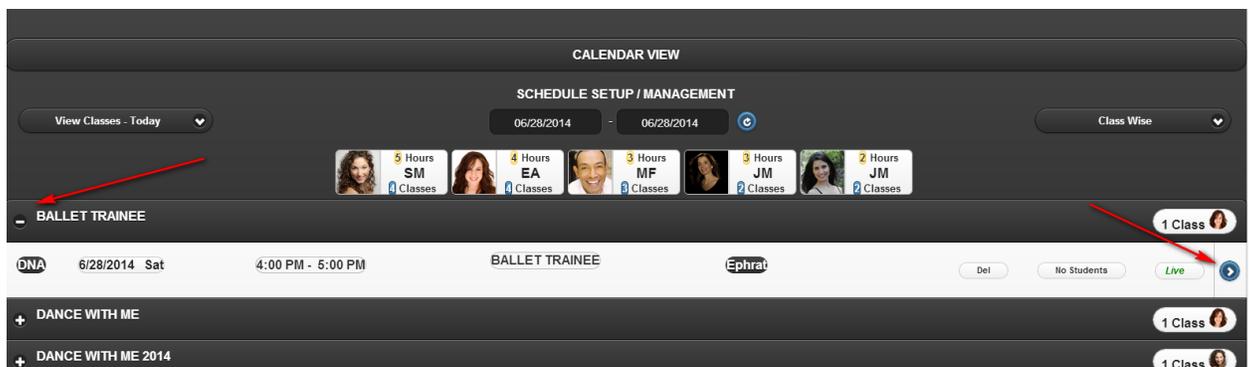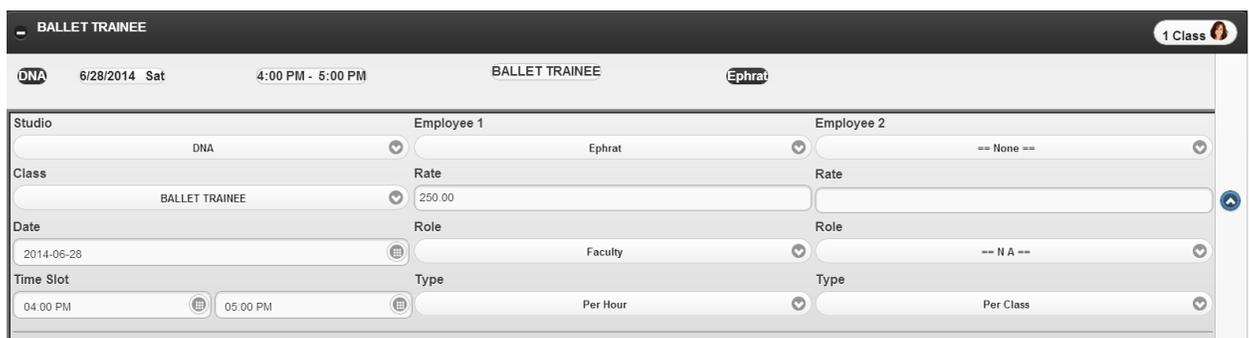# SCHEDULE EDITING

Even though we pre-plan and create schedules, there is all possibility that those need to be changed later for various reasons. You can edit a single session as follows –

Open the specific class session which need to be edited. Follow these steps –
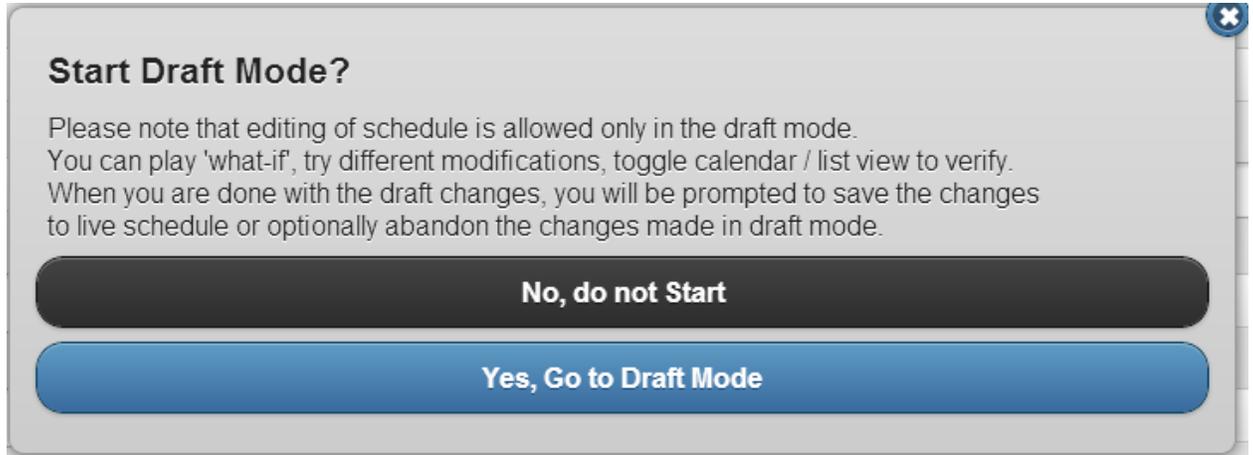
1. Find the specific session to be edited from under the group title. For eg. Below the schedules are grouped by CLASS, so if we need to edit BALLET TRAINEE Class for today, expand the CLASS BAR which shows the class details inside. On the rightmost end there is an arrow icon.
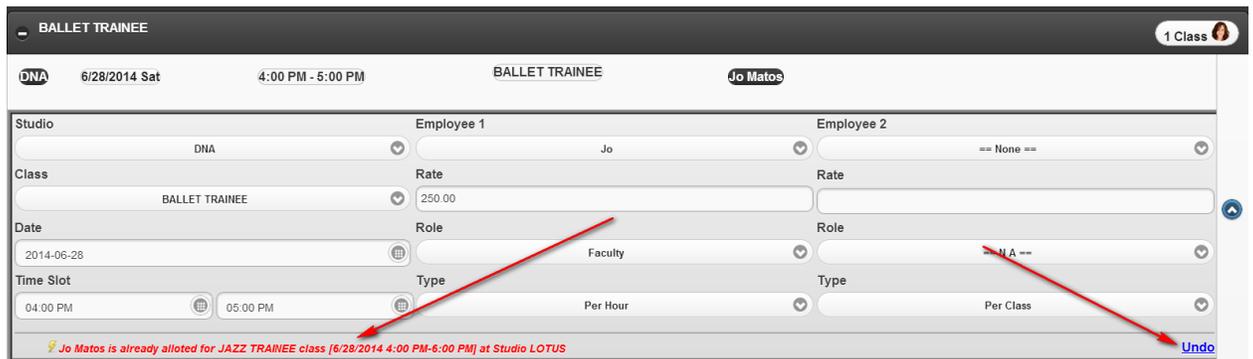

2. This will show up a section with all the session details in EDIT mode. We can change any details here.
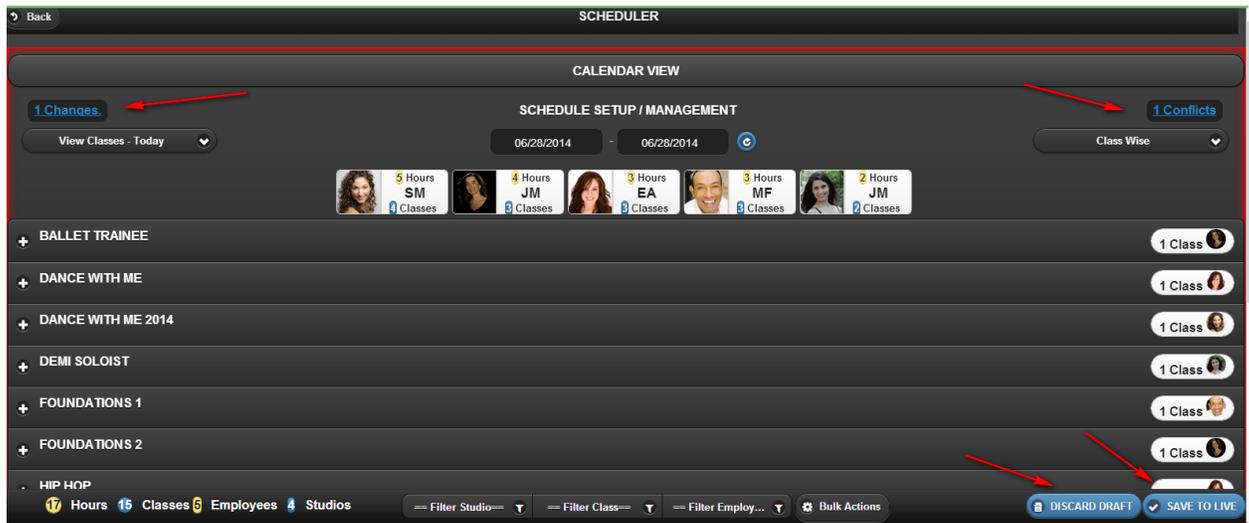
3. When we start doing any change it will prompt whether to go to DRAFT mode. As we know, Studio pulse is handling the schedule changes in DRAFT MODE in most of the situation. This is just to make sure that we don't mess up by doing wrong edits.
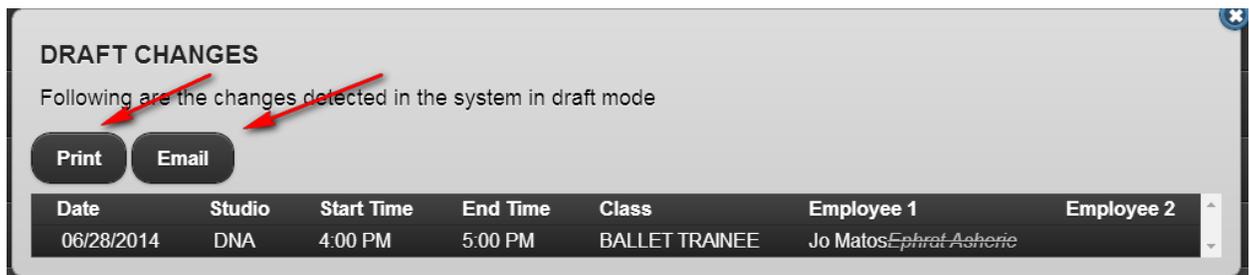

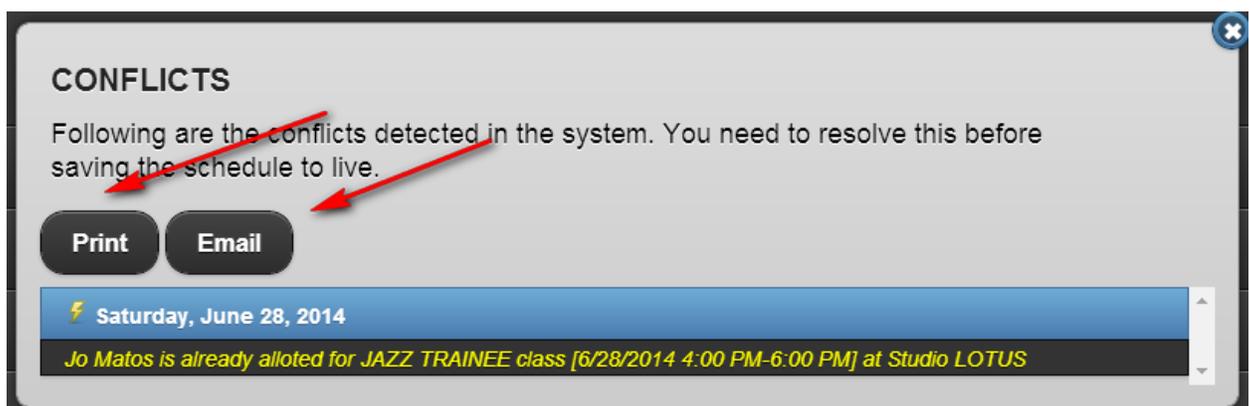4. Conflicts are dynamically shown in the bottom of the session editing area.

5. Also any changes we make saves dynamically to draft. That means, there is no save button for that. We can just keep on making changes in the schedules till we are satisfied.
6. Each section has an UNDO option. This will revert the session back to original values.
7. Draft sessions are remembered UNTIL they are either saved or discarded.

8. The number of changes is shown in the hyper link in the left top. Clicking on the hyper link will list out the changes. Also we have print & email feature to take print out or email the logged in employee.

9. The number of conflicts detected is shown in the hyper link in the right top. Clicking on the hyper link will list out the conflicts. Also we have print & email feature to take print out or email the logged in employee.

10. Final STEP is to discard or save the draft. Click SAVE TO LIVE button to save the changes to live or discard the changes by clicking DISCARD DRAFT button.

In addition of editing the sessions like mentioned above, there are other methods also. They are FLASH CHANGES, BULK UPDATE etc. You can refer to the related documents on those topics.