

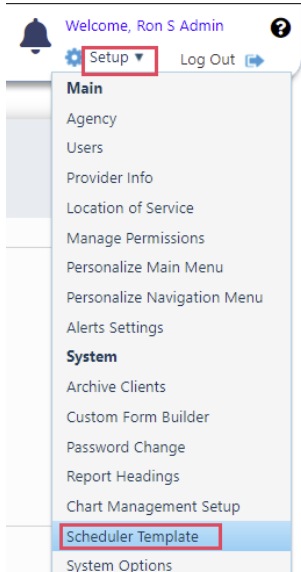
How to Setup Calendar Schedule to Show Vacation

Problem: How do I set up the Scheduler to show a user is on vacation?

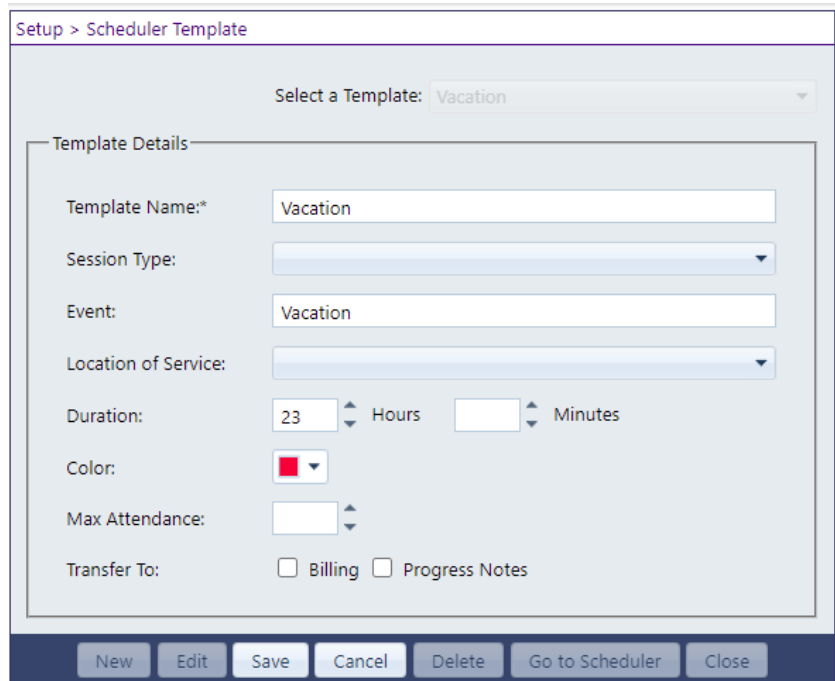
Solution: First you will need to set up a template using the Scheduler Template.

Step #1 – Open Scheduler Template (**Access Level Super Admin**)

a) Go to Setup then to Schedule Template



- b) Create a new Template called Vacation
- c) Type in Event with the same name
- d) Type in 23 for the hour of duration
- e) Choose a color for this event

A screenshot of the "Scheduler Template" setup form. The form is titled "Setup > Scheduler Template". At the top, there is a dropdown menu labeled "Select a Template:" with "Vacation" selected. Below this is a section titled "Template Details" containing several fields: "Template Name:*" with the value "Vacation"; "Session Type:" with a dropdown arrow; "Event:" with the value "Vacation"; "Location of Service:" with a dropdown arrow; "Duration:" with a spinner set to "23" and "Hours" selected, and another spinner for "Minutes"; "Color:" with a red color swatch; "Max Attendance:" with a spinner; and "Transfer To:" with two checkboxes, "Billing" and "Progress Notes", both of which are unchecked. At the bottom of the form, there is a dark blue bar with several buttons: "New", "Edit", "Save", "Cancel", "Delete", "Go to Scheduler", and "Close".

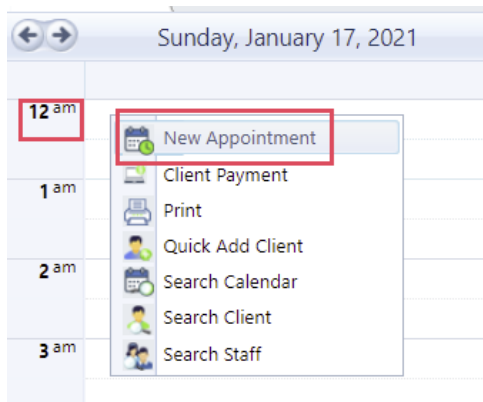
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*** Example Vacation from Jan 17th to 23nd ***

Step #2 – Open Scheduler

Important note: Each user should see their schedule. If their level is higher they may be able to see other user's schedules.

- Open the Scheduler
- Using the calendar go the first day the vacation starts (I.E. Jan 17th, 2021)
- Go to up the first hour found that day (I.E. 12 am)
- Right-click on 12 am and select New Appointment



- Select Vacation from Template dropdown

Staff:* Ron S Admin

Facilitator:* Ron S Admin

Clients: Begin typing 2 letters of last name...

New Client Clear List Add From Group

Max Attendance: []

Template: [?]

Session Type: Anger Management
DUI Evaluation
Location: DUI Follow-up
Event:* FAC group
Start Time:* Family Counseling - Highland
End Time:* Gambling Assessment
Individual Therapy - Nicasa Main
IOP Intake
Color: Mental Health Assessment - Main
Narrative/Non-DUI Evaluation
Part 1 Safe and Sober
Part 2 Safe and Sober
Peer Recovery Group
SOS Denial Letter Response
staff meeting
Time Off
Vacation

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- f) Change End time Date field to the last day of the vacation (I.E. Jan 23rd, 2021)

Edit Appointment

Staff:*

Facilitator:*

Clients:

Max Attendance:

Template:

Session Type:

Location:

Event:*

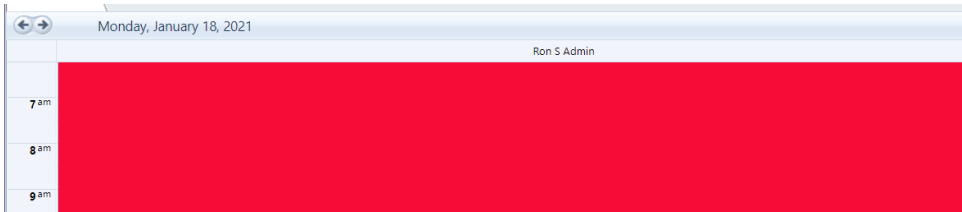
Start Time:* [7 min](#) [45 min](#) [90 min](#)
[15 min](#) [60 min](#) [120 min](#)

End Time:* [30 min](#) [75 min](#)

Color:

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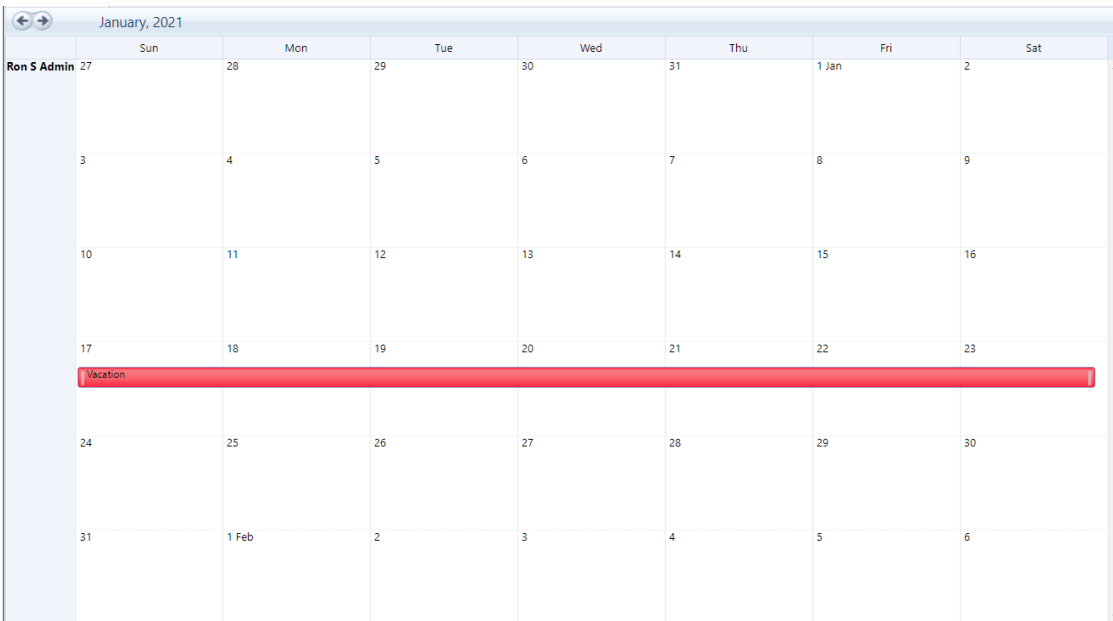
When you go to the Day View the assigned scheduler will see this.



When you go to the Week View the assigned scheduler will see this.



When you go to the Month View the assigned scheduler will see this.



For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!