

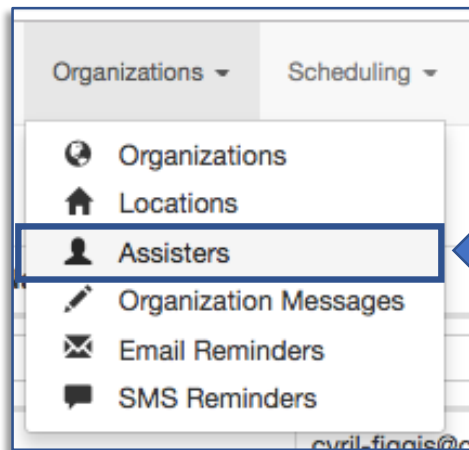
Calendar View

You can view the calendar for each Assister, Location, and Schedule on the Connector. Click on the “Calendar” button on the relevant page to see the Calendar

First Name	Last Name	Email	Partner	Organization	Last Log	Active/Inactive
						<input type="checkbox"/> Show Inactive Update Filters Reset Filters Add Assister
Cyril	Figgis	cyril-figgis@cympl.com	Jeff Mezick	Jeff Mezick	--	Calendar Reset Password Impersonate User Edit Delete
Jeff	Mezick	jeff@cympl.com	Jeff Mezick	Jeff Mezick	2018-08-31 17:59	Calendar Reset Password Impersonate User Edit Delete
Young	Invincibles	phelan@yi.org	Jeff Mezick	Jeff Mezick	--	Calendar Reset Password Impersonate User Edit Delete
Erin	Hemlin	erin.hemlin@yi.net	Jeff Mezick	Jeff Mezick	--	Calendar Reset Password Impersonate User Edit Delete

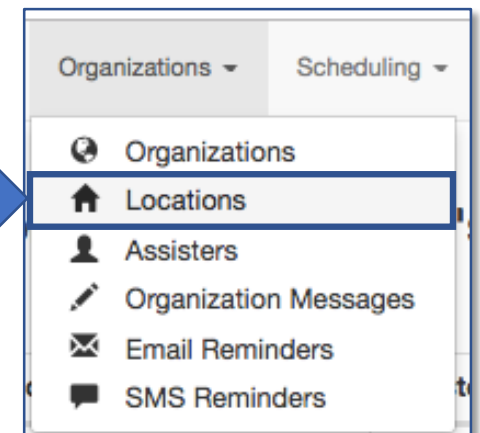
Showing 1 to 4 of 4 entries

Previous 1 Next



The Calendar by Assister can be found on the Assisters page, which is found under the “Organizations” tab.

The Calendar by Location can be found on the Location page, which is found under the “Organizations” tab.



You can also change the layout of the Calendar by using the top buttons. “month”, “week”, and “day” all show a calendar grid, and “basic day” and “basic week” show a grid-less table for those views as well.

For Calendars by Location and Assister, you can see the color coding and show/hide each schedule on the left panel

Assisters:

 **Erin Hemlin**
Manage Schedule

 EDIT LOCATION

month week day

basic day basic week < today > Select Month

On the calendar page, each appointment slot will show up as a block for the day and time that it's scheduled for

You can also flip back and forth across the entire history of that schedule using the buttons at the top right. To return to today on your calendar, click the “today” button

Booked Appointment ✕

Assister:

Erin Hemlin

(A)

Consumer:

Connector Support 952-210-6863

Location:

Erin's Location
1725 Desales St NW
Washington, DC 20036

Available Languages:

☒ English
☒ Spanish (Español)

(B)

Accommodations:

☒ WheelChair Accessible

Wednesday Oct 23, 2019 (C)




























9:00 AM to 10:00 AM

Status:

Scheduled

(D)

 EDIT APPOINTMENT

26	27	28
 8:00 AM Session 1		 8:00 AM Session 1
 9:00 AM Session 1		 9:00 AM Session 1
	 12:00 PM Session 2	
 10:00 AM Session 1		 10:00 AM Session 1
	 1:00 PM Session 2	
 11:00 AM Session 1	 2:00 PM Session 2	 11:00 AM Session 1
 12:00 PM Session 1	 3:00 PM Session 2	 12:00 PM Session 1
	 4:00 PM Session 2	
 1:00 PM Session 1		 1:00 PM Session 1
	 5:00 PM Session 2	
 2:00 PM Session 1		 2:00 PM Session 1
 3:00 PM Session 1	 6:00 PM Session 2	 3:00 PM Session 1
 4:00 PM Session 1		 4:00 PM Session 1
 5:00 PM Session 1		 5:00 PM Session 1

If an appointment has been booked, you'll see the consumer and assister's information (A), the same information about languages, accommodations (B), date/time (C), and a link to the appointment (D)

Available Appointment ✕

Assister:
Erin Hemlin

(1)

Location:
Erin's Location
1725 Desales St NW
Washington, DC 20036

(2)

Available Languages:
☒ English
☒ Spanish (Español)

(3)

Accommodations:
☒ WheelChair Accessible

Monday Oct 21, 2019

(4)

Title *

Session 1

Start Time *

10:00 AM

End Time *

11:00 AM

26	27	28
8:00 AM Session 1		8:00 AM Session 1
9:00 AM Session 1		9:00 AM Session 1
	12:00 PM Session 2	
10:00 AM Session 1		10:00 AM Session 1
	1:00 PM Session 2	
11:00 AM Session 1	2:00 PM Session 2	11:00 AM Session 1
12:00 PM Session 1	3:00 PM Session 2	12:00 PM Session 1
	4:00 PM Session 2	
1:00 PM Session 1		1:00 PM Session 1
	5:00 PM Session 2	
2:00 PM Session 1		2:00 PM Session 1
3:00 PM Session 1	6:00 PM Session 2	3:00 PM Session 1
4:00 PM Session 1		4:00 PM Session 1
5:00 PM Session 1		5:00 PM Session 1

(5)

UPDATE

DEACTIVATE

DELETE

+ ADD APPOINTMENT

EDIT THIS SCHEDULE

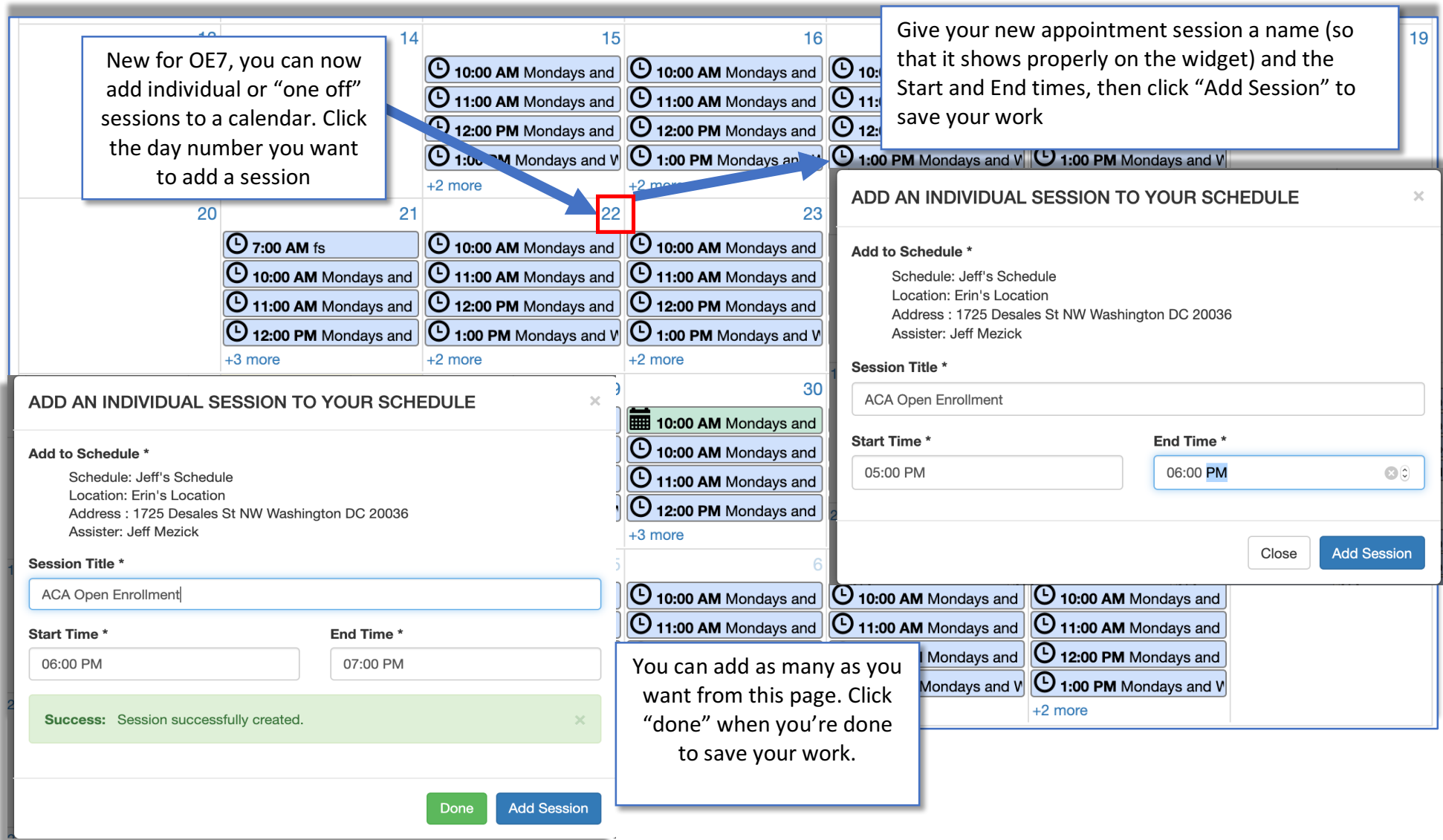
If an appointment time isn't filled with a consumer, the left-hand sidebar will populate with information on the Available Appointment (1), the languages/accommodations offered (3), the day and time of the appointment (as well as the ability to edit those times (4), and the ability to delete, deactivate or book an appointment for that timeslot (5)

Note: "Deactivate" merely makes an individual session unable to be booked unless someone else reactivates it later. "Delete" permanently deletes that individual session.

New for OE7, you can now add individual or "one off" sessions to a calendar. Click the day number you want to add a session

Give your new appointment session a name (so that it shows properly on the widget) and the Start and End times, then click "Add Session" to save your work

You can add as many as you want from this page. Click "done" when you're done to save your work.



The screenshot displays a calendar interface with a grid of days (14-23) and time slots (10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM). A modal titled "ADD AN INDIVIDUAL SESSION TO YOUR SCHEDULE" is open, showing fields for "Add to Schedule *" (Schedule: Jeff's Schedule, Location: Erin's Location, Address: 1725 Desales St NW Washington DC 20036, Assister: Jeff Mezick), "Session Title *" (ACA Open Enrollment), "Start Time *" (05:00 PM), and "End Time *" (06:00 PM). A "Success" message at the bottom states "Session successfully created." Buttons for "Done" and "Add Session" are visible.