

## Setting Up a Provider Calendar

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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.

Now, we need to create and activate providers for the calendar. Once the Provider has been created, you need to make sure they are active for appointments.

1. Click **Administration**.
2. Select **Users and Groups** from menu.
3. Select **Staff Members** sub-menu.
4. Locate the provider you want to setup appointment sessions and select the **Show** button.
  - a. The Provider details will display.
5. Select the **Edit** button.
6. Scroll down to Calendar section and complete fields using the table below as a reference.
7. Select the **Update Staff Member** button.

Field Name	Description	Example
Schedule Appointments (check box)	Select TRUE to Indicate that you wish to schedule appointments for the provider.	TRUE
Default Appointment Duration		
Initials	Initials to appear in the appointment Calendar to identify the provider (can be full name).  The order providers appear in the calendar view will be arranged by  Initials (ascending 1-999, A-Z)	John Smith JS
Calendar Views (check box)	A Provider can appear in one or more calendar views. Calendar views allow grouping of providers (or locations) into one screen in the appointment calendar.	Doctors = Yes Nurses = No