Viewing Appointments in the Admin

You can adjust several display settings to make the Appointments page easier to read.

Adjust row height (make time slots taller): On the **Appointments** tab, hover over one of the horizontal lines just above a time marker, then click and drag vertically.

Adjust column width: Hover over the space between two resource columns, then click and drag.

Adjust time markers and gridlines: Go to **Settings / Admin View Settings** and modify **"Time Mark Display on the Appointments Page."**

Adjust the visible time range (scroll bar limits): On the same **Admin View Settings** page, under **"Hours Visible on the Appointments Page,"** set the minimum and maximum hours shown.

> This range applies account-wide per event — it is **not** day-specific. If one day has slots from 8–5 and another has slots from 9–6, set the range to **8–6** so the scroll bar covers all possible slot times across every day.

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