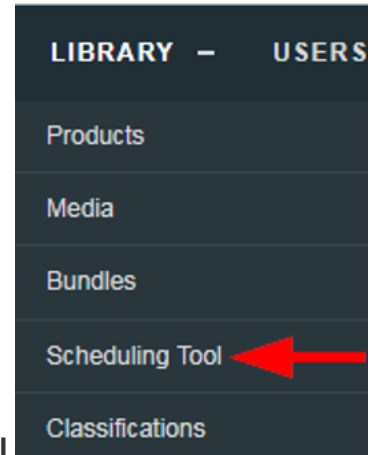
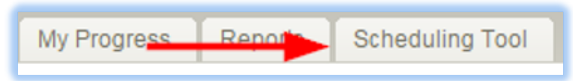


# Navigate to Scheduling Tool

1. Select the **Scheduling Tool** tab at the top of the page.

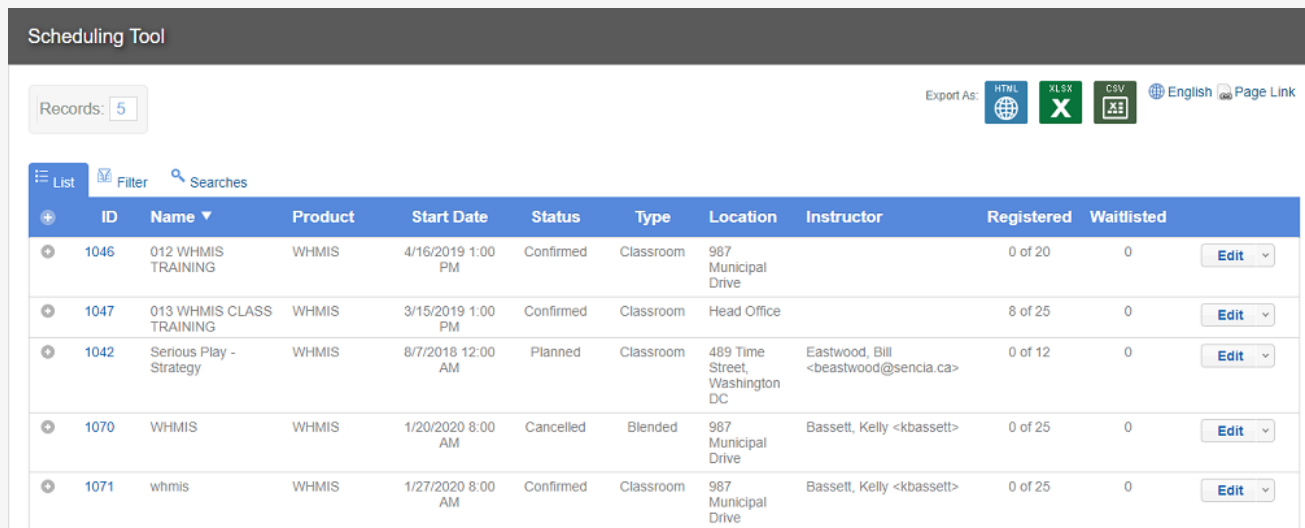


- If you are a Site Manager, select **Library > Scheduling Tool**.

2. Optionally use [Filter and Save Searches](#) to locate specific sessions.

3. Optionally [Export](#) the session list.

The image below shows the Scheduling Tool main page.



Scheduling Tool

Records:

Export As: [HTML](#) [XLSX](#) [CSV](#) [English](#) [Page Link](#)

ID	Name	Product	Start Date	Status	Type	Location	Instructor	Registered	Waitlisted	
1046	012 WHMIS TRAINING	WHMIS	4/16/2019 1:00 PM	Confirmed	Classroom	987 Municipal Drive		0 of 20	0	<a href="#">Edit</a>
1047	013 WHMIS CLASS TRAINING	WHMIS	3/15/2019 1:00 PM	Confirmed	Classroom	Head Office		8 of 25	0	<a href="#">Edit</a>
1042	Serious Play - Strategy	WHMIS	8/7/2018 12:00 AM	Planned	Classroom	489 Time Street, Washington DC	Eastwood, Bill <beastwood@sencia.ca>	0 of 12	0	<a href="#">Edit</a>
1070	WHMIS	WHMIS	1/20/2020 8:00 AM	Cancelled	Blended	987 Municipal Drive	Bassett, Kelly <kbassett>	0 of 25	0	<a href="#">Edit</a>
1071	whmis	WHMIS	1/27/2020 8:00 AM	Confirmed	Classroom	987 Municipal Drive	Bassett, Kelly <kbassett>	0 of 25	0	<a href="#">Edit</a>