

Using OnceHub from Your Mobile

OnceHub provides an easy way to manage your scheduling, meetings, and availability directly from your mobile device. This guide explains how to maximize your mobile experience.

Manage Meetings

- **View Meeting Details:** Access information about canceled, rescheduled, and upcoming meetings, including participant details.
- **Filter Meetings:** Use filters such as:
 - My upcoming meetings
 - All meetings
- **Update Meetings:** Cancel, reschedule, reassigned, or mark meetings as *No-Show* directly from the mobile interface.

Manage Your Availability

- **Weekly Working Hours:** Customize your standard working hours.
- **Date-Specific Overrides:** Adjust availability for specific dates to accommodate changes.
- **Meeting Location Preferences:** Set availability based on meeting location or type (e.g., video, phone, in-person).

Object Sharing

Easily copy links directly from the Home page for:

- Booking Calendars
- Routing Forms
- Chatbots

Create a Shortcut for Quick Mobile Access

Set up a Home screen shortcut for faster access to OnceHub on your mobile device:

For Android Devices:

1. Open OnceHub in your mobile browser (e.g., Chrome).
2. Tap the **menu (three dots)** in the top-right corner.
3. Select **Add to Home Screen**.

4. Name the shortcut and tap **Add**.

For iOS Devices:

1. Open OnceHub in Safari.
2. Tap the **Share icon** (a square with an upward arrow).
3. Select **Add to Home Screen**.
4. Customize the shortcut name and tap **Add**.
