Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Calendars

All FunctionFox platforms come equipped with a personal calendar, and an account-wide Group Calendar. FunctionFox Premier and FunctionFox In-House include the Action Calendar, and the Project Calendar, which includes project milestones, meetings and actions in an easy to manage calendar view.

My Calendar

Each user in FunctionFox has their own personal calendar called My Calendar. Go to Calendars in the left-hand menu (FunctionFox Classic) or Traffic > Calendars (FunctionFox Premier & In-House). You can also access your Calendar by clicking the My Month link on your Timesheet.

No one else on the account can view this Calendar unless you choose to share it. Click the Share Calendar button to select who can view your Calendar, and whether or not they can write to it as well. If another user has shared their Calendar with you, their name will be available to choose from the drop-down menu to the right of the Month/Year header.

The Meeting Scheduler button allows you to create and invite multiple personnel to a meeting (e.g. a project kickoff, or production meeting).

To schedule an appointment on a specific day, click on the day to bring up the Daily Calendar view. Each day on the Calendar will display the total amount of time tracked for that day. If you have left a timer running, the timer icon will be lit up in blue. Click on the timer icon for a specific day to bring up a Timesheet Entry pop-up window. From here, you can add a new Timesheet entry, as well as view, edit, and delete time already tracked.

You can view this information in Report Format by clicking the Calendar Report link at the bottom left of the page.

Group Calendar

The Group Calendar (Calendars or Traffic > Calendars in the left menu) is a Calendar visible to everyone on the account. It is often used to make note of company-wide events, when users are out of office or on vacation, birthdays, etc. Click on a specific day to schedule an event.

Action Calendar

The Action Calendar (Traffic > Calendars) gives you a visual monthly or weekly view of all your outstanding and completed actions for a given day. Use the drop-down menu at the top right to view actions assigned to All Personnel, or to filter on a specific user.

Click the Completed/Outstanding Action links to go to the To-Do list.
You can pull this information in report format by clicking the Action Report link at the bottom left of the calendar, or by going to Reports > Action. Clicking the Bar Graph in the top right corner of each calendar day will generate an Action Report for that day only.

**Project Calendar**

The Project Calendar (Traffic > Calendars) shows all scheduled events (Milestones, Meetings, Actions) in either a monthly or weekly view.

You can view this information in either a Summary (shown below) or Detail View using the drop-down menu to the right of the Month/Year header. Clicking the Bar Graph at the top right corner of each day will generate a Project Report specific to whichever day you click, while the + icon allows you to schedule an event without having to navigate to the Project Schedule page or Action Assignment page.

This Calendar also comes with filters, which allows you to view events relating to specific Clients and Projects, as well as by project manager, project status, or project type. Click the [+] Show Filters icon at the top left of the Project Calendar header.

To view this information in report format, you can click the Production Report link at the bottom left of the Calendar page, or go to Reports > Production Report