



Office of Property Assessment

OPA Tutorials – Calendar

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1. How to View the Events Schedule - By Day

If you want to view the events on a particular day; select a date on the calendar that has a small blue arrow on the bottom right next to the number. A current date is indicated as a yellow box. See **fig: 1.1**.

August 2010						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

fig: 1.1

All corresponding events for that day will be displayed on the top portion of the window. The event fields include: **Event Date** (Month, Day, Year and Time), **Event Description** (detailed description of the event), **Event Type** (i.e.: Special Event or etc.) and **Venue** (place the event will be held). See **fig: 1.2**.

Events: August 03, 2010 Print Out Help			
Date	Event Description	Event Type	Venue
Aug. 03 2010 01:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19108

fig: 1.2



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2. How to View the Events Schedule - By Week

If you want to view an entire week of scheduled events; click on any one of the double arrows (on the left-hand side of the calendar month) on the week you are seeking.

The days of selected week are indicated as yellow boxes. See **fig: 2.1**.

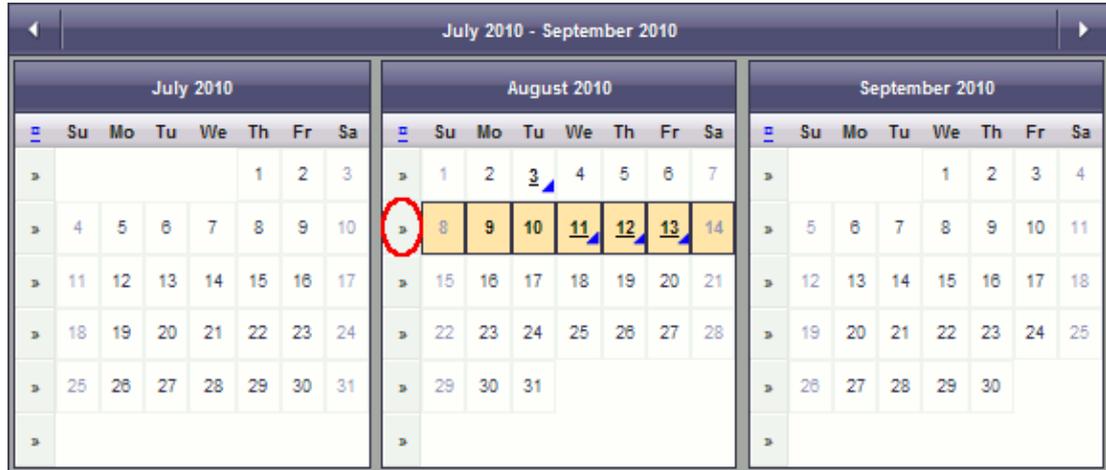


fig: 2.1

All corresponding events for that week will be displayed on the top portion of the window. The event fields include: **Event Date** (Month, Day, Year and Time), **Event Description** (detailed description of the event), **Event Type** (i.e.: Hearing, Special Event or etc.) and **Venue** (place the event will be held). See **fig: 2.2**.

Events: August 08, 2010 to August 14, 2010 Print Out Help			
Date	Event Description	Event Type	Venue
Aug. 11 2010 12:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106
Aug. 12 2010 09:00 AM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106
Aug. 13 2010 04:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106

fig: 2.2



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3. How to View the Events Schedule - By Month

If you want to view an entire month of scheduled events; click on the crossed out circle (on the left-hand side next to the day's of the week.) The days of selected month are indicated as yellow boxes. See **fig: 3.1**

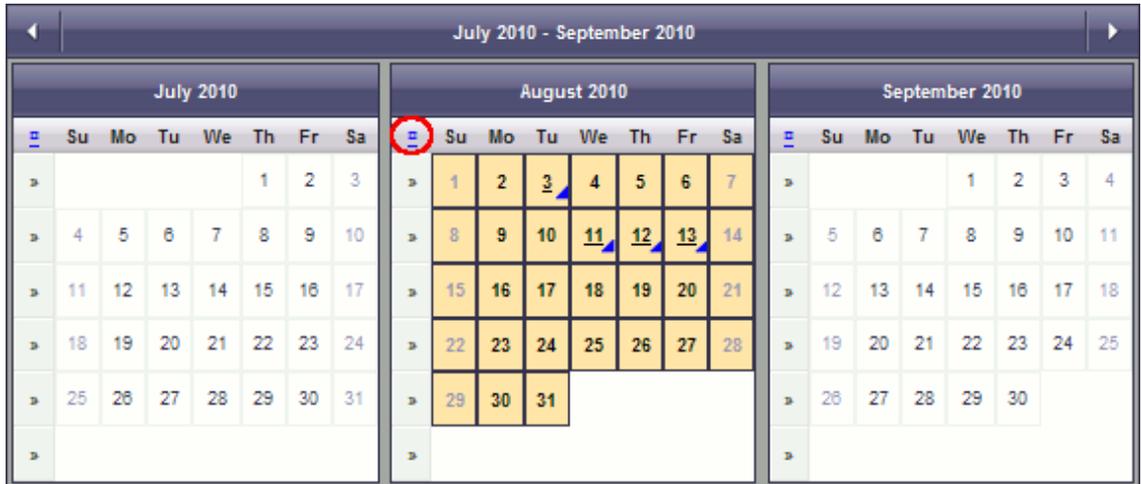


fig: 3.1

All corresponding events for that month will be displayed on the top portion of the window. The event fields include: **Event Date** (Month, Day, Year and Time), **Event Description** (detailed description of the event), **Event Type** (i.e.: Hearing, Special Event or etc.) and **Venue** (place the event will be held). See **fig: 3.2**

Events: August 01, 2010 to August 31, 2010 Print Out Help			
Date	Event Description	Event Type	Venue
Aug. 03 2010 01:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106
Aug. 11 2010 12:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106
Aug. 12 2010 09:00 AM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106
Aug. 13 2010 04:00 PM	Tutorial OPA Event	Tutorial OPA Event	Board hearing room The Curtis Center 601 Walnut Street Suite 300 West Philadelphia, PA 19106

fig: 3.2



4. How to Switch between Month Views

The calendar of events is set to display 3 months at a time; to switch the month views; click on two top arrows, where the current month header is displayed.

Ex: February 2006 - April 2006

The arrow on the left displays 3 months prior to the current view; The arrow on the right display 3 months ahead of the current view. See **fig: 4.1**



fig: 4.1

5. How to Print Out the Events and Calendar

If you want to print out the events and calendar together, click the printer icon or underlined "**Print Out**" link. See **fig: 5.1**



fig: 5.1