

Click + Add time period.

1



Click on **Name** and give your time period a title.

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Time period

Time period

CLOSE

Name*

lunch

Period

☐ All day

Start*

23-08-2022

13:44

IS A TUESDAY

Duration*

☐ Is repeatable

Identification

Your reference

ID

Calendar

<

August 2022

>

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

Save and add new

Save



If your time period is all day, tick the **box** next to All day.

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Time period

Name* lunch

Period

All day

Start*

23-08-2022

13:44 IS A TUESDAY

Duration*

☐ Is repeatable

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Calendar

<August 2022>

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

Save and add new

Save



However, if the time period is on a specific day, click on the **calendar icon** and **clock icon**, to set these accordingly.

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Name*

lunch

Period

☐ All day

Start*

23-08-2022

00:00

IS A TUESDAY

Duration*

hours

☐ Is repeatable

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

Save and add new

Save

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In the **first box** type in the number of the duration and in the **second box** put in the time frame. In our case we put in 2 hours.

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☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☐ Is repeatable

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

23-08-2022 12:00:00

23-08-2022 14:00:00

Save and add new

Save



If this time period is repeated, click on **is repeatable**.

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Period

☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒

Is repeatable

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21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

23-08-2022 12:00:00

23-08-2022 14:00:00

Save and add new

Save

 Click on the following **box** to add a number when it should be repeated.

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CLOSE

Name* lunch

Period

☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

Stop repeat

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21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

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23-08-2022 12:00:00

23-08-2022 14:00:00

Save and add new

Save



Click on the following box.

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☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

Stop repeat

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

23-08-2022 12:00:00

23-08-2022 14:00:00

Save and add new

Save



Decide when the time period should be repeated. In our case we decided for **days**.

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CLOSE

Name*

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Period

☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

1

days

weeks

months

years

Stop repeat

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21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start

End

23-08-2022 12:00:00

23-08-2022 14:00:00

Save and add new

Save



Click on the following **box**, to turn ON or OFF the repeating of the time period.

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Time period

Name* lunch

Period

☐ All day

Start*23-08-202212:00 IS A TUESDAY

Duration*2 hoursTILL 14:00

☒ Is repeatable

Repeat every*1 days

Stop repeat

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21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start	End
23-08-2022 12:00:00	23-08-2022 14:00:00
24-08-2022 12:00:00	24-08-2022 14:00:00
25-08-2022 12:00:00	25-08-2022 14:00:00
26-08-2022 12:00:00	26-08-2022 14:00:00

Save and add new

Save



Click the **calendar icon** to add a stop date.

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☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

1

days

Stop repeat*

O..

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31	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start	End
23-08-2022 12:00:00	23-08-2022 14:00:00
24-08-2022 12:00:00	24-08-2022 14:00:00
25-08-2022 12:00:00	25-08-2022 14:00:00
26-08-2022 12:00:00	26-08-2022 14:00:00

Save and add new

Save



Click the **clock icon** to add a stop time.

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IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

1

days

Stop repeat*

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start	End
23-08-2022 12:00:00	23-08-2022 14:00:00
24-08-2022 12:00:00	24-08-2022 14:00:00
25-08-2022 12:00:00	25-08-2022 14:00:00
26-08-2022 12:00:00	26-08-2022 14:00:00

Save and add new

Save



Click on **Save**.

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☐ All day

Start*

23-08-2022

12:00

IS A TUESDAY

Duration*

2

hours

TILL 14:00

☒ Is repeatable

Repeat every*

1

days

Stop repeat*

O...

25-08-2022

13:47

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Start	End
23-08-2022 12:00:00	23-08-2022 14:00:00
24-08-2022 12:00:00	24-08-2022 14:00:00
25-08-2022 12:00:00	25-08-2022 14:00:00

Save and add new

Save



Click the **pencil icon** to edit the time periods.

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Time periods (2 time periods)

⋮

Show 50 ▾ records


+ Add time period

ID	Name	Start	End	Repetition type	Repetition interval	Repetition end date
 	#1	Only Starter	22-08-2022 12:00:00	22-08-2022 17:00:00	Day	1
 	#2	lunch	23-08-2022 12:00:00	23-08-2022 14:00:00	Day	1

1




Click on the **bin icon** to delete time periods.


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Time periods (2 time periods)

⋮

Show 50 ▾ records

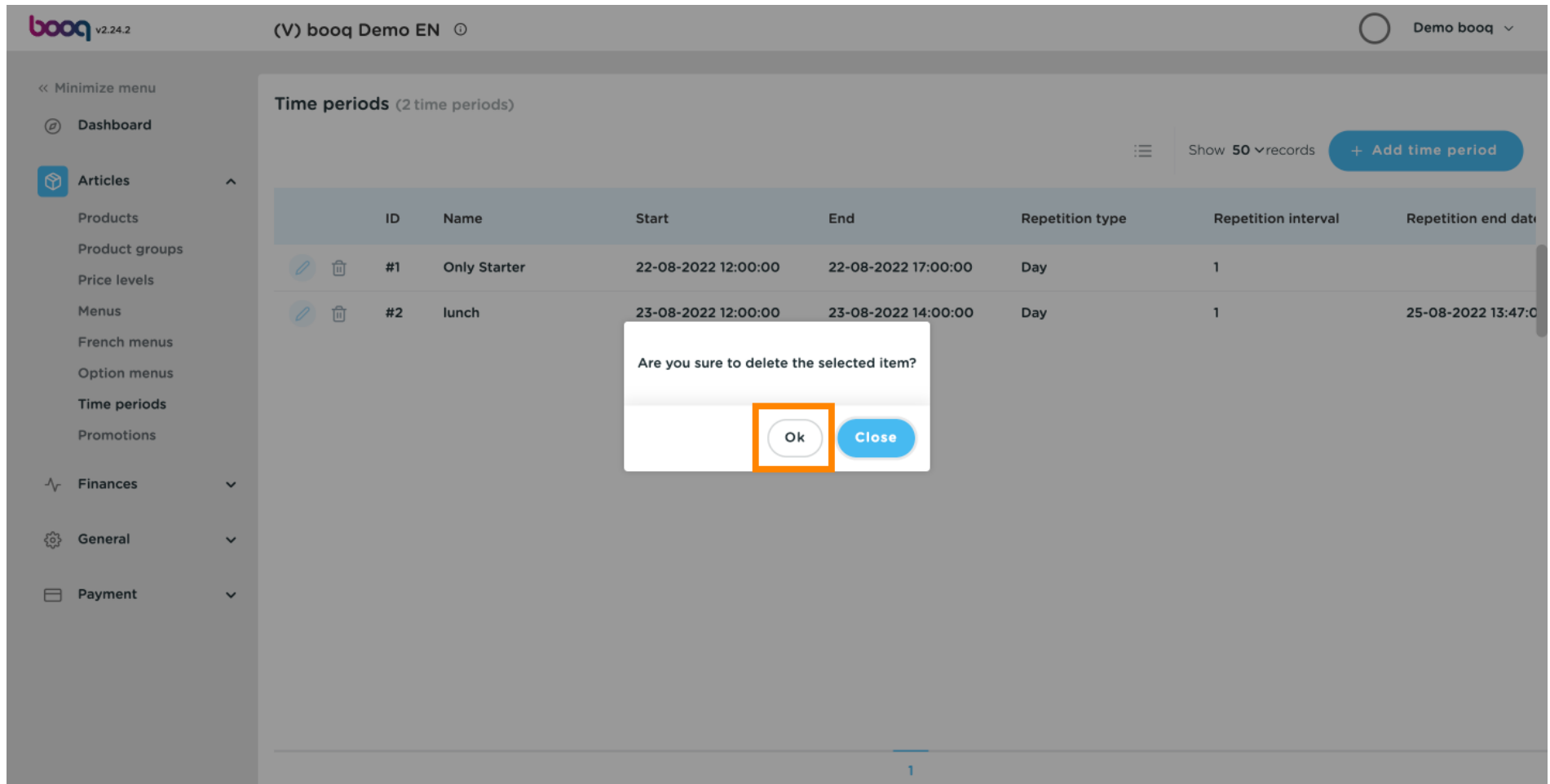
+ Add time period

	ID	Name	Start	End	Repetition type	Repetition interval	Repetition end date
 	#1	Only Starter	22-08-2022 12:00:00	22-08-2022 17:00:00	Day	1	
 	#2	lunch	23-08-2022 12:00:00	23-08-2022 14:00:00	Day	1	25-08-2022 13:47:00

1



Click **OK** to confirm the deletion. That's it. You're done.



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Time periods (2 time periods)

Show 50 records + Add time period

ID	Name	Start	End	Repetition type	Repetition interval	Repetition end date
#1	Only Starter	22-08-2022 12:00:00	22-08-2022 17:00:00	Day	1	
#2	lunch	23-08-2022 12:00:00	23-08-2022 14:00:00	Day	1	25-08-2022 13:47:00

Are you sure to delete the selected item?

Ok Close

1



Scan to go to the interactive player