



How to edit: “Scheduled Activities”

Once an activity (service) is scheduled, it appears on the staff member’s **Schedule**. There are several features on the **Schedule** page that enable the user to work with the activity after it is scheduled.

EDITING SCHEDULED ACTIVITIES

Once an activity is scheduled, the details of the activity can be edited as long as the status of the activity has not been marked. This applies to all three types of activities: client, group, and staff.

Staff members who have access to multiple child organizations are able to view all of their scheduled activities in the **Schedule**. However, only activities scheduled at the organization currently logged into can be modified. Activities that are scheduled at other organizations appear in read-only mode. In order to modify these activities, the staff member must log into the appropriate organization.

STEP 1: Navigate to **Schedule** and click the **Schedule** button of the activity needing to be edited.

The screenshot displays the 'Schedule for Anwar, Esfir (3264) - 5/4/2016' interface. On the left is a calendar view for the week of 05/01/2016 to 05/07/2016. The right side shows a table of activities with columns: Begin, End, Staff, Activity, Status, and SvcDoc. A 'Schedule' button is visible under the 'Begin' column for the first activity.

	Begin	End	Staff	Activity	Status	SvcDoc
Schedule	03:00 PM	06:30 PM		Community Based Supports (CBS)	None	Next

How to edit: “Scheduled Activities” (Cont.)

STEP 2: Make the desired edits to the scheduled activity and click **Submit**.

Schedule a Client Activity

Service Date:	05/04/2016
Time From:	03:00 <input type="radio"/> AM <input checked="" type="radio"/> PM
Time To:	06:30 <input type="radio"/> AM <input checked="" type="radio"/> PM
Organization:	Community Access Unlimited
Staff:	<input type="text"/> Find Staff
Client:	<input type="text"/> Anwar, Esfir (3264)
Client Program:	Programs marked with (*) are not yet active. They will become active once the Client is admitted. DD Community (DDCOM)
Activity:	Community Based Supports (CBS)
Service Location:	<input type="text"/> 12 - Home
Description:	<input type="checkbox"/> Show Message on Front Desk? <input type="text"/> Max: 100 characters.

Viewing Client Information

It's possible to view a client's **ECR** from the **Schedule** as long as they are scheduled for an activity.

STEP 1: Navigate to **Schedule**.

Schedule for		5/4/2016					
	Begin	End	Client	Activity	Status	SvcDoc	
Schedule	3:00 PM	6:30 PM	Anwar, Esfir (3264)	Community Based Supports (CBS)	None	Next	

STEP 2: Click the name of the client whose information is needed. The **ECR** for the selected client appears. (See the **Client Guide** for information about the **ECR**.)