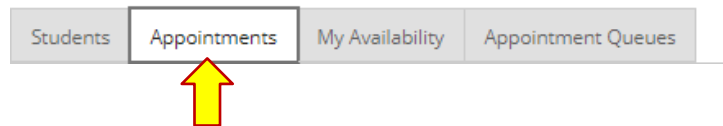


Navigate: Viewing Appointments

Objective: The Staff Home Appointments tab shows information about upcoming appointments, recent appointments, and recent Appointment Summary Reports you created.

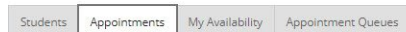
1. From the Staff Home screen, click the Appointments tab.

Staff Home ▾



2. The Appointments page lists your upcoming appointments for the next 30 days.

Staff Home ▾



Upcoming Appointments

Care Unit:

Actions ▾								Show Cancelled
<input type="checkbox"/>	DATE	ATTENDEE	TIME	SERVICE	COMMENT	URL/PHONE NUMBER	REPORT FILED?	DETAILS
<input type="checkbox"/>	1/1 06/21/2021 1:00pm - 2:00pm ET		1:00pm - 2:00pm ET	Extended Follow-up Appointment (60 minutes)			Not Yet.	Details

Reporting

Recent Appointments

Recent Appointments

Care Unit: ⓘ

Actions ▾								Show Cancelled
<input type="checkbox"/>	DATE	SERVICE	COURSE	COMMENT	ATTENDEE	TIME	REPORT FILED?	DETAILS
You have not had any recent appointments in the last 90 days.								