

## 3 Schedules

A schedule defines the individual time slots available to each field. This controls the availability of the resources on that schedule.

Your system comes with a Default schedule as an example. In the default schedule, there are 30-minute time slots from 8:00 a.m. through 6:00 p.m.

When creating Schedules, there are two steps involved: naming the schedule and configuring the layout.



### 3.1 Create a Schedule [Admin]

1. From the menu line, choose **System, Schedules**.
2. At the bottom of the screen is where you Add a Schedule.
  - a. Enter a Schedule Name.
  - b. Choose what day you want the schedule to start on:
    - i. Today = start the schedule on whatever the current day is.
    - ii. Specific day of the week = the schedule will always start on that day.
  - c. Number of Days Visible = how many days do you want visible when displaying the calendar.
  - d. Use Same Layout As = copies the timeslot layout from the schedule you choose.
  - e. Click the Add Schedule button.

The screenshot shows a web form titled "Add Schedule". It contains the following fields and controls:

- Name:** A text input field.
- Starts On:** A dropdown menu with "Today" selected.
- Number of Days Visible:** A text input field.
- Use Same Layout As:** A dropdown menu with "Default" selected.
- Submit:** A green button with a plus sign icon and the text "Add Schedule".

3. Once you have added the schedule, it will appear in All Schedules area.



Calendars are best looked at either a week at a time or daily.

- To create a weekly calendar, choose Sunday as the start day and display 7 days.
- To create a daily calendar, choose Today as the start day and display 1 day.



If you have different seasons, you could have different schedules for each season (Summer, Fall, Winter, Spring).

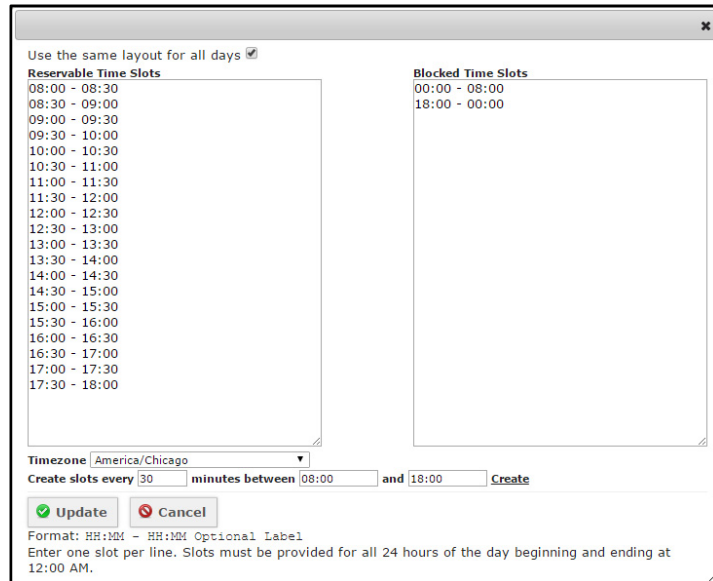


### 3.2 Modifying a Schedule [Admin]

Once a schedule is created, clicking the **Change Layout** link will bring up the layout editor. Here you can create and change the time slots that are available for reservation and blocked from reservation. There is no restriction on the slot times, but you must provide slot values for all 24 hours of the day, one per line. Also, the time format must be in 24-hour time. You can also provide a display label for any or all slots, if you wish.

- A slot without a label should be formatted like this: 10:25 - 16:50
- A slot with a label should be formatted like this: 10:25 - 16:50 Schedule Period 4

Below the slot configuration windows is a slot creation wizard. This will set up available slots at the given interval between the start and end times.



Unchecking the “Use the same layout for all days” will allow you to create different Time Slots for each day of the week.



If you are going to display a weekly calendar, for a uniform look, it is best to use the same layout for all days rather than configuring it differently for each day.



The timeslots you create is what will be available to the user. For example, if you create hourly timeslots (9:00, 10:00, 11:00, etc.) the user will not be able to reserve the resource from 9:30 to 10:30 – because the timeslot available is either 9:00 or 10:00.

Likewise, if the current time is 9:10, because the system is set to not allow reservations in the past, the next available timeslot that can be reserved would be 10:00.

Name **Default** ▼

← 07/19/2015 - 07/25/2015 →

Reservable Unreservable Reserved **My Reservation**

Starts On	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
Sunday, 07/19/2015	Timeslots														
Resource 1															
Monday, 07/20/2015															
Resource 1															
Tuesday, 07/21/2015															
Resource 1															
Wednesday, 07/22/2015	Number of Days Visible														
Resource 1															
Thursday, 07/23/2015	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
Resource 1															
Friday, 07/24/2015	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
Resource 1															
Saturday, 07/25/2015	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM
Resource 1															

← 07/19/2015 - 07/25/2015 →

