



Creating Schedules

Once a plan has been created, a blank schedule automatically opens in the plan view.

1. The user must complete the required schedule header information, including:
 - Brand
 - Master Medium Type
 - Medium Type
 - Division Code
 - Any additional required fields
2. Once all relevant information has been captured, select the **Save icon** () to create the schedule.
3. After saving, the **Description** field becomes a hyperlink. Selecting this link will open the schedule, allowing the user to plan bookings or slots within the schedule.
4. A schedule can also be accessed by selecting the **options menu** () on the schedule line and choosing **View Schedule**.

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