
Table of Contents

Overview	3
Adding Events to Multiple Dates.....	4
Bookings.....	6
Adding Multiple Dates.....	9
Using a Date Range.....	9
Using Pattern to Select Dates	11
Viewing Events	13
Performing a Simple Search	15
Group Edit and Delete	16
Deleting Resources from a Group of Events	18
Mass Update Report	19
Modifying Reports	19
Customizing Reports	20
Reference Materials	22