

Facility Scheduler 8 User Guide

The PDS Facility Scheduler User Guide contains the following sections. Click a section title below or use the navigation menu on the left.

Get Started

Get started with your Facility Scheduler program. Learn about the basic features, how to navigate within the program, and how to customize the program to suit your needs.

Events

Set up events and manage event information. You can also view an event's charges and payments, set up requirements for an event, and more.

Organizations and Individuals

Manage information about organizations (groups that must schedule facilities) and individuals (people who want to schedule facilities).

Facilities

Add information about locations (such as a classroom, chapel, gym, etc) where organizations hold events.

Event Packages

Set up a series of interconnected events (an event package), such as a wedding which has many events (wedding ceremony, rehearsal, reception, etc).

Scheduling

View and manage schedules using the scheduling wizards.

Reports

Create and print reports, letters, envelopes, and more. You can also learn how to use the Selection window, and manage report styles and settings.