

Schedules and appointment management

List

About filters and finding data in lists

Filter

- **{Service}, {Space}, {Trainer}** — Drop-down lists narrowing the list to schedules of the selected service, space or trainer.
- **{Days of the Week}** — Seven round buttons **P U S Č P S N** (Sunday marked red). A selected day shows only schedules held on that day; several days can be selected at once.

Search

The search box above the list narrows the already loaded rows by the entered text, e.g. a resource or trainer name.

Columns

- *From* — Date from which the schedule applies. The list is sorted by this column by default.
- *To* — Date until which the schedule applies; empty means “until further notice”.
- *Time* — Start and end of the appointment, e.g. 16:00 - 16:50.
- *Recurrence* — One-time, Daily, Weekly or Biweekly.
- *Days of the Week* — Marks **P U S Č P S N**; the schedule's days are printed darker, the others faded.
- *Type* — Schedule type: Regular, Override or Blocked.
- *Resource* — Space, trainer and service the schedule applies to, e.g. *Room, Aida Šare, Group training*.

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