

# Calendar

Calendar option is visible for users with Meeting organiser privileges enabled on their account. Once you have the rights, you will be able to see the meetings booked by the clients under Calendar -> Reservations.

[illegible]

Upon clicking on any booked meetings, a popup will appear with details to the meeting. If you wish to cancel the meeting, click on the **Cancel reservation** button.

Reservation: Thursday 29 October 09:45

Reservation

Details

John Doe

Emailjohn@email.com

Descriptionvsdgdgfg

Cancel reservation

Close

Holiday feature will under Calendar option works as a global override, where general holidays or bank holidays can be marked to make the booked meetings calendar unavaialbe for that day.

**puzzel.**

- Dashboard
- Desktop
- Statistics
- Case browser
- Monitor
- Calendar**
- Analyze
- Engage
- Configure
- Publish
- Account
- Plugins

Jayanthi Kumar [Puzzel]  
@Partner Template

Reservations

**Holidays**

Select working site: **English**

### Holidays

Add remove national holidays for the opening hours configuration.

April 2022

today
<
>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 <i>Good Friday</i>	16	17
18 <i>Easter Monday</i>	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

To mark a holiday on a specific date, click on the date to see the popup. Enter the name or title for the holiday and click **Save**. Now the specified date will be made unavailable for the meeting booking.

Friday 15 April
×

Edit holiday

Title

Good Friday

Save

Close

Delete

To delete a holiday setting, click on **Delete** and confirm your decision.