Making Use of the Norco Post and Web-Calendar Features

Save a few Clicks to Find what you want quicker

January 2017

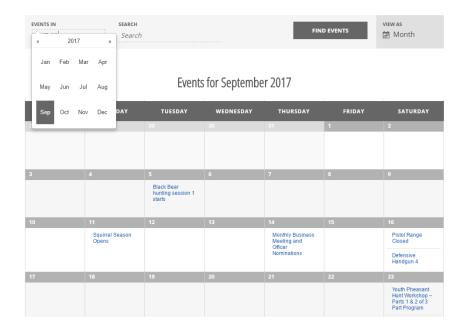
Topics

- Select a month in Calendar
- Search by activity name in Calendar
- Search by Norco activity category, in Calendar
- View Events by Day or List or Month
- Search by Norco activity category, in Posts

Select a month

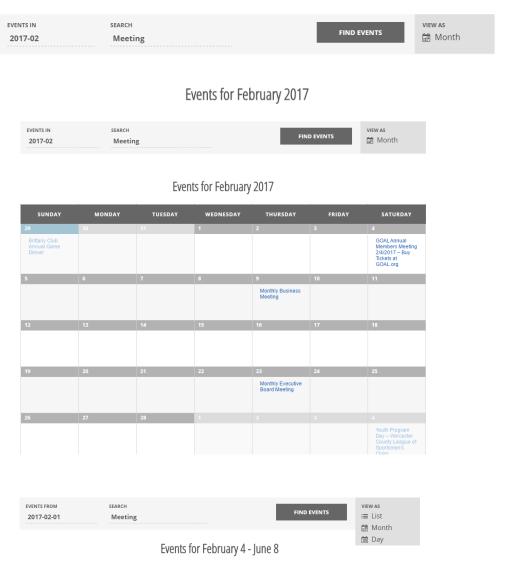
- Click on "Events In" to pop up year of months
- Click on month you want to see
- For the example, Sept was clicked on and the entire is displayed
- This saves time from clicking each month sequentially, by jumping to the event
- Click on any event to see the details





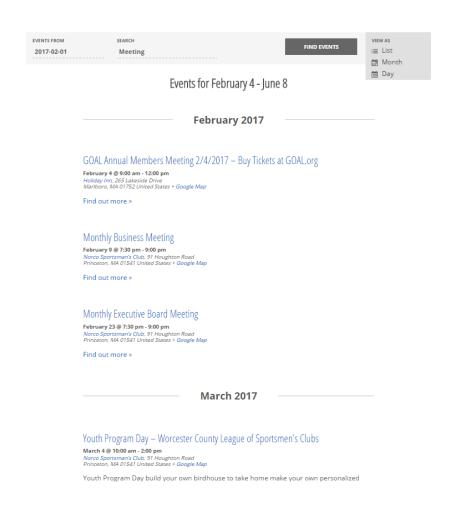
Search by Activity Name in Search Bar

- Type words in "Search Box"
 - Example is "Meeting"
- Either hit the Enter button on keyboard or click on "Find Events"
 - All events with the word "Meeting" are highlighted
 - This feature only works for the month beingnot all the months
- To see all the events with word "Meeting", change the view from "Month" to "List", by clicking on "view as" and click on "list"



Search by Activity Name in Search Bar

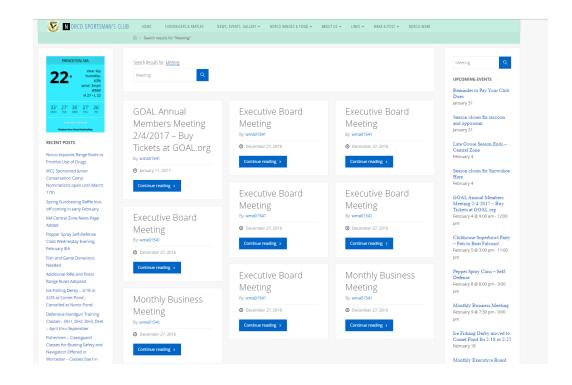
- In List mode, a longer list of search Hits is displayed and can be scrolled through
 - Example returned results for February through June



Search in calendar

- Type in any word in the search box at the top of the right hand column of upcoming events
 - Enter your search word
 - Example is "meeting"
 - Press enter
- Results display in middle of screen
- Results limited to upcoming listings and past events
 - Does not include future days beyond the list in Upcoming Events



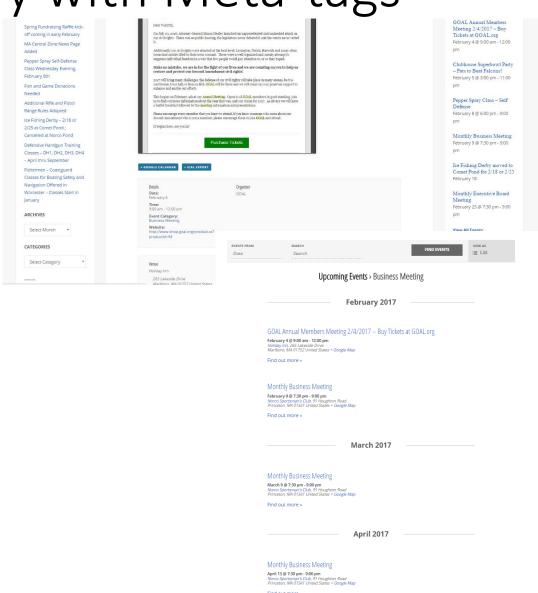


Search by Event Category with Meta-tags
find similar events

Search by Event Category with Meta-tags

Spring Fundation Retific lock
of coming in early February
MA Certification
MA Category
MA Certification
Management of the following flower management and undered straick on
spring Fundation Retific lock
of coming in early February
MA Certification
Management of the following flower management and undered straick on
spring fundation flower management and undered straick
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spring

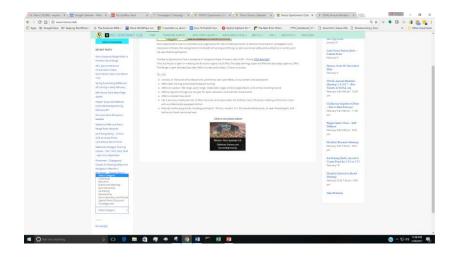
- Open up a specific event
- Move mouse to section "Event Category"
 - Click on one of the terms
 - Other tagged events of the same kind are displayed
 - Example shows "business meeting"
 - Results show rest of the calendar for all "business meetings"; changed from Calendar view to List View



Search Posts by Category

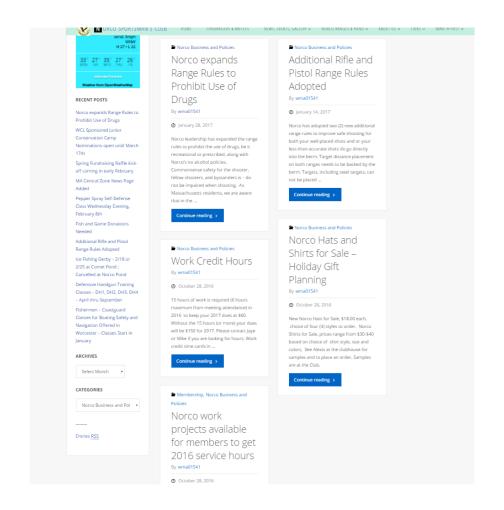
- Left hand column, move mouse to box "categories"
- Right click for options
- Select category to search
- Search results is for Posts only, does not include calendar entries





Search Posts by Category

- For example, selected category "Norco Policies"
- Center screen brings up all relevant posts tagged as such



Calendar events – additional information

- Location, Map, Driving Directions
- Event organizer and who to contact
- Add the event to your personal calendar

