

# Viewing Appointments in the Admin UI

You can alter several display settings to make the appointments easier to read.

- To make the time taller (the boxes bigger vertically), go to the Appointments tab, move the mouse over one of the horizontal lines on the appointments tab that occur just above each time marker, then click and drag vertically.
- You can drag each resource column wider by putting the mouse over the space between the two resources, then clicking and dragging.
- You can alter when times and gray lines are displayed on the appointments tab by altering the "Time Mark Display on the Appointments page" settings on the [Settings / Vendor UI](#) Setup page.
- On the **Settings / Vendor UI** Setup page under "Hours visible on the Appointments page," you can alter the maximum and minimum value of the scroll bar on the **Appointments** page. They can be different for each event, but they are not unique for each day. So if one day has slots from 8-5, and another has them from 9-6, they should be set for 8-6 to allow the scroll bar to scroll to all possible slot times.

---

Revision #3

Created 2026-04-09 21:01:47 UTC by Tara Cicora

Updated 2026-04-24 18:22:38 UTC by Tara Cicora