

Viewing Appointments on the Appointments tab

You can adjust the layout of the **Appointments** tab to make your schedule easier to read and navigate. These changes help you focus on specific time slots or view more teachers on a single screen.

Adjusting Row Height and Column Width

- **Increase Row Height:** To make time slots appear taller, hover your mouse over any horizontal line separating the time markers. When the cursor changes, **click and drag vertically** to expand or shrink the row size.
- **Adjust Column Width:** To make a teacher's column wider or narrower, hover over the vertical line between two resource columns. **Click and drag horizontally** to adjust the width.

Managing Time Visibility and Scrolling

For more advanced layout changes, navigate to the **Settings / Vendor UI Setup** tab:

- **Grid Line Frequency:** You can change how often time markers and gray lines appear by adjusting the "**Time Mark Display on the Appointments page**" settings.
- **Scroll Bar Range:** Under "**Hours visible on the Appointments page,**" you can set the minimum and maximum hours shown.
 - *Tip:* These settings are event-specific but apply to all days within that event. If your Monday sessions are 8:00 AM – 5:00 PM and your Tuesday sessions are 9:00 AM – 6:00 PM, set your range from **8:00 AM to 6:00 PM** to ensure all slots are accessible via the scroll bar.

Revision #3

Created 2026-04-08 17:25:39 UTC by Yura Nechyporenko

Updated 2026-05-01 22:37:48 UTC by Tara Cicora