

# Calendar Sessions

Last Modified on 23/04/2024 4:16 pm ACST

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

A session is when the provider is actually available to see patients and forms the basis of their ongoing schedule. They designate the type of activity (consultation, procedure or either) and link the provider to a location where they perform this activity.

## Create a new Calendar Sessions

To set up a New Calendar Session for a Provider:

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Sessions** sub-menu.
4. Search for the Provider and Week date.
5. Select **New Calendar Sessions** button.
6. Fill out fields using the table below as a reference.
7. Click **Create Calendar Session** button.

Field	Description
Date	Date that the session occurs on
Start time	Start time of the session
End time	end time of the session
Location	Location where the session takes place
Session Type	Select a Session Type. Only Session Types available at the location can be selected.
Anaesthetist	Select the Anaesthetist if required.
Planning Completed (check box)	Tick if the planning is completed
Session Name	Give the session a descriptive name

Session Notes	Any session notes
---------------	-------------------

Once you have set up sessions for the week, you can optionally clone out the week.

---