

Calendar Session Types

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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.

Review calendar Session Types:

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Session** types sub-menu.

1. Search the correct calendar sessions

Search Option	Description
Provider	In the scroll down list to search for the correct provider
Week date	Specify the correct date, month year for the session

2. Review the general calendar sessions

Calendar sessions	Description
Day	From Monday to Sunday
Date	The exact date of the session
Time	The exact time of the session
Location	Can be created through Location
Category	The session types for this calendar
Colour	
Active	Check for either active or inactive
Edit	Refer to edit the session
Delete	You can delete the sessions that have been created