BEACON HELP · GUIDE

Calendar

Visits, deadlines and maintenance in one view



BEACON VERSION
2026.11

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FOR
Everyone who uses Beacon

ONLINE
help.beacon.earlytree.co.uk

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Screenshots show a fictional nursery group and people.

Contents

Calendar: visits, deadlines and maintenance in one view. These steps match Beacon 2026.11; for another version, see help.beacon.earlytree.co.uk. Beacon runs at your organisation's own address.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.beacon.earlytree.co.uk.

CALENDAR

About the calendar

The **Calendar** is a programme view of everything with a date across your nurseries: planned inspection visits, inspections that have taken place, action deadlines and scheduled maintenance. It shows six months back and a year ahead.

On the calendar	What it is	Who sees it
Planned visits	A visit area support has planned but not started yet. Hidden once an inspection at that nursery starts within a week of the planned date.	Everyone, for their nurseries
Inspections	Inspections that have started, on the day they started.	Area support and auditors see all; others see signed-off ones
Action deadlines	Open actions on their due date (not Done or Verified, and not those tracked on the maintenance list).	As for the action plans board
Maintenance	Maintenance jobs that aren't completed, across their estimated start and end dates.	Everyone, for their nurseries

Selecting an entry opens it: the maintenance job, the inspection, the action, or (for a planned visit) the page to start that inspection.

The maintenance team has its own scheduling calendar, with more detail, under **Maintenance**. See Maintenance.

Guides

- Using the calendar

CALENDAR

Calendar: using the calendar

WHO IT'S FOR
Area support · Nursery manager · Maintenance manager · Room leader

WHERE TO FIND IT
Calendar

TIME
A few minutes

Purpose

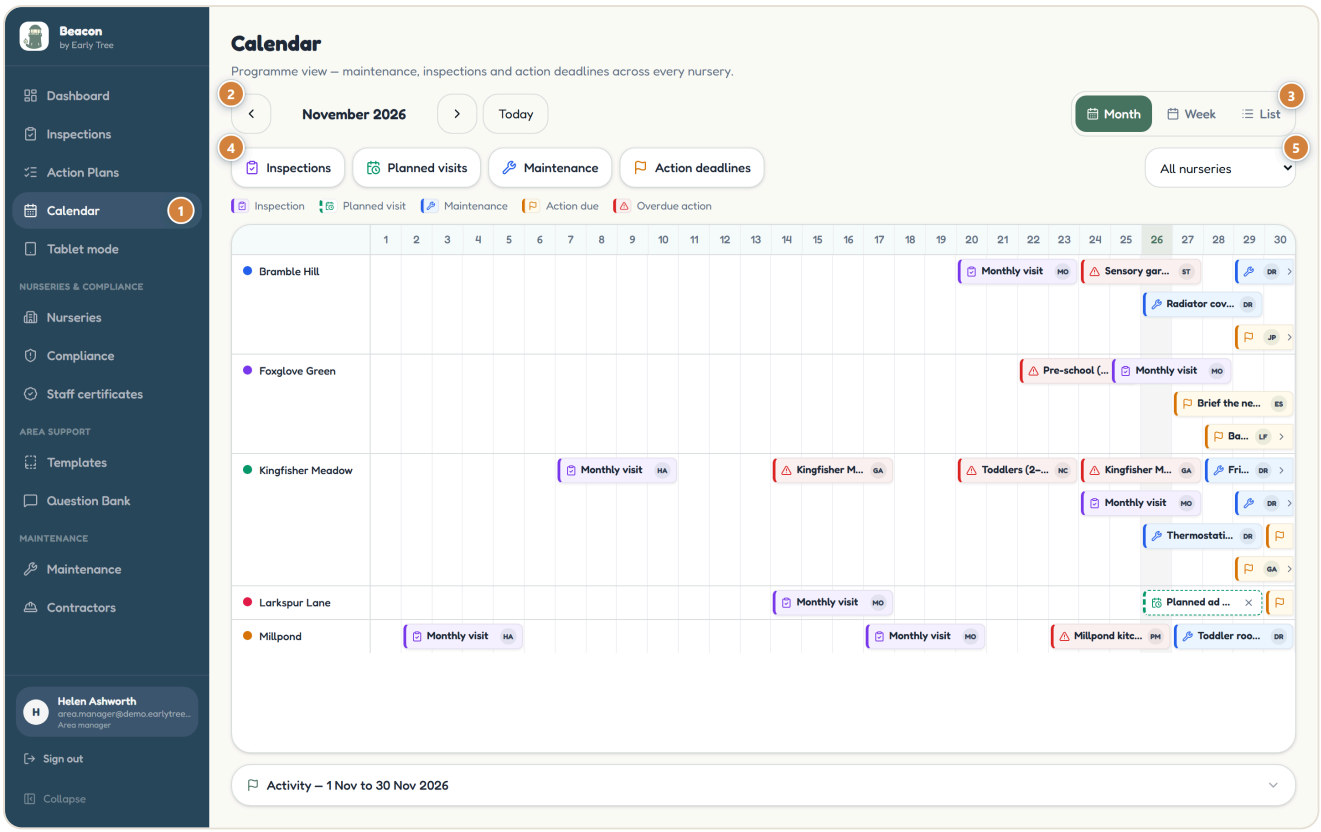
See what's coming up across your nurseries (visits, deadlines and maintenance) so you can plan around it and spot clashes or gaps.

Before you start

- Nothing to set up: the calendar fills itself from planned visits, inspections, actions and maintenance jobs.
- You see only the nurseries you're assigned to.

Find your way around

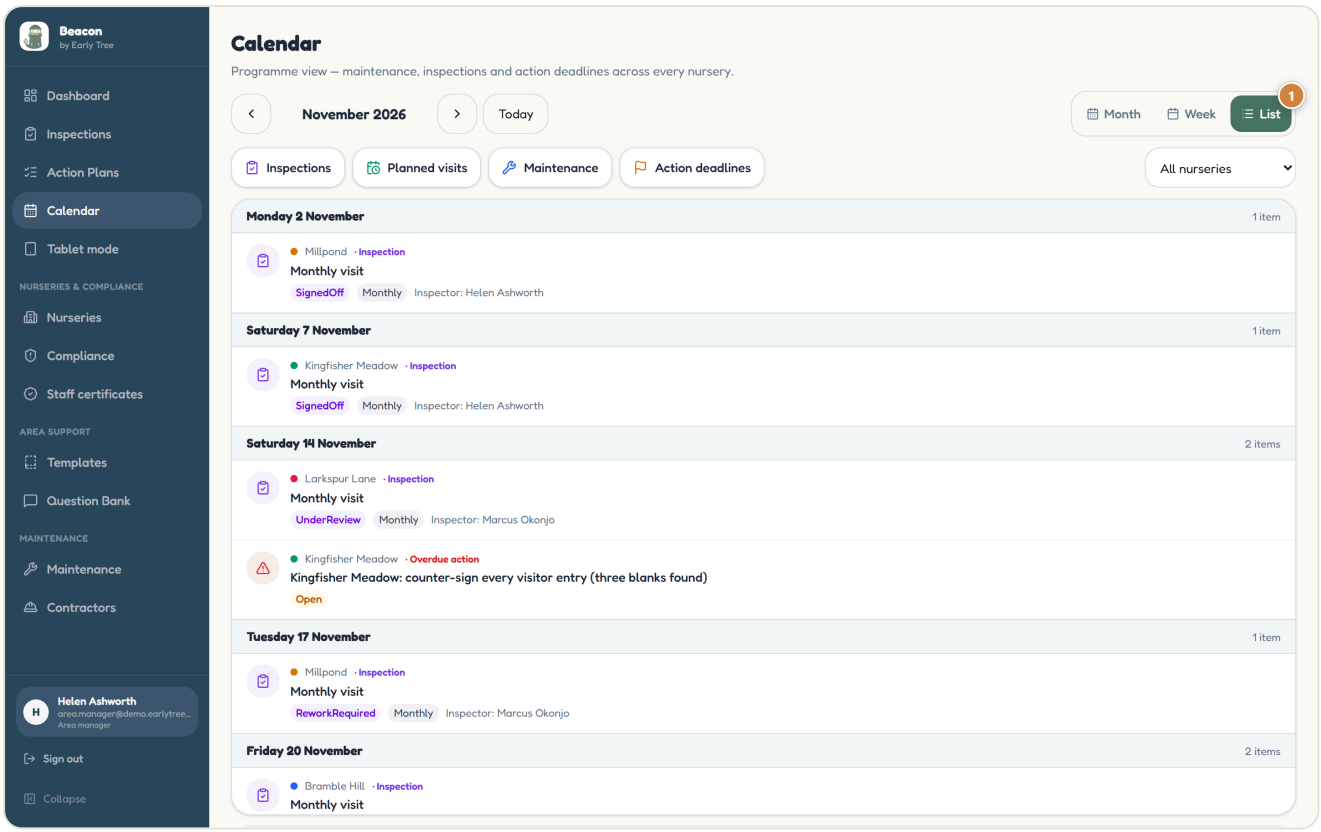
1. In the menu, select **Calendar** 1. It opens on this month, with a row for each nursery and a column for each day. Today is shaded. (On a screen narrower than a small laptop, such as an iPad held upright, it opens on the **List** view instead.)
2. Use the arrows 2 to move back or forward a month (or a week), and **Today** to come back.
3. Choose **Month**, **Week** or **List** 3. **Week** shows each day wider; **List** shows every entry in date order with its full details.
4. Select **Inspections**, **Planned visits**, **Maintenance** or **Action deadlines** 4 to hide or show that kind of entry.
5. Choose a nursery 5 to show only that nursery, or **All nurseries**.
6. Each entry is a labelled chip, such as **Monthly visit** or an action's title, with a coloured stripe and icon for its kind. The key above the calendar explains the colours: **Inspection**, **Planned visit** (dashed), **Maintenance**, **Action due** and **Overdue action** (red).
7. Select an entry to open it.



The calendar, month view.

Use the list view

1. Select **List** 1. Entries are grouped by day, each with its type, nursery, title and who it's assigned to.
2. The arrows still move a month at a time.



The list view: easier to read than the month grid.

At the bottom of the month and week views, **Activity** totals how many inspections, actions and maintenance jobs each nursery has in the period. Select it to open the totals.

Reschedule a maintenance job (area support managers)

Area support managers can drag a maintenance bar left or right in the month or week view to move its dates. Beacon saves the new dates straight away and shows **Dates updated**. Area support managers can also remove a planned visit with the bin on its entry in the list view.

What you should see

> The calendar shows only the types and nursery you chose. Selecting an entry opens the job, inspection or action it belongs to.

Common problems

The month view is crowded.

Switch to **Week** or **List**, or pick one nursery.

A planned visit has disappeared.
An inspection was started at that nursery within a week of the planned date, so the calendar shows the inspection instead.

Selecting a planned visit opens a page I can't use.
Only area support can start an inspection from a planned visit.

An action isn't on the calendar.
Done and Verified actions aren't shown, nor are actions tracked on the maintenance list (their jobs are shown instead).

Related guides

- About the calendar
- The action plans board
- Inspections
- Maintenance