

How to customize the Canvas Grid?



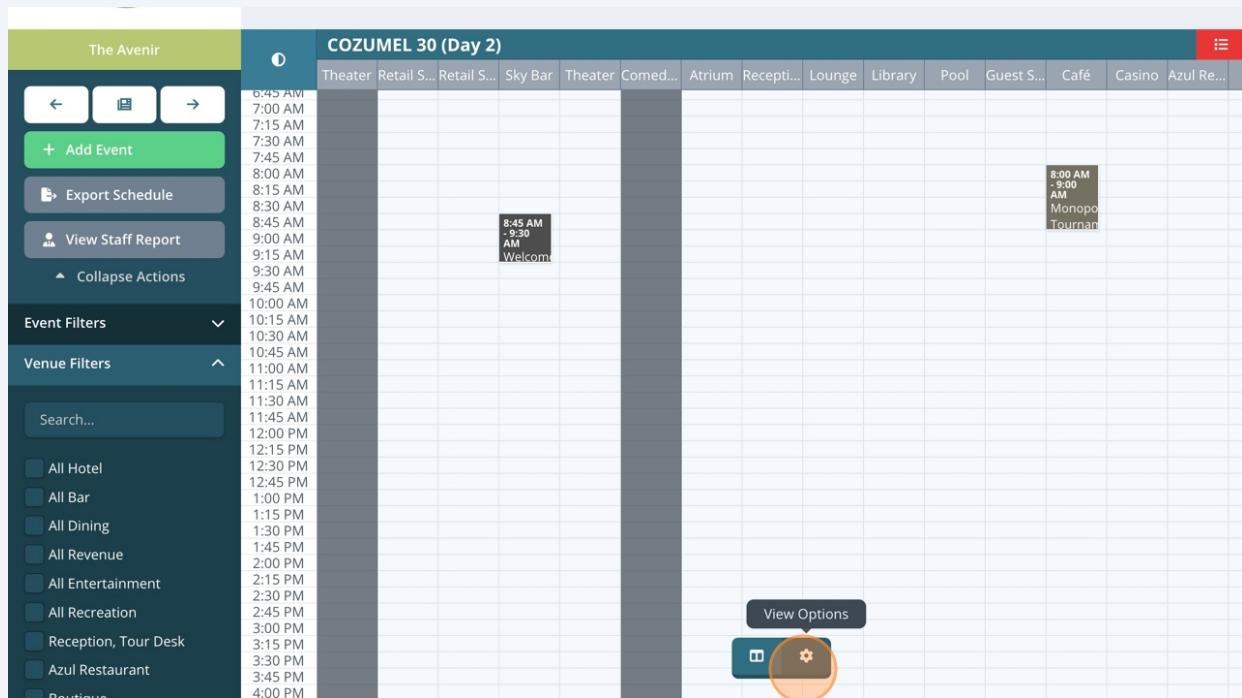
This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_customize_th...

This guide offers step-by-step instructions on customizing the Canvas Grid layout. By following these steps, users can easily adjust the layout to their preferred viewing or working style without impacting other users.

- 1 Navigate to GO URL and go to the Canvas (Daily Planner).

- 2 Click on the View Options icon.



3 Use the range field to adjust the "Col Width", "Row Height" and the "Daily Schedule Width".number field.

The screenshot shows the COZUMEL 30 (Day 2) schedule interface. On the left, there is a sidebar with buttons for 'Add Event', 'Export Schedule', 'View Staff Report', 'Collapse Actions', 'Event Filters', and 'Venue Filters'. Below these are 'Search...' and a list of venue filters. The main area displays a grid of time slots from 6:45 AM to 4:00 PM. A specific slot from 8:45 AM to 9:30 AM is highlighted with a box. In the top right corner, there is a 'COL WIDTH' field with a value of 60, a 'ROW HEIGHT' field with a value of 16 (highlighted with a red circle), a 'DAILY SCHEDULE WIDTH' field with a value of 460, a 'STAFF CONFLICTS WIDTH' field with a value of 508, and a 'Reset' button.

4 The example below displays the changes made to the range fields. It is visible that the Column width, the Row Height and the Daily Schedule on the right side are smaller.

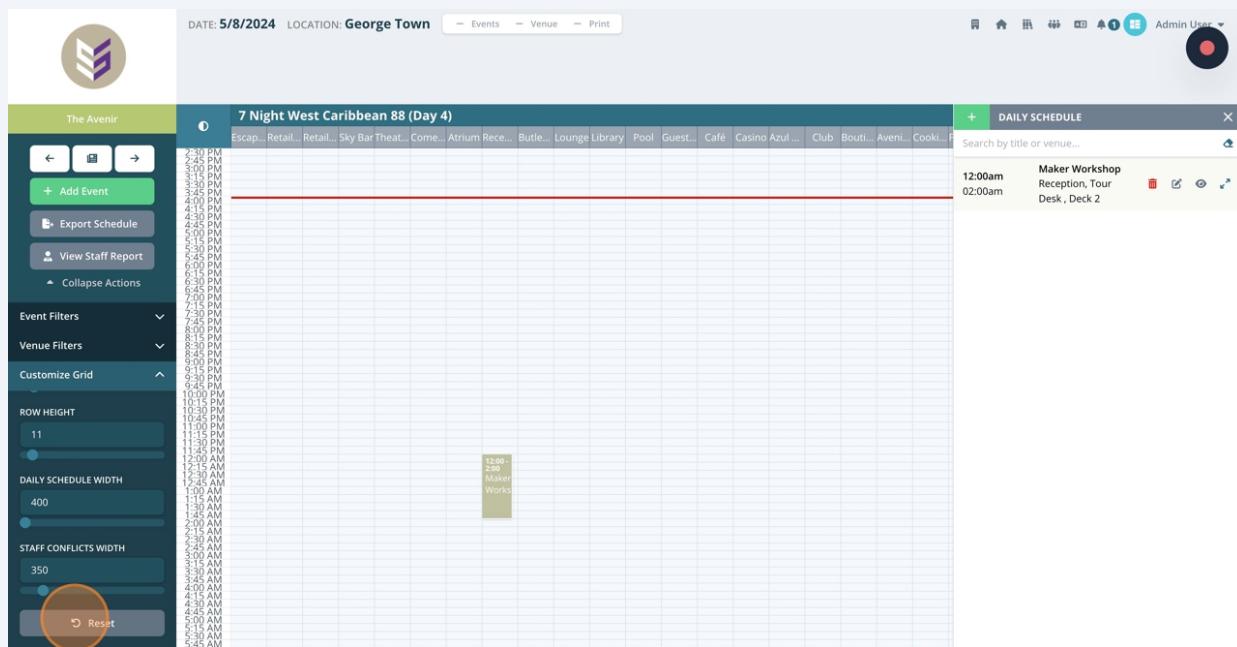
Click "Reset" to go back to the Default view.

The screenshot shows the COZUMEL 30 (Day 2) schedule interface. The layout is similar to the previous one, with a sidebar on the left and a grid of time slots in the center. A specific slot from 8:45 AM to 9:30 AM is highlighted. In the top right corner, there is a 'COL WIDTH' field with a value of 120, a 'ROW HEIGHT' field with a value of 15, a 'DAILY SCHEDULE WIDTH' field with a value of 400, a 'STAFF CONFLICTS WIDTH' field with a value of 350, and a 'Reset' button (highlighted with a red circle). To the right of the schedule, there is a 'DAILY SCHEDULE' panel with a table of events and their details.

5

The example below displays the changes made, it is visible that the Column width, the Row Height and the Daily Schedule on the right side are smaller.

Click "Reset" to go back to the Default view.



The screenshot shows the '7 Night West Caribbean 88 (Day 4)' daily schedule for 'The Avenir' venue. The interface includes a left sidebar with event management buttons and filters for 'Event Filters' and 'Venue Filters'. On the right, a 'DAILY SCHEDULE' panel displays a grid of time slots from 2:30 PM to 5:45 AM. A specific slot from 12:00 PM to 2:00 PM is highlighted in orange and labeled 'Maker Workshop Reception, Tour Desk, Deck 2'. The bottom left of the interface features several sliders for 'ROW HEIGHT', 'DAILY SCHEDULE WIDTH', and 'STAFF CONFLICTS WIDTH', all of which are currently set to smaller values (11, 400, and 350 respectively) compared to the default. A 'Reset' button is highlighted with a red circle at the bottom left of the sidebar.



Note! The changes will be saved only on an account level, meaning that the users can easily adjust the layout to their preferred viewing or working style without impacting other users.