



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.

- Baby Clinic
- Cholesterol Monitoring
- COVID-19 Vaccination
- Flu Vaccination

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

Edit Service

Displaying: COVID-19 Vaccination (?)

Service:

Duration: 5 Minutes

OK **Cancel**

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.

Add Single Time when Service(s) are NOT AVAILABLE

Time

Date: 23/02/2018

Starts: 4:00 PM

Ends: 4:30 PM

Save **Cancel**

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.

Add Recurring Time when Service(s) are NOT AVAILABLE

Time

Starts: 1:00 PM

Ends: 2:00 PM

Type

Daily Recurrence every 1 day(s).

Weekly

Monthly

Yearly

Range

Starts on: 23/02/2018

Does not end

Ends after:

Ends By:

Save **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.



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