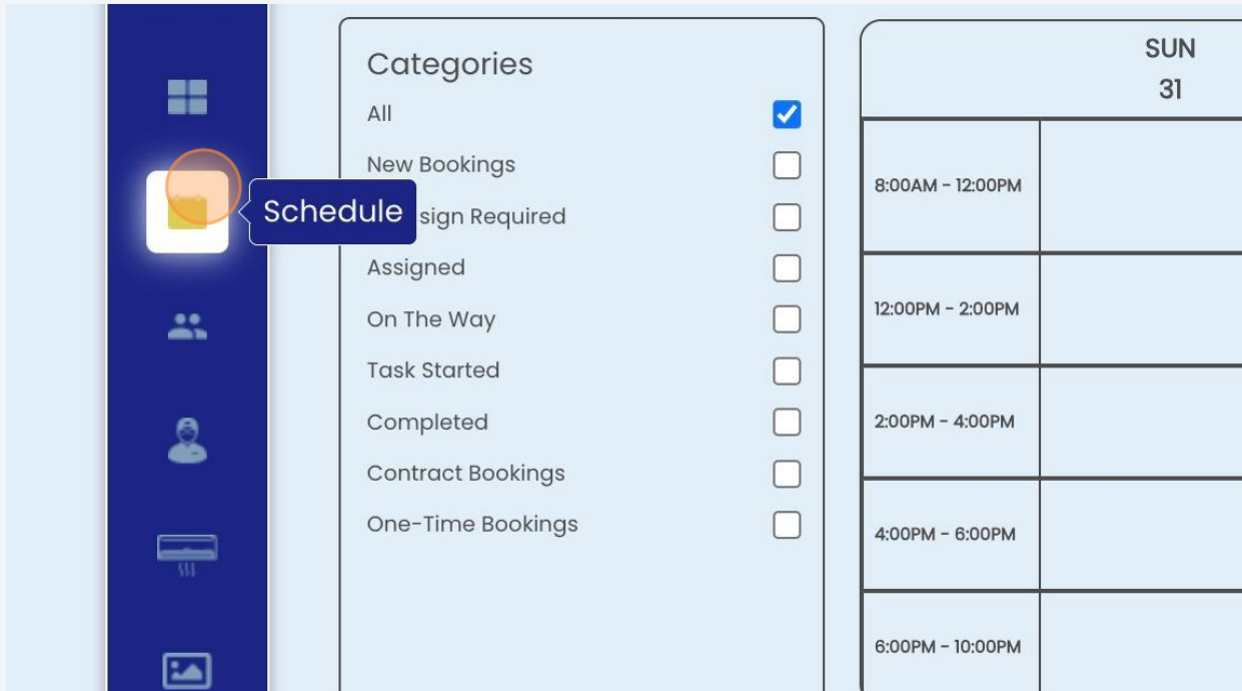


How To Configure Schedule Availability

1 Go to "Schedule" tab



The screenshot shows the Sharedule interface. On the left is a dark blue sidebar with icons for Home, Schedule, People, Profile, Reports, and Settings. The 'Schedule' icon is highlighted with an orange circle and a callout box labeled 'Schedule'. The main content area is divided into two sections. The left section, titled 'Categories', lists booking categories with checkboxes: 'All' (checked), 'New Bookings', 'sign Required', 'Assigned', 'On The Way', 'Task Started', 'Completed', 'Contract Bookings', and 'One-Time Bookings'. The right section shows a calendar grid for Sunday, 31st, with time slots from 8:00AM to 10:00PM.

SUN 31	
8:00AM - 12:00PM	
12:00PM - 2:00PM	
2:00PM - 4:00PM	
4:00PM - 6:00PM	
6:00PM - 10:00PM	

2 Click "Configure Schedule"

Create New Booking

[Configure Cut Off Duration](#) [Configure Schedule](#)

< 31 Mar 2024 - 06 Apr 2024 >

Filter Employee

TUE 2	WED 3	THU 4	FRI 5	SAT 6
Customer: Triffin Gourmet Employee: Li Quanfeng Service Type: Commerci... Payment:				

3 Utilise the toggle buttons to turn on/off the store's availability.

Schedule Planner

Legend: [New Booking](#) [Reassign Required](#) [Assigned](#) [On The Way](#) [Task Started](#) [Completed](#)

Search jobs booking, appointment

< 31 Mar 2024 - 06 Apr 2024

Monday	Tuesday	Wednesday																												
<p>Time slots</p> <table border="1"><thead><tr><th>Time slots</th><th>Slots Per Session</th></tr></thead><tbody><tr><td>10:00AM - 12:00PM</td><td>5</td></tr><tr><td>12:00PM - 2:00PM</td><td>5</td></tr><tr><td>2:00PM - 4:00PM</td><td>5</td></tr><tr><td>4:00PM - 6:00PM</td><td>5</td></tr></tbody></table>	Time slots	Slots Per Session	10:00AM - 12:00PM	5	12:00PM - 2:00PM	5	2:00PM - 4:00PM	5	4:00PM - 6:00PM	5	<p>Time slots</p> <table border="1"><thead><tr><th>Time slots</th><th>Slots Per Session</th></tr></thead><tbody><tr><td>10:00AM - 12:00PM</td><td>2</td></tr><tr><td>12:00PM - 2:00PM</td><td>2</td></tr><tr><td>2:00PM - 4:00PM</td><td>1</td></tr><tr><td>4:00PM - 6:00PM</td><td>1</td></tr></tbody></table>	Time slots	Slots Per Session	10:00AM - 12:00PM	2	12:00PM - 2:00PM	2	2:00PM - 4:00PM	1	4:00PM - 6:00PM	1	<p>Time slots</p> <table border="1"><thead><tr><th>Time slots</th><th>Slots Per Session</th></tr></thead><tbody><tr><td>10:00AM - 12:00PM</td><td>1</td></tr><tr><td>12:00PM - 2:00PM</td><td>2</td></tr><tr><td>01:00PM - 03:00PM</td><td>2</td></tr></tbody></table>	Time slots	Slots Per Session	10:00AM - 12:00PM	1	12:00PM - 2:00PM	2	01:00PM - 03:00PM	2
Time slots	Slots Per Session																													
10:00AM - 12:00PM	5																													
12:00PM - 2:00PM	5																													
2:00PM - 4:00PM	5																													
4:00PM - 6:00PM	5																													
Time slots	Slots Per Session																													
10:00AM - 12:00PM	2																													
12:00PM - 2:00PM	2																													
2:00PM - 4:00PM	1																													
4:00PM - 6:00PM	1																													
Time slots	Slots Per Session																													
10:00AM - 12:00PM	1																													
12:00PM - 2:00PM	2																													
01:00PM - 03:00PM	2																													

4

Click "Save" to confirm your schedule

+

Add Time Session

+

Add Time

Save

05/03/2024	Wen Xuan Loh	+65 88626353	[On-Site Troubleshooting (1 Unit)] - 1 months	Res
18/12/2023	Triffin Gourmet	+65 92395747	[Commercial Refrigeration Servicing (1 Unit)] - 1 months	Ad
18/12/2023	Gopeng	+65 91805234	[Commercial Refrigeration Servicing (1 Unit)] - 1 months	Inv