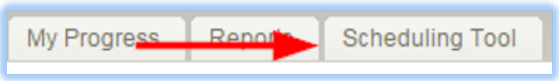
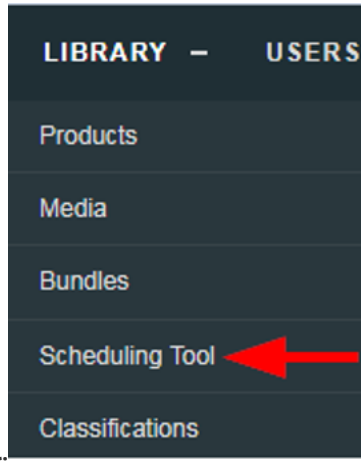
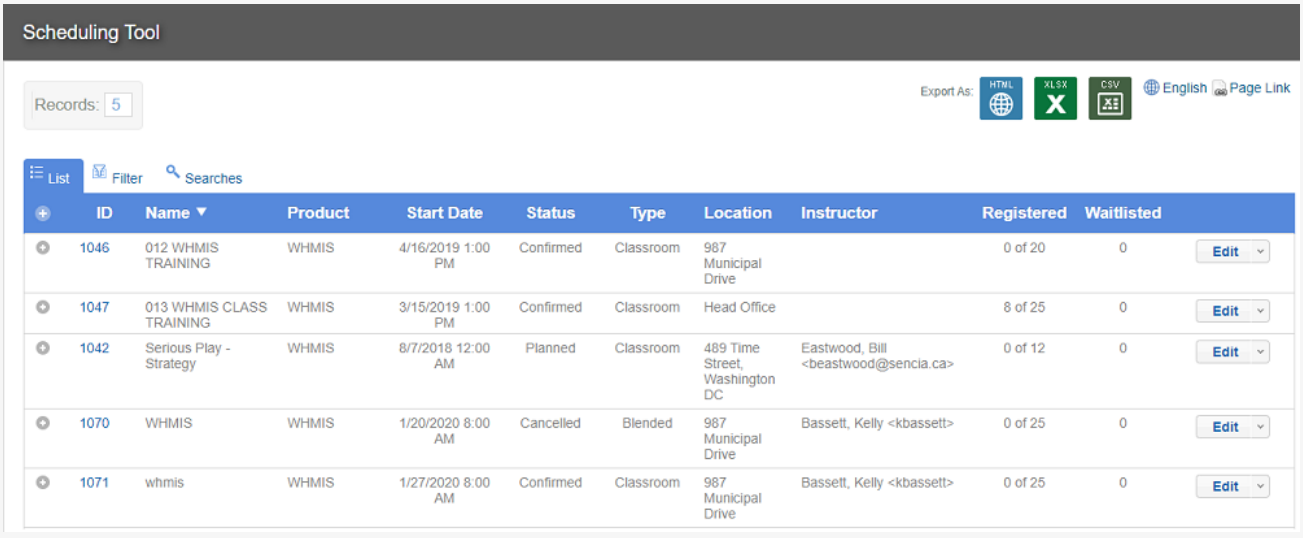
Navigate to Scheduling Tool

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.