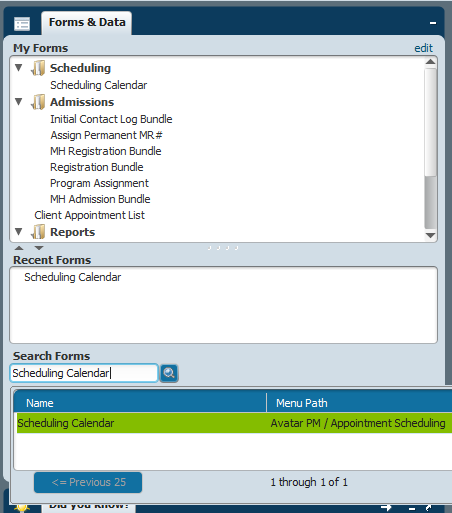
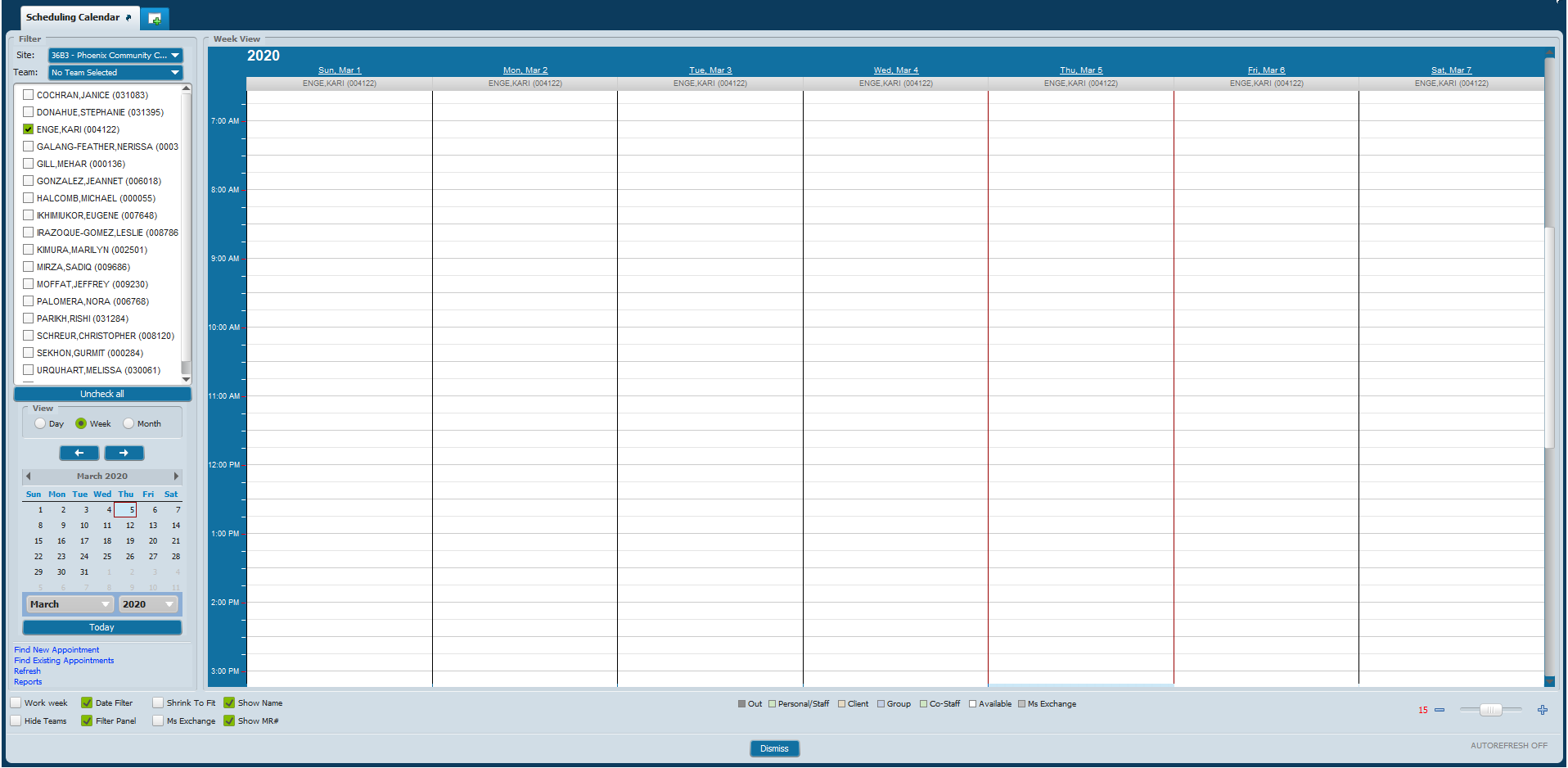
Scheduling Calendar:

Type “**Scheduling Calendar**” into the **Search Forms** field in the **Forms & Data** widget. Double click on “**Scheduling Calendar**” in the drop down menu.



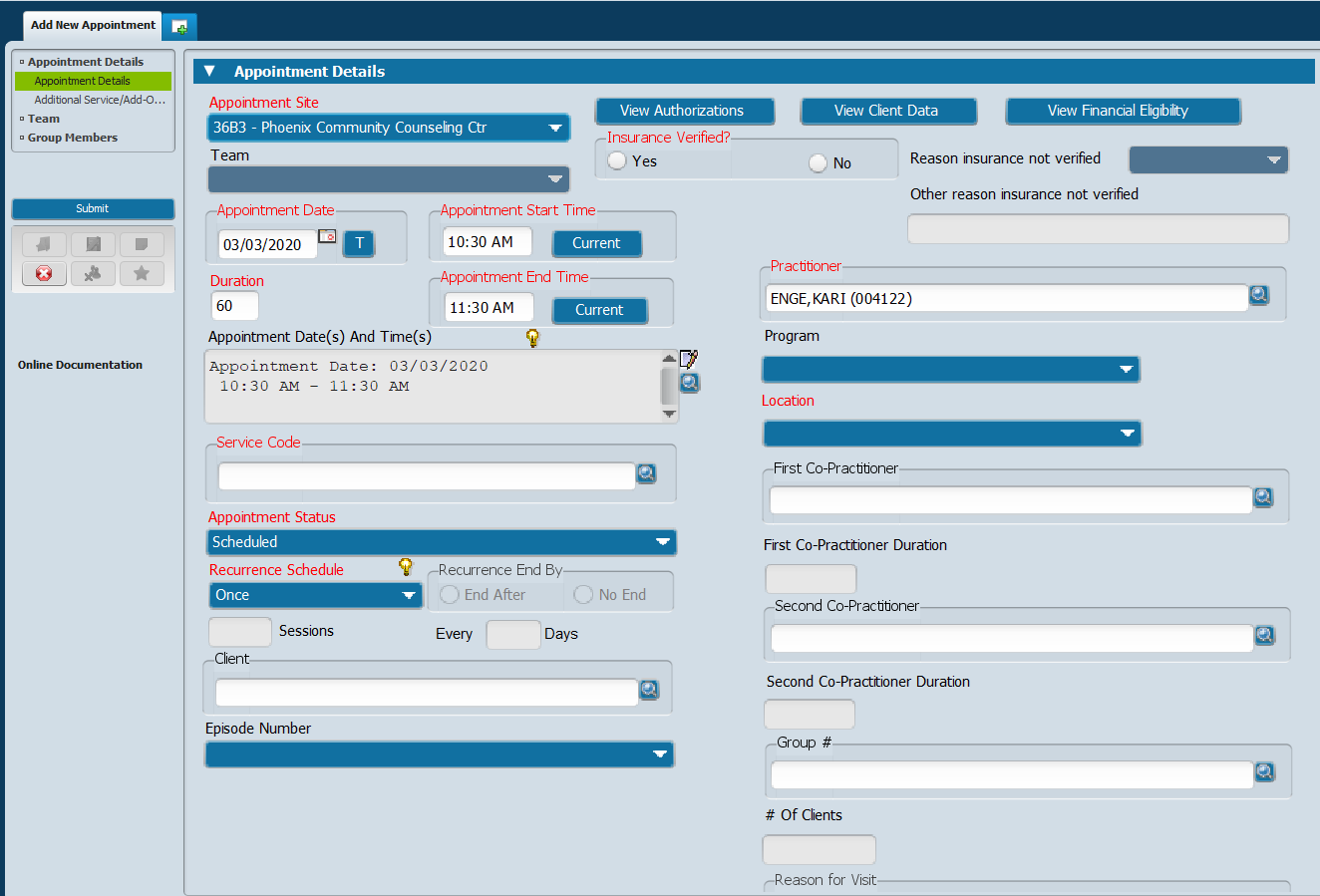
You can manage what service providers show up on the scheduling grid by selecting the **Site** and the practitioner.



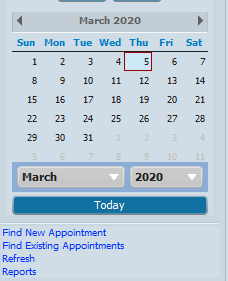
1. Add Appointment
   1. Click and hold on desired start time for appointment, then drag mouse down to create length of appointment.
   2. Right click on newly created time slot and click on **New Appointment**.
   3. Fill out all required **Appointment Details** and other pertinent data.

Note: The appointment date and times are prepopulated based on the parameters previously selected in the calendar grid.

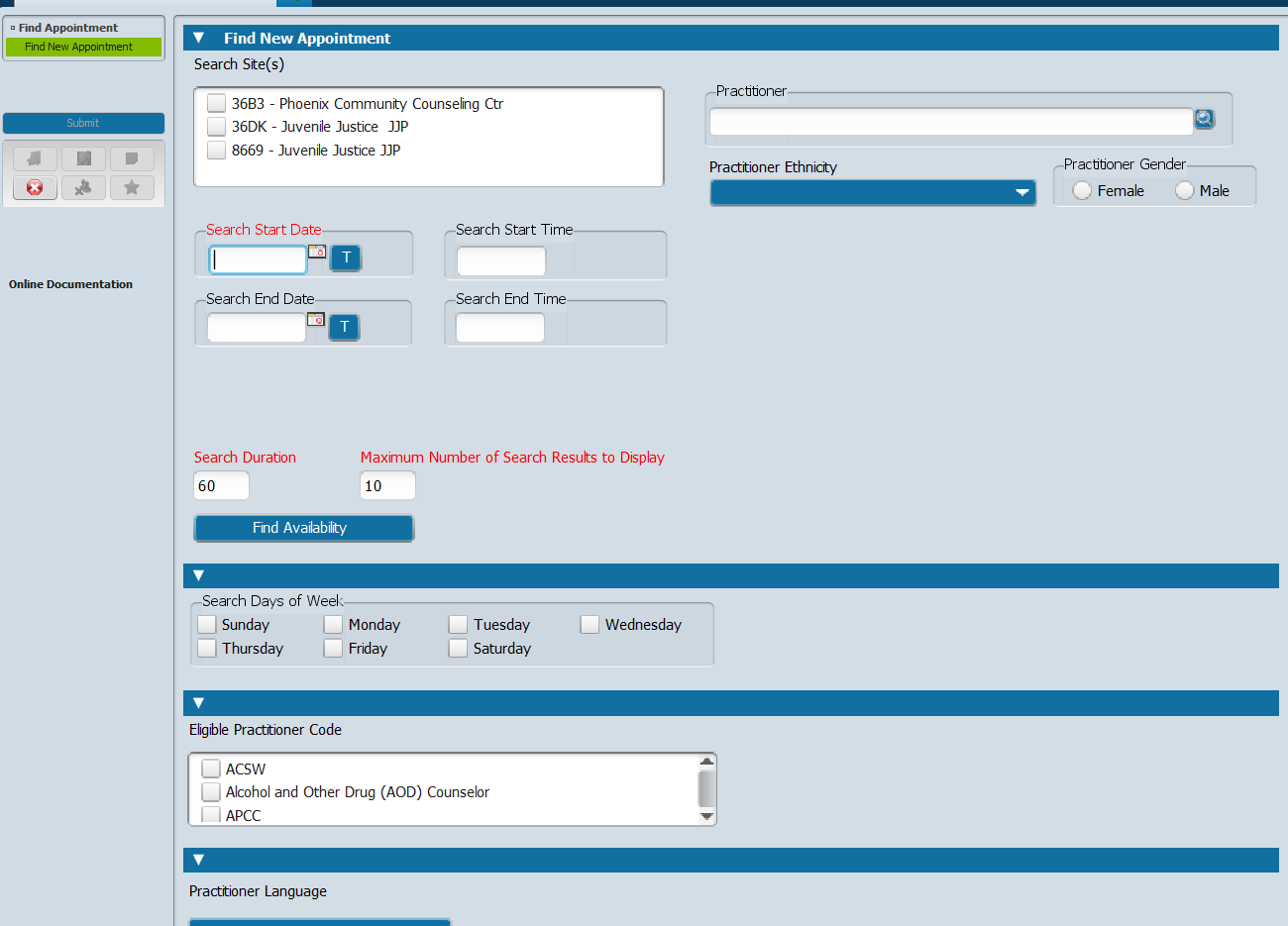
* 1. Click **Submit**.



1. Find New Appointment
   1. Click on **Find New Appointment** found in the bottom left corner of the **Scheduling Calendar.**

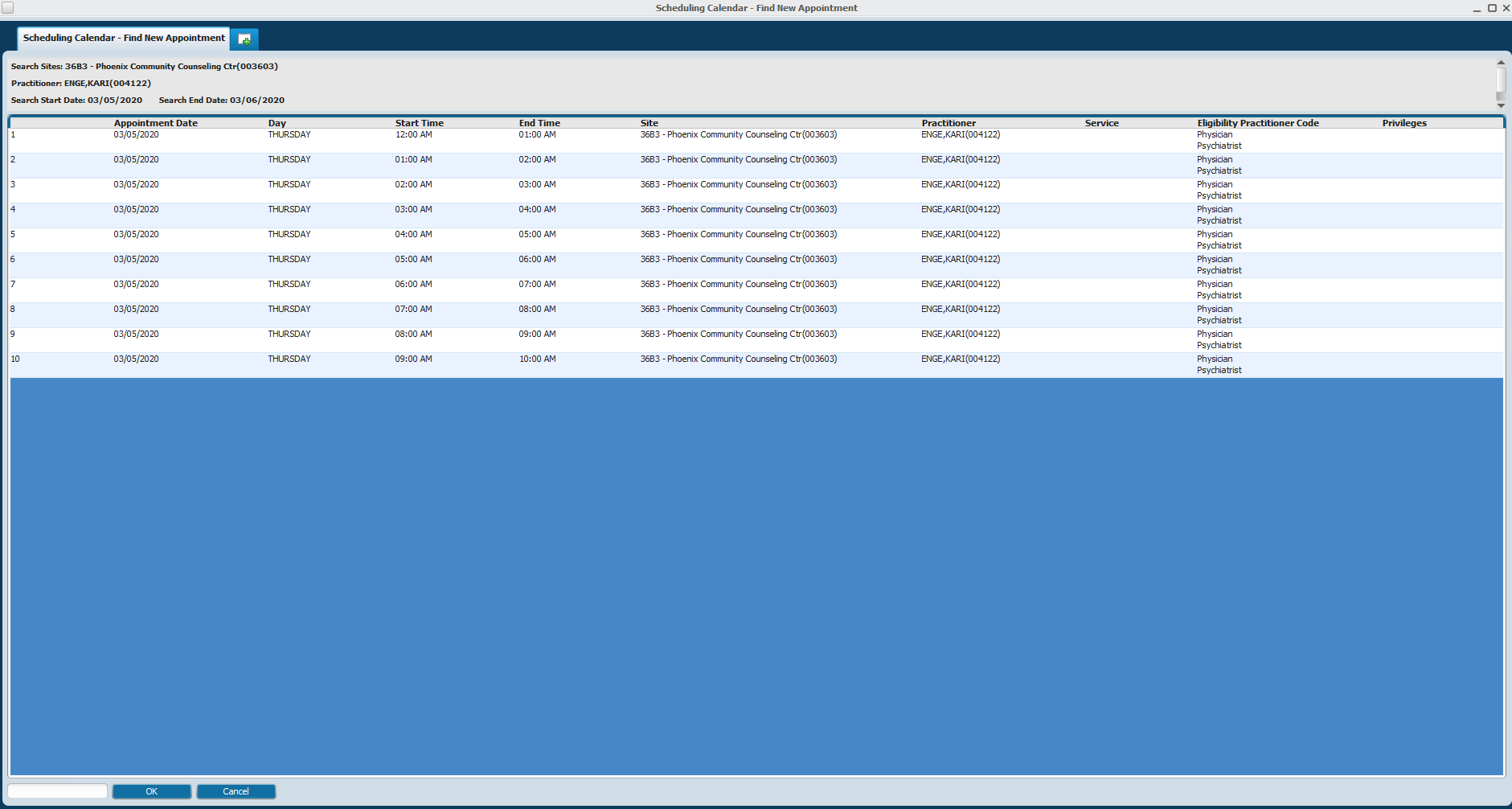


* 1. Fill out all required fields and other desired search parameters.
  2. Click **Find Availability**.

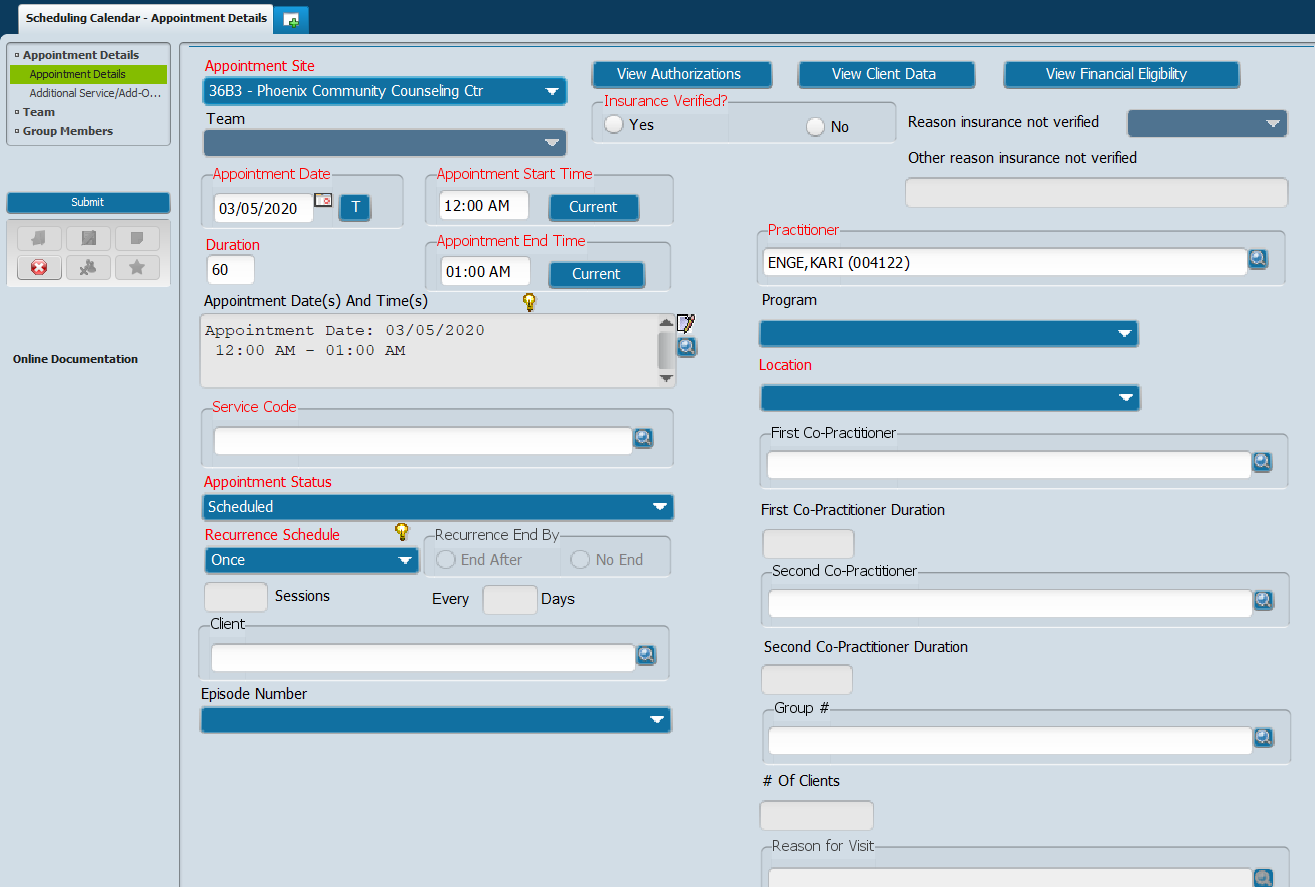


Note: A new window will pop-up showing the search results.

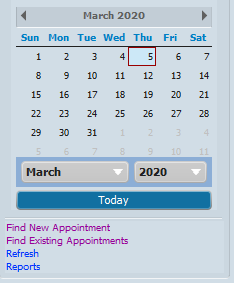
* 1. Click on your selection then click **OK**. This will generate the **Appointment Details** form with the selected appointment details prepopulated.



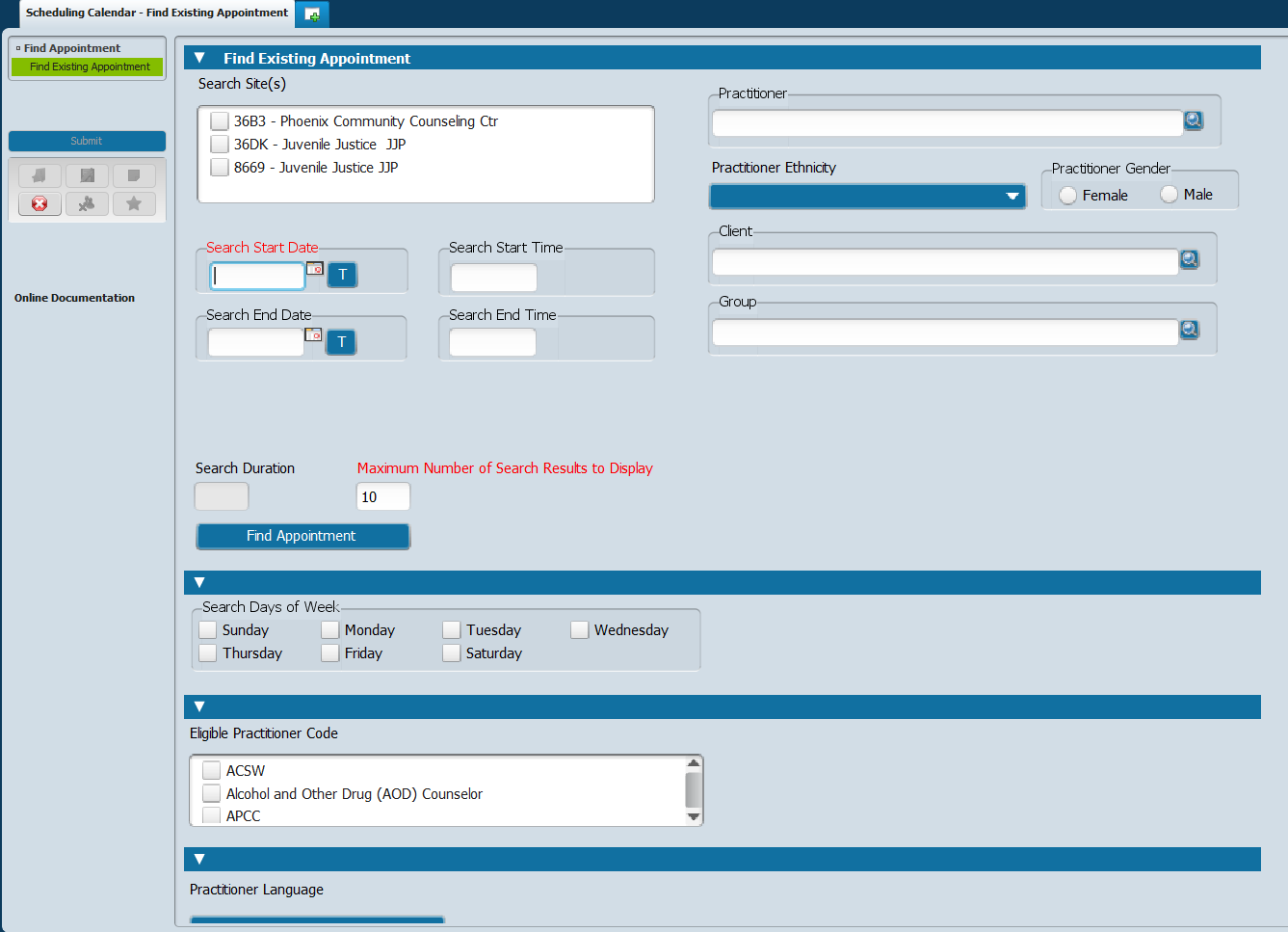
* 1. Complete the remaining required fields then click **Submit.**



1. Find Existing Appointment
   1. Click on **Find Existing Appointments** in bottom left corner of the **Scheduling Calendar**.

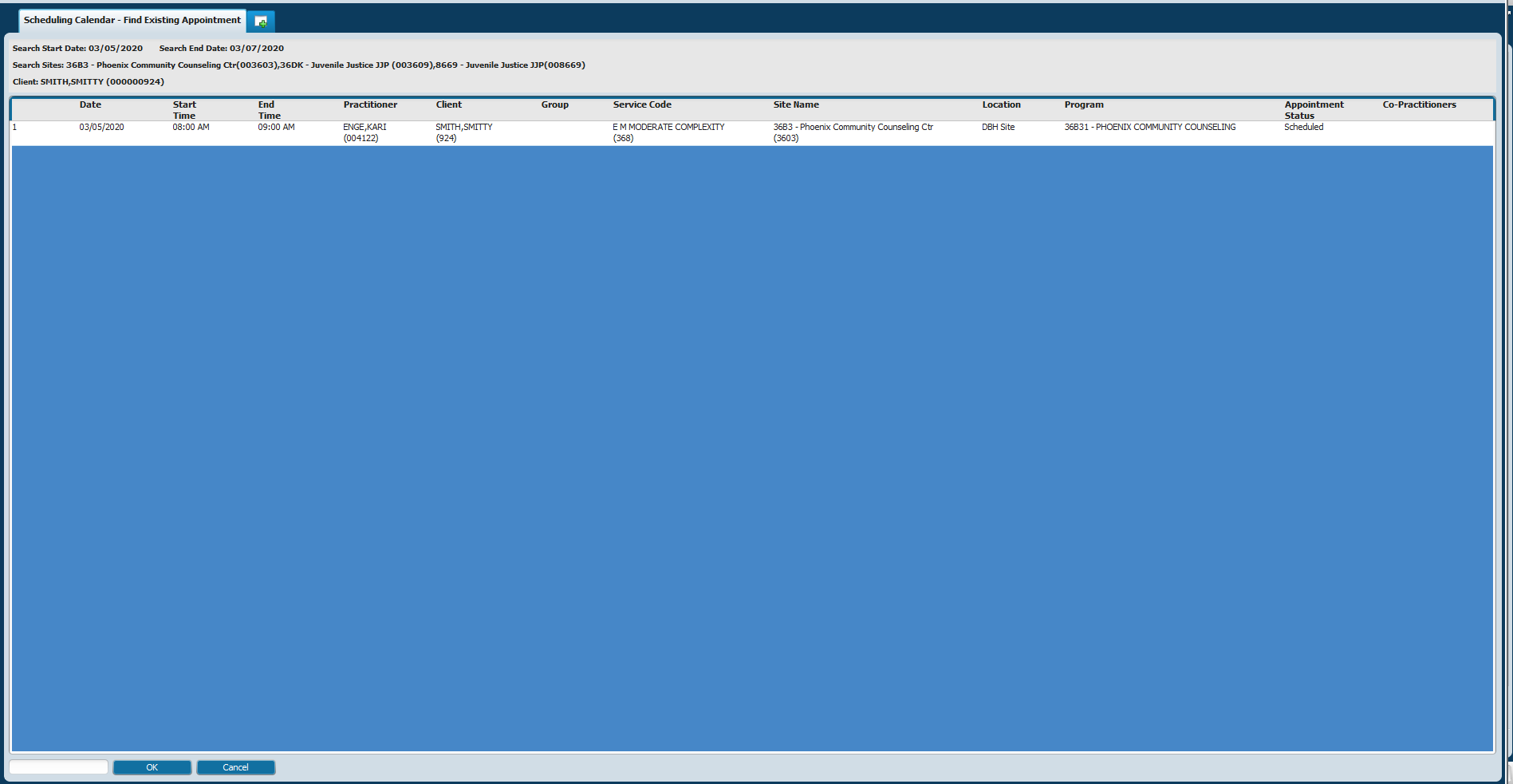


* 1. Fill in all the required fields and any other desired search parameters. Then click **Find Appointment**.

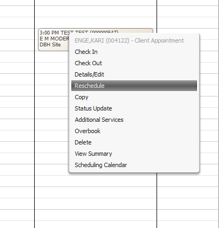


Note: A new window will pop-up showing the search results.

* 1. Click on the appointment you select to look at. Then click **OK**. This will take you to the appointment in the calendar grid.



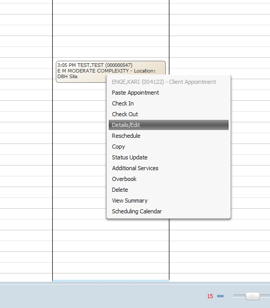
1. Rescheduling Appointment
   1. Right click on the appointment you wish to reschedule. Click on **Reschedule** in the menu.



Note: If done correctly the appointment block will look greyed out.

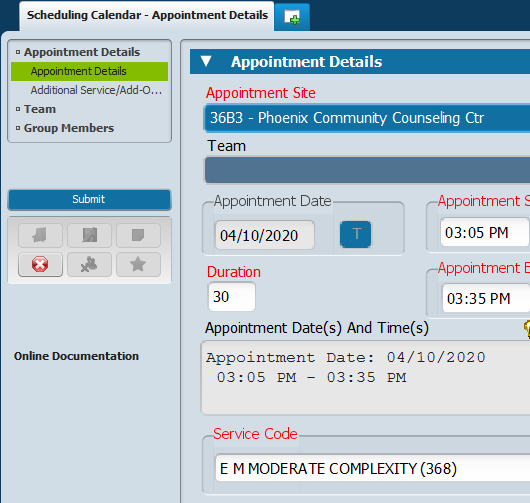
* 1. Right click and hold on the appointment block then drag it to the desired location.

1. Editing Appointments
   1. Right click on the appointment you wish to edit. Click on **Details/Edit** in the menu.

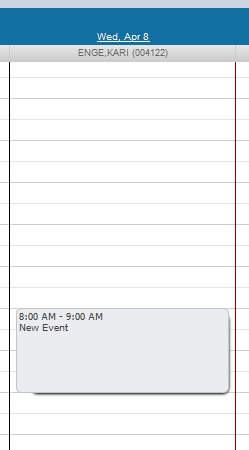


Note: This will generate the **Appointment Details**.

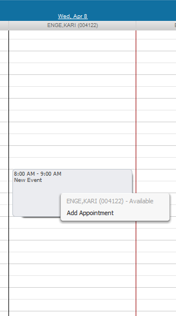
* 1. Edit appointment details, making sure the required fields are completed, then click **Submit**.



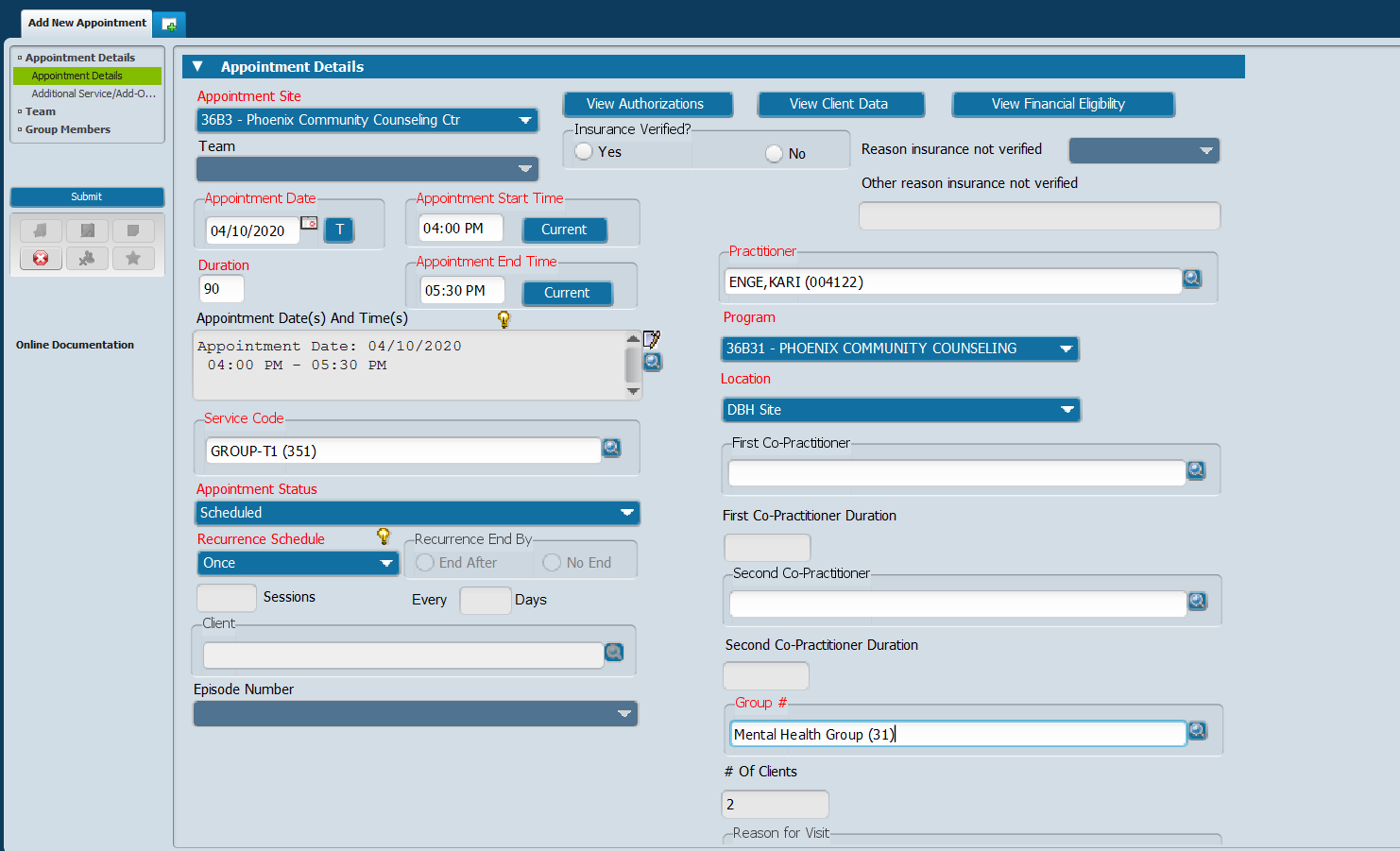
1. Scheduling Group Appointments
   1. Beginning at the appointment start time, click and drag the cursor for the duration of the appointment. This will create the appointment block.



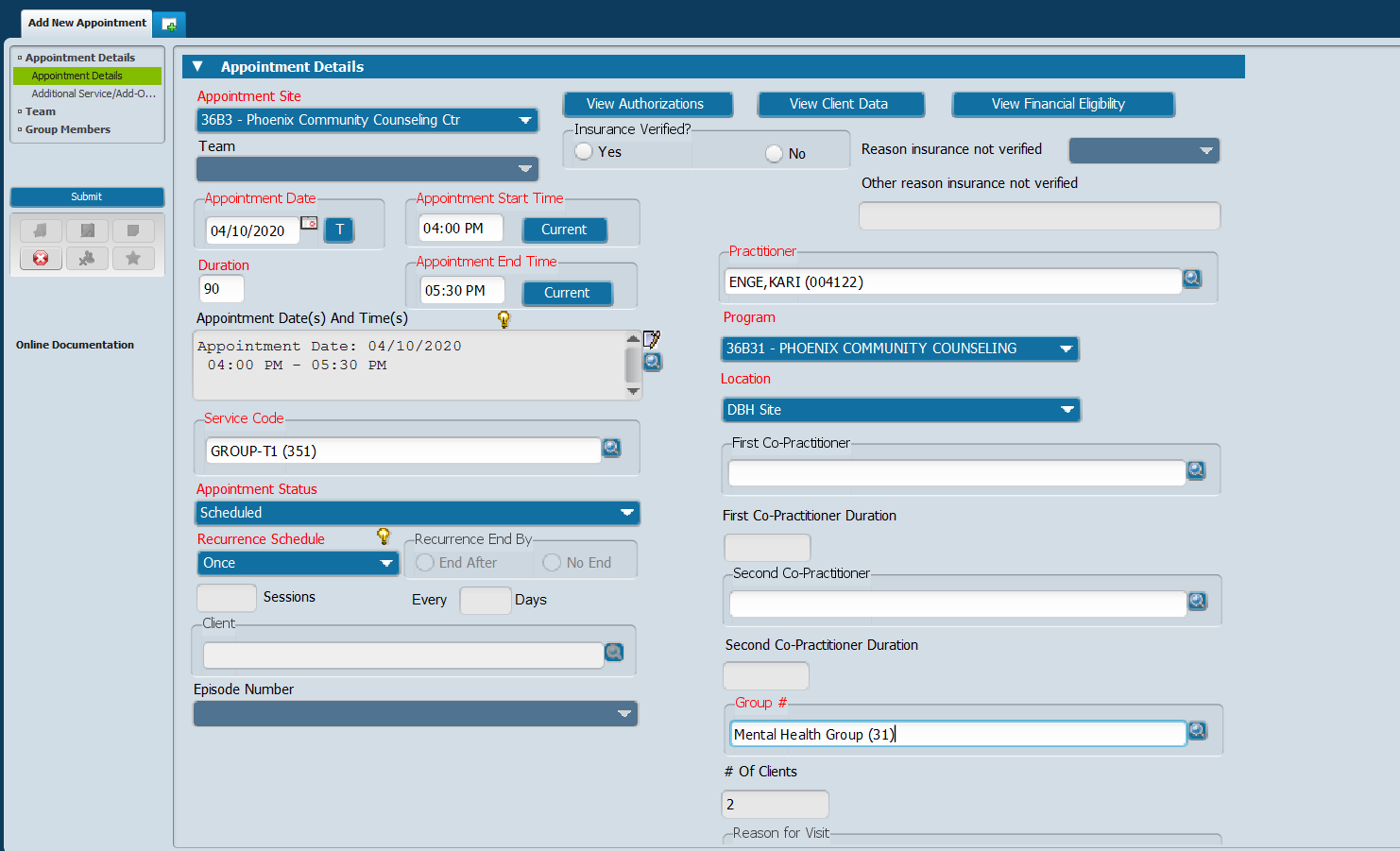
* 1. Right click on the newly created appointment block and select **Add Appointment**.



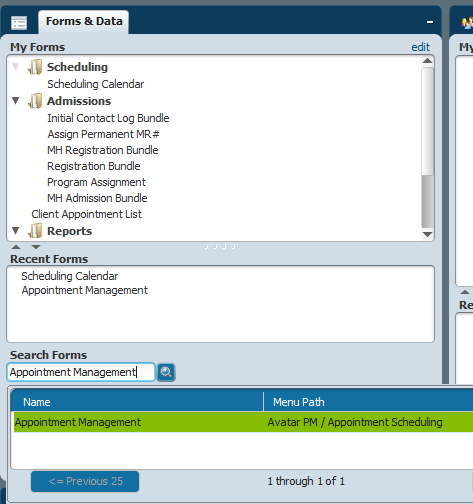
* 1. Complete all the required fields.
  2. Search for Group by typing in the **Group #** or **Group Name** in the “**Group #**” field.



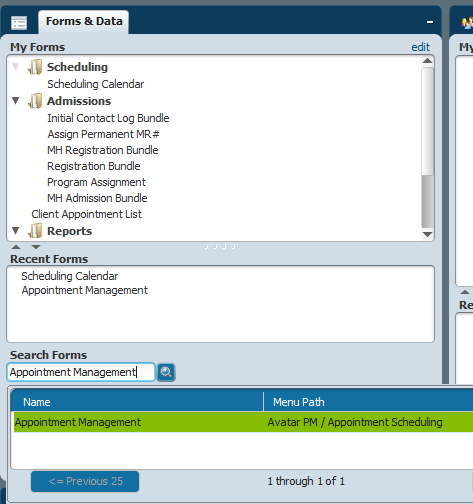
* 1. After all fields have been entered click **Submit**.



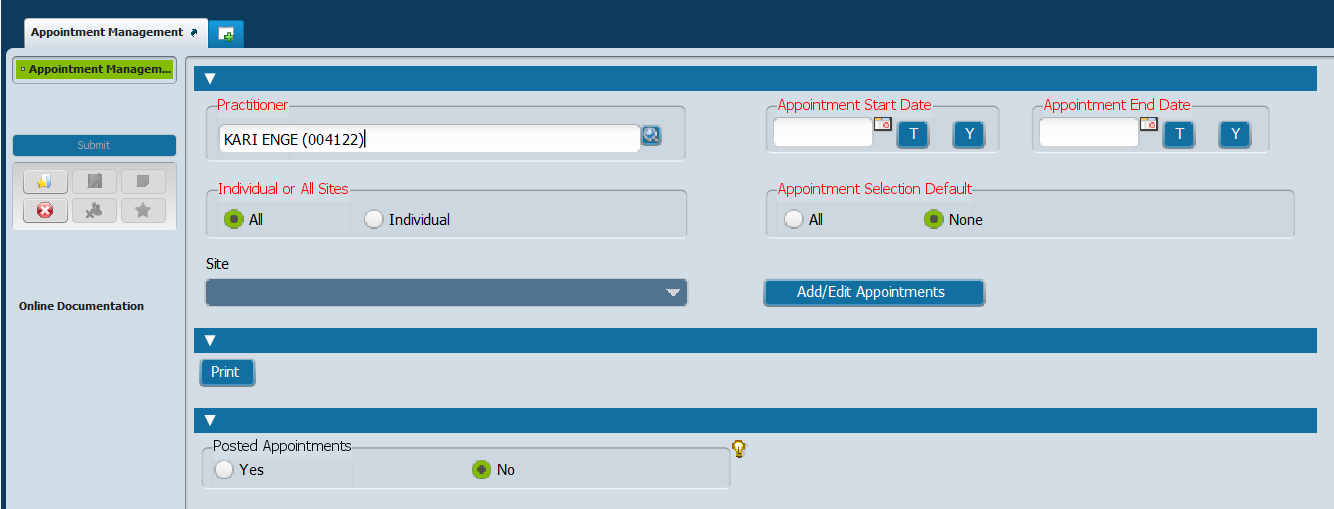
1. Appointment Management
   1. Type “Appointment Management” in the **Search Forms** field in the **Forms & Data** Widget.



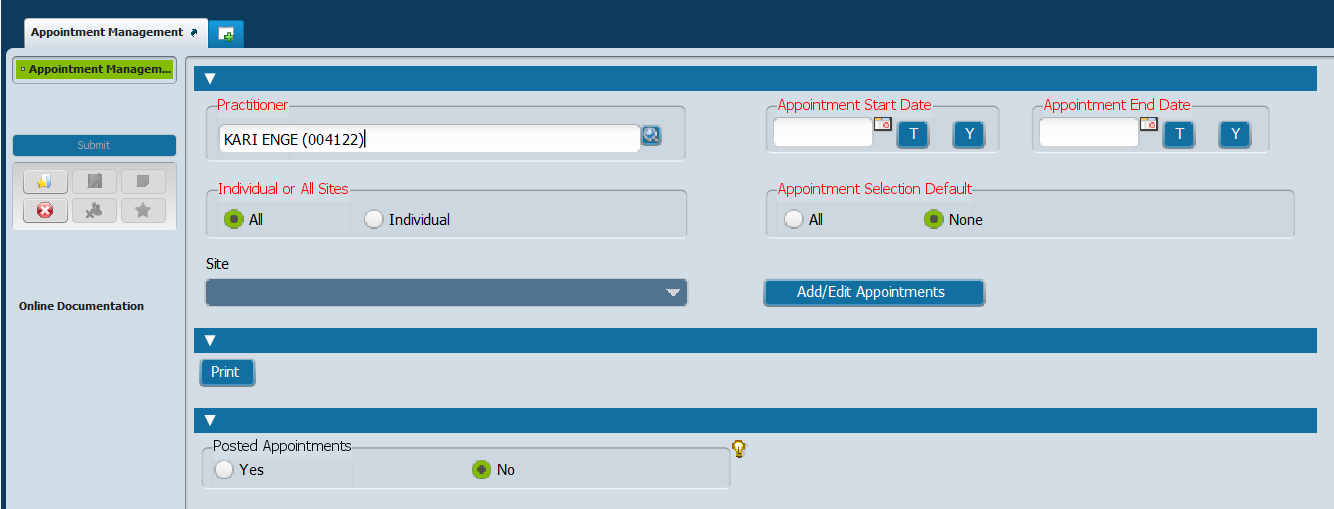
* 1. Double click on Appointment Management to generate form.



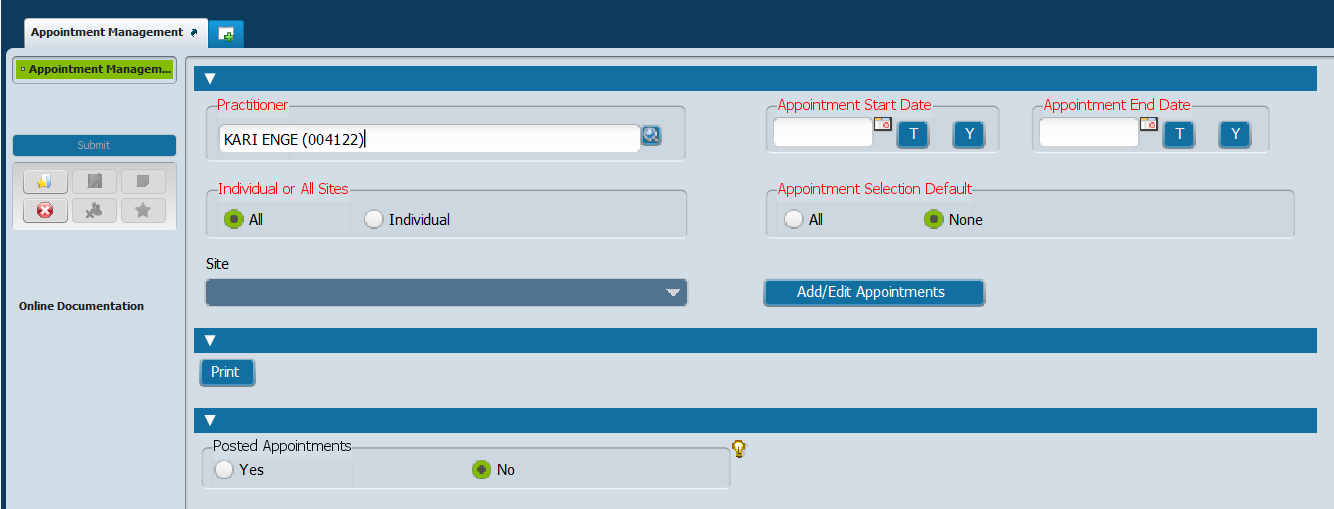
* 1. Select Practitioner by typing their name in the **Practitioner** field.



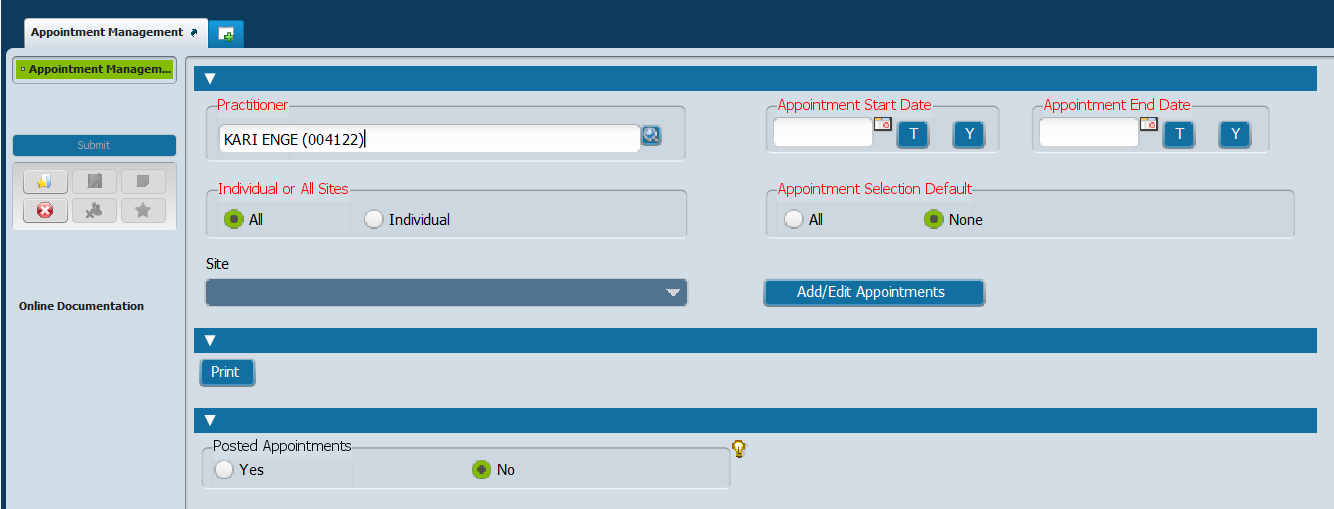
* 1. Select date range by entering in **Appointment Start Date** and **Appointment End Date.**



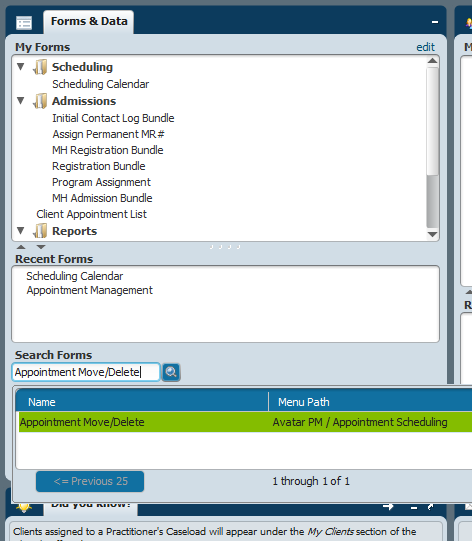
* 1. Click on Add/Edit Appointment to Generate a list of appointments within that date range that can be added to or deleted from.



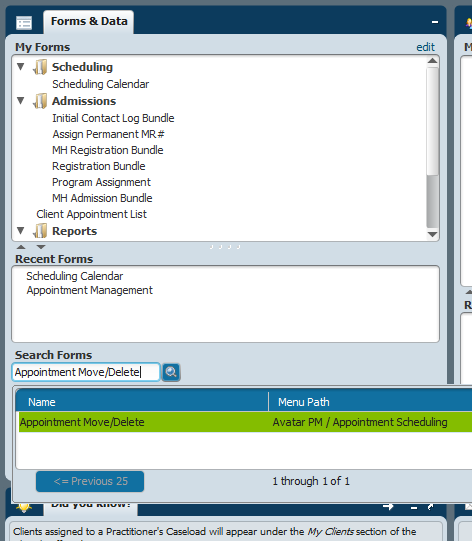
* 1. Click on **Print** to generate a printable list of appointments within that date range.



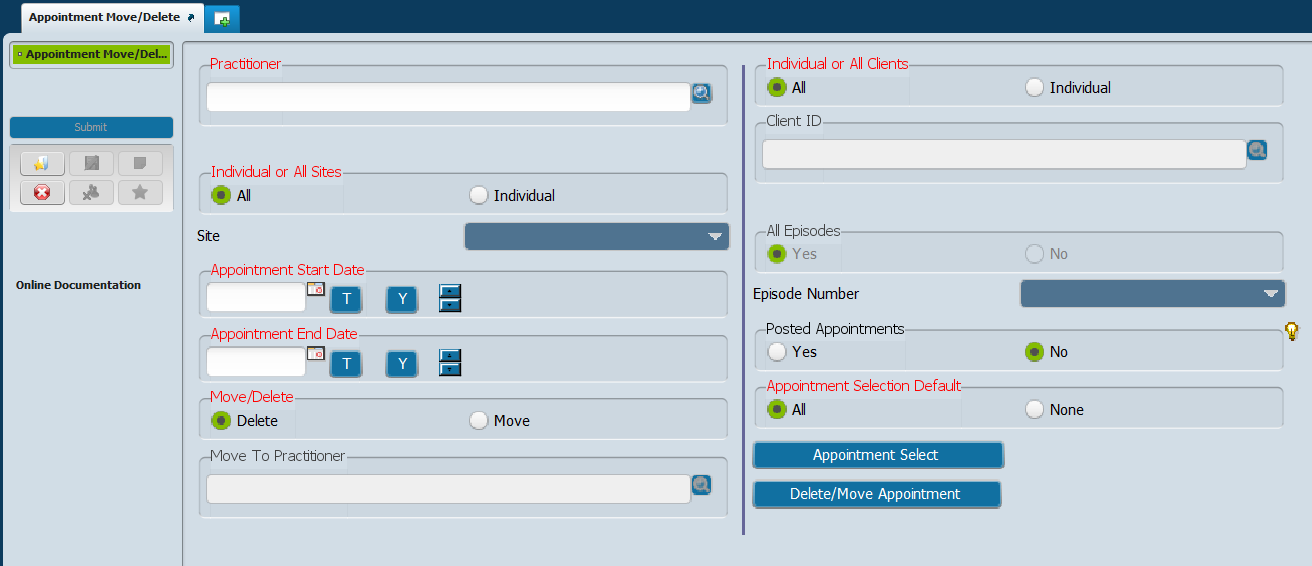
1. Appointment Move/Delete
   1. Type “Appointment Move/Delete” in the **Search Forms** field in the **Forms & Data** widget.



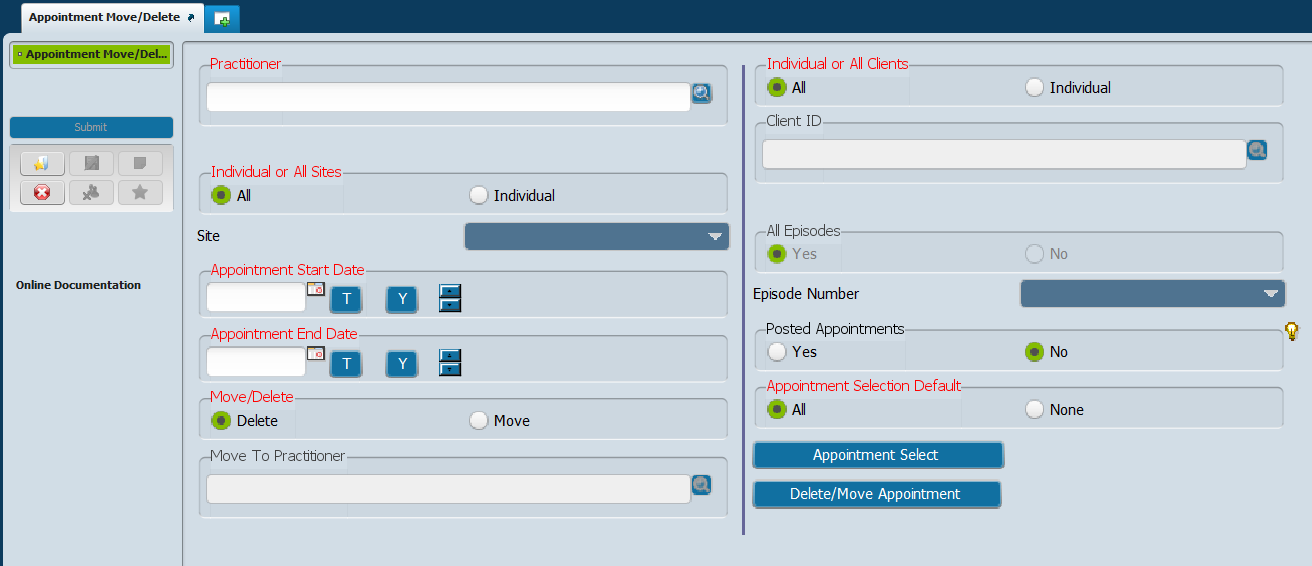
* 1. Double click on Appointment Move/Delete to generate **Appointment Move/Delete** form.



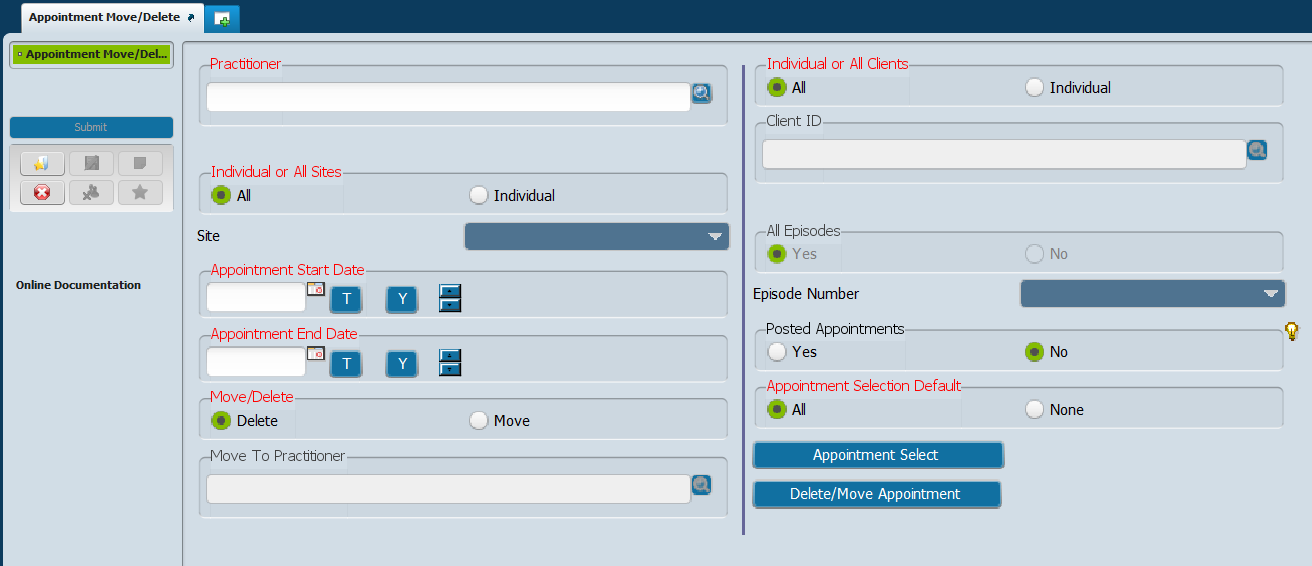
* 1. Select practitioner by typing in the name in the **Practitioner** field.



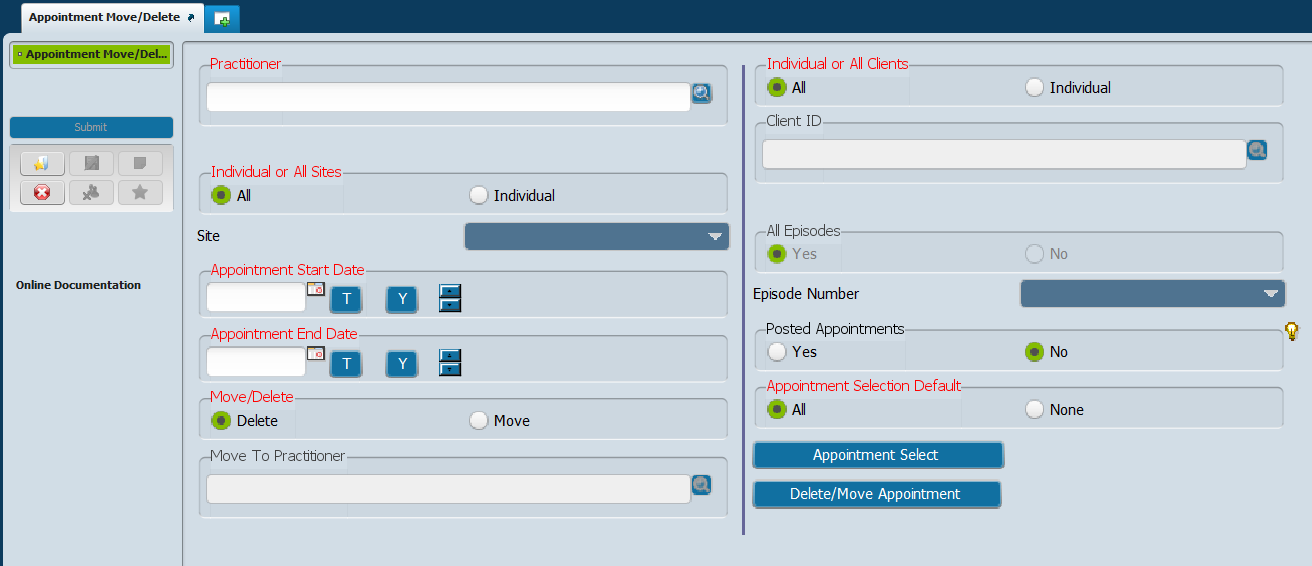
* 1. Select **All** or **Individual** sites.



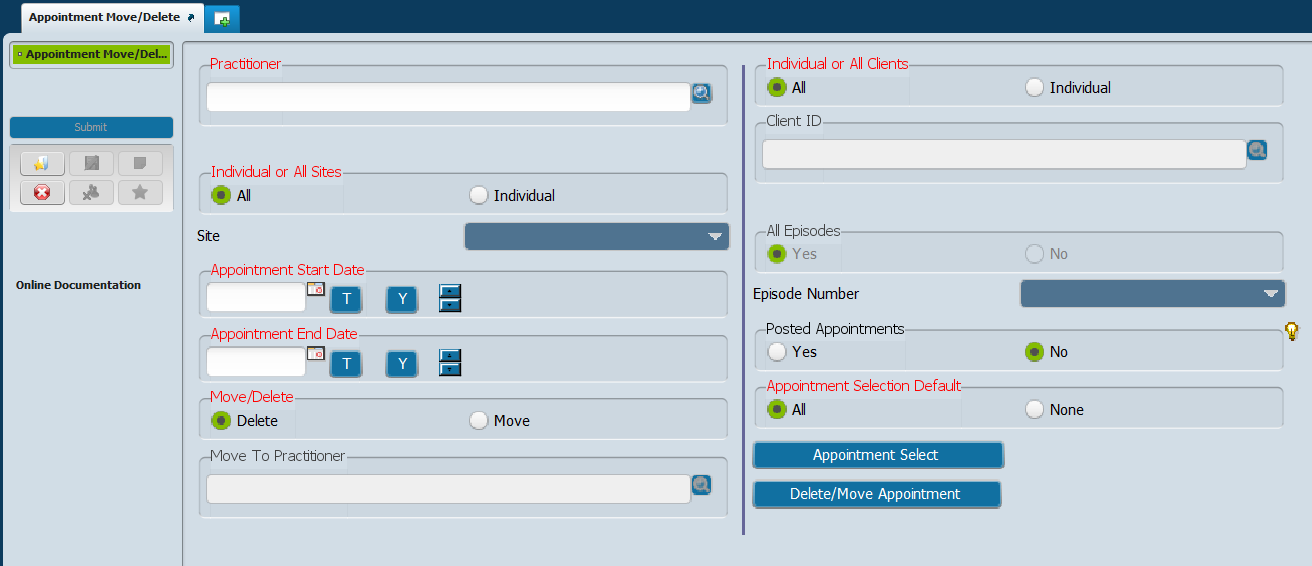
* 1. Select date range of appointments by entering in an **Appointment Start Date** and **Appointment End Date**.



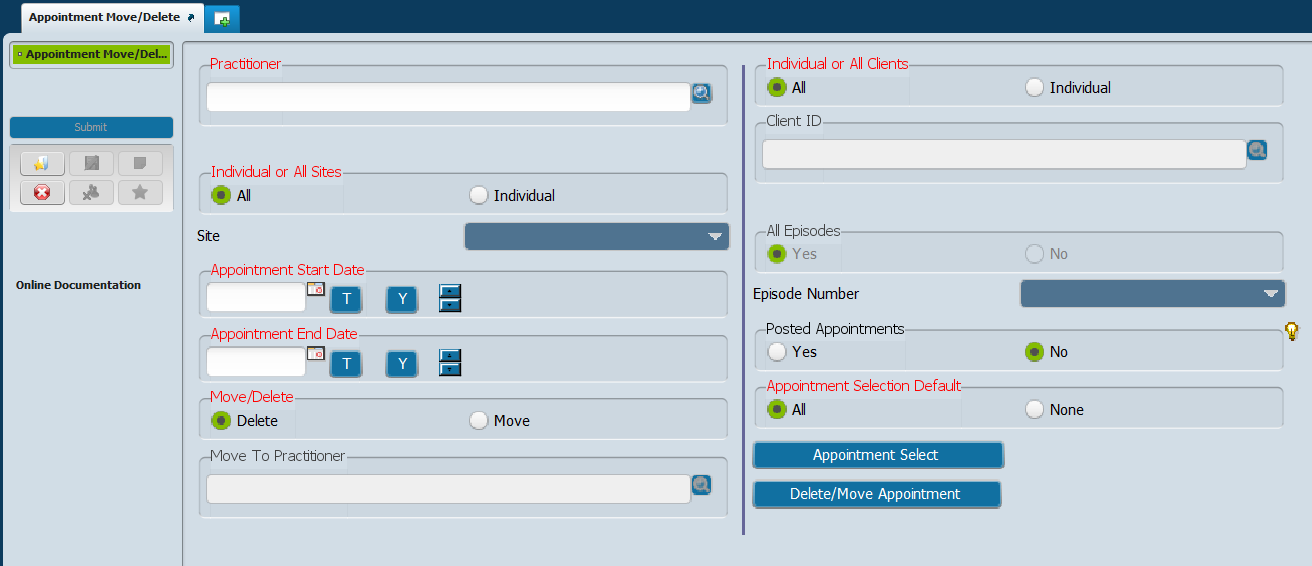
* 1. Select to **Delete** or **Move** the appointments within the date range.
     1. If you select to **Move** appointment then enter the practitioner you wish to move the appointment(s) to in the **Move To Practitioner** field.



* 1. Select to include **All** or **Individual** client(s) within the date range.
     1. If you select **Individual** then enter the client ID number into the **Client ID** field.



* 1. Click on **Appointment Select** to generate the list of appointments to select from.



* 1. Select appointments from the list then click **OK**.
  2. Click on **Delete/Move Appointment** to perform function.

