

Browse Mode

If you are trying to view a day, and another work station is on that same day in the same schedule on its screen, you will be placed in the **Browse** mode. This prevents both of you from accidentally scheduling the same time for different people!

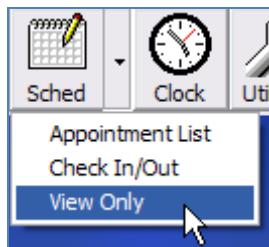
If a work station gets turned off or knocked out of the schedule abnormally, then the calendar day of this event can get locked out if no one else is viewing it. If this happens, **make sure no one is using the schedule**, then press the top toolbar Unlock option, and reply YES to the prompts.

****WARNING****

If you use the Unlock option to free the day from the **Browse** Mode and someone else is actually on the same day - **you will lose data!** This means you will lose appointments.....

View Mode

Please note if you would like to look at the schedule, including today's date while other staff members can still update it, select the "**View Only**" schedule option from the **Primary Menu using the drop down arrow**.



This opens the schedule in "View" mode which doesn't let you update the schedule, but also doesn't tie up the day. While in this View Mode every 30 seconds your display will be refreshed, thus if someone updates the day you are looking at you will see the changes.

You can even minimize the schedule in the View Mode then maximize it when you need it. While in the View Mode you can quickly switch to the update mode by using the schedule top toolbar "Tools" option then selecting "View Mode Only Off".