

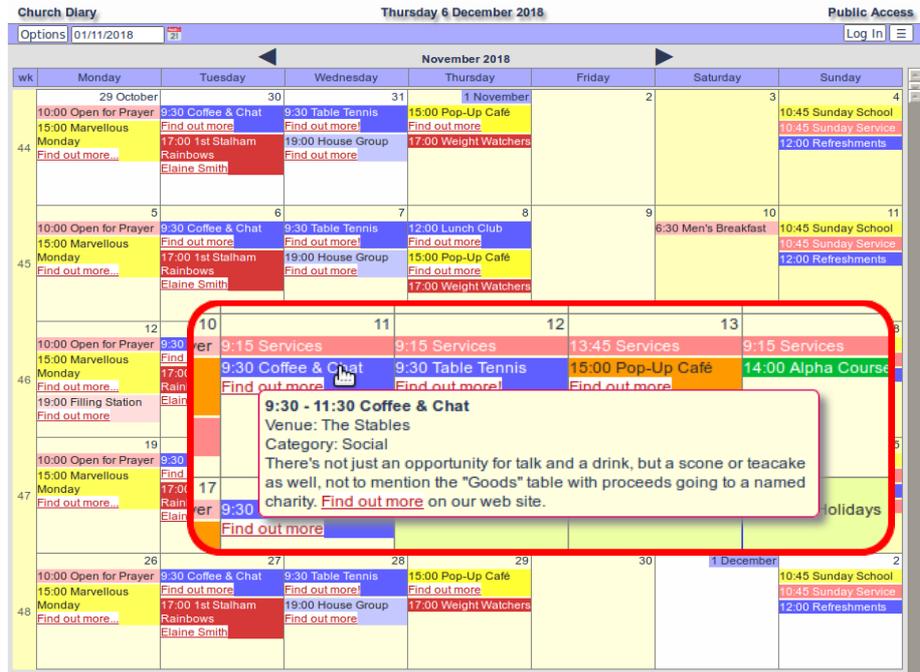
CHURCH DIARY - NAVIGATION GUIDE

The church diary can be found at: <http://www.stalhambaptist.org.uk/diary.php>

Introduction

On first opening the diary you will see the “Month View” with the days of the current month displayed in a grid.

All events are colour coded by Category. Further details of an event can be obtained on a desk or laptop computer by hovering the pointer over the title of an event (as seen in the outlined overlay on the image above). On a phone or tablet a tap will open a fresh window in your browser, which will include a “Close” button so that you can return to the main diary screen.



Below are described the main components of the diary screen and how they can be used to filter the events to show only those of interest and to navigate between Day, Week, Month and Year Views of the diary.

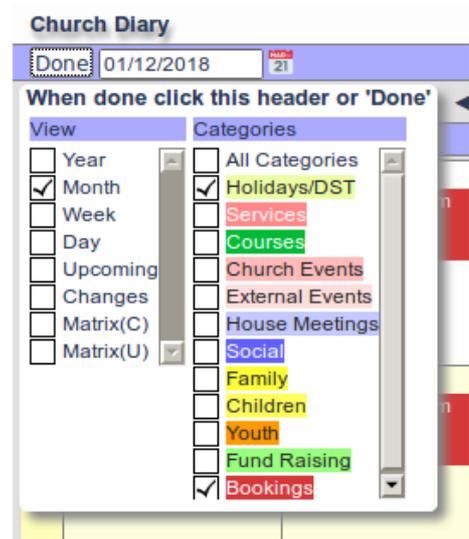
Title Bar

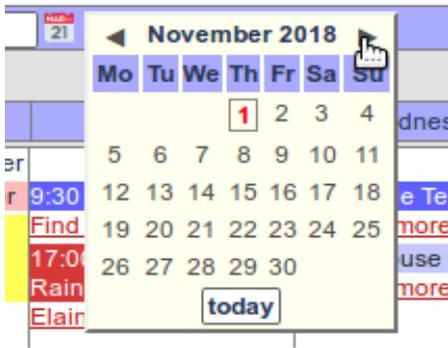
This is the top line. It shows “Church Diary”, today's date (A link that will return you to a view that includes today) and your access level, initially “Public Access”.

Navigation Bar

This is below the Title Bar and includes:

Options Button: This changes to a “Done” button as it opens a menu that allows you to change the View to show more or fewer days or events of a particular type and filter the View to show only selected Categories of entries that are visible on the main part of the page. (The contents of the menu can vary with your access level.)





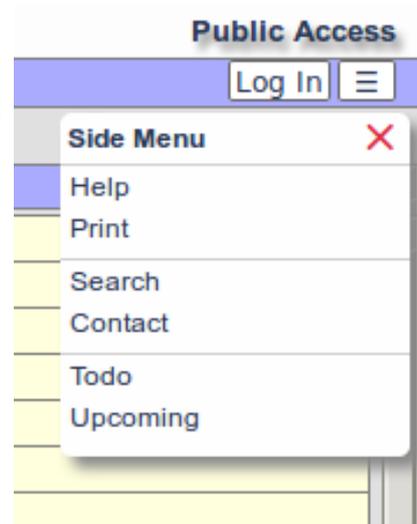
Date Field: It is possible to type a date into this field but generally it is far quicker to use the “Select Date” Button.

Select Date Button: Click the small “Calendar” icon to the right of the Date Field to open a menu that contains arrowhead buttons that allow you to move to the previous or following months and a date grid that allows you to select an individual day to bring into view. There is also a

“Today” button to bring today into view

If you have the “Day” view selected under “Options” the screen will change to the individual day. For other Views the screen will change to the period that includes the selected date.

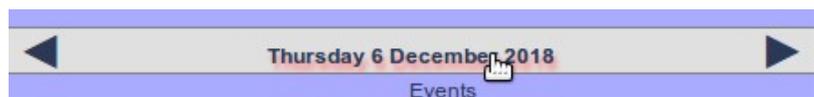
Log in Button: This is to the right of the Navigation Bar. If you have been given permission to edit the diary you need to click on this button to enter your Login details. (See the separate “Users Guide”.)



Menu Button: The three bar menu button will open a menu. This has a variable number of entries depending on your current access level. They include a Search function, a useful alternative to using the Options Button to filter the View, which allows you to find particular text anywhere in the diary and a Contact option to email the diary administrator if you are having problems and unable to find the answer in the Help system.

View Bar

This appears under the Navigation Bar and contains



up to three links. The arrowhead buttons, which may have a different appearance on tablets, will move you to the previous and following periods, day, week or month or year. (In the case of the Year View, the shift is by six months.)

The text between the arrowheads may also act as a link. On the Day View it will lift you to the corresponding Week View. The Week View lifts you to the Month View and the Month View to the Year View. Overall these links act as an alternative to the Options menu as a way to change Views.

Other Navigation Features

Church Diary Thursday 6 December 2018

Options 15/10/2018 21

October 2018 - September 2019

October 2018							November 2018								
wk	M	T	W	T	F	S	S	wk	M	T	W	T	F	S	S
40	1	2	3	4	5	6	7	44						3	4
41	8	9	10	11	12	13	14		6	7	8	9	10	11	
42	15												16	17	18
43	22												23	24	25
4								48						30	

12:00 - 14:00 Lunch Club
Venue: The Stables
Category: Social
A two course meal and tea or coffee are served to pensioner guests. [Find out more](#) about how to be placed on the guest list, or if you wish to volunteer as a helper.

View Month

View Day

View Week

There are a number of further features which aid navigation around the diary. As indicated by the tool-tips on the Year View image above, click on either a Month, Week or Date label and you are taken to the selected View.

Also notice that, as in other views, hover over a coloured block representing an event and a Pop-up appears providing the details of that event, (a new window on a phone or tablet). Where the view is such that there is room for the title to be displayed, then you need to hover over the title of the event to produce the Pop-up. The remainder of the background colour remains inactive.