OUTLOOK STYLE APPOINTMENT CALENDAR

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Introduction

This document describes a method of creating a calendar form for use in an Access database which shows appointments on a yearly, monthly, weekly and/or daily basis. The design is intended to emulate the calendar used in MS Outlook as much as possible although it is not possible to copy every facility exactly due to the limitations of the built-in Access controls.

Calendar Specification

The demo calendar works like this for each of the four modes (although you will probably want to change some parts of it to suit your own project): -

(1) **Yearly** mode shows a box for each date of the year with used dates colored in the category used for that date.
(2) **Monthly** mode shows a box for each day of the current month as well as a few days of the previous and next month, where applicable. The used dates show the first five appointments for that date and are colored in the category used for the appointment.
(3) **Weekly** mode shows the seven days of the current week with a number of time slots down the left edge of the form (the number of slots is determined by the duration of each appointment).
(4) **Daily** mode is similar to **Weekly** mode except that only the current day is displayed and a separate column is used for each category.

Appointments can also be associated with specific employees which are selected by a dropdown box on the main form. For each appointment you can choose one of 10 category colors which are displayed in all calendar modes or you can display just the appointments for a single category by clicking on one of 10 ‘Category’ buttons at the bottom of the main form.

This version also has the option to create ‘recurring’ appointments such as ‘every day’, ‘every other week’ or whatever (similar to the same facility in MS Outlook).

Main Calendar Form Options

As described above, the calendar can be displayed in any of four different modes but there are some facilities which are common to all modes which are described below. Note also that the mouse cursor changes to a ‘hand’ icon for any item on the calendars that can be clicked on to switch to a different calendar or mode.

Select an Employee

Each appointment can be associated with an employee name which is displayed in the dropdown box at the top of the form. The calendars will only show the appointments that are associated with the employee name being displayed. You can select a different employee in this field to show the appointments for any of the employees in the dropdown list.

Date or Year Selection

To select a specific year or month or date in any mode you can click on the field in the form header (that is showing the current year or date) and then choose a new date in the pop-up calendar. The date field will then show the date in the current format, i.e. as a year or month and year or the full date depending on which mode is being displayed.

Select Calendar Mode

To select the required calendar mode just click on the **Yearly**, **Monthly**, **Weekly** or **Daily** buttons in the form header, the button text will then show red for the current mode.

Find an Appointment

To find an existing appointment you can click the **Find Appointment** button on the main calendar form to open the **Find an Appointment Record** form. Initially the list box on this form shows every appointment (sorted on the **Start Date** field) and you could just scroll down the list to find the one you want to show. To display the appointment just double click on it (or single click on it and then click the **Find** button) which will close the form and change the calendar to the date that shows the required record. The actual date will be highlighted with a black outline for the **Yearly** mode or with a blue background for the **Monthly**, **Weekly** or **Daily** modes.

When the appointment has been found the **Appointment Schedule** form will open automatically for that appointment so that you can see the appointment details. If you don’t need this option, it can easily be disabled (see below for details).

Alternatively, to find a specific record, you can enter some text into the **Filter on Subject** field (or the **Location, Category** or **Employee Name** fields) which will then display the list of appointments where the selected field matches the text entered. In the case of the **Location** field the list will always show appointments where this field has been left blank. Note also that if you search for an appointment for an employee that is *not* currently being displayed, the calendars will automatically switch to that employee name when the appointment has been found.

Print Calendar

The **Print Calendar** button shows only the **Yearly** or **Monthly** calendar in **Print Preview** mode which can then be printed, if required. The appointments shown on the printed calendar are the same as those shown on the calendar form when the button is clicked. This is a fairly basic report and is included just to show how you could print a calendar if your application needs this facility. Note also that the **Yearly** category is printed in ‘Portrait’ mode and the **Monthly** calendar in ‘Landscape’ mode in order to show the maximum amount of data.

Calendar Navigation

The **Today** button resets the calendar display so that it shows today’s date in whatever mode is currently being used. The **Prev…** and **Next…** buttons below the calendar move the calendar display to the previous or next time period depending on which view is currently displayed. Note that the response time for the **Yearly** calendar with a lot of appointments can be a bit slow because there are a lot of date cells to update each time the calendar is displayed.

Show Last Used Date

The **Last Used** button can be used to move the calendar to the date that was last opened in the **Appointment Schedules** form. The header label for the date that was last opened is highlighted in blue with white text for the **Monthly**, **Weekly** and **Daily** modes, for the **Yearly** mode the date cell is displayed with a black border.

Select Appointment Categories

You can filter on the category for the current calendar by clicking on one of the 10 category buttons at the bottom of the calendar which will then show only the appointments for the selected category and the category button will then be highlighted with a dotted outline. To show all the categories on the calendar again, click the **Show All** button on the left of the group of buttons.

If a category is not currently being used, its button will be displayed in light grey and it will be disabled (see below for details on editing the category buttons and their colors).

Calendar Mode Options

The four calendar modes have slightly different facilities and options and are described in more detail below.

Yearly Mode

To display **Yearly** mode just click on the **Yearly** button at the top of the main form which then shows all 12 months of the current year with any dates with appointments colored in the relevant category color (if there is more than one appointment saved on the same date then the most recent category color is shown). Today's date is highlighted with a red border and the currently selected date (if any) is displayed with a black border.

To show what appointments have been scheduled for any date just click on the date and the list box to the right of the calendar will show a list of appointments for that date (if any). If there are one or more appointments scheduled for the date you can show the details for that appointment by clicking on the appointment in the list box and the details will be displayed in the **Appointment Details** field below.

To add a new appointment or to edit or delete an existing appointment, you can either double click on the date box on the main calendar or double click on any appointment in the list box to open the **Appointment Schedules** form, see below for more details.

To display **Monthly** mode for any month in the current year just click on the green **Month** header label above the required month.

To change the year, you can either click the **Next Year** or **Prev Year** buttons at the bottom of the form or click in the date field at the top of the form and enter a new date in the pop-up calendar.

Monthly Mode

The main calendar form normally opens initially in **Monthly** mode (although you can change this to **Yearly**, **Weekly** or **Daily** mode, if required) and shows the current month with today's header date highlighted in dark pink. The current month's dates are shown in green and the days from the previous and next months are shown in grey (but will still show any appointments and can still be selected). If a date has previously been selected the date header background is displayed in blue.

Any unused date cells for the current month are shown in white and any appointments for the current employee are displayed for each used date and the subject text background is shown in the color of the associated category. If there are two or more appointments scheduled for the same day, they are shown on separate lines which means that (with the current field height) only about five appointments can be shown although you can have as many appointments as you like for each day.

As described above, you can select a specific category using the **Category** buttons to display only the appointments for that category.

To switch to the **Weekly** or **Daily** modes you can click on the **Weekly** or **Daily** buttons at the top of the form or you can click on the pale yellow **Wk No** field on the left of the form for the week to show **Weekly** mode or you can click on the date header field (above the appointment fields) to show the **Daily** mode for that date.

If you click on any date cell field it will display the pop-up **Appointment Schedule** form (see below for details) so that you can add new appointments or edit/delete any existing appointments. As for yearly mode, you can select any date in the date field at the top of the form or click the **Today**, **Next Month** or **Prev Month** buttons at the bottom of the form to select a different month calendar.

Weekly Mode

In **Weekly** mode, the date at the top of the form shows the date of the first day of the selected week and the seven days of the week are shown along the top of the form with the time slots shown down the left side of the form which run from 00:00 to 24:00 hours at half hourly intervals (see below if you need to change this time slot period). You can click on any of the seven date labels above the form to switch to **Daily** mode for the selected date. Also, the day and date label is highlighted in pink for today's date or blue if this date is the last selected date.

The appointments are displayed against the relevant time slots and the background color for each appointment shows the appropriate category color for that appointment.

The time slots from 00:00 to 08:00 hours and also from 17:00 to 24:00 hours are colored light grey to indicate the normal office out-of-hours periods but these can be changed to different times, if required (see later). The **Times** column on the left shows the first 12-hour period in pale green and the second 12-hour period in green and the half hour slots are left blank (as in MS Outlook) but this can easily be changed, if required (see later).

Note that if there are two or more appointments scheduled for the *same* time slot, only the last one entered will be visible in **Weekly** mode.

In **Weekly** (and **Daily**) mode, there are a total of 48 times slots for the 48 half hour times in the day. Whenever the user switches to one of these modes the calendar form is automatically scrolled down until the first time slot shows as 07:00 and the last as 21:30 hours so that the normal working hours are shown on the form. It is possible to change the time slot period so you may want to change the way this feature works and this is described in more detail later.

Daily Mode

The **Daily** mode is basically the same as **Weekly** mode except that only one day's appointments are shown but the 10 categories are displayed in 10 separate columns. This allows you to easily see multiple appointments where different categories have been used for various appointments. Note that the category buttons are disabled in this mode since all the individual categories are visible anyway.

Also, the day-date label at the top of the form will be shown in pink for today's date or blue with white text if this date is the last used date.

Open Appointment Schedules Form

To add a new appointment or to amend or delete an existing appointment you can open the pop-up **Appointment Schedule** form and add a new appointment or delete or change any existing appointments. The procedure is slightly different for each calendar mode and is described below.

Yearly Mode

To add a new appointment or to edit or delete an existing appointment, you can either double click on a date box on the main calendar or double click on any appointment in the list box to open the **Appointment Schedules** form. The **Start Date** and **End Date** fields on this form will default to the date that was selected on the calendar and in this case the **Start Time** field will default to the first time slot used for appointments as defined on the **Calendar Settings** form (see below). The **End Time** field will default to the **Start Time** field plus 30 minutes (or whatever time slot period has been selected on the **Calendar Settings** form).

Monthly Mode

For the **Monthly** calendar you can just single click on any date field (not the green date header boxes) to open the **Appointment Schedules** form and for this mode, the **Start Date** and **Times** default the same as for **Yearly** mode.

Weekly Mode

For **Weekly** mode you can single click a date field to open the **Appointment Schedules** form but, in this case, you can also set the time slot that you want the appointment to start at by clicking in the row corresponding to the required start time. As before, the **End Time** will be set to the next time slot following the **Start Time** slot.

Note also that in the case of the **Yearly**, **Monthly** and **Weekly** modes, the **Select Category** drop down box on the **Appointment Schedules** form will show blank if the main form is showing 'All Categories' or it will default to the selected category if a category is currently selected. In either case you can still select or change the category selection for a new or existing appointment.

Daily Mode

Daily mode works in the same way as **Weekly** mode except that the **Select Category** drop down box always defaults to the category column that you click on. Note also that if a category is not used (and is therefore disabled), you cannot click on a time slot for that category column.

Scheduling an Appointment

To create a new appointment or to edit or delete an existing appointment you can click on a calendar field to open the **Appointment Schedule** form which will display any existing appointments for the selected date (if any). This form will only show appointments for the employee that is currently selected on the main form and you can only create new appointments for other employees, if required. Fields shown with a red border are required before you can save the appointment record. The various options for this form are described below.

Add New Appointment

To create a new appointment, click the **New Appointment** button to enable the input fields and set the **Start Time** and **End Time** fields to the required times and enter some text into the **Subject** field (which is mandatory) and this text will appear on the calendars. Enter text into the optional **Location** and/or **Miscellaneous Notes** fields, as required Note that you can also show the time/s, subject and/or location text on the calendars, if required, (see below for more details). You must also choose a category in the **Select Category** drop down box if it is blank. If, however, the main calendar form has already been filtered on a category then that category will be displayed in the drop-down box as the default category (although you can still change it if you wish).

Note that you can also change the **End Date** field if the appointment needs to be run over two or more days. There are two options to change the **Start** and/or **End Dates**, you can enter the date into the fields directly or you can click in a date field, click on the small calendar icon that appears beside the field and select a date in the pop up calendar form. Click the **Save Appointment** button to save the new appointment, the form will close and the new appointment will be displayed on the current calendar.

The **Employee** drop-down box will show the current employee name but you can change that to another employee if you need to create an appointment for that employee. Also, when editing an existing appointment record, you can change the employee name for that appointment by changing this field.

Amend an Existing Appointment

To amend an existing appointment, open the **Appointment Schedules** form, click on the required appointment shown in the list of existing appointments for this date, the input fields will be enabled and the details for the appointment copied into those fields. Make any changes and click the **Save Appointment** button to update the appointment and close the form.

In this demo version it is possible to make two or more appointments for the same time slots. It is possible, however, to change this procedure so that only one appointment can exist for each time slot (see below for more details). If this option is set then you will be shown an error message if the new appointment (or an amended one) overlaps any already existing appointments for the currently selected employee.

Delete an Existing Appointment

To delete an existing appointment, do the same as above but click the **Delete Appointment** button to delete it (after confirming the deletion) and close the form.

Set Up Recurring Appointments

This version also has the option to set up recurring appointments from the **Appointment Schedules** form. When the form is open and you have started a new appointment (or have selected an existing appointment) you can click the **Recurrence** button to open the **Appointment Recurrence** form. On this form you can set up a recurring pattern with almost any combination of days, weeks, months or years or certain days of the week, etc, etc. To see more details on how to do this you can look at the same facilities in MS Outlook but the form is pretty self-explanatory.

When you set up a recurring appointment, say every other day from 09:00 to 11:00 for 6 days for example, the code will create six *separate* appointment records for those days but they will be linked together by a unique code so that if you open any of the appointments you can change an individual appointment in the group or change all the appointments together.

If you click on an appointment on this form that has been set up as a ‘recurring’ appointment, you will see a pop-up form that asks if you want to make the changes to *all* the recurring appointments in this group or just to the one that you have selected. Select the required option and then make any changes to either the single appointment or all the appointments in the recurring group.

The list of appointments on the **Appointment Schedules** form has a **Type** column which shows an **R** symbol for recurring appointments.

All Day Events

The **Appointment Schedules** form also has the option to set up an ‘All Day Event’ (using the check box of the same name) which automatically sets the start time and end time to the first and last times for a working day, i.e. 08:00 to 17:00. However, if you need to change those times to some other period you can do that by changing the working day parameters in code (see below for details). **All**

Day Events are indicated with the **A** symbol in the **Type** column on the list of appointments. Also, on the **Weekly** and **Daily** calendars, **All Day** appointments will fill the time slots between the first and last working times as set up on the **Calendar Settings** form (see below for more details).

Installing the Calendar

To use this calendar in your database project you should do the following: -

- First compile your VBA code to ensure that there are no existing compile errors (fix them now if you can).
- Import the seven tables, the two queries, the 11 forms, the two reports and the three modules into your database from the demo database.
- Now compile the VBA code again to ensure that there are no duplicate definitions (you will have to change them if there are).
- In the **Database – Forms** window, double click the form **frmCalendarMain** and check that everything is working correctly. When you want to display the calendar in your project, you should open this form from your code (see also below).

Setting Up the Tables

If your database is split into a Front-End file and a Back-End file (as it should be) all the tables ***except*** tables **tblMonthData** and **tblWeekData** must be moved to the Back-End and linked to the Front-End as normal. If the database is *not* currently split, when you do split it before rolling it out to your users, make sure you remember to move these two 'data' tables back into the Front-End. The simplest way to do this is to use the built-in Wizard (on the **DATABASE TOOLS** tab under **Access Database**) to split the files which will initially move all the tables to the Back-End file and then right click on the two tables mentioned above in the **Database Window** and choose the **Convert to Local Table** option which will move those tables back into the Front-End file). You should then open the new back-end file and delete the two tables (**tblMonthData** and **tblWeekData)** which Access (unhelpfully) does not.

Merging Existing Appointment Data

If you already have a table for appointments in your database which you need to keep, then you will either have to change the table name and field names in your existing table to be the same as the names used in the demo database table or you could transfer the data from your appointments table into the blank imported appointments table (**tblAppointments**).

The minimum fields that would be needed in this table are :-

EmployeeID	Holds the ID of each employee from tblEmployees.
CategoryID	Holds the ID of the category (just set to 1 if no categories are used).
ApptSubject	Holds the subject text.
ApptStart	Holds the appointment start date and time.
ApptEnd	Holds the appointment end date and time (must be later than the Start Time).
RecurrenceID	Holds the 'RecurrenceID' and should be set to 0.

The other fields can be left blank unless you also have a field for **Location** and **Notes** in which case that data can be copied to the corresponding fields as well.

Opening the Main Calendar Form

In this demo the main calendar form is opened automatically when the demo database is opened but in a different application you will probably want to open it from a menu or switchboard form in your own program. You would do this using a **Macro** or the standard **DoCmd** function and you need to open the form **frmCalendarMain**.

If you are using the employees' option (i.e. you have multiple employees that have their own appointments) you may want to allow the user to only open his own calendar when the main form is opened. You can do this by passing the **EmployeeID** for the employee (see the table **tblEmployees** for the actual values) as an **OpenArgs** parameter, something like :-

```
DoCmd.OpenForm "frmCalendarMain", , , , , ,2
```

where **2** is the **EmployeeID** for the required employee.

Configuring the Calendar

As well as changing the calendar layout described above there are a number of small changes that you may want to make to the calendar options to suit your own project. Most of these would entail making changes to the VBA code or to the properties of one or more form controls. To make this easier to implement a separate form called **frmCalendarSettings** is included which allows you to select various settings on this form which are then enabled/disabled on the main calendar form. To display and/or change these settings, just double click the **frmCalendarSettings** form in the database window. Of course, in your own project you would normally provide a button somewhere in the database which would open this form to allow you to access the form easily.

Note that any changes to these facilities do *not* take effect until the main calendar form is reopened so it is usually best to make any changes when the form **frmCalendarMain** is not loaded.
This is because the various 'flags' in the VBA code are stored as **TempVars** (Temporary Variables) which are initialised in the **Open** event of the main calendar form.

General Settings tab

Select - Start Up Calendar

The main form can be set up to open with any of the four calendar modes. Just choose which calendar mode you want to show when the form is first opened in the **Start Up Calendar** drop down box.

Select - Appointment Duration

In this demo version, in **Weekly** and **Daily** modes, the default time slot period is set to 30 minutes but if you need a different period you can change this very easily by selecting a new period in the **Appointment Duration** drop down box. Note that you can only choose 5, 10, 15 or 30 minute periods.

If you change the time slot period, the new time slots will be automatically displayed on the **Weekly** and **Daily** calendars the next time the main calendar form is opened. However, it is probably not a good idea to change the time slot period after you have entered a lot of appointments in the table because the calendar displays may not appear in the way that you want them to (although you would not actually lose any appointment records). You would probably also need to change some other parameters such as the out-of-hours' time colors and the first time slot to be displayed on the forms (see below for more details).

Select - Start Time Slot

When the **Weekly** and **Daily** modes are displayed, the time slot for 07:00 is shown at the top of the form and time slot 21:30 is shown at the bottom. If you need a different range of time slots (and you almost certainly will if you change the appointment duration) then you can do this by changing the

Start Time Slot from 07:00 to the appropriate time value. The time you select will then be the first time slot to be shown at the top of the form in **Weekly** and **Daily** modes.

Select - First Time Slot

On the **Weekly** and **Daily** modes, the back color of the time slots for 00:00 to 08:00 and time slots 17:00 to 24:00 are colored light grey to indicate out-of-office hours and the periods within the normal office hours are colored white (unless there are any appointments scheduled). Of course, this may well be different for your situation so you may want to change those periods.

You can do this by changing the time in the **First Time Slot** drop down box to the time that you start working which means that the time slots between 00:00 and the selected time slot will be colored light grey.

Select - Last Time Slot

This option is basically the same as the previous one except that you can select the last time slot that falls within the working day and all the time slots after that time will be colored light grey on the **Weekly** and **Daily** calendars.

Select - First Day of the Week

The demo version uses Sunday as the first day of the week but you may need to have the week start on a Monday (or any other day). This can be done by selecting the day that you want the week to start on in the **First Day of Week** drop down box.

Select - Weekday Letter Count

On the **Yearly** calendar only, the days of the week are displayed in the grey labels for each month as **Su Mo Tu We Th Fr Sa** and you can choose 1 to show a single letter or 2 for two letters in the **Weekday Letter Count** drop down box. (it also works for 3 but there is insufficient room for three letter abbreviations in English but it may work for other languages).

Select - Clock Times Format

The clock times for any time fields on the calendars can be set to the 12 hour or 24-hour clock format. If you prefer to show the 12-hour time format (i.e. 09:30 PM etc) then tick the **Clock Time Format** check box or leave it un-ticked to use the 24-hour format (i.e. 21:30).

Select - Alternate Time Slot Times

On the **Weekly** and **Daily** calendars, the **Times** column currently shows the alternate rows as blanks (as MS Outlook does) but if you want to show the time in every row you can fill in the blank rows with the appropriate time value (which will, of course, depend on what time slot period you are using).

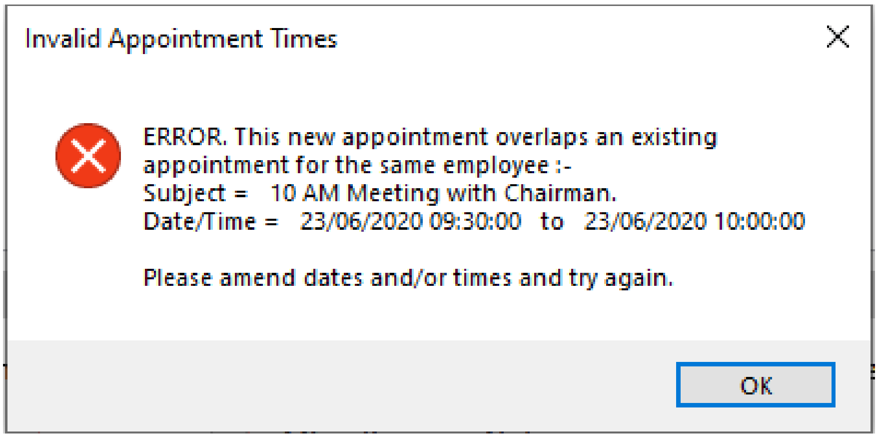
To show the time in *every* time slot, tick the **Alternate Time Slot Times** check box or leave it unticked to show the time in alternate slots.

Select - Bar Multiple Appointments

Microsoft Outlook allows the user to schedule two (or more) appointments for the same time slot period, although it does warn you that there are overlapping appointments and in this demo version it is possible to do the same thing.

However, for some applications this could be a major problem. For example, if you want to create an appointment for a specific date and time you might not want the calendar user to be able to schedule two appointments for the same employee at the same time. To prevent this, you can tick the **Bar Multiple Appointments** check box which will prevent two different appointments being scheduled for the same (or overlapping) time slot for the same employee.

Now, whenever the user attempts to create a new appointment (or amend an existing appointment) that overlaps another existing appointment, an error message will be displayed with some details of the existing appointment. See a typical example message box below.



Of course, this will not check any existing appointments so you should make sure that there are no overlapping appointments already existing in the appointments table before activating this facility.

Select - Open Appointment on Find

As mentioned above, you can use the **Find Appointment** button to find an appointment on the current calendar. When the appointment has been located, the date is located and the calendar display is updated (if necessary) and the selected date is highlighted in blue.

However, if you want the **Appointment Schedule** form to be opened at the same time so that you can display the appointment details (and maybe edit the appointment) you can tick the **Open Appointment on Find** check box so that when the appointment date has been located, the **Appointment Schedule** form is opened for that date immediately.

Select - Show Public Holidays

It is possible to highlight Public Holidays on this version but this will also require a bit of work to set this up for your local holidays. This demo version includes the holidays table (**tblPublicHols**) which contains the holiday dates for the UK up to about the year 2035. If you need this facility for another country you will need to delete all the records in this table and then enter or import the relevant dates for your own location.

For more information on setting up the holiday dates you can download a demo database from :- http://www.utteraccess.com/forum/Add-National-public-Hol-t1995807.html

If you want the holiday dates displayed, first set up the table above with the holiday records (if necessary) and then tick the **Show Public Holidays** check box. On the four calendar forms the holiday dates are shown in red bold italics.

Select – Show Appts in Grey Dates

On the **Monthly** calendar any dates that fall in the previous month at the top of the calendar or in the next month at the bottom of the calendar are colored grey and they also show any appointments on those days. If want to show those appointments on the ‘greyed out’ dates then you should tick the **Show Appts in Grey Dates** check box or un-tick this box to hide those appointments.

Note that if the ‘greyed out’ dates do not show the appointments, then the option to click on those date fields to open the **Appointments Schedule** form is also disabled so that the users can *only* open the appointment schedules for the month that is currently selected.

Appointment Text tab

Select – Show Ditto Marks for Repeats

In the demo database, if an appointment spans two or more time slots, the subject line is repeated for each time slot (unlike MS Outlook which draws boxes and lines over the time slots which is not possible to do with Access).

However, where you might have long appointments like this, the calendar display can look a bit cluttered and a little difficult to follow. For this type of display, you can set a flag to show the appointment subject in the first time slot and then show ditto marks in each subsequent time slot for the **Weekly** and **Daily** modes (it does not work for **Monthly** mode though).

To do this, tick the **Show Ditto Marks for Repeats** check box which will then replace the second and any subsequent appointment subjects with the ‘ditto’ marks. Note that if an appointment runs over more than one day, the subject line will be shown in the first time slot for each subsequent day (i.e.in the 00:00 time slot).

This facility really only works properly where you have one appointment for each time slot. If you could have multiple appointments for the same time slot, the display would only show the ditto marks where appointments did not overlap and would probably look a bit of a mess. Also, if you have appointments that run over two or more days, it would probably be better to use the ‘recurring appointments’ facility described above.

Select – Show Start Time, End Time, Subject and/or Location

The calendar forms normally show the contents of the **Subject** field in each time slot but you can also show the **Start Time** and **End Time** and **Subject** and the **Location** fields, if required. To show the contents of the other fields, tick the four check boxes or any required combination. Note, however, that you must have at least one of the boxes ticked and also only one of the ‘Time’ boxes can be ticked since the start time is shown in both those options. It is probably not a good idea to tick too many boxes since there is limited text space on the calendar time slots but the facility is available if you should need it.

Categories tab

Edit a Category

To make any changes to the categories text and/or colors, click the **Categories** tab on the **Calendar Default Settings** form which shows the 10 category names and their associated colors. The category names have been initialised to ’Category 01’ to ‘Category 10’ but you can change these to suit your application. When choosing a category name, you should keep it as short as possible so that the whole name appears in the category buttons and labels.

To change a category, just enter the category name in the **Category Name** field for the appropriate category and, if you want to change the color, click on the **Color** box for that category to open the pop-up **Color Picker** form. Choose a new color and click the **OK** button to update the color box. Click the **Save** button to save the category changes and close the form.

If you don't need all the categories that are available then delete the text in the **Category Name** field which will automatically set the color for the category to light grey and disable the buttons on the calendar form.

Note that you must not delete a category record in the table **tblCategories** because that would also delete all the appointment records that use that category due to the **Referential Integrity** settings in the table relationships.

64 Bit Version of Access

If you are using the 64-bit version of Access, this version will still work correctly. The API calls in the module **modColorPicker** have been configured to use the 32- or 64-bit mode that is being used.

History

Version 3.0. September 2019.
New version (3.0q) based on previous versions.

Version 3.1 October 2019.
Fixed minor bugs in form frmCalendarSettings and form frmCalendarApptSub.

Version 3.2 June 2020.
Added **Employee** drop-down box to **Appointment Schedules** form to allow users to change employee name for an appointment.
Changed **Weekly** and **Daily** calendars to show **All Day Event** appointments over whole day.

=== End of Notes ===