**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.

**OVERVIEW**

This app helps you view and manage class cancellations and program schedules. You can filter, search, and export data as needed.

**MAIN FEATURES**

**1. VIEWING DATA**

* The app shows all programs by default
* Click "Show Class Cancellations" to see only classes with individual cancellations
* Click "Show All Programs" to see all programs again

**2. FILTERING**

* **Program:** Search by program name
* **Program ID:** Search by specific program ID
* **Day:** Filter by day of the week (Monday, Tuesday, etc.)
* **Date:** Filter by specific date
* **Location:** Filter by location
* **Program Status:** Filter by status (Active, Cancelled, Additions)

**3. REFRESHING DATA**

* Click "Refresh" to update the data from the database
* Data automatically refreshes every 5 minutes

**4. EXPORTING DATA**

* **Export to Excel:** Download filtered data as Excel file
* **Export to PDF:** Download filtered data as PDF file
* Both exports include only the data currently displayed (respects filters)

**5. UNDERSTANDING THE DATA**

* **Day:** Day of the week the class runs
* **Program:** Name of the program/class
* **Program ID:** Unique identifier for the program
* **Date Range:** When the program runs (start and end dates)
* **Time:** Class time
* **Location:** Where the class is held
* **Class Room:** Specific room/facility
* **Instructor:** Who teaches the class
* **Program Status:** Active, Cancelled, or Additions
* **Class Cancellation:** Specific dates when individual classes are cancelled
* **Additional Information:** Extra notes about the program
* **Withdrawal:** Whether withdrawal is allowed (Yes/No based on classes completed)

**6. WITHDRAWAL LOGIC**

* **"Yes":** Less than 3 classes have been completed, withdrawal is allowed
* **"No":** 3 or more classes have been completed, withdrawal is not allowed
* Calculation considers class start date, current date, and any cancelled classes

**TIPS**

* Use filters to narrow down the data you need
* Export data when you need to share or print information
* The app automatically updates when new data is uploaded
* All times are displayed in Kingston, Ontario timezone

*For technical support or questions, contact your system administrator.*