



Planning

- [Planning calendar](#)

Planning calendar

“The calendar view of your scheduled tasks, one day, week or month at a time.

1. Header

Planning header

The header is the same on every Planning view. It shows whose calendar you are viewing and lets you move between dates.

- **Back arrow (top-left)** goes back to the previous screen.
- **Title (center)** shows the name of the screen, "Planning".
- **Subtitle** shows the user whose calendar you are viewing.
- **Refresh icon (top-right)** reloads the events for the current period.
- **Calendar icon (top-right)** opens a date picker to jump to a specific date.
- **Date navigation bar** sits below the header. The arrows move one day, week or month back or forward, depending on the active view, and the label in the middle shows the period currently displayed.

2. View selector

View selector

The view selector switches between the three Planning views: Day view, Week view and Month view. The active view appears highlighted in the list.

- **Day view** shows the events of a single day on an hourly timeline (section 3).

- **Week view** shows seven days side by side (section 4).
- **Month view** shows the whole month as a grid (section 5).
- **Tap a view** to apply it immediately; the calendar redraws behind the selector.

3. Day view

Day view

The Day view shows the events of one day on a vertical timeline, with the hours on the left edge.

- **Hours** are listed on the left, one row per hour.
- **Events** appear as blocks on the timeline, from their start time to their end time.
- **Event title** shows the ticket number and a short description of the task.
- **A line marks the current time** across the timeline, so you can see where the day is at a glance.
- **Tap an event** to open its ticket, at the timeline entry where the task is planned.

4. Week view

Week view

The Week view shows seven days side by side, with the same hourly timeline.

- **Day headers** on top show the day of the week and the day number; tap one to open that day in the Day view.
- **Events** appear in the column of their day, from their start time to their end time.
- **Tap an event** to open its ticket, at the timeline entry where the task is planned.



5. Month view

Month view

The Month view shows the whole month as a grid, one cell per day.

- **Days with events** show a small dot under the day number.
- **Tap a day** to select it; the summary card below shows the events of that day.
- **The selected day** is highlighted, and a chip below the grid shows its full date.
- **The summary card** shows the title, description and time range of the event, or one card per event when the day has several.
- **Tap the card** to open the event's ticket, at the timeline entry where the task is planned.

6. What you can do from this screen

From the Planning calendar you can:

1. Move between dates with the arrows in the date navigation bar.
2. Jump to a specific date with the calendar icon in the header.
3. Switch between the Day view, Week view and Month view with the view selector.
4. Tap a day in the Month view to see the events of that day in the summary card.
5. Tap a day header in the Week view to open that day in the Day view.
6. Tap an event in any view to open its ticket, at the timeline entry where the task is planned.

