**Program Schedule Update App – User Guide**

**Welcome! This guide will help you use the Program Schedule Update App to quickly search, filter, and manage program schedules and cancellations.**

**1. Loading Data**

* **When you open the app, please allow a few minutes for the data to load.**
* **If you previously left the app open, refresh the page to ensure the data is up to date.**

**2. Searching for a Program**

**You can search for a program using:**

* **Program Name**
* **Program ID**
* **Day & Location**

**3. Understanding Program Statuses**

**Programs may appear with one of these statuses:**

* **Active – The program is currently running (default view).**
* **Cancelled – The program has been fully cancelled.**
* **Additions – New programs added after the session started (displayed as *Active*).**

**💡 *Tip: Use the Active filter to see all current programs.***

**4. Using the View Filter (Dropdown)**

**The app now uses a dropdown filter to select which programs to display:**

* **Show All Programs – Displays all scheduled programs, including Active, Cancelled, and Additions.**
* **Show Class Cancellations – Displays only classes that have individual cancellations.**

**💡 *Tip: Choose the desired option from the dropdown to switch views. The data updates immediately.***

**5. Filtering by Location**

* **To filter programs by location, make sure the View Filter is set to Show All Programs.**
* **Then select your preferred location from the location filter list.**

**6. Main Features**

**Viewing Data**

* **By default, the app opens in Show Class Cancellations mode.**
* **Switch to Show All Programs to see the full schedule.**

**Filtering Options**

* **Program: Search by program name**
* **Program ID: Search by unique ID**
* **Day: Filter by weekday**
* **Location: Filter by program location**
* **Program Status: Filter by Active, Cancelled, or Additions**

**Refreshing Data**

* **Data refreshes automatically every 5 minutes.**
* **To update manually, click Refresh in the app.**
* **You can also refresh your browser (circle arrow at the top).**

**Exporting Data**

* **Export to Excel – Download filtered results as an Excel file**
* **Export to PDF – Download filtered results as a PDF file**
* ***Both exports respect your current filters.***

**7. Understanding the Data Columns**

* **Day: Day of the week**
* **Program: Program/class name**
* **Program ID: Unique identifier**
* **Date Range: Start and end dates**
* **Time: Scheduled time**
* **Location: Program venue**
* **Class Room: Specific room/facility**
* **Instructor: Assigned instructor**
* **Program Status: Active / Cancelled / Additions**
* **Class Cancellation: Specific cancelled dates**
* **Additional Information: Notes or details**
* **Withdrawal: Allowed (Yes/No, based on classes completed)**
* **Star: Click the star to “pin” a program at the top of your list**

**8. Withdrawal Rules**

* **Yes – Withdrawal allowed if fewer than 3 classes are completed**
* **No – Withdrawal not allowed if 3 or more classes are completed**
* **The calculation considers start date, current date, and cancellations.**

**Tips**

* **Use filters to quickly find the programs you need.**
* **Export data to share or print schedules.**
* **The app auto-updates when new data is uploaded.**
* **All times are shown in Kingston, Ontario timezone.**

**Support**

**For technical issues or questions, please contact your system administrator.**