

Displaying Weekly View with Quarters

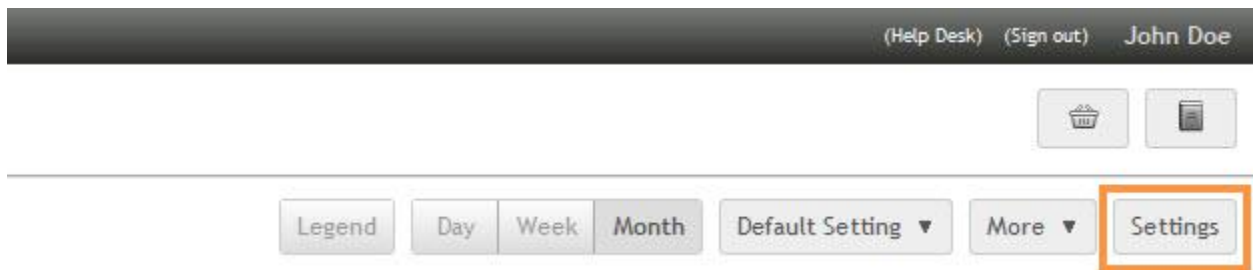
Updated: December 5, 2014

EventBooking allows users to set the week view to display with each day broken into quarters. To do so:

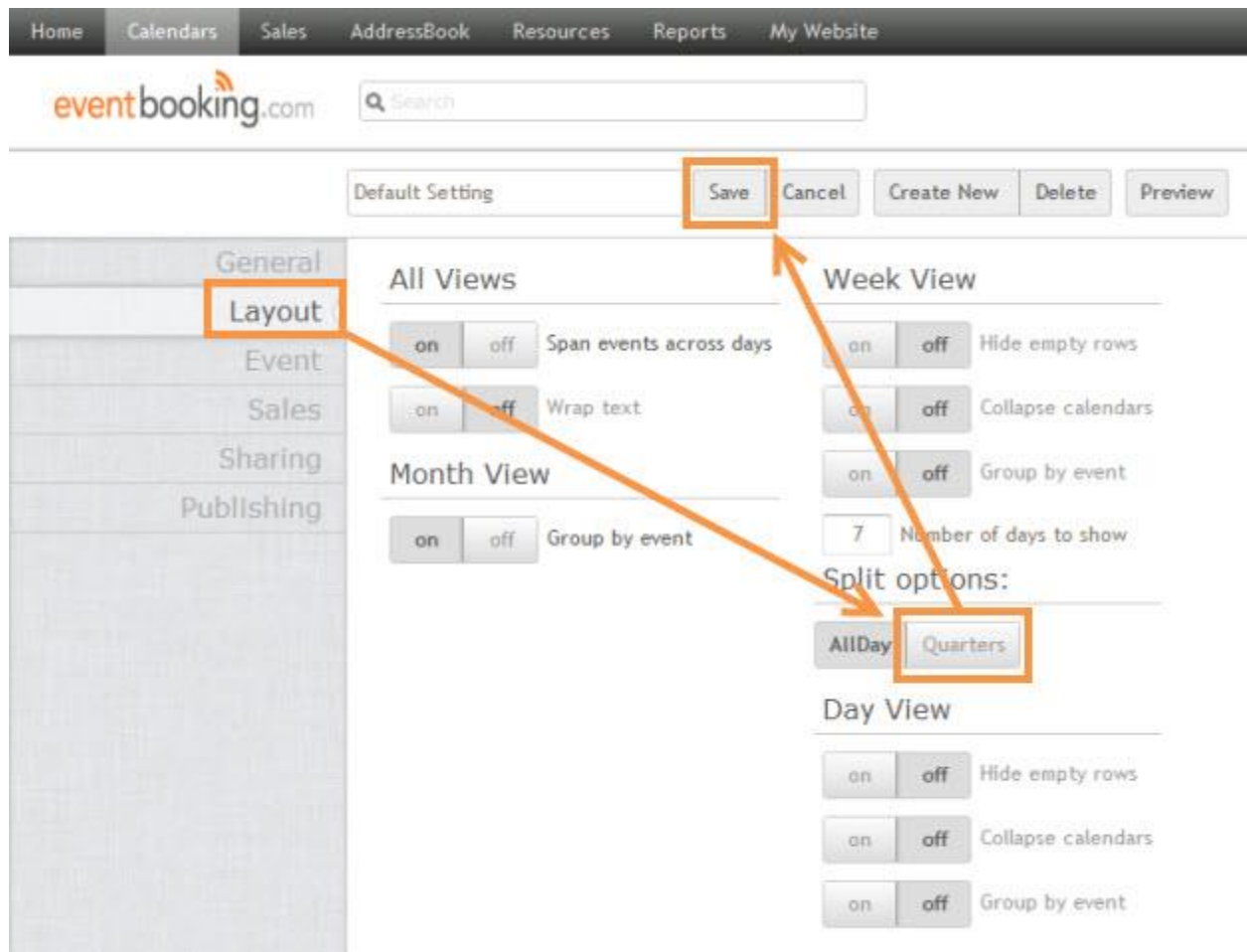
1. Navigate to the new calendar view by hovering over **Calendars** and clicking **Calendars (new!)**.



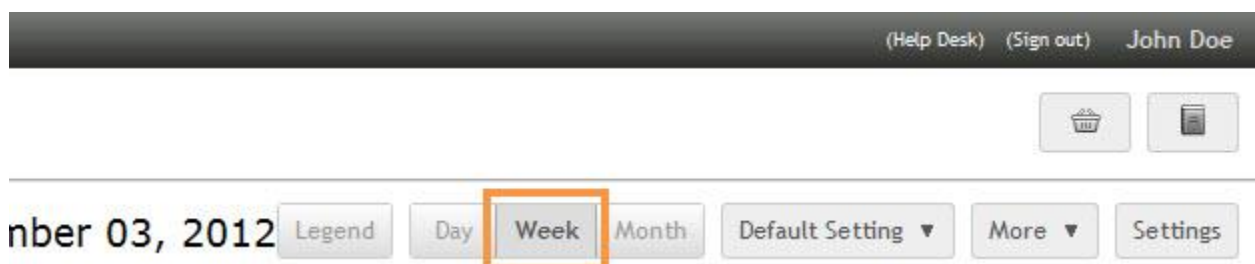
2. Click the **Settings** button in the upper-right corner of the screen.



3. Click **Layout** to see the **Week View** options.
4. Under **Split options**, click the **Quarters** button.
5. Once this option is selected, click **Save**.



6. If the week view is not already enabled, click the **Week** button.



- Each day of your week view is now displaying in quarters.

The screenshot displays the eventbooking.com web application. At the top, there is a navigation bar with links: Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. On the right of the navigation bar are links for Help Desk, Sign out, and a user profile for John Doe. Below the navigation bar is a search bar and a calendar navigation area. The main calendar view is set to 'October 28, 2012 - November 03, 2012' and is in 'Week' view. The calendar grid shows days from Sunday to Saturday. On the left side, there is a sidebar with a calendar overview for October 2012 and a 'Calendars' section. The 'Calendars' section includes a list of rooms with checkboxes: Arena, Half-House Theatre, Loading Dock, Lobby, Convention Center, Ballrooms (A, B, C), Exhibit Halls (A, B, C), Meeting Rooms, and Rooms 1-3, 4-6. The main calendar grid shows events for the 'Arena' room, which are displayed in yellow boxes. Each event box contains the text 'Sa 11:00p', 'Ballroom', and 'Request L'. The events are scheduled for the 28th, 29th, and 30th of October. The calendar grid is divided into quarters, with each day's view showing a grid of quarters.