How to Add Reoccurring Events to Staff Calendar

Search Staff Calendar (My Office).

Select Single-Staff View and Staff.

Click and drag your mouse to the desired start date and time of the reoccurring appointment.

Select New Calendar Entry and click OK.

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	Single	-Staff View 🗸	Maa, Generic	✓ 15 Minute	es Intervals 🗸 🗸	Single Staff	< Showing 1-1/1 >		Apply Filte	r -
Í	Today	🖬 Day 🛱 Week	🛗 Month C Refr	esh < > Apr3	30 2023 - May 6					
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							OK Cancel			

In this window, you need to enter the subject (it doesn't populate when you select an appointment type.

You may enter a location/specific location although it's not required but will make it easier when searching for available appointments at a specific location.

Enter start time and end time information. You can select "all day event" if applicable.

Choose from drop down the appointment type.

Select from drop down for "show time as".

You may enter a description, but not required.

Select choose recurrence and click OK.

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Subject						
location		~	Specific Location			
Start Time 5	/03/2023 💼	10:15 AM	End Time	5/03/2023	🛗 11:00 AM	All day Event
Appointment A	Administrative	~	Show Time As	Free	~	
Staff M			\sim	•		
Description						

In this example, I am scheduling a reoccurring intake from 10am to 12pm, every weekday from 5/03/2023, for 20 occurrences. (You can specify an end date if you choose.)

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Add									
Subject	Intake								
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This is how it will be displayed on the Staff's calendar.

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Now you can do Appointment Search (My Office).

Enter all search parameters and click Search.

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Staff Name	Date/Time	Duration	Туре	Location Name
	1	No Appointment(s) Available		

You will now see all available intake appointments for that staff.

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If you would like to schedule, you click A.

If client declines offered appointment, you click B and select reason from drop-down. (Central Access function tied to timeliness reporting.)

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