💎 MedAdvisor

QUICK START GUIDE

COVID-19 Vaccinations Calendar Set Up



## This guide details setting up your calendar for COVID-19 Vaccination Appointments

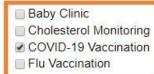
1. In the left-hand menu, click **Calendar**.

2. Choose Show and select **Consultation Room** from the dropdown menu.

3. Click Setup to set up your calendar.



4. Select the services you want to be able to book – you can also Add a service or Edit Services for an existing service.



5. Select <u>Edit Services</u>, and search for **COVID-19 Vaccination** to alter the appointment time

Edit Servi	ce			
Displaying: Service – Duration:	COVID-19 Vaccin 5 Minutes	ation (?)		
	10		ок	Cancel



#### HANDY TIP

You can also copy a link to your calendar to allow editing on non-dispensary computers or at home by copying the Staff Booking Website.

6. Choose to make these services available during your existing Opening Hours or add the days and times you offer these services.

Note: We recommend selecting Use Opening Hours and adding the times when you're not available

7. For a public holiday or for days you are open and do not offer services – click **Single**. Choose the date and start and end time that you're not available.

Date:	23/02/2018		
Starts:	4:00 PM	]	
Ends:	4:30 PM	1	

8. For a recurring non-availability such as a lunch break - Click **Recurring** and select the times and click OK. Then click Save to complete

#### your set up.

Starts: 1:00 PM	Daily Recur every 1 days
Ends: 2:00 PM	Weekly Monthly
- Range	Yearly
Starts on: 23/02/2018	
Does not end	



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# FAQS

### Why can't I see my Service in the list?

If your service is not displaying, check your settings in the Calendar area to see if the box is checked. If you still can't see the service, enter the Health Services Hub set up wizard and ensure you have selected "Use Existing Calendar Availability". This will allow you to set up new availability for this service.

## Can I change the view of the calendar to see daily bookings?

Yes. Click Settings. Here you can select the type of filters you would like to use for your bookings by checking the box. These can then be applied by selecting the grey buttons on the top right of the calendar.



HANDY TIP

"You guys have changed our life. You've made everything so much easier." - Katherine, Budgewoi Discount Drug Store

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