

Filter the calendar by scope

Narrow Day, Week and Month views by place, room, group, visibility or source without changing appointments.

5 min · Available · 2026-09-21

Before you begin

- ✓ Sign in to the staff area with "View calendar".
- ✓ If you work in a Pastoral Unit, first select the community or merged view you want to inspect.

1

STEP 1 OF 5 · 1 MIN

Open the calendar in the correct scope

Open Calendar and check the active scope. Filters narrow only the appointments you can already read in that community or Pastoral Unit; they do not grant access to other scopes. Choose Day, Week or Month: the same filters apply to all three views.

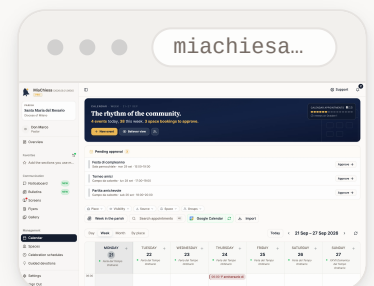


Fig. 1 The filter bar sits above the calendar views and acts on the active scope.

2

STEP 2 OF 5 · 1 MIN

Choose a criterion

Select a chip to open its options. Place limits appointments to a place of worship; Space shows those linked to a room; Groups lets you choose one or more groups. With several groups selected, the calendar includes appointments that belong to any of them.

Staff with "Manage calendar appointments" also see Visibility and Source. Visibility distinguishes Public, Parishioners, Staff and Personal; Source distinguishes Manual, Google Calendar and ICS File. These two staff filters remain hidden in read-only mode.

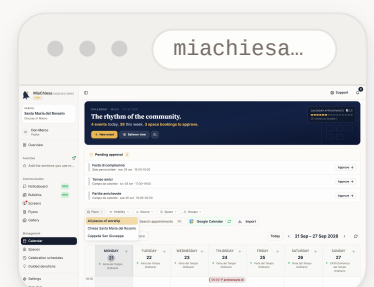


Fig. 2 Open a chip to see the actual options available in the selected scope.

3

STEP 3 OF 5 · 1 MIN

Apply one or more filters

Choose a value. The chip becomes highlighted and displays the choice; Groups displays the selection count. You can combine criteria, such as a place with Source → ICS File. The calendar keeps only items that satisfy every active filter.

An empty result does not mean appointments were deleted; there may simply be no item matching the current combination.

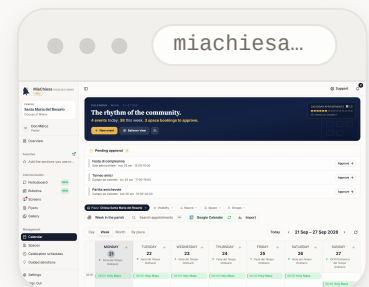


Fig. 3 The highlighted chip names the active place and the grid is already narrowed; no appointment has been changed.

4

STEP 4 OF 5 · 1 MIN

Remove or replace a filter

Select the × in a highlighted chip to return to All, or reopen the chip and choose another value. Under Groups use Clear to remove every selection or change individual checkboxes. When you change community in a Pastoral Unit, MiaChiesa clears all filters so values from the previous scope do not linger.

5

STEP 5 OF 5 · 1 MIN

Use Source carefully

Source helps you check an import. Google Calendar or ICS File may also show Delete with a count: this is a separate management action that deletes imported appointments after confirmation.

Filters reset when the scope changes. Review the selections after reloading or reopening Calendar.

What you have achieved

✓ The view shows only appointments matching the active filters.

✓ The underlying appointments have not been changed.

Troubleshooting

Visibility and Source are missing ✕

These filters are reserved for staff who can manage appointments. With "View calendar" you can still use Place, Space and Groups on the read-only surface.

No appointments are visible ✕

Remove filters one at a time with the ✕ and check the current view and period. Filters combine, so each appointment must satisfy all of them.

A place, room or group is missing from the options ✕

Check the active scope. Options come from the places, rooms and groups readable in the selected community or Pastoral Unit.