

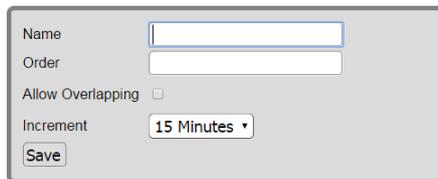
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How do I create timeslot groups?

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

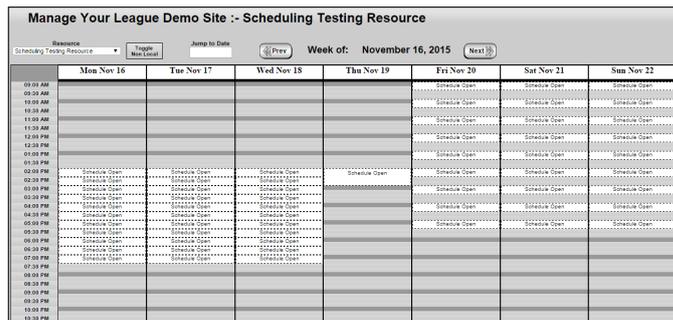
Timeslot Groups					
Add Timeslot Group					
Order	Group Name		Text Schedule	Visual Schedule	
0.00	MMBRB 1.5 Hour	Edit	View	View	Delete
0.00	MMBRB 2 Hour	Edit	View	View	Delete
0.00	new timeslot	Edit	View	View	Delete

- 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



timeslot groups do.

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



- 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:

- Start and end time.
- Day(s) of the week that this timeslot occurs on.
- “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 several timeslots. However, these are still regarded as

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separate timeslots once they've been created.

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Author: MYL

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