

Quick Start Guide

Main Toolbar: These function buttons include the Schedule editing controls, Calendar View controls, and Location Selection control.

Viewing Schedules: Schedules are shown in either List View or any of the 5 Calendar Views.

The screenshot shows the Scheduler 8 application window. The title bar includes 'Scheduler 8' and a 'Quick Search' field. The main toolbar contains icons for New, Copy, Reschedule, Properties, Delete, Refresh, List View, Single Day, Work, Week, Month, Today, and Print. Below the toolbar, the 'Schedule Editing tools' section includes a calendar for June 2023 with a 'Today's Indicator' pointing to the 21st. The 'Calendar View controls' section shows the 'Work' view selected. The 'Location Selector' shows 'Training Room Main...'. The main area displays a schedule grid for June 12-16, 2023, with a session 'CR-545894' scheduled for Tuesday, June 13, at 11 am.

Creating a New Session:

1. Click the New Schedule icon.
2. Enter the schedule's properties (Name, Type, etc.).
3. Enter Party information.
4. Click Add to Schedule.
5. Select Location, Date, Start/End times.
6. Click Add to Schedule.
7. The Schedule will displayed in the selected view.

Name Type

Title Department

Judge

Age of Participant

Exhibit

☐ Unsealed ☐ Sealed

Common Functions

- Reschedule** a selected session.
- New:** Opens a new schedule to be filled in.
- Properties:** Edits the details of the selected session.
- Refresh:** Updates the current view with the latest session information.
- Show/Hide Columns:** Customizes the columns displayed in List View.
- Search:** Allows the user to search for sessions.

List View

Single Day View

Week View

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