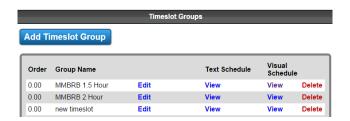
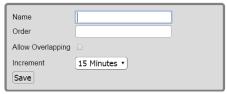
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How do I create timeslot groups?

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



- 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.

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- 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.

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