

Finding Your Calendar in the LeadConnector App

A Quick Reference Guide for Norcal Solar Repair

This guide walks you through opening the Calendar tab, choosing which technicians and calendars to display, and viewing scheduled appointments on your phone.

4 STEPS • 2 MINUTE READ

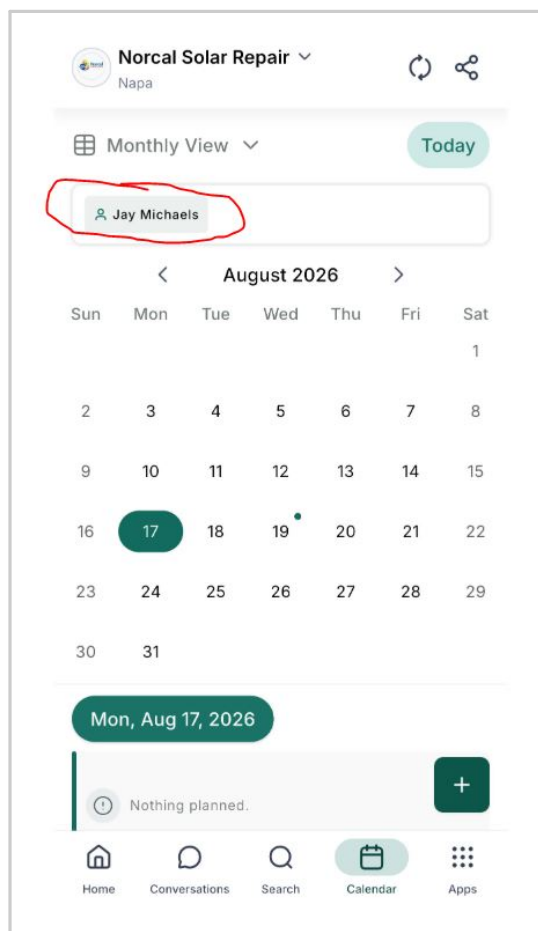
STEP 1

Open the Calendar Tab

From the LeadConnector app home screen, tap the **Calendar** icon in the bottom navigation bar. This opens your Monthly View for the Norcal Solar Repair account.

- The name at the top confirms which sub-account you're viewing — make sure it says **Norcal Solar Repair**.
- The circled bar under the header shows the technician currently selected (here, **Jay Michaels**). This is your active user filter.
- Dates with a small green dot underneath them have appointments scheduled that day.

TIP: Tap "Today" in the top right at any time to jump back to the current date.



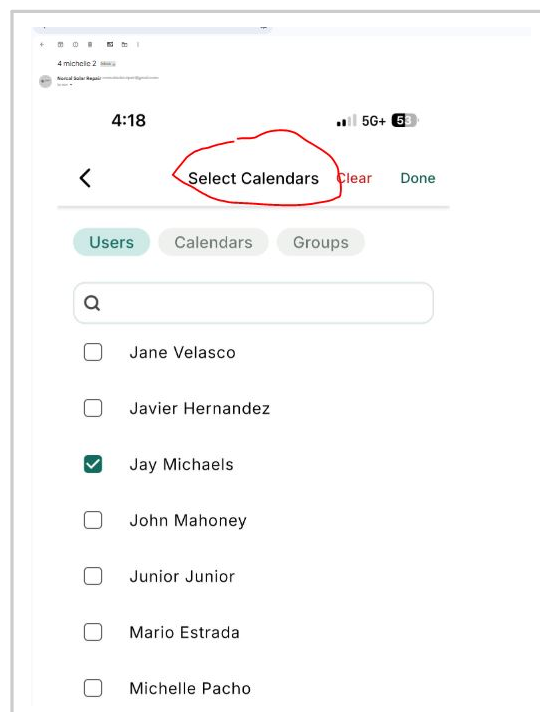
STEP 2

Choose Which Technicians to View

Tap the user filter bar at the top of the Calendar screen to open **Select Calendars**. Make sure the **Users** tab is selected.

- Check the box next to each technician whose appointments you want to see — for example, **Jay Michaels**.
- You can select more than one technician at a time to view multiple schedules together.
- Tap **Done** in the top right once you've made your selections.

TIP: Use the search bar to quickly find a technician by name if your team list is long.



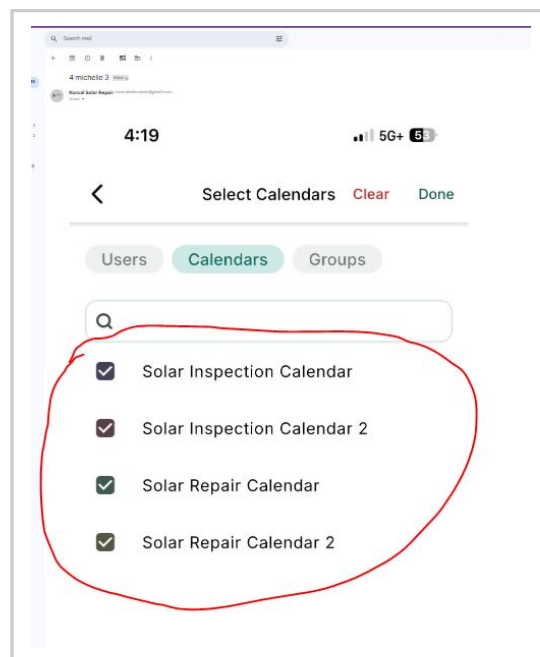
STEP 3

Choose Which Calendars to View

Still inside **Select Calendars**, switch to the **Calendars** tab to choose which specific booking calendars should be displayed.

- Check the box next to each calendar you want visible — for example, **Solar Inspection Calendar** or **Solar Repair Calendar**.
- Selecting multiple calendars lets you see all appointment types on one combined view.
- Tap **Done** to apply your selections and return to the calendar.

TIP: If a calendar isn't listed here, double-check it hasn't been deactivated in Settings → Calendars.



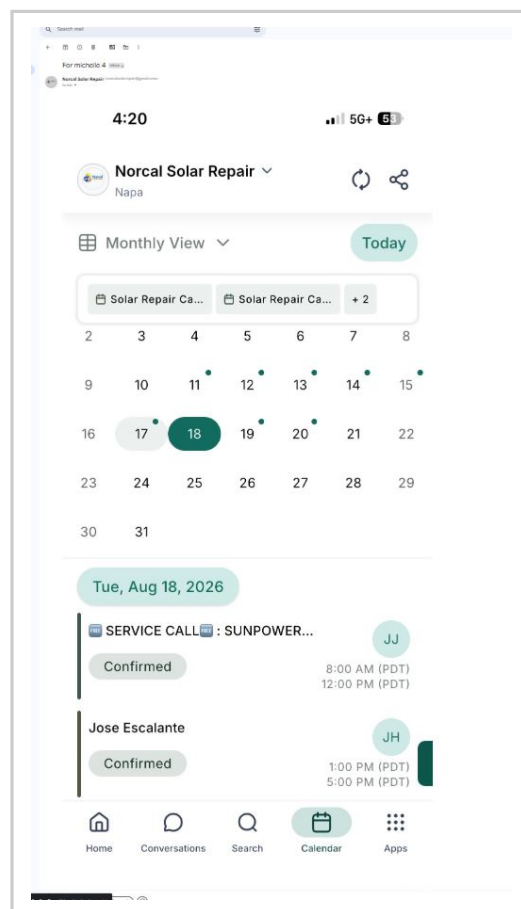
STEP 4

View Your Scheduled Appointments

Back on the Monthly View, your selected calendars now appear as filter chips at the top of the screen. Tap any date to see that day's schedule.

- Days with a green dot have one or more appointments booked.
- Tapping a date shows each appointment for that day, including client name, time window, and confirmation status (e.g., **Confirmed**).
- Each appointment is color-coded and shows the assigned technician's initials on the right — useful for spotting who's booked where at a glance.

TIP: Tap the refresh icon in the top right if a newly booked appointment doesn't appear right away.



Quick Recap

1. Tap **Calendar** in the bottom nav bar.
2. Tap the filter bar → **Users** tab → select your technician(s) → **Done**.
3. Switch to the **Calendars** tab → select the calendar(s) you need → **Done**.
4. Tap any date with a green dot to view that day's appointments.