Editing Calendar Sessions

Last Modified on 15/08/2024 11:13 am ACST

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

In order for users to be able to edit a providers session from the Appointment screen, they need the following permission:

- Edit Calendar Sessions

Ensure they are a member of a group with this permission.

Editing/Updating Calendar Sessions

1. Click **Administration**.
2. Select **Appointments** from menu.
3. Select **Calendar Sessions** sub-menu.
4. Search for the **Provider** and **Week Date**.
5. The **Calendar Sessions** box will show sessions for the week selected.
6. Click **Edit** to make changes to the Calendar Session
7. Fill out fields using the table below as a reference.
8. To save changes click **Update Calendar Session** button.

Field	Description
Date	Date that the session occurs on Prepopulated to the date selected on the calendar view or calendar session search
Start time	Start time of the session
End time	End time of the session
Location	Location where the session takes place. This will pre populate if the provider only works at once locate.
Session Type	Select a Session Type. Only Session Types available at the location selected.
Anaesthetist	Select the Anaesthetist if required
Planning Completed (check box)	Check if the planning is completed
Description	Give the session a descriptive name
Notes	Any session notes

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

Editing/Updating Calendar Sessions via Calendar view

Simply click into the session and click on the session name, to be taken directly to the relevant session.

Fri, 12/04/2024 09:30 am - 09:45 am	✖

Provider	Dr Darlene HALL
Location	Adelaide Clinic
Session Name	DH SC FRI
Session Type Category	Consultation
Session Notes	

Create Reservation   **Create Appointment**