

Instructions for On-Line Scheduling

Ground rules:

- Do not list the name or initials of your participant on this schedule. Many people will have access to this schedule and confidentiality is important.
- Keep your schedule updated. If you schedule a recurring time, you are responsible for keeping this information current. Please schedule no more than three months at a time, and delete your sessions when you end with a participant.

Sign In to the calendar (from the Providers page on our website)

Find your site:

1. Be sure you are starting at the **Calendar** tab.
2. Close Personal Calendar: On the left side of screen find the **Calendars** bar. Below this you will find a listing that says **Personal Calendar**. Be sure there is an X in a red circle in front of this item. If there is a green check mark, click on it to turn it to a red X. (Note: if the list of facilities does not show, click on the Calendars bar to open it).
3. Scroll down to see the list of facilities. Find yours. Be sure each facility has a red X in front of it except the facility you are using. Clicking on the check mark or red X will switch it.

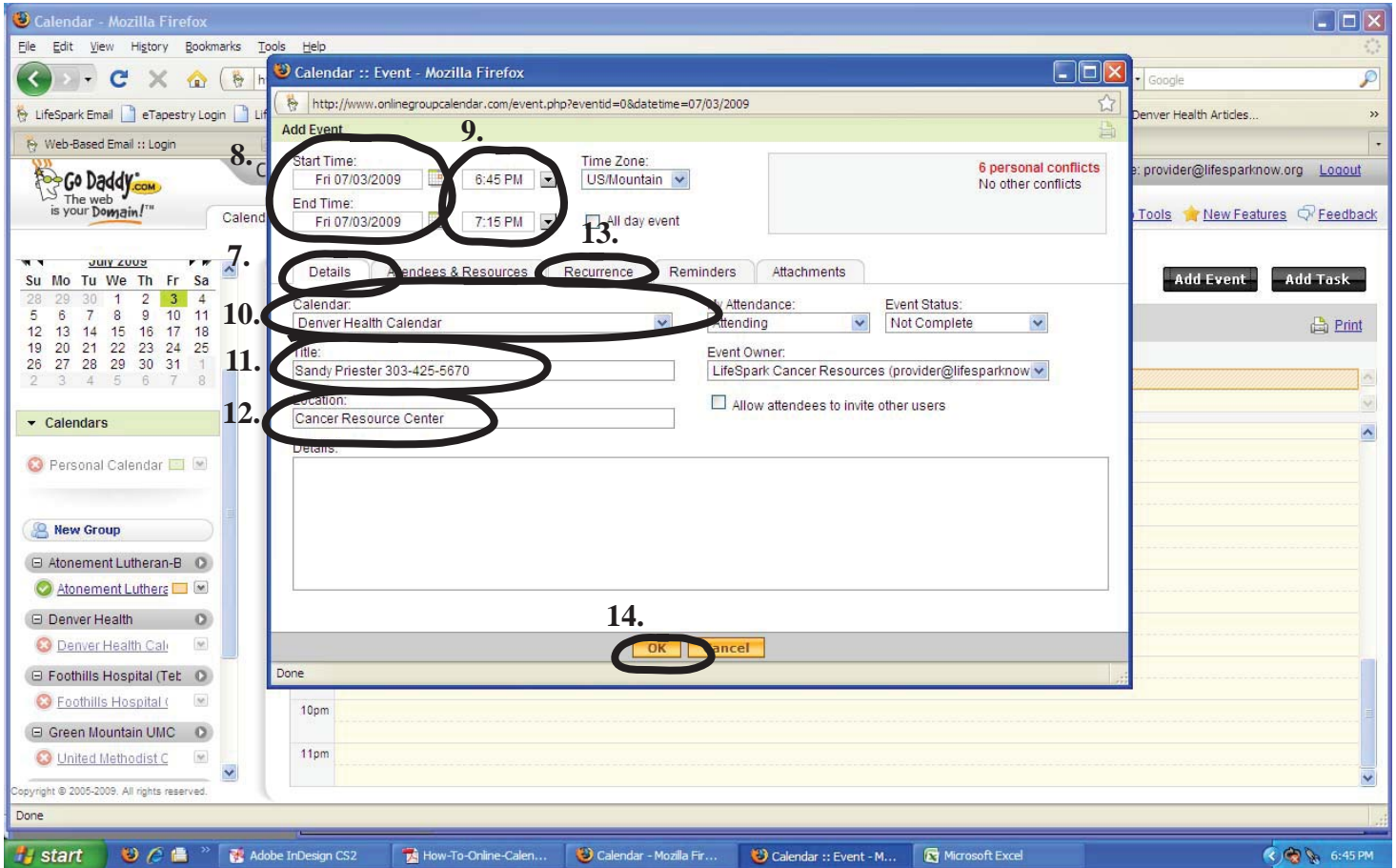
View schedule:

4. Find the Day, Week, Month, Year View tabs across the top of the section. Click on **5 Day** or **Week** view to see the current week.
5. To navigate between weeks, go to the date section in the gray bar at the top of the calendar. Click on the arrow at the either side of the date to go forward or backward on the calendar. Note that days that are not available are blocked off and days that are available are noted at the top of each day.
6. To add an event, click on the **Add Event** button in the upper right corner.

The screenshot shows the 'Calendar - Mozilla Firefox' window. The interface includes a navigation menu at the top with 'Calendar', 'Tasks', 'Settings', 'Links', and 'Help'. On the left, there is a 'Calendars' sidebar with a list of facilities, each with a red 'X' or a green checkmark. The main calendar area shows a weekly view for July 3rd to 7th, 2009. At the top of the calendar, there are tabs for 'Today', '1 Day', '5 Day', '7 Day', and '31 Day'. A date navigation bar is visible above the calendar grid. In the upper right corner, there is an 'Add Event' button. Numbered callouts (1-6) are placed over the interface to indicate where to click for various actions: 1. Calendar tab; 2. Personal Calendar in the sidebar; 3. A facility name in the sidebar; 4. The 5 Day view tab; 5. The date navigation bar; 6. The Add Event button.

Add your session:

- Once in the Add Event section be sure you are in the **Details** tab.
- In the upper left corner, find **Start Time** and **End Time** and enter the date for your session.
- Go to the time field next to the date and enter start and ending times of your session. Correctly mark AM/PM.
- Go to the **Calendar** field and click on the drop down arrow at the right to view the sites. Click on your site.
- Title field: In the subject field, type in **your first and last name** and your **phone number**.
- Location field: Use this field only if you have choices of space (Denver Health providers please list if you are in the Infusion Center or the Resource Center room). No need to fill anything else out on this page.
- Reoccurring session: If this schedule will recur, find the Recurrence tab and click on it. Click on the Weekly button and then check the day of the week. Go to the Ending section and fill in the date when your recurrent sessions end. Please schedule for only three months at a time. (Note: Please be considerate and keep your entries current.)
- Click OK to save your information and exit this section.



Making corrections:

- Find the event you wish to change and click on it to open the session details. Make changes as needed. Click OK.

To change one session in a series:

- Find the date you wish to change and click on that session to open the session details. Click on **Occurrence**.
- Make changes in that session (be sure the date is correct). Click on the **OK** button at the bottom.

Deleting a session:

- Find the event you wish to delete and click on it to open the session details. Click on the **Delete** button at the bottom.

Before you exit: Check your work. Go back to the **Week View** tab and be sure your listing is showing correctly.

Close Calendar: You are done.