1. Log into **Priority Software FBS** using your **USC NetID**.
2. Select the **Products / Services** tab.
3. Select the SKU’s icon.
4. Select the SKU for edit.
5. Uncheck “Use Scheduling Defaults” to edit Prime Hours and/or enabling Start/Sop Buttons

---

**Scheduling Settings**

**General Settings**
- **Scheduling Allowed**: Operators and Users can Schedule
- **Week Start**: Sunday
- **Week End**: Saturday
- **Scheduling Increments**: 15 Minutes
- **Bookable Day Start**: 12:00 AM
- **Bookable Day End**: 11:59 PM

**Prime Time Days**
- **Only During Prime-Time Weekdays (Mon-Fri)**

**Prime Time Settings**
- **Prime Time Start**: 9:00 AM
- **Prime Time End**: 5:00 PM

- **Allow changes by User until**: 0.000 hours before their reservation.
- **Send Operator Prep Notification**: 0 minutes before reservation start.

**Logon / Logoff Settings**
- **Allow User to Start**: 0 minutes before their reservation.
- **Issue Policy**: 0 minutes after the start time.
- **No Show Policy**: Charges Full Rate
- **Send Stop Timer Reminder**: 0 minutes after their reservation.

---

*Continued on next page…*
6. Membership rates, external users, and base rates are managed in SKU Pricing.

Disabling calculations means you are using the entered rates instead of the existing Rate Codes.