CITK

View Calendar & Appointments in
User Timezone : CITK

How it Works?

Now, you can effortlessly view your calendar, appointments and confirmation emails in your default user timezone, providing a more convenient and efficient experience for users across different locations.

Imagine your business is in New York, USA (Eastern Standard Time - EST). User A is in Paris, France (Central European Time - CET), and User B is in California, USA (Pacific Standard Time - PST).

With the default user timezone set to CET for User A, they see all appointments in Central European Time, while User B views appointments in PST. This eliminates the need for manual conversion, letting users check appointments directly in their own timezone.

> Note: On the Calendar View and Appointment List, you can now identify the timezone you are currently viewing in.

Calendar View

January 2024 < > Today

GMT +05:30	07 Sun	08 Mon	09 Tue
All Day			
12AM			
1AM			
2AM			

Appointment List

Name	Status	Title	Requested Time	Date Added
ME	Confirmed		Jan 01, 2024, 05:30 PM	Dec 29, 2023, 05:34 AM
ME	Confirmed		Jan 01, 2024, 06:30 PM	Dec 29, 2023, 05:12 AM
SB	Confirmed		Dec 19, 2023, 11:30 AM	Dec 18, 2023, 04:10 PM
SB	Confirmed		Dec 18, 2023, 04:30 PM	Dec 18, 2023, 04:10 PM
CM	Confirmed		Dec 19, 2023, 09:30 PM	Dec 15, 2023, 10:59 PM
JT	Confirmed		Dec 01, 2023, 10:30 AM	Nov 29, 2023, 10:37 PM

Currently viewing in GMT +05:30 Asia/Kolkata

Setting Your Timezone

To set your timezone:

- Navigate to **Settings > My Profile**.
- Scroll to **User Availability** and set your timezone.
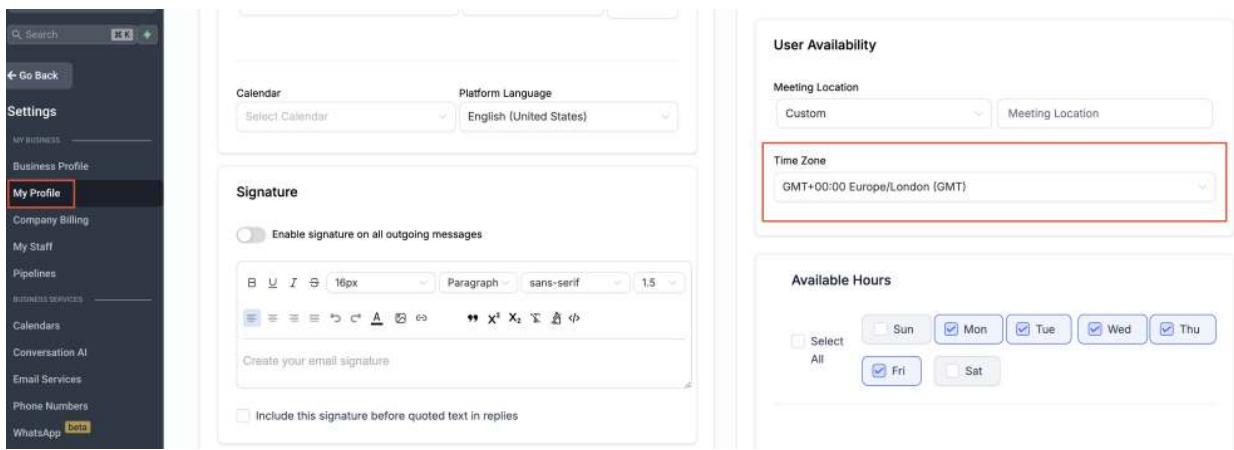
Ensuring Accurate Availability:

If Your User Timezone is Set to Your Actual Location:

Simply input your usual availability, e.g., 9 am to 5 pm.

If Your User Timezone is Set to a Different Location (for Viewing Appointments):

Manually adjust your availability to match the selected timezone. For example, if your current location is in the UK (GMT +00:00), but you want to operate in New York (GMT -05:00), ensure to adjust your availability accordingly to align with the New York timezone.

User Availability

Meeting Location

Custom ⌄	Meeting Location

Time Zone

GMT+00:00 Europe/London (GMT) ⌄

Available Hours

| ☐ Sun | ☑ Mon | ☑ Tue | ☑ Wed | ☑ Thu |

☐ Select All

| ☑ Fri | ☐ Sat |

Monday

| 10:00 AM 🕐 | to | 10:00 PM 🕐 | ⧉ |

+ Add time

Tuesday

| 10:00 AM 🕐 | to | 10:00 PM 🕐 | ⧉ |

+ Add time

Wednesday

| 10:00 AM 🕐 | to | 10:00 PM 🕐 | ⧉ |

+ Add time

Thursday

| 10:00 AM 🕐 | to | 10:00 PM 🕐 | ⧉ |

+ Add time

Friday

| 10:00 AM 🕐 | to | 10:00 PM 🕐 | ⧉ |

+ Add time

Note: These changes are **applicable only** in the **Calendar Module:** Calendar View, Appointment List, Confirmation Emails.

To be implemented for:
Appointments under Contacts, Conversations and Opportunities

FAQ

Q: I want to see appointments in the business timezone. What do I do?

A: To view appointments in the business timezone, set your user timezone to match the business timezone. For example, User A can set their timezone as EST to view appointments in the New York timezone.