# Calendar View

How to use the KARE Web App · https://www.doyoukare.com/docs/communities/community-kare-use-web/calendar-view/

## Overview

As a Community user, you can toggle the shifts screen view between **List View** or **Calendar View** depending on preference.

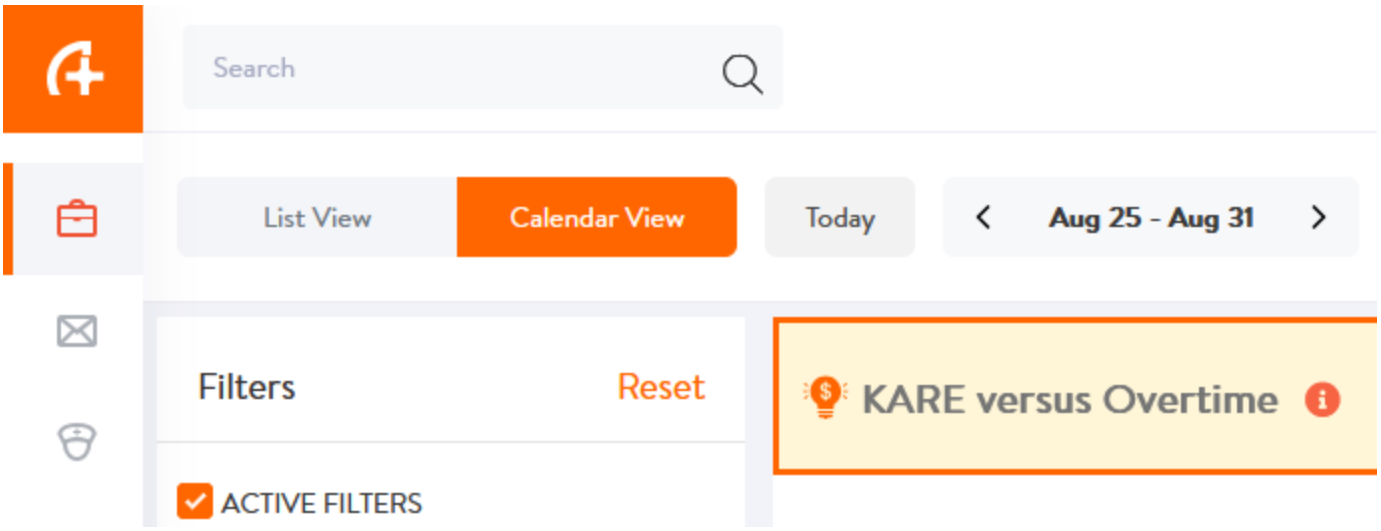
> ℹ At this time, calendar view is only available on the web application.

Embedded media: https://www.youtube.com/embed/p83uJCdhVCs?si=5q0gn080We0o4UiR

## How to Toggle Views

To toggle your shift list view:

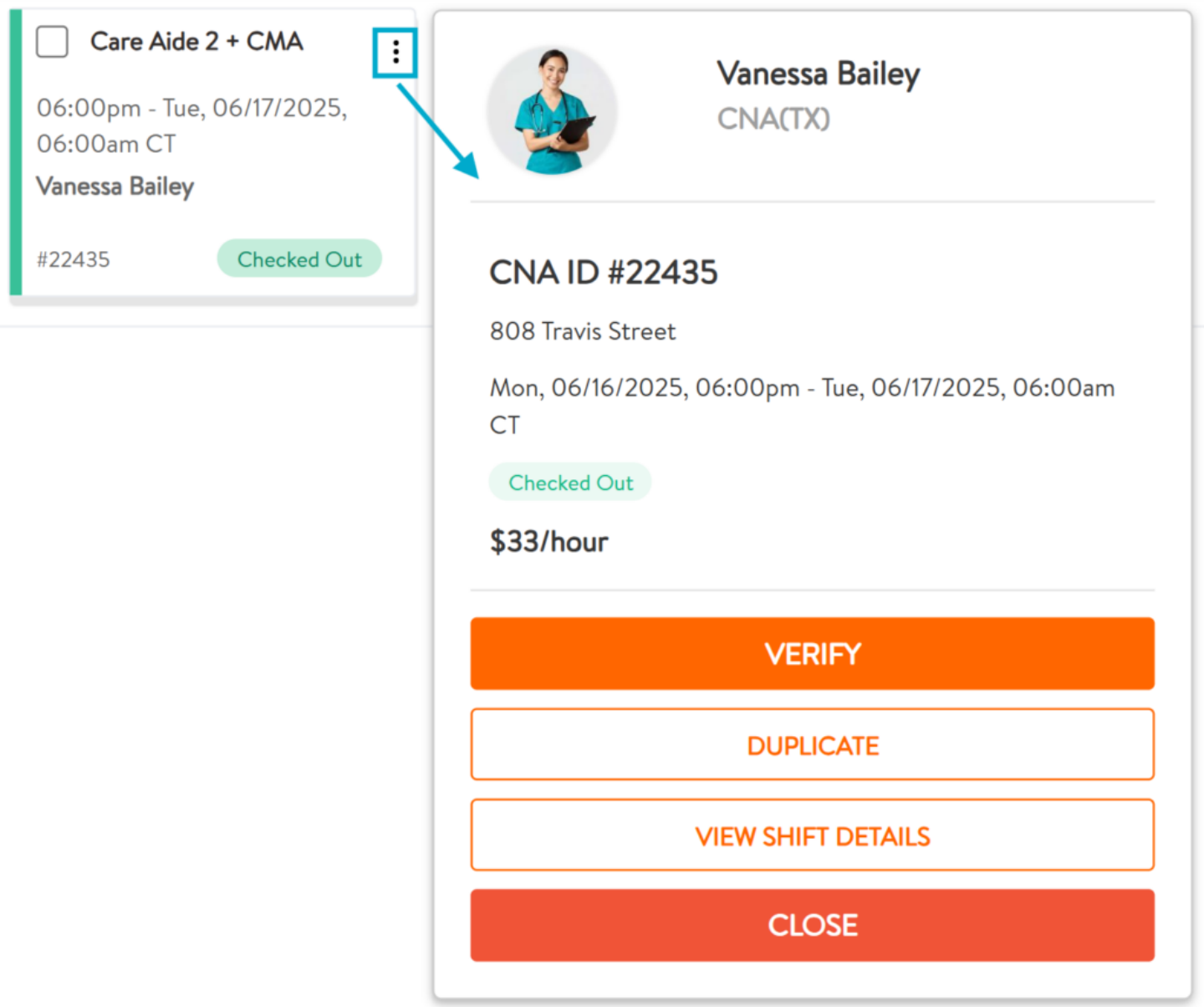
1. Go to the **Shifts** page
2. In the top left corner, click **List View** or **Calendar View**




## Modifying Shifts

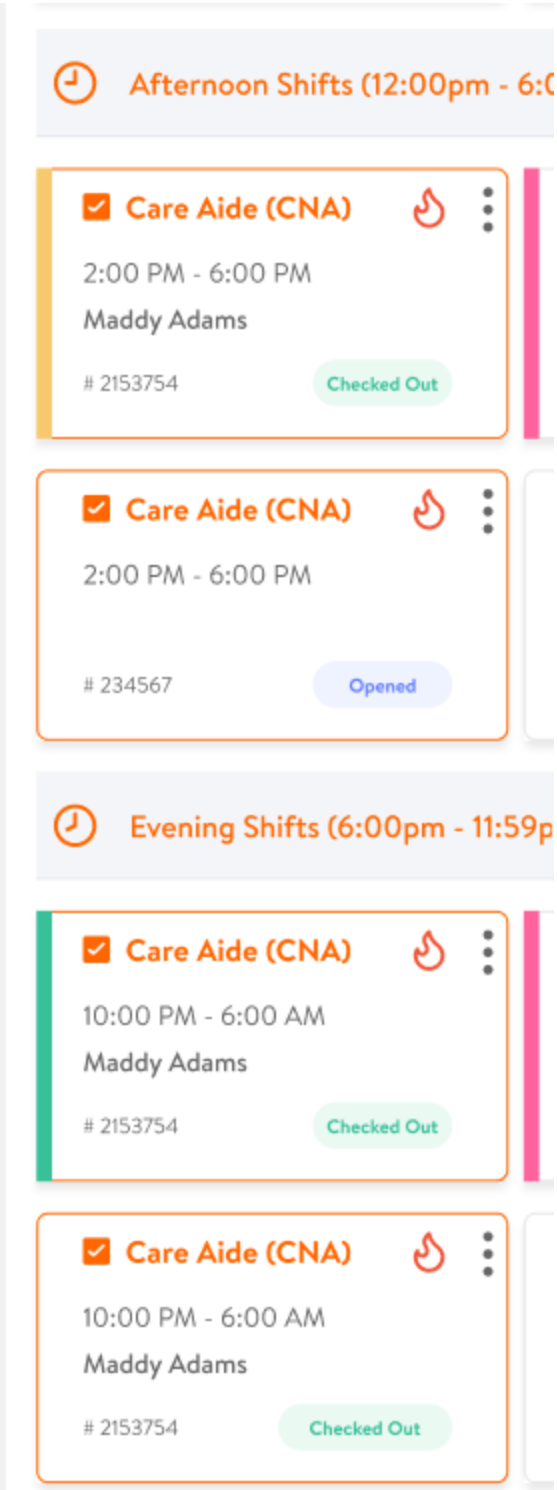
To modify or manage a shift, click on the entire shift card or the three dots located on the shift card. From there, a modal will appear with the following options:

- Edit (varies based on shift status)
- Cancel
- Duplicate
- View Shift Details
- Close
- Verify (if the shift is checked out)



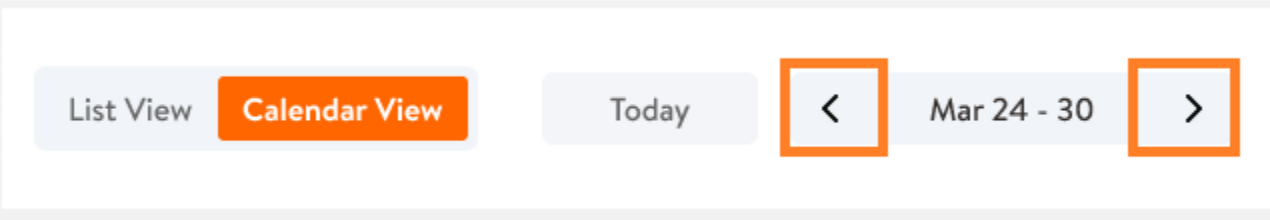

## Modifying Shifts in Batches

Multiple shifts can be selected for modification on the calendar view by clicking the **checkbox** located within each shift card and then selecting the **bulk actions** button in the top right corner of the screen.

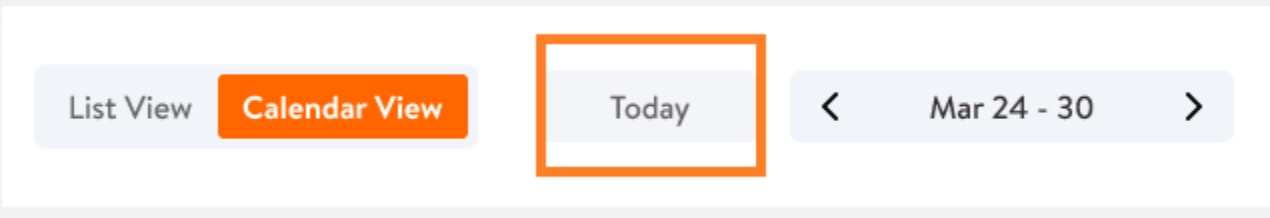

Afternoon Shifts (12:00pm - 6:0
Care Aide (CNA)
2:00 PM - 6:00 PM
Maddy Adams
# 2153754
Checked Out
Care Aide (CNA)
2:00 PM - 6:00 PM
# 234567
Opened
Evening Shifts (6:00pm - 11:59p
Care Aide (CNA)
10:00 PM - 6:00 AM
Maddy Adams
# 2153754
Checked Out
Care Aide (CNA)
10:00 PM - 6:00 AM
Maddy Adams
# 2153754
Checked Out

## Display Toggling

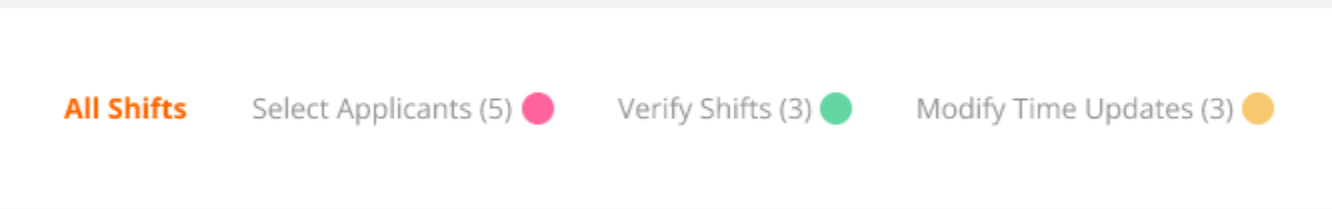
- In calendar view, shifts are displayed on a weekly basis. To go to other weeks, click the **arrows** next to the view toggle option.




- To revert back to the current day, click the **Today** button.



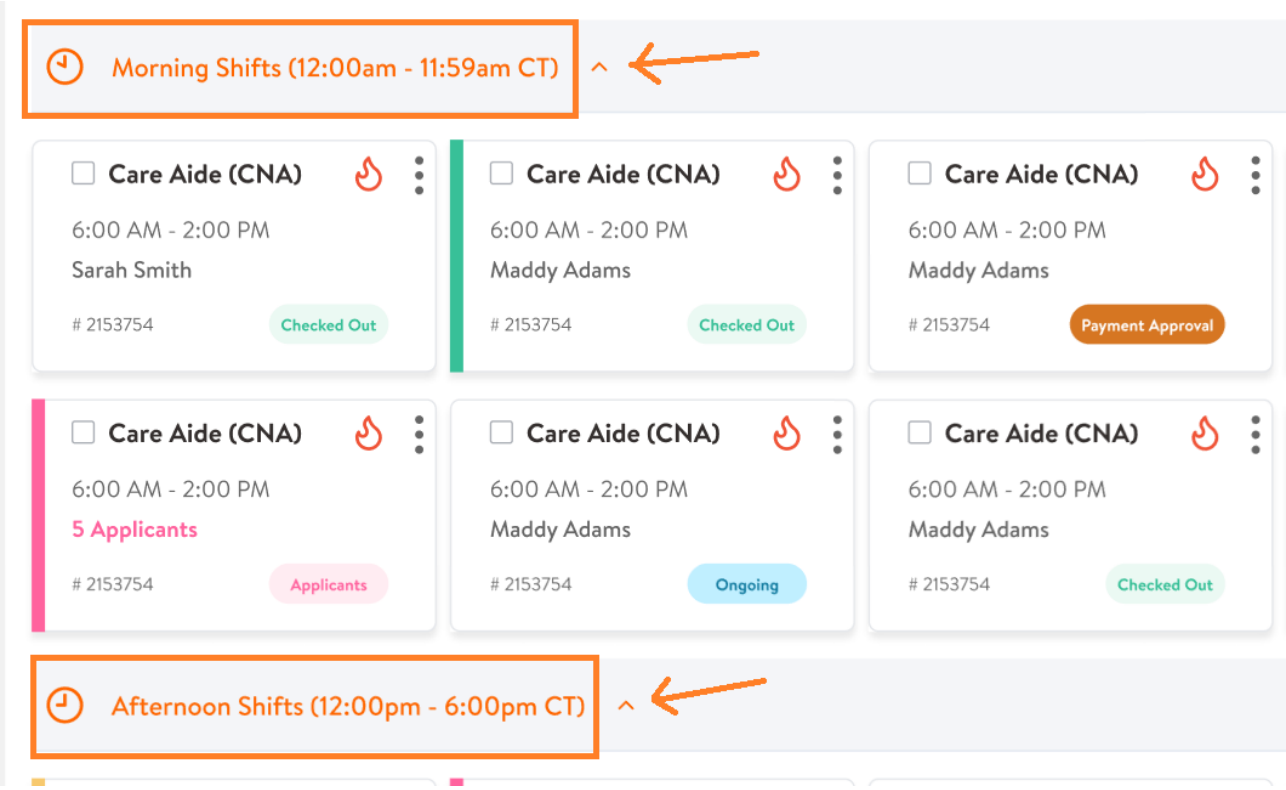

- Important statuses that need attention are located at the top of the screen: **Select Applicants, Verify Shifts,** and **Modify Time Updates.** You can directly access shifts that need attention by clicking on one of those statuses.




In calendar view, shifts are organized by **start time** into three sections per day:

- Morning Shifts (12:00 AM – 11:59 AM Local Time)
- Afternoon Shifts (12:00 PM – 6:00 PM Local Time)
- Evening Shifts (6:00 PM – 11:59 PM Local Time)

Minimize each section as needed to have a more focused view:




## Need Help?

Our KARE Support Team is here for you:

- **General Support:** (832) 380-8740
- **In-App Messaging:** Available daily in the KARE app.
- **Email:** herosupport@doyoukare.com

We will get back to you as quickly as possible.

## Additional Resources

KARE Contact Schedules