

|  Basic Data |
 gymmetry

Schedules and appointment management

The [**Schedules**] form defines the offer of appointments in the calendar: when a service, space and trainer are available, how long an appointment lasts and on which days it repeats. Every night the system generates concrete appointments in the [calendar](#) from these schedules, and members book them manually or automatically through a member schedule.

1. Schedule types and entry rules

Gymmetry uses two separate schedule systems; to manage them correctly it is important to distinguish their purpose and time limits:

- **Resource schedules:** Define the offer of appointments in the calendar (e.g. when a room, trainer and service are available). They are entered in this form.
 - **Entry rule:** They can be defined and changed at any time, including the period **within the current 15 days** (for quick corrections in the calendar) as well as for appointments after 15 days.
- **Member schedules:** Automatically book a place for a member in the calendar (e.g. a fixed group training slot every Monday at 9:00). They are tied to a specific person and their package/membership.
 - **15-day rule:** New member schedules, or changes to existing ones, can only be entered for the period **after fifteen (15) days** from today. All changes within that period (0-15 days) are made exclusively on the [raspored](#) tab of the [**Members**] form.

2. Resource schedule types (calendar offer)

The calendar uses a hierarchical model: some schedule types have higher priority and “sit” on top of others, allowing quick changes without breaking the basic structure of appointments.

Three schedule types allow quick changes without deleting the basic structure:

- **Regular schedule:** The basic plan that repeats week after week (e.g. Mondays at 18:00). It is applied automatically with a 15-day offset.
- **Override schedule:** A temporary change that “sticks” on top of the regular plan. It can also be entered **within 15 days** for quick corrections (e.g. a substitute trainer for tomorrow's session).
- **Blocked:** Complete suspension (e.g. holidays, a broken room). It has absolute priority, “closes” the appointments and can be activated immediately.

3. Update rule and automation

To keep existing bookings stable and prevent sudden changes in an already published calendar, the

system uses an automated generation process and strict change rules:

- **Automated entry:** Every evening the system automatically generates calendar appointments for exactly the fifteenth (15th) day ahead.
 - *E.g. if today is Thursday 06.11.2025, the system enters appointments for Friday 21.11.2025.*
- **Changes for appointments after 15 days:** A new schedule or a correction of an existing one (for resources or members) applies only to appointments starting more than fifteen (15) days from today.
- **Changes within the next 15 days:**
 - **For resources (offer):** You can enter an Override schedule or a Block, which is visible in the calendar immediately.
 - **For members (bookings):** A new automated schedule cannot be entered. Changes are made manually on the *raspored* tab of the [*Members*] form.

Example — if today is **4 December**:

- **All changes** to regular schedules apply to appointments starting **from 20 December** onwards.
- **Member bookings** for **5-19 December** must be corrected manually on the *raspored* tab of the Members form.

4. Resource schedule types in detail

Regular schedule

The basic plan defining standard, repeating appointments and services.

- **Use:** Group trainings, gym, fixed weekly slots.
- **Scope:** Tied to a specific **resource** (e.g. "Pilates with trainer XY").

Override schedule

A temporary change without deleting or disturbing the other regular appointments.

- **Use:** A substitute trainer for a week, or a different room on a specific date.
- **Logic: Overrides** the regular schedule for the selected period.
- **Scope:** Tied to a specific **resource**.

Blocked

The strongest tool for controlling availability.

- **Use:** Holidays, breakdowns, closing the location on public holidays.
- **Logic: Absolute priority** over all other schedules. Disables all bookings in the given time.
- **Flexibility:** Can be set per resource, trainer, space (room) or the whole location.

Toolbar

-  — Adds a new schedule; opens the *Schedule - Add* dialog with the ~ **BASIC** ~ tab.
- Clicking a row opens the *Schedule - Edit* dialog with all three tabs.

How to...

- [Changing the days or time of a regular schedule](#)

List

[About filters and finding data in lists](#)

The filter, search box and columns are described on [List](#).

Data tabs

- ~ **BASIC** ~ — Schedule definition: type, resource, recurrence, days of the week, period and time.
- ~ **MEMBERS** ~ — Members whose member schedules use this schedule for automatic booking.
- ~ **RESERVATIONS** ~ — All bookings created from this schedule in the calendar.



The *Schedule - Add* dialog shows only the ~ **BASIC** ~ tab; ~ **MEMBERS** ~ and ~ **RESERVATIONS** ~ are available only in the *Schedule - Edit* dialog, because they show data that exists only after the schedule is saved.

6. Quick reference for administrators (hierarchy and use)

In the calendar a stronger schedule always “covers” a weaker one. Priority runs from 1 (strongest) to 3 (weakest):

Priority	Schedule type	Calendar status	Change within 15 days?
1	Blocked	Appointments unavailable (“Closed”)	YES (immediately)
2	Override	The change (substitution) is shown	YES (immediately)
3	Regular	Standard weekly plan	NO (after 15 days only)

What to use in practice?

Situation	What to use	Note / procedure
Trainer on sick leave or holiday	Blocked	Block the trainer (closes all their sessions automatically).

Situation	What to use	Note / procedure
One-off change of room/trainer	Override	Select the resource and enter the change for that date.
Closing the centre (holiday/breakdown)	Blocked	Select the whole location (blocks all resources at once).
Permanent change of a group's time	Regular	Enter the new plan; visible in the calendar in 15 days.
Member wants a fixed slot NOW	Booking	The member (or admin) books a free appointment in the calendar.
Member wants a fixed slot PERMANENTLY	Member schedule	Enter a new member schedule starting after 15 days .

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