Admin Site How do I create timeslot groups?

1. Navigate to **Setup=>Scheduling=>Timeslot Groups**.

Timeslot Groups								
Add Ti	Add Timeslot Group							
Order	Group Name		Text Schedule	Visual Schedul	e			
0.00	MMBRB 1.5 Hour	Edit	View	View	Delete			
0.00	MMBRB 2 Hour	Edit	View	View	Delete			
0.00	new timeslot	Edit	View	View	Delete			

- There are two timeslot groups already present by default: 2 hour / 30 minutes and 2.5 hour / 30 minutes. These represent the most common timeslot groups.
- Click add timeslot group in order to create a new one. It's best to name a timeslot group by its duration and increment, the same way that the default

	Name	
	Order	
	Allow Overlapping	
	Increment	15 Minutes •
timeslot arouns do	Save	
cimesioe groups do.		

• Click the visual schedule to show all timeslots in the timeslot group.

	Mon Nov 16	Tue Nov 17	Wed Nov 18	Thu Nov 19	Fri Nov 20	Sat Nov 21	Sun Nov 22
AM					Schedule Open	Schedule Open	Schedule Open
AM					Schedule Open	Schedule Open	Schedule Open
AM .							
I AM					Schedule Open	Schedule Open	Schedule Open
AM							
PN					Schedule Open	Schedule Open	Schedule Open
214							
PM							
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PN 2	Schedule Open	Schedule Open	Schedule Open				
PN	Schedule Open	Schedule Open	Schedule Open		Schedule Open	Schedule Open	Schedule Open
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PH .	Schedule Open	Schedule Open	Schedule Open				
PN	Schedule Open	Schedule Open	Schedule Open				
014	Schedule Open	Schedule Open	Schedule Open				
	Contraction Contract	Schedule Open	Schedule Open				
PN	Soneoue Open						
PM PM	Spieloue Open						

• Click on a timeslot. From here, it can be edited or split.

i. Splitting a timeslot cuts it in half. If the timeslot is as large as the increment size, splitting will be disabled.

- When you add a timeslot, you can configure:
- i. Start and end time.

ii. Day(s) of the week that this timeslot occurs on.

iii. "Recursive" allows you to create several timeslots within the specified start and end time.

2. "Duration" is how long each timeslot within the duration will be.

3. "Padding" defines a "break" between each timeslot.

• Remember that depending on your options, adding a timeslot can potentially create <u>several</u> timeslots. However, these are still regarded as

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separate timeslots once they've been created. Unique solution ID: #1060 Author: MYL Last update: 2015-11-23 17:19

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