

Compliance Calendar – Quick Reference Guide

- **Select a Calendar View from the 3 Options**
 - Calendar View – One month displayed at a time
 - List View – Items listed by due date
 - Calendar with List – Monthly calendar, plus simplified list
- **Color Coding Information**
 - Blue – Bureau of Water
 - Green – Bureau of Land & Waste Management
 - Light Blue – Bureau of Air Quality
- **Filter by Program**
 - Use the “Program” drop-down to select applicable program(s)
 - Check boxes for the program area(s) you want displayed
- **View Specifics**
 - **Calendar View Specifics**
 - Change months with the left/right arrows under the “Program” menu
 - Click a dated item in the calendar to view its description, reviewing bureau, and program area on the right side
 - **List View Specifics**
 - Items appear in chronological order, sorted by “Due Date” first
 - Adjust date range using the two “Due Date” boxes (start and end)
 - Slide the circles to update the range
 - Hover over any underlined “Title” to reveal and open its link
 - **Calendar with List Specifics**
 - Change months with the left/right arrows under the “Program” menu
 - List on the right sorts by “Due Date” (adjust by clicking arrows next to Due Date or Title)
 - Hover over any underlined “Title” item to open its link
 - To display only one item’s link: click the calendar tile; the list will show that single item

Printing

Currently, the tool has limited printing capabilities. For your convenience, please find downloadable Microsoft Excel files linked for each Bureau. The Excel files can be filtered to only include specific program areas and specific calendar dates, as needed.

Additional Printing Options Instructions:

- **Print Screen:** (Prt Sc) or **Windows+Shift_S** shortcut to capture the current view before printing.
- **Snipping Tool:** Use the snipping tool to create a screenshot of a printable image (jpeg. or pdf file).
- **Fit to Page:** Use the “Fit to Page” option within the “Calendar View” before taking a screenshot for a cleaner output.
- **Browser Menu Printing:** Select the browser drop down menu. Select “Print”. Print menu will appear.
 - Under “Printer” select “Save as PDF”.
 - Change orientation to “Landscape”.
 - Adjust scale to 100%.
 - Make sure “Headers/Footers” are not marked to be included.
 - Adjust paper size as needed. Please note what kind of paper your printer has available before selecting “Paper Size”.