

## 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.

🚫 My Day	×	
Mar	🗴 Today 🔰	
11 Friday 4:31 PM		
Lunch - meeting	12:00PM	<b>\</b>
		<b>\</b>
		Appointments
		/
3101		/
🔲 🚧 Jack Bauer	Late	<b>、</b>
		<b>\</b>
		<b>\</b>
		Follow up's
		·
C Keview Jack's TFSA	Late	<b>、</b>
🔲 🗂 Mr John Doe - Please call Ron	Late	<b>\</b>
🔲 🛫 Mr John Doe - Review website	Late	<b>\</b>
🔲 🛫 Welcome!		Tasks
🔲 🛎 Task test	Late	Tasks
🔲 🐸 Francis Israel - RE: UVC - training today at 2P	м	
Task - for AG-8900 needs to be signed by Be	n J Late	/
		/
Click here to create a quick task		
Options		

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.

🗌 🛎 Review Jack's TFSA	Late	🔲 🛎 Welcome!	
Mr John Doe - Please call Ron	Late	🔲 🛫 Mr John Doe - Please call Ron	Late
Review Jack's TF SA		🔲 😤 Mr John Doe - Review website	Late
Mr John Doe - Review website	Late	🔲 📂 Review Jack's TFSA	Late
Welcome!		🗌 🚝 Task test	Late
🔲 🚰 Task test	Late	Francis Israel - RE: UVC - training today at 2PM	_
🔲 🗂 Francis Israel - RE: UVC - training today at 2PM		Table for AC 9000 and to be sized by Bas I	[Late]
Tack for AG 9000 poods to be signed by Pop I	Lata	a stask - for AG-6900 fields to be signed by beild	Late
Click here to create a quick task		Click here to create a quick task	
Options		Options	

## 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.

🔿 UVC - Universal Village Collaboration Suite	
File View Message Messenger Go Tools Window Help	•
🗇 Create Message 🥪 Reply 🗐 Reply All 📓 Forward 🍵 Move to Folder   💲 🔻   🌍 🕺   🎼 🔻   🕅 👻 🊧 🗸 Advanced Search	🤝 Show My Day

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

Options

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.

Options and Preferences		×
Dashboard Coptions Task Options Calendar Options	Options     Wy Day" Panel Options     Show "My Day" Panel on Startup     Use a frame window (Separate from UVC) for "My Day" Panel	
	Keep frame on top of other Windows	

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.

ie
ictive tasks All tasks Active + On hold Next 7 days Overdue tasks Completed tasks
w Live Tasks for
Assigned Tasks
•

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.

Options and Preferences		×
Dashboard Q Options Task Options Calendar Options	Calendar Options  Show Live Calendars for  Show Live Calendar  Show Live Calendar  Show Live Calendar  Show Cal	

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