

**PlanningPME**

Schedule easily

## Create typical slots

(« Tools » -> « Options » -> « Timetable »)

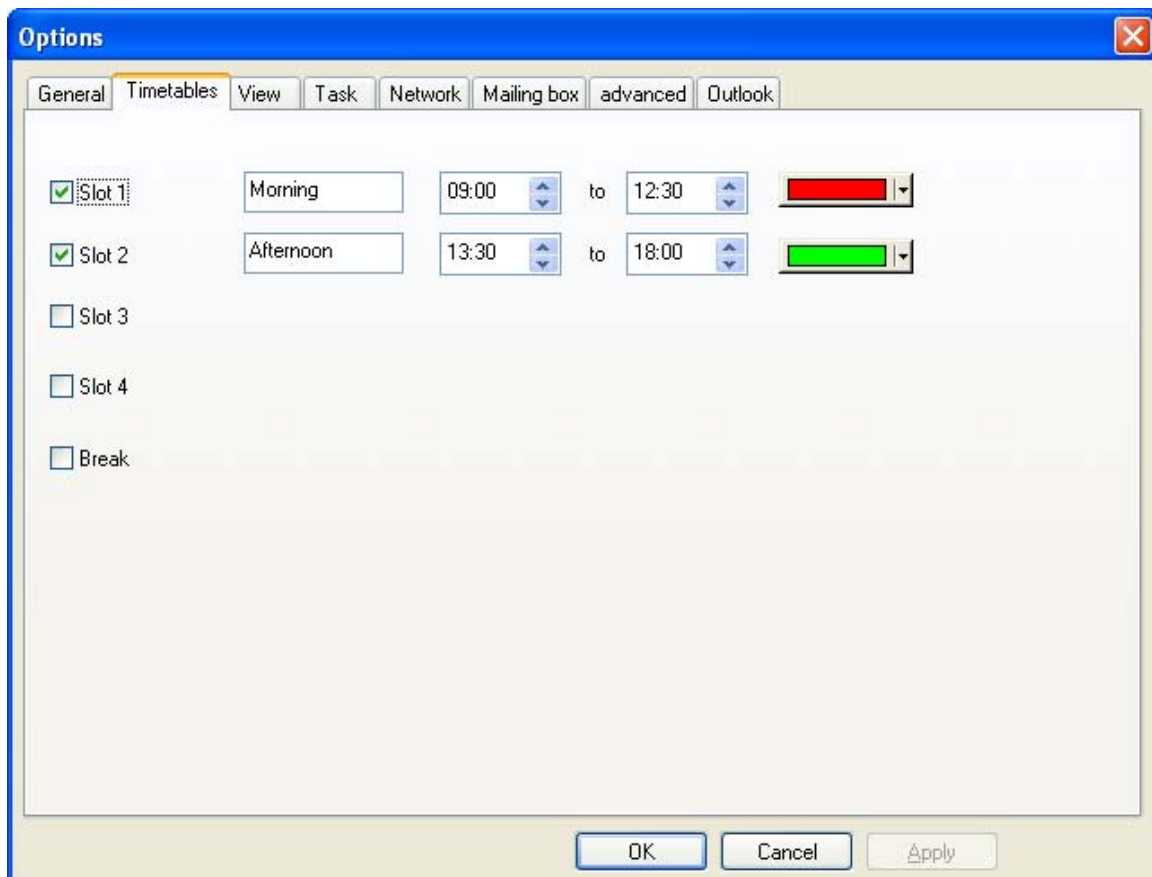
### I. Description of this feature

You can register up to 4 slots in order to save money. Indeed, in just one click, you will enter pre-registered task hours.

### II. How to use this function?

Go to “Tools” -> “Options” and choose the Tab “Timetable”.

The following window appears.

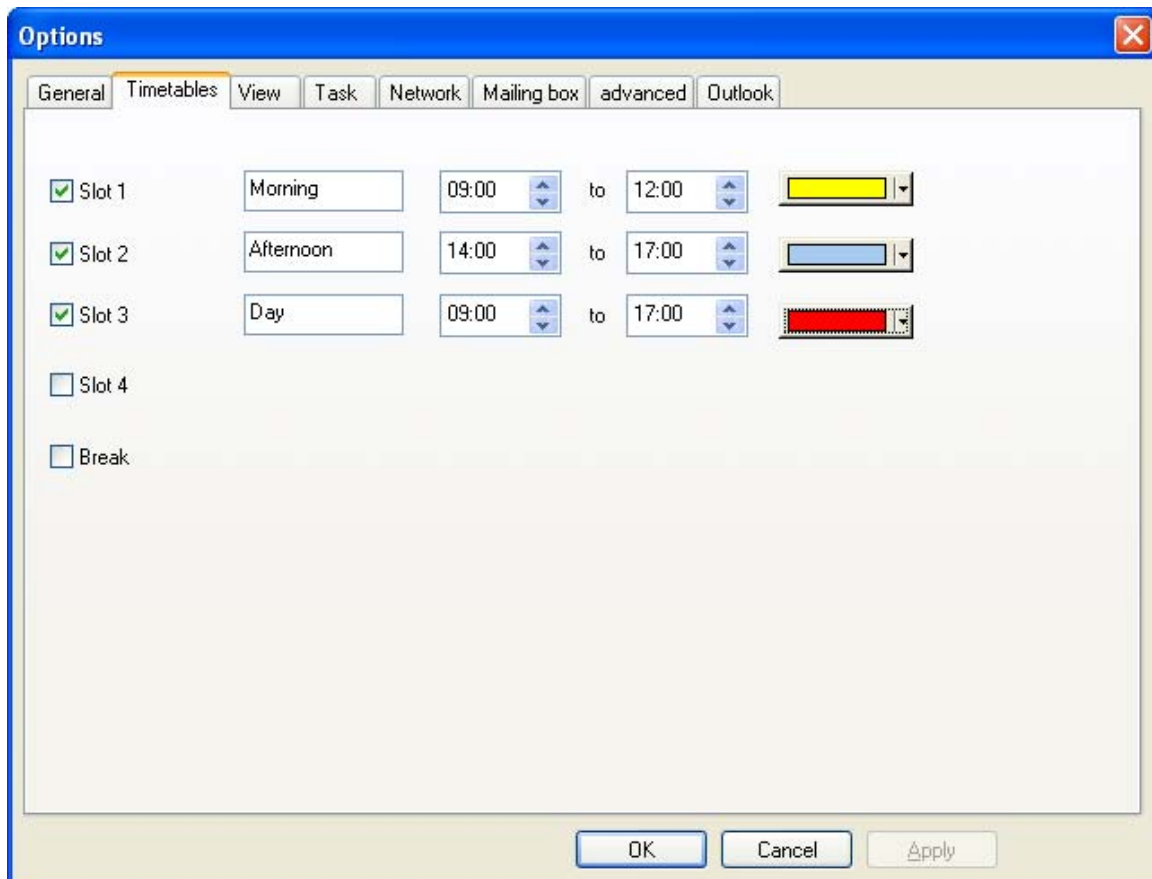




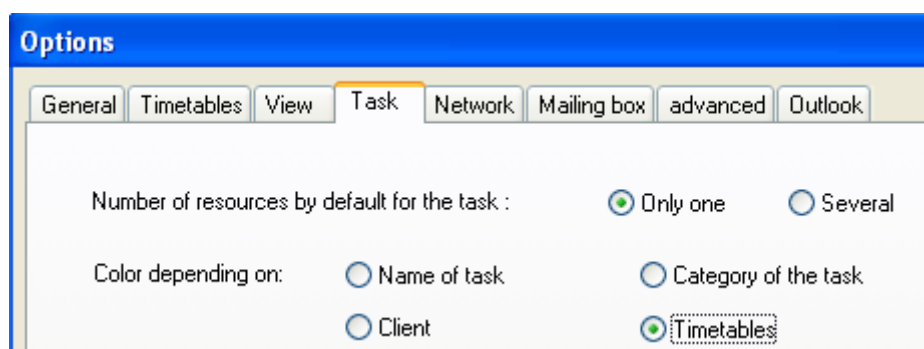
You can create up to 4 slots ticking on the boxes « Slots » and giving them a name.

As an example, we are going to create those 4 slots:

- Slot 1: Morning; 9:00 – 12:00
- Slot 2: Afternoon; 14:00 – 17:00
- Slot 3: Day; 9:00 – 17:00

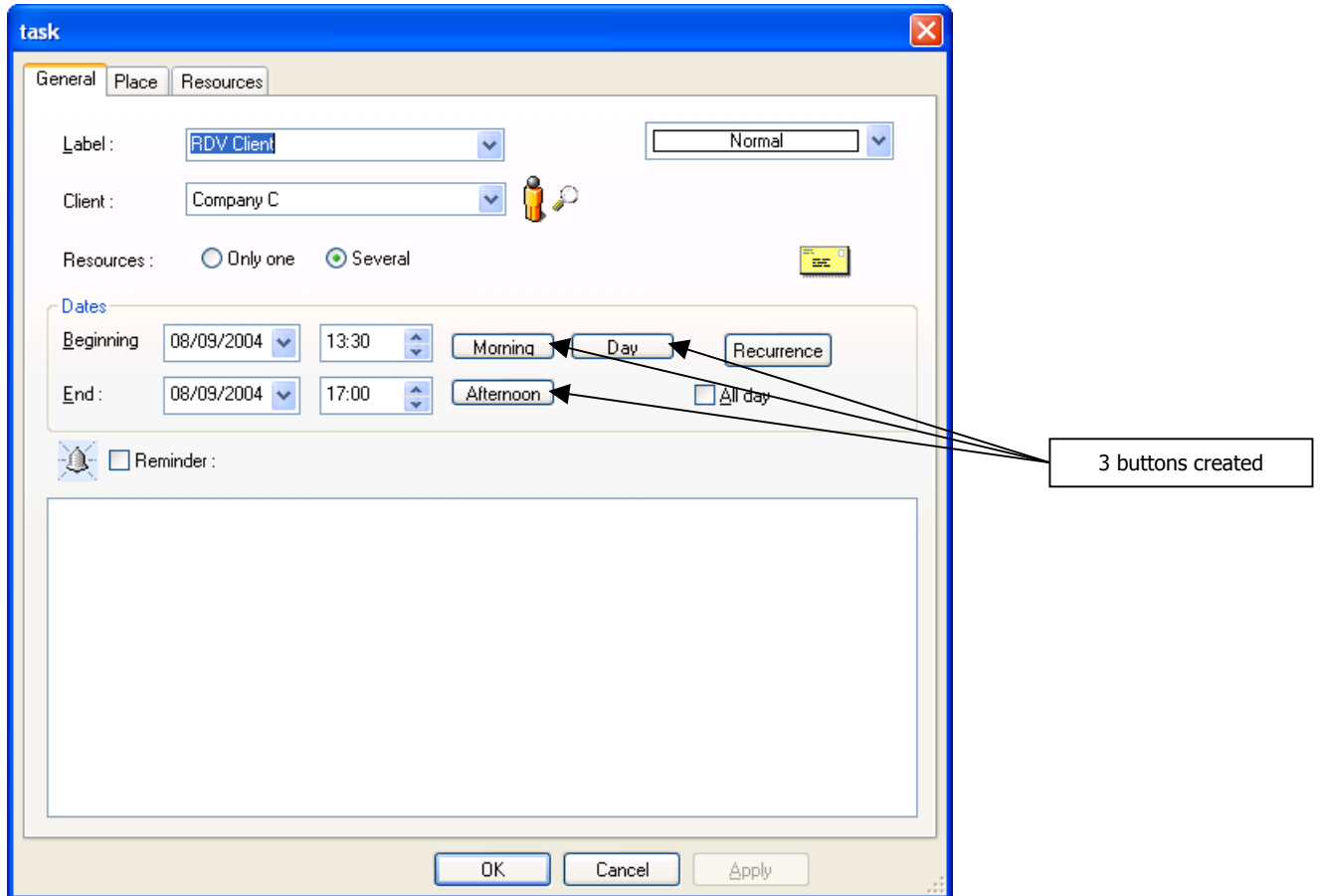


Note: You can customize the schedule display choosing a color for each slot. Then, on the menu "Tools" -> "Options" -> "Task" and selecting "Color depending on Timetables", the task will take the colour of your slots on the schedule.





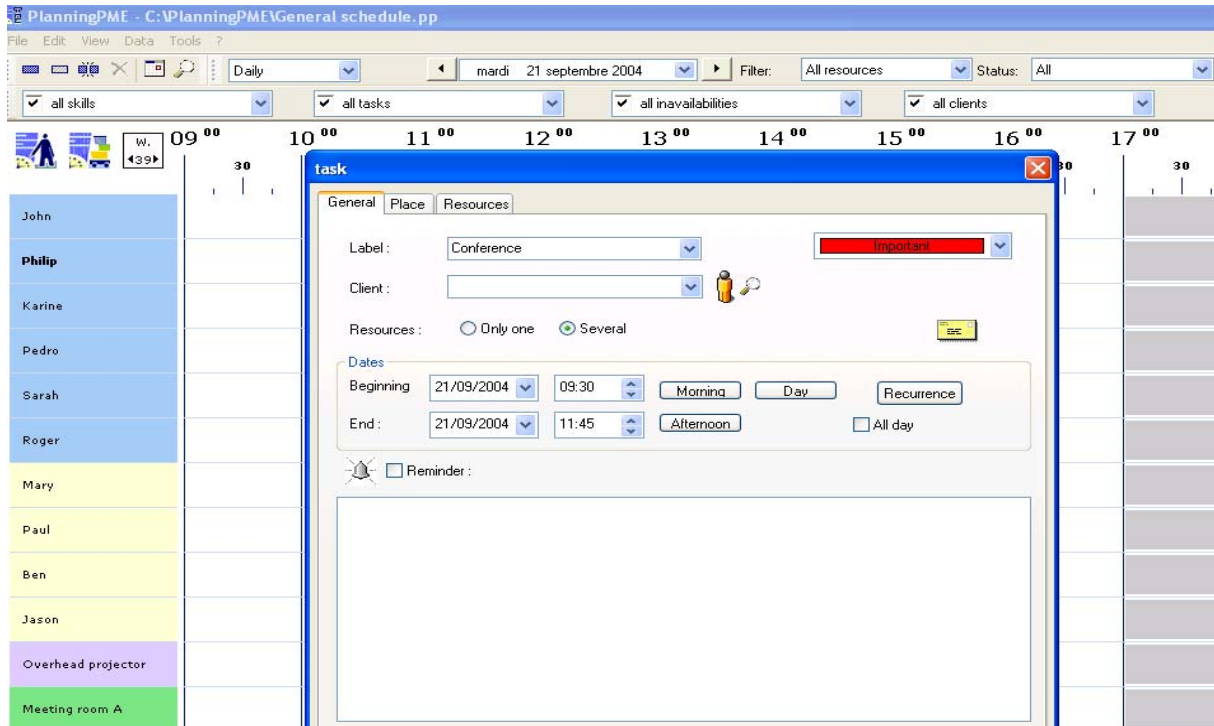
Then, each time you want to create a task, those slots will be proposed so that you will not have to enter the hours for each task. On the window below, three buttons dealing with the 3 slots created appear.



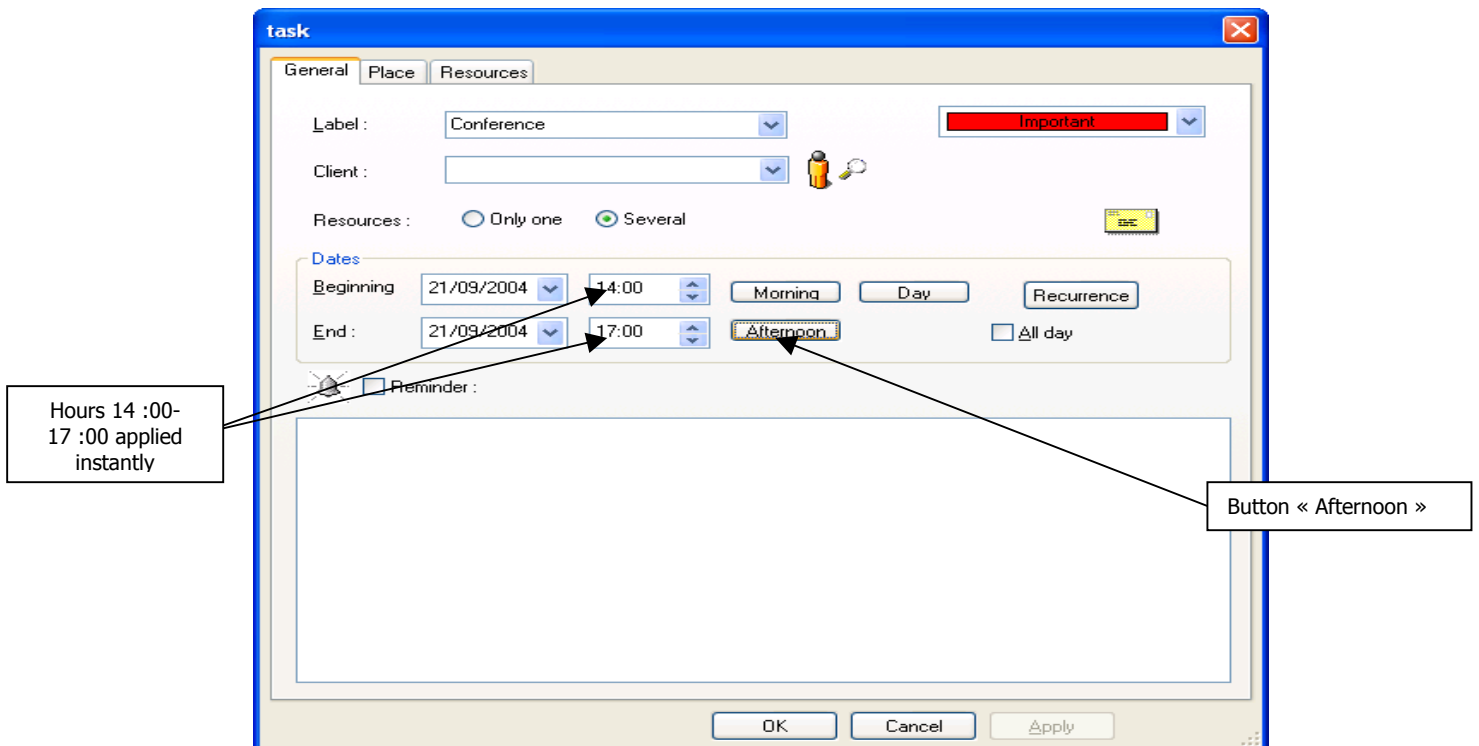


### III. Example

On the example below, we are going to create the task « Conference» to the resource John. This conference will last from 14 :00 to 17 :00.

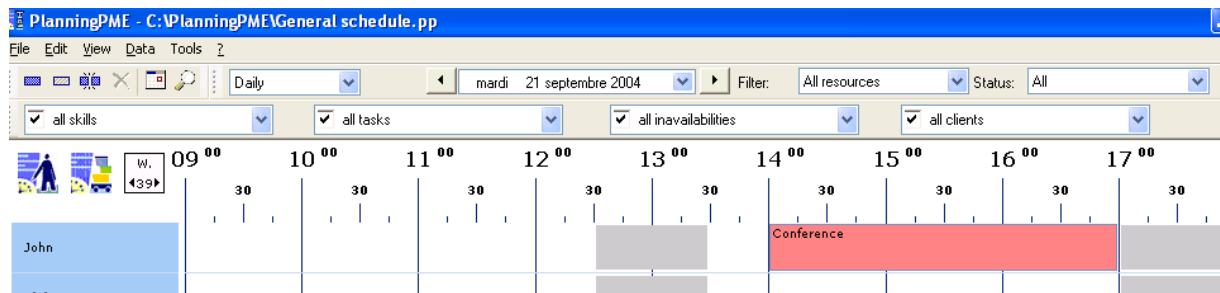


Just clicking on the button "Afternoon", the corresponding hour (14 :00 – 17:00) will be instantly applied.





Visualization on the daily schedule:



You will save your precious time with this function if you have typical slots.

#### IV. Contact PlanningPME

For any help or information about the software PlanningPME, the team of TARGET SKILLS is at your entire disposal.

#### PlanningPME

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<http://www.planningpme.com>

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