Calendar View Overview

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> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Overview

A Calendar view is simply a view of the calendar that providers or locations can be assigned to. When the view is selected, the providers and locations that are members of the view will show in the calendar.

Use the drop-down in the top right-hand corner of the appointment calendar to select a calendar view. Please Note: Calendar views are fully configurable and can be set up by your System Administrator.

Only those Providers with Schedule Appointments set to Yes will appear in this drop-down of calendar views.

> **Notice**
>
> Once you the Calendar View is created, you can assign Providers to be linked: see Add Providers to Calendar Views

Edit calendar views

Create a New Calendar View:

1. Click **Administration**.

2. Select **Appointments** from menu.

3. Click **Calendar options**.

4. Scroll down to Calendar Views.

5. Click **New**.

6. Complete fields using the table below as a reference.

7. Click **Create Calendar View**.

8. After you create the view, you can go to **provider** and add this view to his calendar.

Field	Description
Code	Code for the Calendar view
Description	Description of the view. This description will be visible in Appointment > Calendar View.
View on next Available Appointment	
Search Show Location	Check the box if you want to show location on the next available appointment
Search Show Session Type	Check the box if you want to show session type on the next available appointment
Search session notes	Check if you want to show session notes on next available appointment

Edit calendar views

1. Select **Appointments** from menu.

2. Click **Calendar options**.

3. Scroll down to Calendar Views.

4. Select **Edit** button next to the relevant view to edit.

5. Make changes to view.

6. Select Update Calendar View.

Delete Calendar Views

1. Click **Administration**.

2. Select **Appointments** from menu.

3. Click **Calendar options**.

4. Scroll down to Calendar Views.

5. Select **Delete** button next to the relevant view to delete

6. Are you sure? Click **OK**