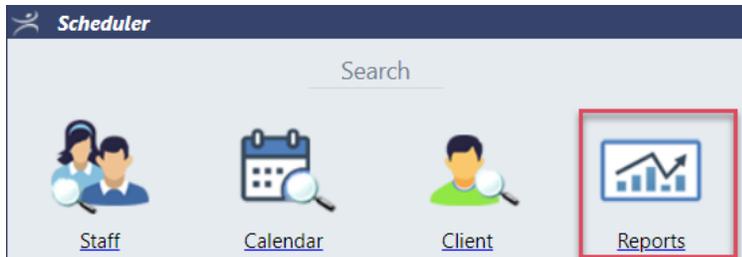


# Printout your Client's Appointment Schedule

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.

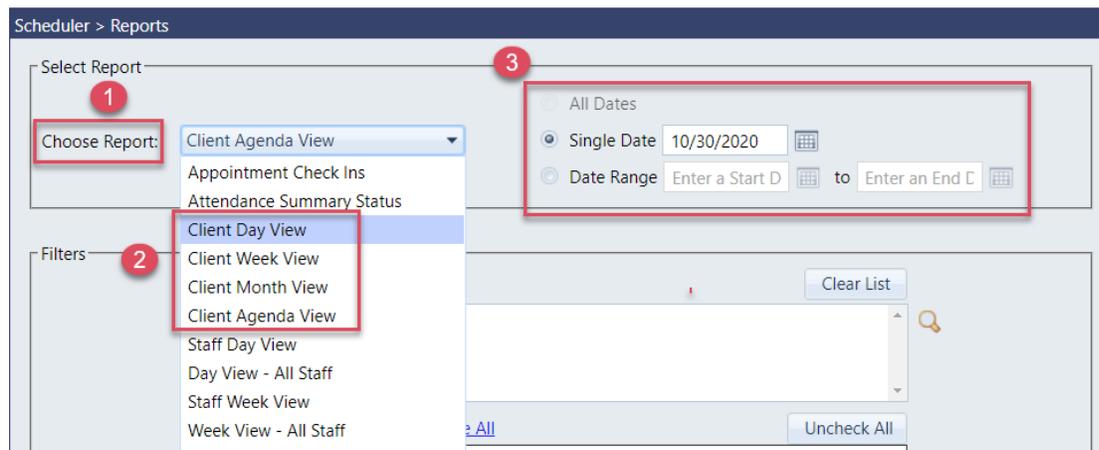
Upon opening the Scheduler module



1) Click {Report} Icon

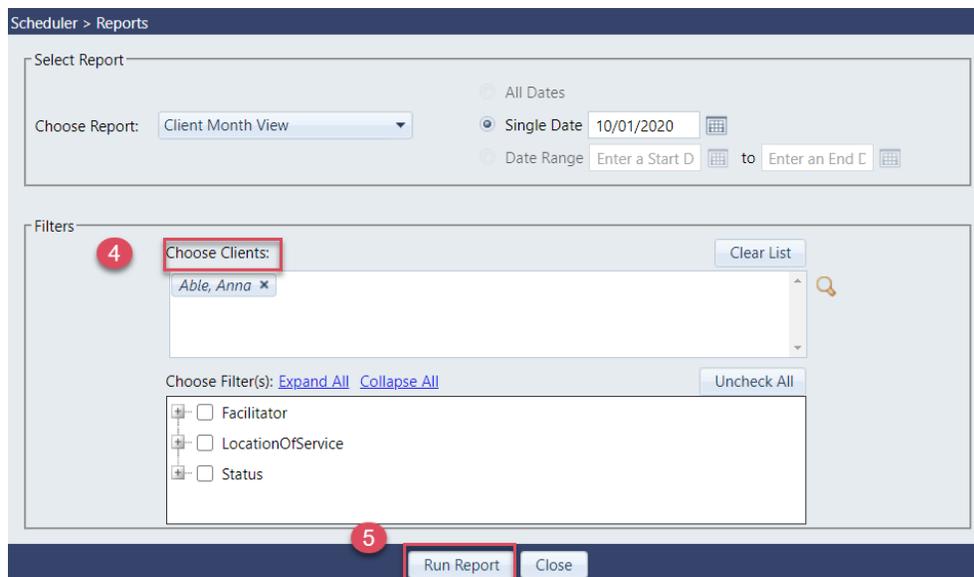
2) Select one of the client views

3) Select a date or date range



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.



## Printout your Client's Appointment Schedule

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

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

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