

Switch Between Calendar and Table Views - Admin Panel

Purpose: Show how to see on-call coverage either on a calendar grid or in a sortable table.

Steps

1. Open On-Call Schedule.
2. Select **Calendar** to view a monthly grid.
 - Hover any entry to see who is on call, their phone, call type, and alert group.
 - Double-click an entry to open it for editing.
3. Select **Table** to view the same entries in rows with key columns.

When to use each view

- **Calendar view** for visual coverage and gaps.
- **Table view** for sorting, scanning, and quick edits.

Tips and good practices

- Use the **today** shortcut to return to the current month.
- Use the month selector to jump forward or back.
- In Calendar view, scan for empty cells to find gaps.

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