**How to Use the Program Schedule Update App**

Welcome! This guide will help you navigate the Program Schedule Update app efficiently.

**1. Loading Data**

* When you open the app, please allow a few minutes for the program data to fully load.

**2. Searching for a Program**

You can search for a program using:

* **Program Name**
* **Program ID**
* **Date and Location**

**3. Understanding Program Statuses**

There are three statuses you may see in the schedule:

* **Cancelled:** The entire program has been cancelled.
* **Active:** The program is currently running. This is the most commonly used filter.
* **Additions:** Programs that were added after the session started (these also appear as Active).

Tip: Using **Active** shows all programs currently on schedule.

**4. Using Click Filters**

There are two main filters you can toggle:

* **Show Class Cancellations**
* **Show All Programs**

Clicking the button will switch between these two views.

**5. Using the Location Filter**

* To filter programs by location, make sure the filter is set to **Show All Programs** (the button will display “Show Class Cancellations”).
* Once switched, you can select your preferred location from the list.