

Booking Calendar workload management [New]

Workload Management prevents team members from becoming overwhelmed by limiting the number of bookings they can receive per day, week, or month. This helps maintain productivity while ensuring a balanced workload.

How Workload Management Works

- **Set Booking Limits:** Specify the maximum number of bookings a team member can accept per day, week, or month.
 - **Independent Per Calendar:** Each **Booking Calendar** has its own separate booking limit. Bookings made with **Calendar A** will not affect the limit for **Calendar B**, even if the same host is used in both calendars.
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Where to Find the Setting

To Manage Workload Limits:

1. Click **Booking Calendars** in the left-hand menu.
 2. Select the **Booking Calendar** you want to edit.
 3. Navigate to the **Host and Co-Hosts** section in the **Booking Settings Tab**.
 4. Click **Manage** next to **Workload** and adjust the limit as needed.
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By setting workload limits, you can ensure that your team remains productive without becoming overburdened, creating a balanced and efficient scheduling process.
