

Schedules and appointment management

~ BASIC ~

The tab holds the schedule definition. It is the same in the *Schedule - Add* and *Schedule - Edit* dialogs; the set of fields depends on the selected type.

Fields

- **{Type}** — Schedule type, according to the hierarchy described on [Schedules and appointment management](#):
 - *Regular* — the basic repeating plan.
 - *Override* — a temporary change overriding the regular plan for the selected period.
 - *Blocked* — closes appointments in the calendar and takes precedence over the other types.
- **{Resource}** — Combination of space, trainer and service the schedule applies to, e.g. *Reformer, Aida Šare, Reformer*.
- **{Recurrence}** — *One-time, Daily, Weekly or Biweekly*. For the *Blocked* type the field is locked.
- **{Days of the Week}** — Seven round buttons **P U S Č P S N**; selected days are filled, and a summary is printed above the buttons, e.g. *every Monday, Wednesday and Friday*.
- **{From date}** — Date from which the schedule applies. The  icon enters today's date, the calendar icon opens a date picker.
- **{To date}** — Date until which the schedule applies. Empty means the schedule applies until further notice.
- **{Start}** — Appointment start time.
- **{Duration}** — Appointment duration in minutes.
- **{End}** — Appointment end time. It is enough to enter either **{Duration}** or **{End}** — the other is calculated from the start.

Additional fields for the Blocked type

A block can apply to a single resource or to a wider scope, so the following fields are shown next to **{Resource}**; fill in whatever the block applies to:

- **{Location}** — Blocks all resources at the selected location (e.g. closing the centre on a public holiday).
- **{Space}** — Blocks the selected space (room); the field unlocks after a location is selected.
- **{Trainer}** — Blocks all appointments of the selected trainer (e.g. holiday).

This type has no **{Duration}** field — **{Start}** and **{End}** are entered.

Buttons

Only the buttons valid for the dialog mode are shown:

- **SAVE** — Saves the schedule. In the *Add* dialog it is the only button.
- **DELETE** — Only in the *Edit* dialog. Deletes the schedule, with a choice of deleting or keeping all related appointments and bookings.



When days are removed from an existing schedule in the *Edit* dialog, already generated appointments with active bookings on those days remain in the calendar, but no new appointments are generated for them. The system reports this below the buttons: *Existing appointments with active bookings on the removed days will be kept, but will not be generated in the future.*

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