Printout your Client's Appointment Schedule

Once you have created appointments you may want to give your clients a list of their scheduled appointments. The following steps will guide through the process.

Upon opening the Scheduler module

Scheduler			
	Sear	rch	
\$2		2	
Staff	<u>Calendar</u>	Client	<u>Reports</u>

- 1) Click {Report} Icon
- 2) Select one of the client views

3) Select a date or date range

Scheduler > Reports			
Select Report —		3	All Dates
Choose Report:	Client Agenda View	-	Single Date 10/30/2020 III
	Appointment Check Ins Attendance Summary Status		Date Range Enter a Start D To Enter an End E
	Client Day View		
Filters 2	Client Week View Client Month View Client Agenda View		Clear List
	Staff Day View Day View - All Staff Staff Week View		
	Week View - All Staff	<u>e All</u>	Uncheck All

- 4) Choose one or more clients whose schedule you would like to view and print out
- 5) Click [Run Report] for a list of appointments for the selected time.

		All Dates
Choose Report:	Client Month View	Single Date 10/01/2020
		O Date Range Enter a Start D 🔟 to Enter an End E
Filters		
4	Choose Clients:	Clear List
-	Able, Anna 🗙	^ Q
	Choose Filter(s): Expand All Collapse All	Uncheck All
	Facilitator	
	LocationOfService	
	🗄 🗌 Status	

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Printout your Client's Appointment Schedule

Appointments for Able, Anna								
From $10/1/2020$ to $10/31/2020$								
Monday, October 5, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				
Wednesday, October 7, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				
Friday, October 9, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				
Monday, October 12, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				
Wednesday, October 14, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				
Friday, October 16, 2020								
Time	Event Name	Staff	Session Type	Location of Service				
9:00a - 11:00a	Narrative/Non-DUI Evaluation	John B. Trainer	Narrative/Non-DUI Evaluati	(AOBH) Orion Behavioral H				

Here is an example print of appointments found for my client.

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