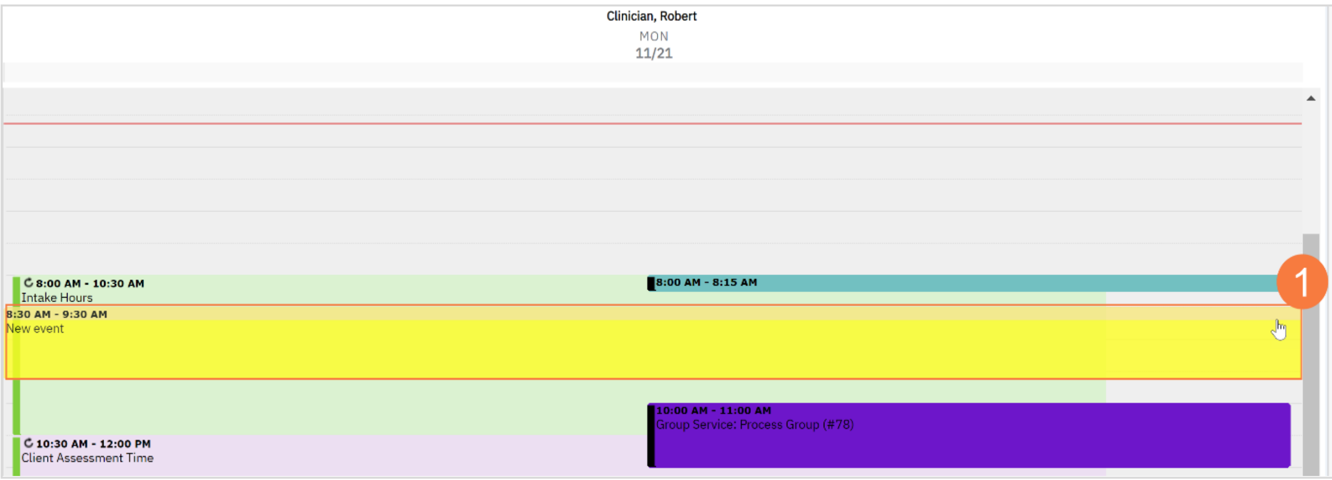
CLINICAL

HEALTH AGENCY

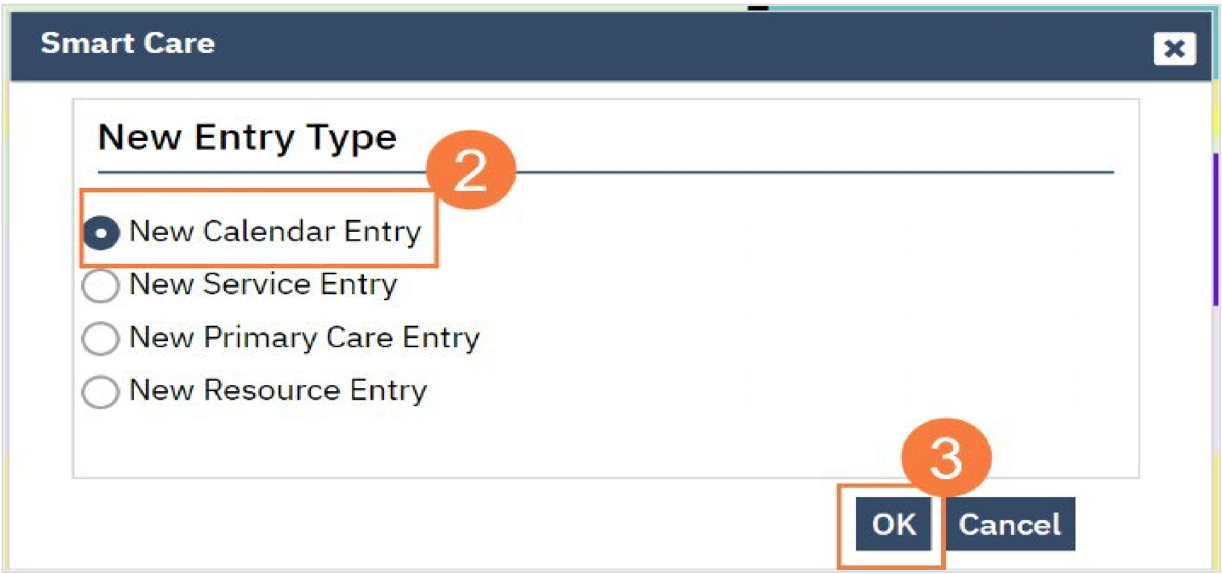
How To Schedule Non-Client Time On Your Calendar

To schedule non-client time on your calendar such as paperwork time, meetings, supervision, training, holiday, etc., follow the steps below:

1. From the Staff Calendar screen, click and drag your mouse on the calendar timeslot you want to book.



2. In the New Entry Type pop-up, select the New Calendar Entry radio button.
3. Click OK.



4. The Scheduler Event window will open, click in the Subject field and enter the subject for the calendar entry.
5. Click the drop-down menu in the Appointment Type field and select the correct option.
6. Click the drop-down menu in the Show Time As field and select the correct option.
7. Click OK.