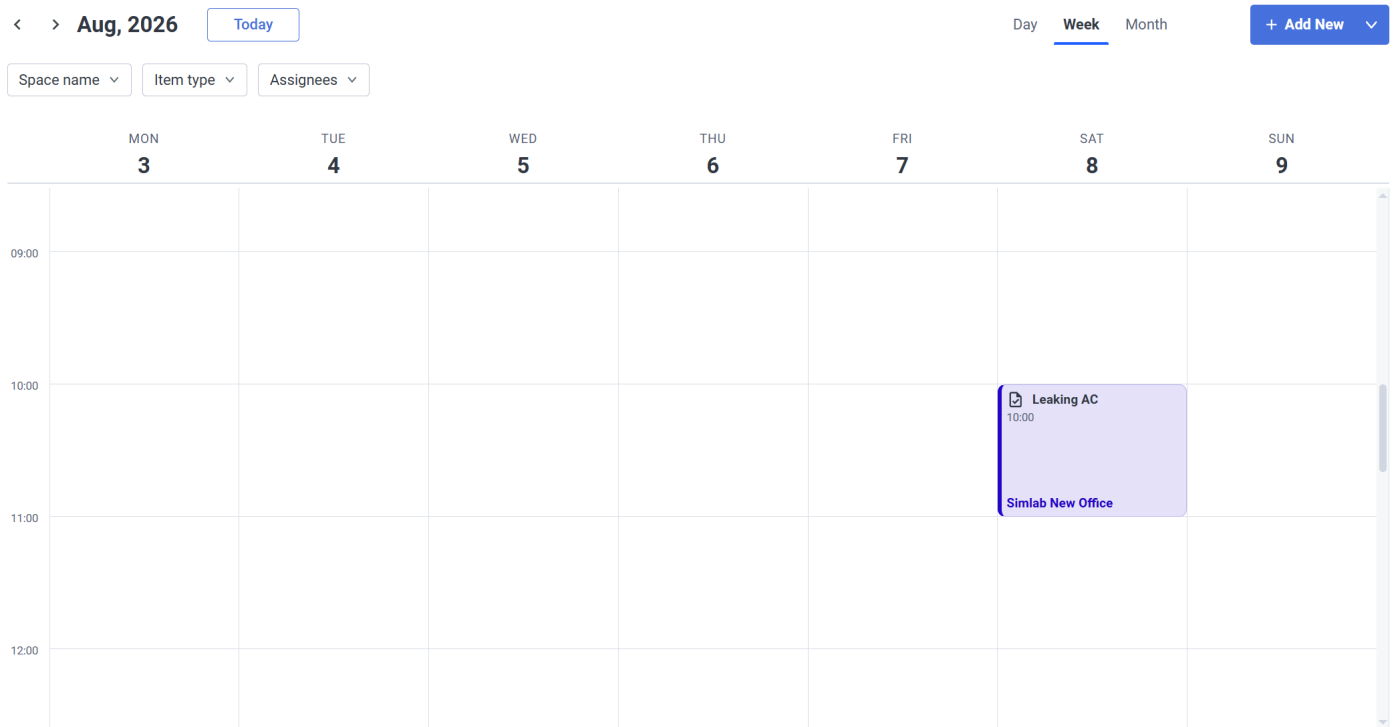
Item type

Assignees

MON	TUE	WED	THU	FRI	SAT	SUN
27	28	29	30	31	1	2
3	4	5 🕒 Service	6	7	8 📄 Leaking AC	9
10	11	12	13	14	15	16

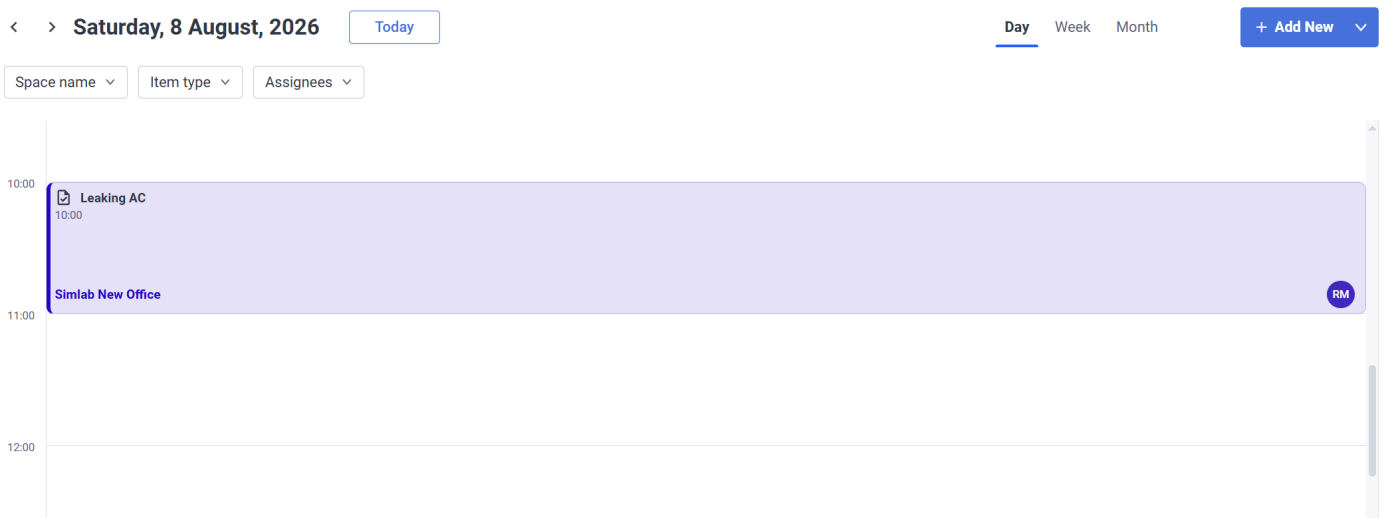
- Week

A more detailed view - Limiting the view to a week, includes a timetable for the events/tasks where you can see an exactly scheduled time for them.



- Day

Same as with the week view, but now it's only a single day



Filters

Space name Item type Assignees

- **Space name** - Show events and tasks for specific Spaces

- **Item type** - show tasks or events specifically

- **Assignees** - Show tasks and/or events for specific people they are assigned to

Revision #12

Created 30 July 2026 08:55:29 by JJanickiSIMLAB

Updated 18 August 2026 05:05:17 by JJanickiSIMLAB