

# Schedule Navigation

## Navigating the Schedule View

The Schedule is divided into two main sections:


- **Schedule Line Panel (Left):** Displays schedule line information such as description, medium units, rate per unit, and related fields.
- **Calendar Panel (Right):** Displays the booking calendar where spots or bookings are scheduled over time.

The divider between these two panels can be adjusted by dragging the vertical grey line to expand or contract either section. At the bottom left of the schedule, a horizontal scroll bar allows the user to move left and right across columns. Users may also use the **Tab** key to navigate between columns.

In the top-right corner of the Schedule View, billing totals are displayed in both local currency and selling currency. Month selectors allow users to view individual months or defined month ranges.

Different **View Types** are available to display additional booking-related information, including:

- Rate Card
- Goal
- Discounted Rate
- Nett Value
- Cost to Client
- Rate per Unit

The calendar panel can be switched between **Month** and **Day** views by selecting the schedule's **options menu** (  ) and choosing the required layout.

A **Show Totals** option is available to display vertical and horizontal totals for plan lines.

Configuring Totals Display: Users can control which totals appear on the schedule by navigating to **Account > My Profile**. Select the required totals to be displayed and save the changes. A hard refresh (**Ctrl + F5**) is required for the updated configuration to take effect.

Revision #5

Created 17 December 2025 18:02:31 by Holly

Updated 7 January 2026 16:54:40 by Holly