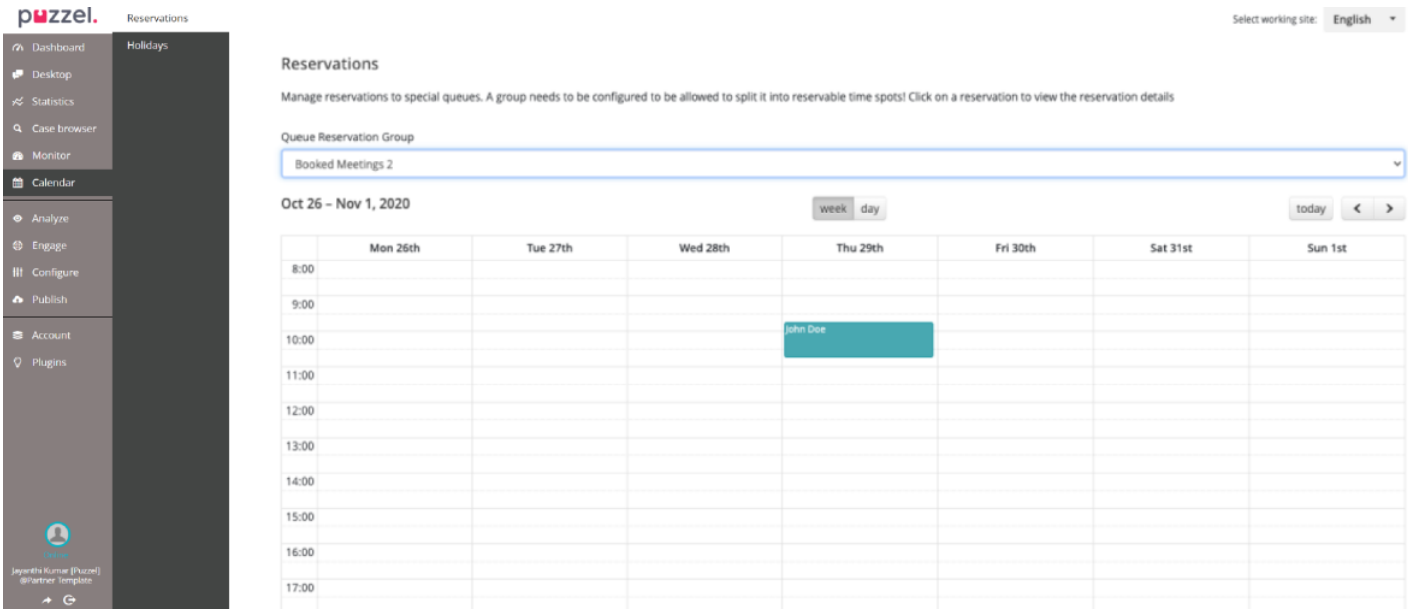
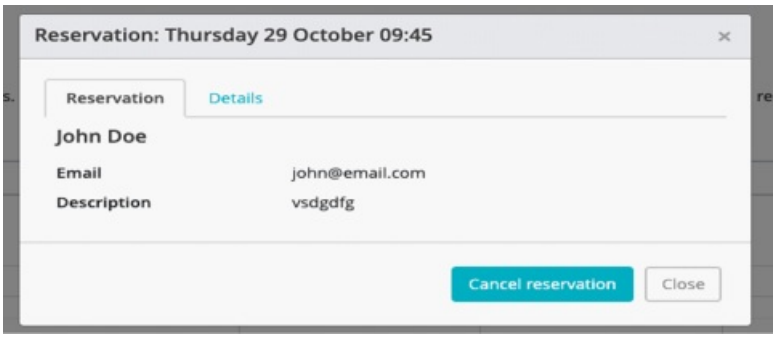
Calendar

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.

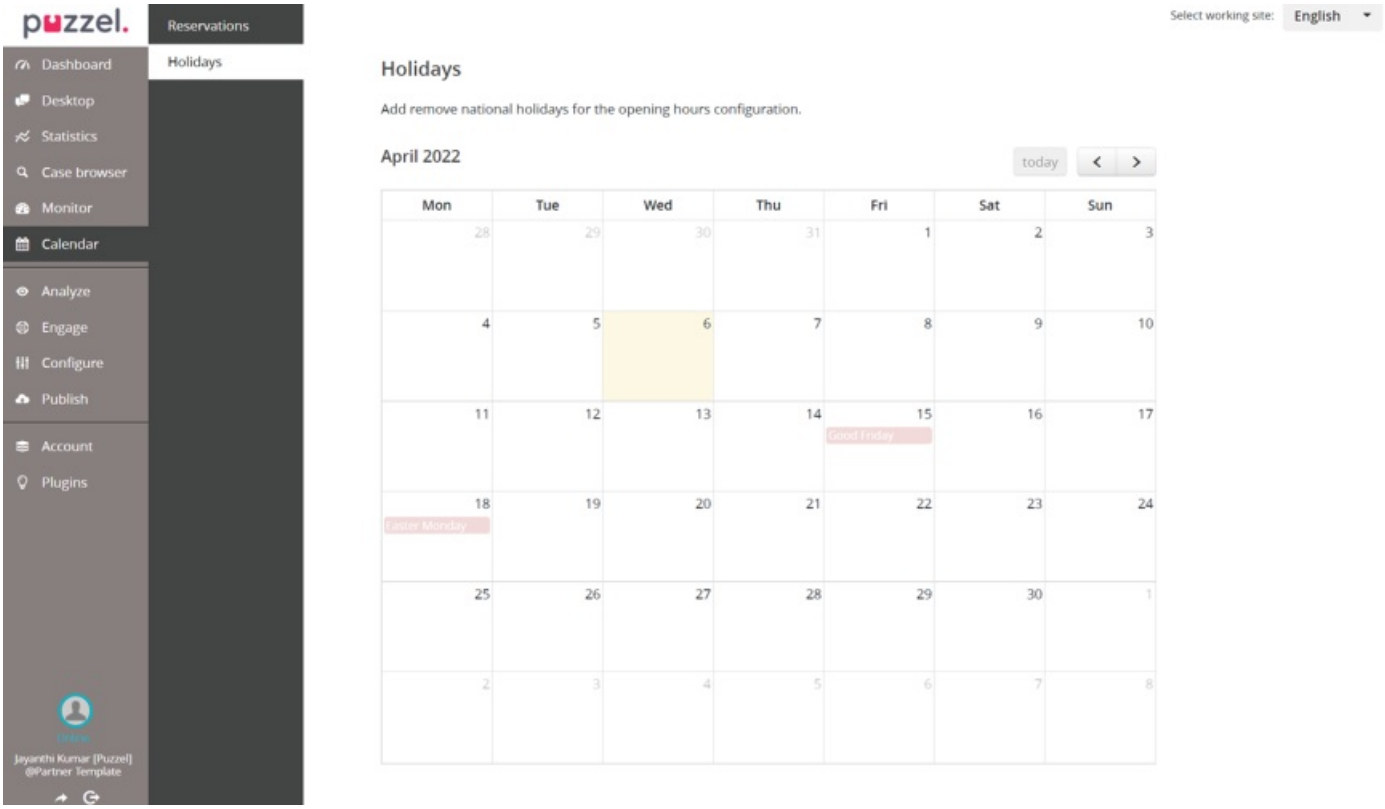


Upon clicking on any booked meetings, a popup will appear with details to the meeting. If you wish to cancel the meeting, click on the **Cancel reservation** button.

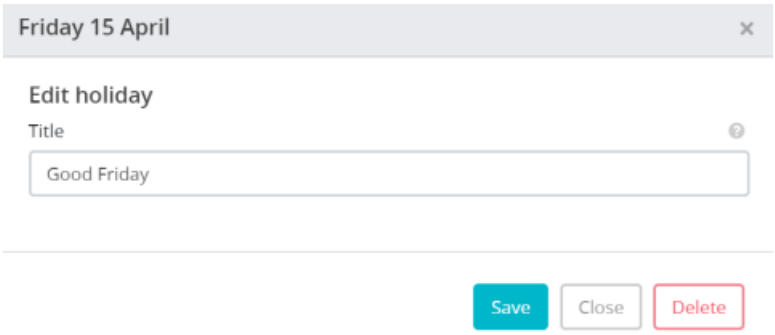


Holiday feature will under Calendar option works as a global override, where general holidays or bank holidays can be marked to make the booked meetings calendar unavaialble for that day.

Copyright ©2022 Puzzel Ltd. All rights reserved.



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.



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

Copyright ©2022 Puzzel Ltd. All rights reserved.