



## Activity Calendar Module

The Activity Calendar is a comprehensive look at all Corrective Actions entered within the application in a centralized and easy to use calendar view. The Facility Activity Calendar will bring action items from all facilities together and allow the user to filter them based on Location, Responsible Person, Open/Closed status, as well as the originating Module (e.g. Incident Type, Evaluation, Observation, Training Classes). The ability to create additional user-defined action item types is available to be set up on a singular or recurring basis. Users can also update action items directly from the Activity Calendar to save time. My Activity Calendar offers all of these same great features with the added convenience of having the Corrective Actions pre-sorted to display just those that the logged in user is responsible for completing.

**Activity Calendar**

**Organization**  
CORPORATE - Genco

**Facility**  
[SHOW ALL]

**Responsible**  
Seelen, Brian

**Filter**  
[SHOW ALL]

**Modules** Select Modules

|                  |                    |                            |                |
|------------------|--------------------|----------------------------|----------------|
| Agency Visit/NOV | Complaint          | Corrective Action Tracking | Evaluation     |
| Fire             | Injury and Illness | Near Miss                  | Other Incident |
| Permit Details   | Property Damage    | Requirement Details        | Spill          |
| Vehicle          |                    |                            |                |

January 2016

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |

Today: 2/22/2017

Day | Week | Month | Year

**Task for the year: 1/1/2016 - 12/31/2016** This is page 1 of 1 Displaying 100 Records per page Add New Task Add Recurring Task

| 4/14/2016 |        |                 |           |           |              |                 |                    |             |
|-----------|--------|-----------------|-----------|-----------|--------------|-----------------|--------------------|-------------|
| Update    | Delete | Description     | Scheduled | Completed | Responsible  | Location        | Type               | Case Number |
| Update    | Delete | Do this please. | 4/14/2016 | 11/8/2016 | Brian Seelen | 1015 - Honotulu | Injury and Illness | 2016-001    |
| 4/20/2016 |        |                 |           |           |              |                 |                    |             |
| Update    | Delete | Description     | Scheduled | Completed | Responsible  | Location        | Type               | Case Number |
| Update    | Delete | Contact EE.     | 4/20/2016 | -         | Brian Seelen | 1015 - Honotulu | Injury and Illness | 2016-001    |
| Update    | Delete | Do this please. | 4/20/2016 | -         | Brian Seelen | Tuscon - 1001   | Injury and Illness | 2016-001    |