Allocate Staff to Location

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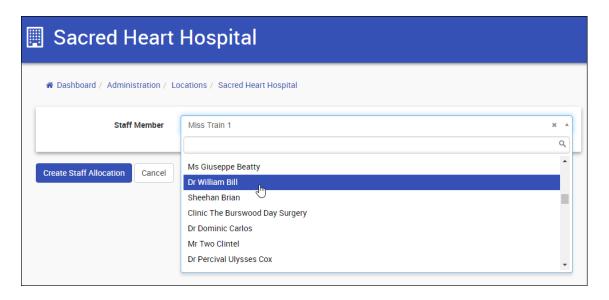
This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Once the Provider is active for appointments, you need to allocate them to the location(s) that you plan to book sessions at.

So if the provider had sessions at locations "Clintel Clinic" and "Clintel Rehab" then you would need to ensure that they are allocated to those locations.

Allocate and Remove a Staff Member

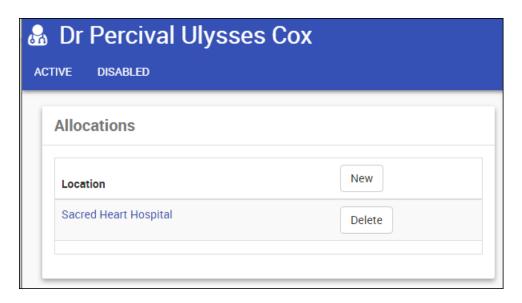
- 1. Click Administration.
- 2. Select Locations.
- 3. For the selected location(s) click Allocated Staff.
- 4. Click New.
 - a. **Note**: To delete an existing allocation, click **Delete** for the appropriate staff member.
- 5. In the **Staff Member** field, select a staff member.
- 6. Click Create Staff Allocation.



From Provider Details Screen

This can also be accomplished via a Provider's details screen:

- 1. From **Dashboard**, select **Providers**.
- 2. Select a provider's name.
 - a. The Details screen appears.
- 3. Select **New** to allocate the provider to a location or select **Delete** to remove an existing allocation.



From Users → Staff Members Screen

- 1. In the Main Menu, click Administration.
- 2. Select Users and Groups.
- 3. Next, in the Main Menu, select Staff Members.
- 4. Select a staff member's name.
 - a. The Details screen appears.
- 5. Select **New** to allocate the staff member to a location or select **Delete** to remove an existing allocation.

