



# SCHEDULING

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BUSINESS MODEL SOFTWARE TRAINING

## **Scheduling: Recommended Training Course Agenda**

**Course Purpose:** We recommend using the following training outline to ensure that training participants receive clear instructions on how to schedule visits/actions for clinicians and patients in the GoodLooking software. The sequence of courses can be changed based on agency training needs and schedule; however the content of each course should remain as stated.

**Recommended Course Attendees:** Management, Office Staff, Intake & Schedulers

**Estimated Duration:** 30 Minutes

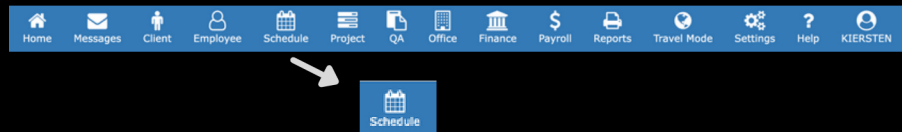
TOPIC	DESCRIPTION	
Adding an Event	How to add an event to your calendar	15 Minutes
Update Multiple Events at Once	How to update multiple calendar events at the same time	15 Minutes



# Adding an Event

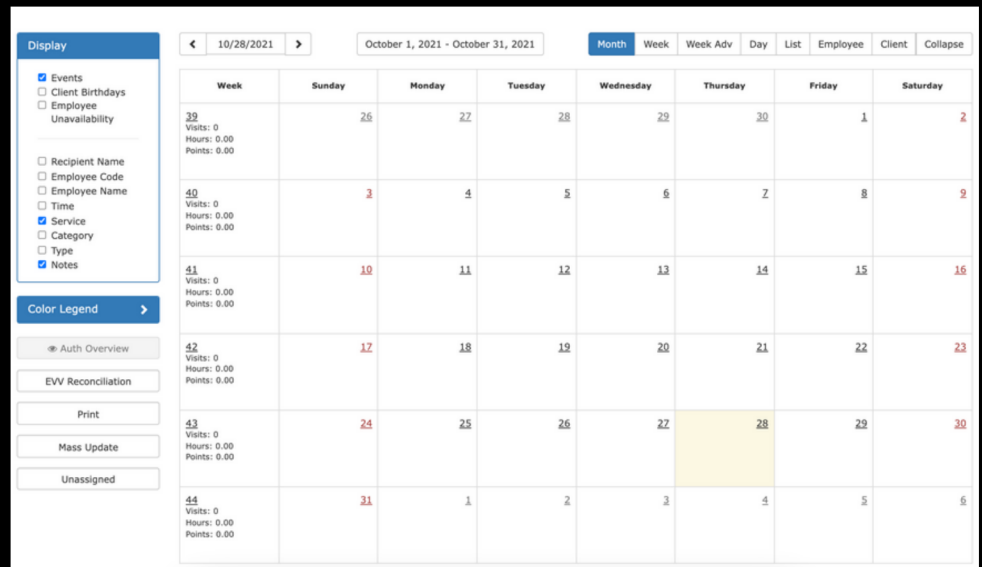
## 1 Go to 'Schedule' Tab

- On your home page, click the 'Schedule' tab at the top tool bar



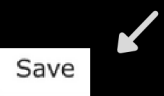
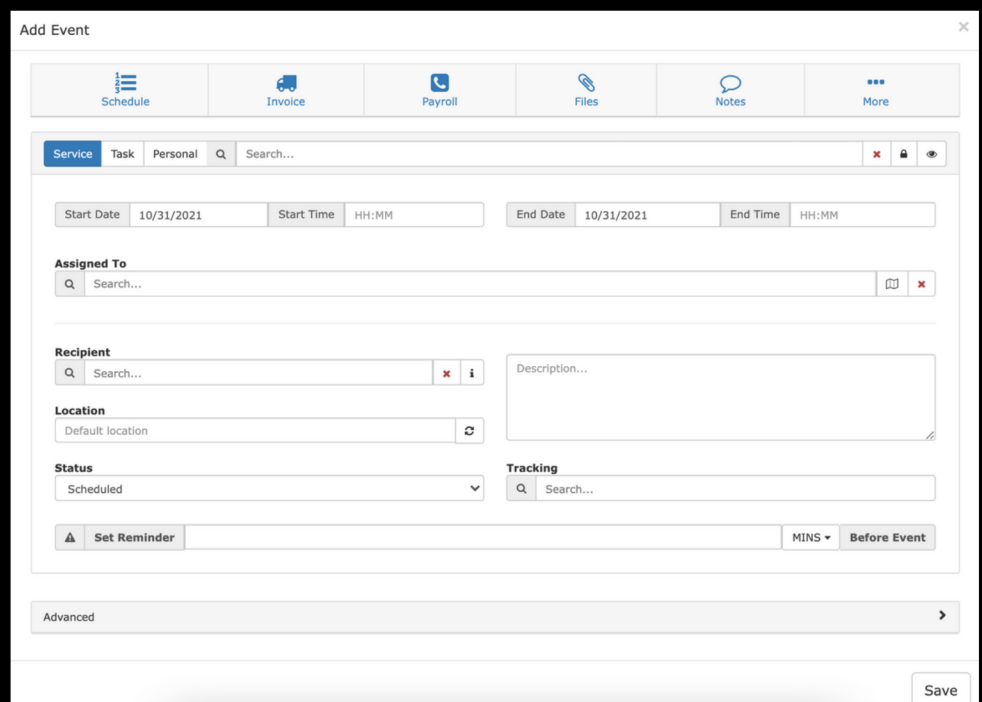
## 2 Choose the Date

- The schedule page will present a calendar for the current month. Click on the number date that you want to create an event for.



## 3 Add the Event

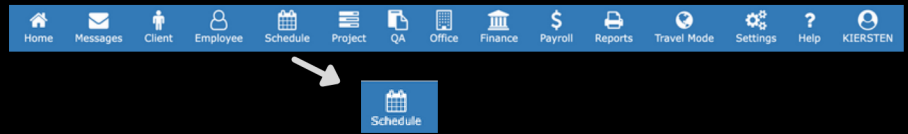
- The 'Add Event' form will open. Complete the details of the event in the form fields and assign it to the necessary recipients for that particular event.
- If you want to assign it to an entire group or office, you simply type in the name or location and it will appear on that particular set of recipient's schedules.
- Don't forget to click 'Save.'



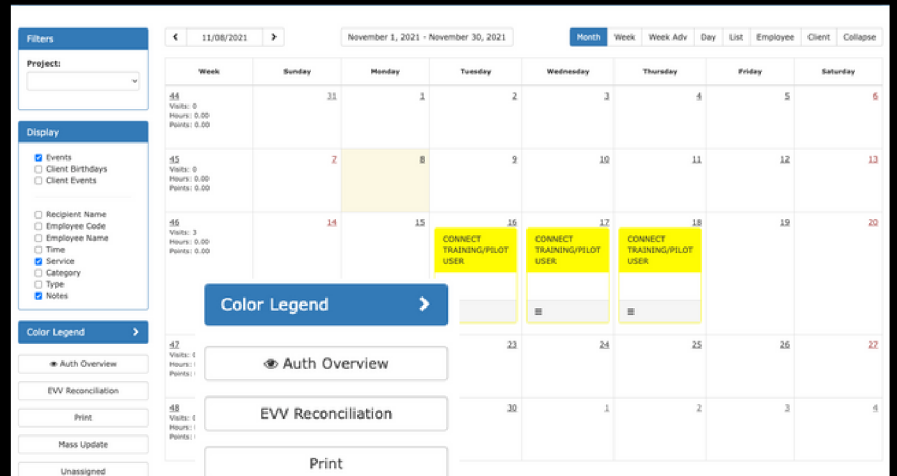
# Update Multiple Events at Once



- 1 Go to 'Schedule' Tab**
  - On your home page, click the 'Schedule' tab at the top tool bar



- 2 Mass Update**
  - The schedule page will present a calendar for the current month. Click on the 'Mass Update' button on the side bar options to the bottom left.



- 3 Choose the Event You Want to Apply Updates To**
  - When the 'Schedule Mass Update' form opens, there will be three sections to go through:
    - Begin with the 'Filter Charges By...' so you can find the event you want to Mass Update. Click 'Next'.
    - It will direct you to the next section, 'Select the Charges to Update' where you will check the line items you want to apply it to. Click 'Next'.
    - The third and final section, 'Select Fields to Update' will allow you make changes to event details. Click 'Next'.
  - Once all sections are completed, click 'Submit'.

