

Program Schedules

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Topics
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Definition of Program Schedule?

A Program Schedule is the schedule of sessions for a program category. A program category is simply the program offered (e.g., Weight Loss program, Anxiety program, etc.).

For example, the "Improving Moods" program runs each month for four weeks. This program is run on Tuesdays and Thursdays, with patients signing up for either session. To cover March and April, there will be 4 program schedules: one for each month and one for each of the evening it is run.

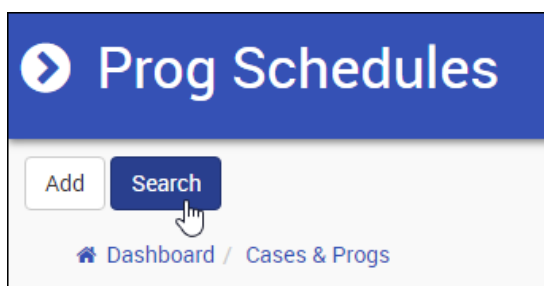
- March on Tuesdays
- March on Thursdays
- April on Tuesdays
- April on Thursdays

Each Program Schedule will have providers responsible for delivering the sessions —there may be more than one provider. Each Program Schedule can have one or more patients enrolled. Patients may enter a program at any time and, as long as they complete the required number of sessions, they will complete the program schedule.

Searching for a Program Schedule

From the Dashboard, select **Cases & Programs**.

In the Main Menu, click **All Programs** and then, under the banner, click **Search**.



The Search panel appears. Complete all, some, or none (to display all schedules) of the search criteria. In the example below, we are searching for all schedules serviced by the Provider, Dr. William Bill.

When done, click **Search**.

Add

Search

[Dashboard](#) / [Cases & Programs](#)

Search

Program Category

Select from list

Completed

No

Date

Provider

Select a provider

☐ Include Archived?

Search

Any schedules that meet your specified search criteria will appear.

Search Criteria					
<ul style="list-style-type: none">Completed NoProvider Dr William Bill					
Progs					
Start	End	Prog	Description	Enrol	
04/11/2020	25/11/2020	Anger Management Support	Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.	0 of 10	<div>Manage</div> <div>Edit</div>

Sorting programs:

A user can sort the program by either start date or end date in newest to oldest or oldest to newest order in all programs screen. By default, the sorting is set to start date in the newest to oldest arrangement.

Dashboard

Cases & Programs
All Cases
All Programs
My Cases & Programs
Programs Admissions
Programs Attendances
Programs Forecasts
Programs Waitlist

Program Schedules

Add
Search

Dashboard / Cases & Programs

Search Criteria

Completed No

Programs

Search... Q

Start ^	End	Program	Description	Enrol			
01/01/2022		Anger Management Support	Angry Schedule	5 of 10	Manage	Edit	Archive
25/10/2022		Anger Management Support	test #96142	2	Manage	Edit	Archive
01/05/2023		Pain Mangement	pain manatgement	0	Manage	Edit	Archive
06/07/2023	02/09/2023	Positive Attitude	test	2	Manage	Edit	Archive
24/07/2023	30/08/2023	Positive Attitude	test	2	Manage	Edit	Archive

Archive a Program:

In order to archive a program schedule, the user must possess the following permissions:

Can schedule programs for myself or **Can manage enrolment in my programs**

Can schedule programs for others or **Can manage enrolment in others programs**

the dashboard and choose "Cases & Programs." In the menu, click on "All Programs" or "My Cases & Programs" based on your permissions. If you have the required permission, you will see the "Archive" option available.

Restore Archived Program:

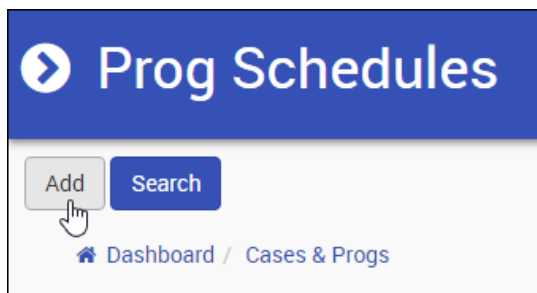
To restore an archived program, kindly adhere to the following steps:

1. Go to the dashboard and select "Cases & Programs."
2. In the menu, choose "All Programs."
3. Click on the "Search" option.
4. Tick the box for "Include Archived?"
5. Click on "Search."
6. The system will display both active and archived programs.
7. Click on "Restore" for the specific program you wish to restore.

Adding a Program Schedule

From the Dashboard, select **Cases & Programs**.

In the Main Menu, click **All Programs** and then, under the banner, click **Add** in the Prog Schedules screen.



The Details panel appears.

In the Prog field, select a program (these are pre-configured by your Administrator). Proceed to add a description, start & end dates and the maximum number of enrollees (the maximum is 100 enrollees).

The image shows a 'Details' form within a light gray panel. The form has the following fields: 'Prog' is a dropdown menu with 'Anger Management Support' selected; 'Description' is a text area containing 'Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.'; 'Start Date' is a date field with '04/11/2020' and a calendar icon; 'End Date' is a date field with '25/11/2020' and a calendar icon; 'Max Enrolments' is a text field with '10'. At the bottom of the panel are two buttons: 'Create Progs Schedule' (blue) and 'Cancel' (light gray). A mouse cursor is pointing at the 'Create Progs Schedule' button.

The schedule will be added to the Program Schedules screen.

Managing a Program Schedule

In the Progs list, click **Manage** for a program schedule.

Progs					
Start	End	Prog	Description	Enrol	
04/11/2020	25/11/2020	Anger Management Support	Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.	0 of 10	<div>Manage</div> <div>Edit</div>

The Details panel appears. From here, you can add/remove enrollees as well as add/remove providers.

To add a new enrollee, click **Add** in the Active Enrolments panel and then select a patient. Similarly, to add a new provider, click **Add** in the Providers panel and then select a provider.

Details

Prog

Anger Management Support

Description

Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.

Start Date

04/11/2020

End Date

25/11/2020

Max Enrolments

10

Active Enrolments

<input type="checkbox"/>	File №	Name	Enrolled Date	SMS	Add
<input type="checkbox"/>	000163	Miss Maggie Carlson	05/11/2020	Remove	
<input type="checkbox"/>	0000000973	Mr Brenden Jack	05/11/2020	Remove	
<input type="checkbox"/>	000142	Mr Mark Modbury	05/11/2020	Remove	

[View Enrolment History](#)

Providers

Provider

Add

Dr William Bill

Remove

Editing a Program Schedule

From the All Progs screen, click Edit for a program schedule.

Progs				
Start	End	Prog	Description	Enrol
04/11/2020	25/11/2020	Anger Management Support	Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.	3 of 10

The Details panel will appear.

Change information, as needed. When done, click **Update Programs Schedule**.

Details

Prog

Anger Management Support

Description

Meeting to discuss anger issues, to support sharing of experiences, and offer a sounding board for attendees in a judgement-free environment.

Start Date

04/11/2020

End Date

25/11/2020

Max Enrolments

10

Update Progs Schedule

Cancel