

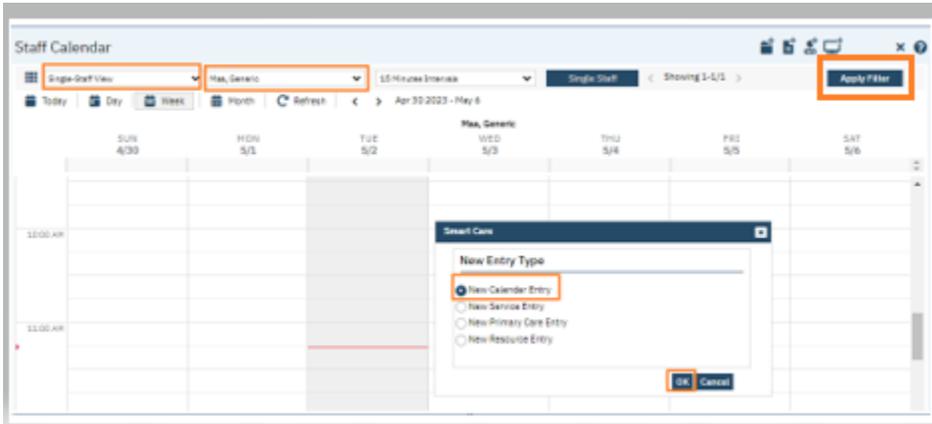
How to Add Reoccurring Post-Appointment & Intakes to Staff Calendar

Search **Staff Calendar (My Office)**.

Select Single-Staff View and Staff. Click Apply Filter.

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

Select New Calendar Entry and click OK.



Enter either Post-Appointment or Intake, depending on which type of appointment it is, in the Subject field.

Select the location from the location drop-down.

In the Specific Location field, type in your clinic.

Enter start time and end time information.

Choose Intake from drop down for the appointment type.

Select Free from drop down for "show time as".

Select recurrence.

Scheduler Event

Add

Subject: Post-Appointment

Location: Office Specific Location: So Co Adult

Start Time: 5/23/2023 01:00 PM End Time: 5/23/2023 02:00 PM All day Event:

Appointment Type: Intake Show Time As: Free

Staff: Weissman, Jennifer Dawn Intern

Description:

Recurrence Do Not Update Exception(s) *i*

Select the frequency of the appointment and enter an end date (not to exceed 6 months in advance.)

Click OK.

Recurrence Do Not Update Exception(s) *i*

Daily Recur every 1 week(s) on:
 Weekly Sun Mon Tue
 Monthly Wed Thu Fri Sat
 Yearly

Start: 5/23/2023 No end date
 End after 1 occurrences
 End by 10/24/2023

OK Cancel Delete