

My Day Panel

The **Show My Day** panel gives users a quick look at all ToDos, follow ups or appointments for the selected day.

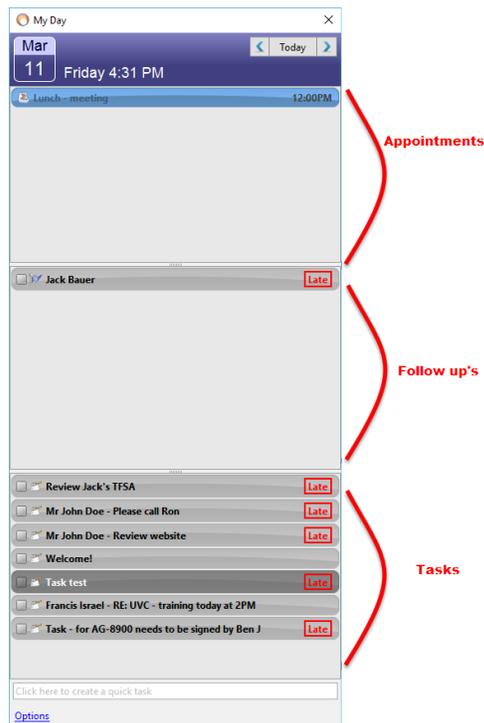
You can click on this button at anytime to view your current day.



The **TOP** section shows current appointments.

The **MIDDLE** section shows follow ups on emails.

The **BOTTOM** section shows “to do's” that are currently outstanding.



You can also re-organize your tasks in the order that you want for that specific selected date. Simply click and hold your left button on your mouse and drag the tasks to the desired spot.



How to customize the My Day panel

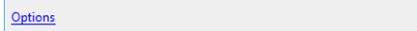
You can customize your **Show My Day** panel to show the tasks folders of your choice and calendars of other user's you have access too.

To customize the **Show My Day** panel please use the following steps:

1. Click on the **Show My Day** panel button located on the top right.



2. Click on the **Options** button located at the bottom left corner.

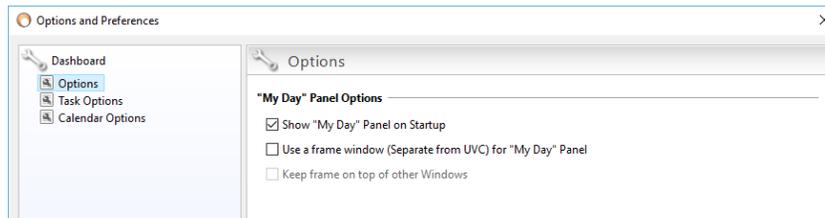


3. On the **Options** tab you will have access to 3 options:

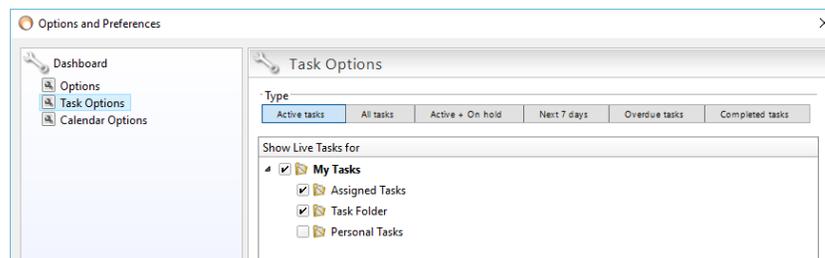
The first option **Show "My Day" Panel on Startup** will display the **Show My Day** panel every time you login to UVC. Removing this checkmark will disable this feature.

The second option **Use a frame window for "My Day" Panel** will display the **Show My Day** panel as a separate window which means that if you minimize the UVC window the **Show My Day** panel will still be displayed up on your screen unless you also minimize the **Show My Day** panel. It will be it's own separate window. This is particularly useful if you want to keep up with what is to do be completed on today's workday.

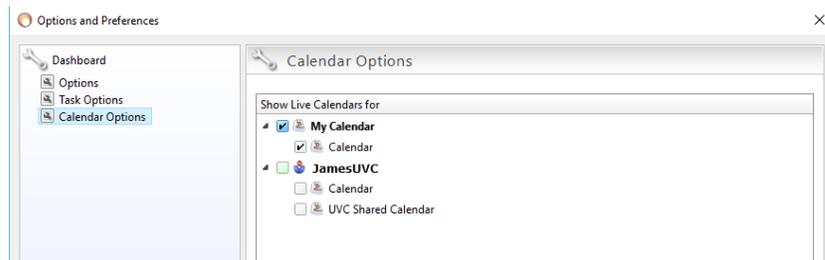
The third option **Keep frame on top of other Windows** will only be enable to select if the **Use a frame window for "My Day" Panel** option is checked. This will display the **Show My Day** panel on top of all other windows that are opened on your screen.



4. Under the **Task Options** tab you can specify the **Type** of tasks that are seen on the **Show My Day** panel. Select which task folders you want the **Show My Day** panel to display.



5. Under the **Calendar Options** tab select which of your calendars the **Show My Day** panel will display. If you have full access to another user's calendar you can also select that calendar.



6. Click on the **OK** button to save your changes.