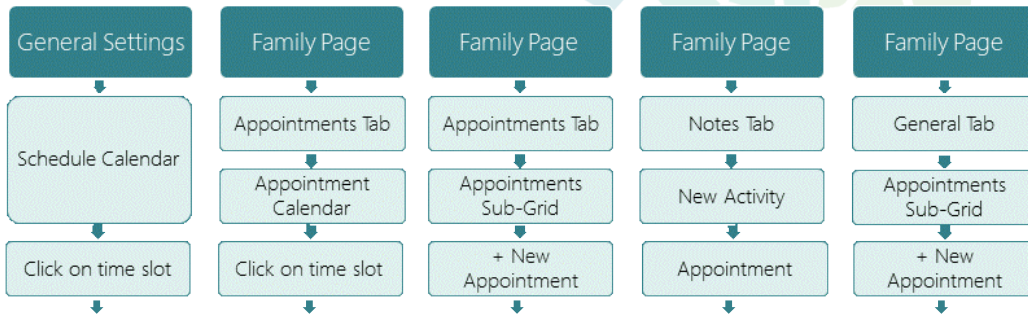


# Create Appointment Guide with Quick Steps

## 5 Ways to Access New Appointment Window



**5. Save the appointment.**

**2. Enter in the **Appointment Type** for each participant.**

**1. Add Appointment information.**

**4. Verify time and duration.**

**3. Click the time slot for the appointment in an available **Resource Lane** (displayed in green).**

Participant	Participant Category	Appointment Type	Certification End Date	Status
Becky Miller	Pregnant	Food Benefit Issuance		Certified - Pending Signature
Jonathan Miller	Child	Food Benefit Issuance		Not Certified

# Schedule Calendar Breakdown

**Collapse/Expand**

**Resources Filter:**  
Filter to view only selected Clinic Resources.

**Appointment Type Search:**  
Displays Clinic Resource availability for the selected Appointment Type.

**LA/Clinic Display**

**Mini Calendar:**  
Click on a date to quickly jump to another Day view.

**Appointment Search:**  
Locate appointments by selecting a search option, add information requested, then click Search.

**Navigation Buttons:**  
Navigate to past or future views. Click today to return to current day's view.

**Resource Lanes:**  
View scheduled appointments and Clinic Resource availability.

**Legends:**  
Defines the significance of the colors on the Schedule Calendar.

**Calendar Content:**

LocalAgency 888-Boyer County Public Clinic  
88888-Boyer MOSAIC W

Resources: Default All

Search Appointment Types

February 22, 2021

Time	Clinic Resource (ADMN)	Clinic Resource (BPI+CS)	Clinic Resource (CERT)	Clinic Resource (NE)
all-day				
8:30am	8:30 - 9:15 Anderson - Income Reassessment			
9am			9:00 - 9:30 Carter - Food Benefit Issuance	
9:30am				
10am		10:00 - 11:00 CH- Great Tips for Feeding Kids - Customer Service		
10:30am	10:30 - 11:15 Garcia - Lactation Counseling			10:30 - 11:30 WL- Nutrition and Self-Care for the New Mom - Special Nutrition
11am				
11:30am			11:30 - 12:00 Gonzalez - Recertification	
12pm				
12:30pm				
1pm	1:00 - 1:15 - Johnson - Food Benefit Issuance		1:00 - 2:00 Brown - Initial Certification	
1:30pm				
2pm				
2:30pm		2:30 - 3:30 Davis - Breast Pump Issuance- RB		
3pm				
3:30pm				

Appointment Search:  
 PAN  
 FID  
  
 Family Name  
 Participant Name  
 CID

Navigation: < > today

View: month week day

Buttons: Mass Reschedule / Cancel, Legends