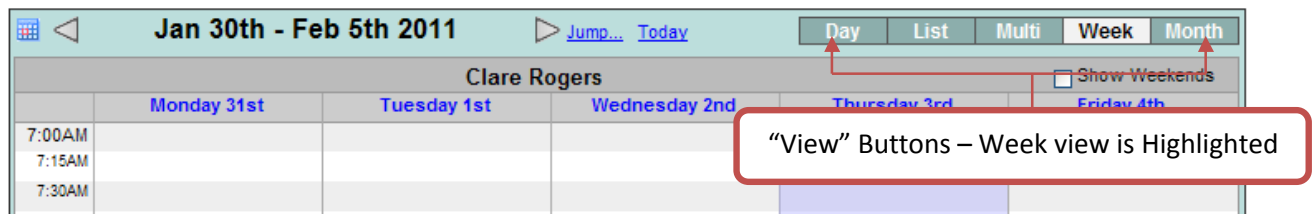


# CALENDAR ENHANCEMENTS

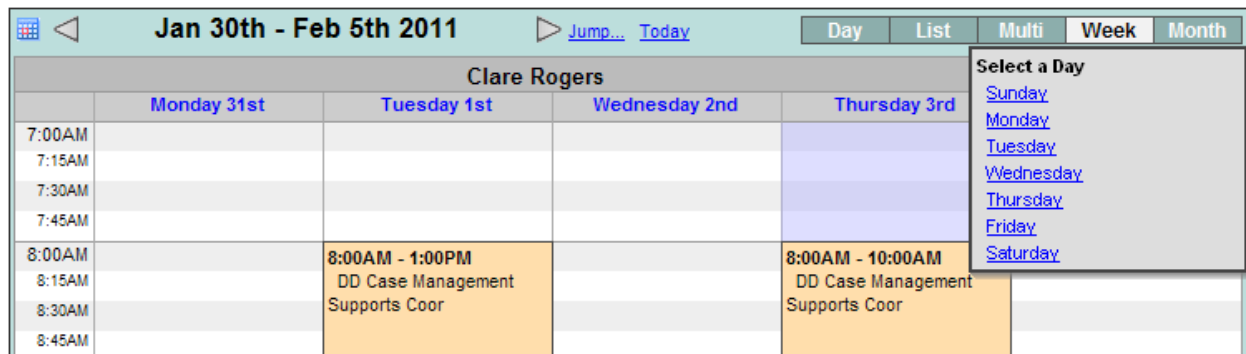
PCE has recently upgraded the Calendar modules used by several of our Clients based on suggestions from Clients as well as the PCE Programmers. This document was created to guide Users and Support Staff through the changes. The impact to Staff currently using the Calendar should be negligible. The main functions of the Calendar, i.e. adding appointments, availability, marking Consumer Attendance, etc., have not changed. The enhancements are centered on making the Calendar a little more “User-Friendly” with two more views and some minor changes to some existing views and navigation.

## Navigational Changes

- The “View” links have been removed and replaced with buttons. The current “View” is highlighted so the User knows which “view” he/she has accessed.

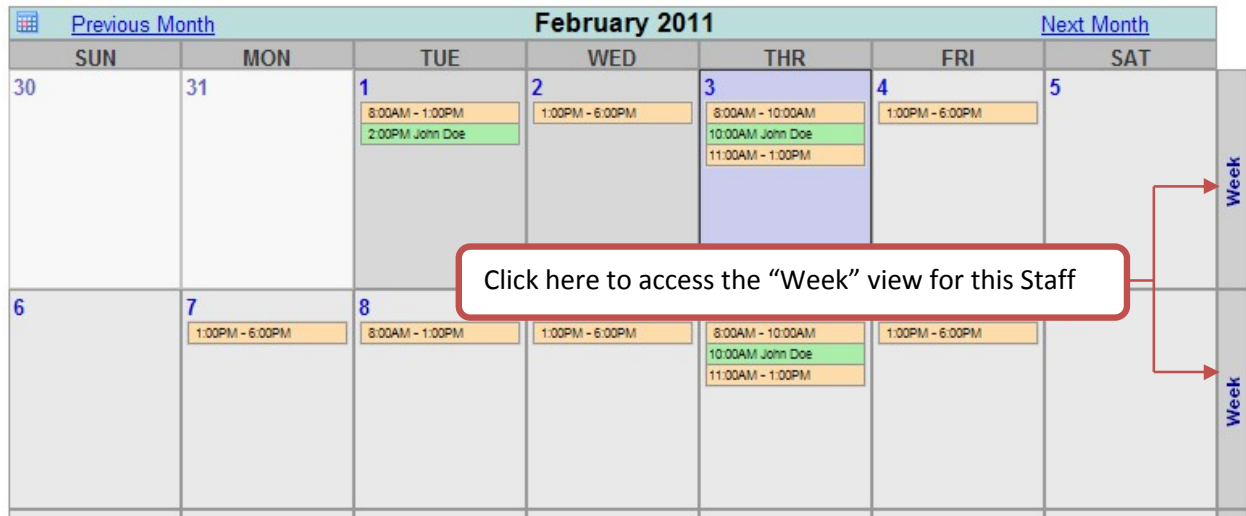


- When switching from View to View, the User may be asked to select a Staff or a day of the week. For example, when switching from the “Week” to the “Multi” view the User will click the specific day he/she wishes to access.

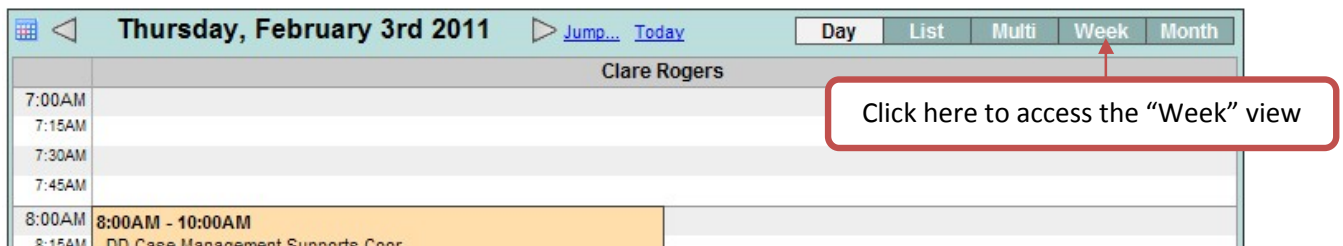




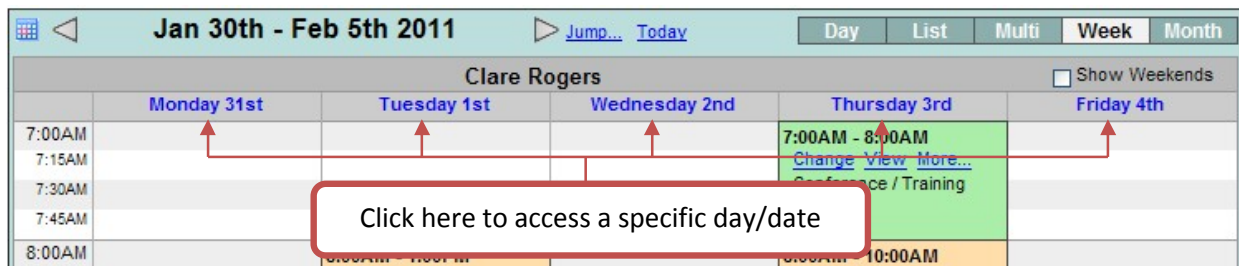
- To access the Week view from the Month view, simply click the “Week” tab to the right of the week. If multiple Staff are currently displayed the User will click the Staff for whom they wish to view



- To access the Week view from the Day, List or Multi views, click the Week button. If multiple Staff are currently displayed the User will click the Staff whom they wish to view



- The days listed in the Week view are links to that day’s appointments. The User can click the day or use the Day view button



## Multi View

- Multi view is used to view multiple Staffs' appointments/calendar side-by-side per day. The Multi view will work if a single staff is selected; however the intent of this view is to allow the User to see all appointments/availability for multiple staff on a specific day. The process for adding Staff to the Calendar has not changed.

	PCE Brandon	PCE Dmitriy	PCE Katy	Clare Rogers	PCE Staff
7:00AM					
7:15AM					
7:30AM					
7:45AM					
8:00AM		8:00AM - 11:00AM Physician Services		8:00AM - 10:00AM DD Case Management Supports Coor	8:00AM - 5:00PM Assertive Community Treatment
8:15AM					
8:30AM					
8:45AM					
9:00AM					
9:15AM					

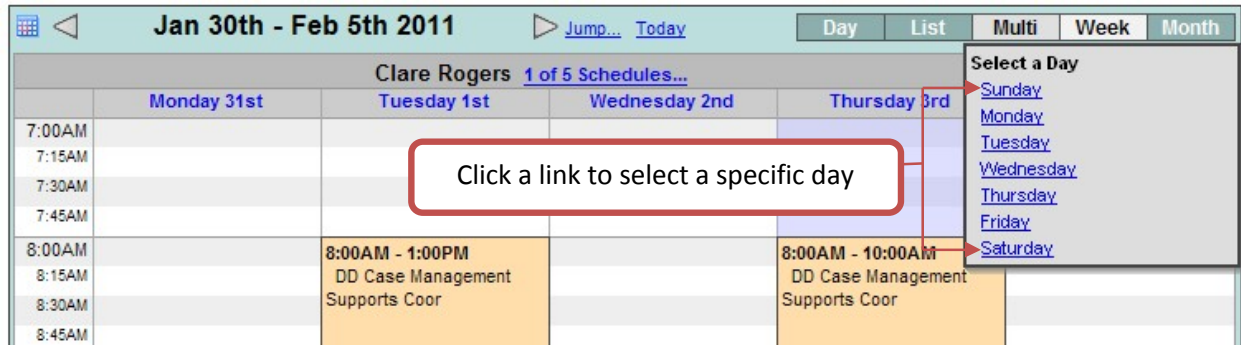
- To access the Multi view from the Month view, click the day to be viewed

Previous Month	February 2011							Next Month
SUN	MON	TUE	WED	THR	FRI	SAT	Week	
30	2:00PM John Doe	Clare Rogers 8:00AM - 1:00PM 2:00PM John Doe	Clare Rogers 1:00PM - 6:00PM	3 PCE Brandon 2:00PM John Doe 4:00PM John Doe PCE Dmitriy 8:00AM - 11:00AM 2:00PM - 5:00PM	Brandon John Doe Dmitriy 1:00AM PCE Katy 8:00PM Clare Rogers 1:00PM	5 PCE Brandon 7:00AM Conference / Training		
6	7 PCE Dmitriy	8 PCE Dmitriy	9 PCE Dmitriy	11:00AM - 3:00PM		12		

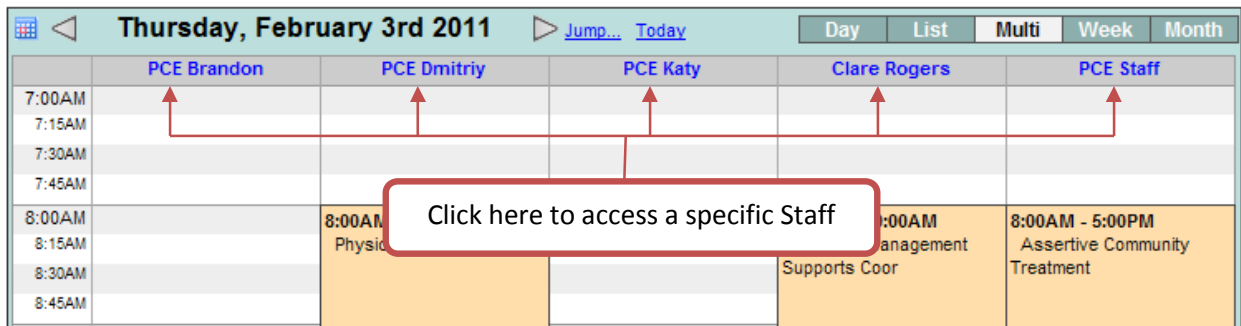
- To access the Multi view from the Day or List view, click the Multi button

	Clare Rogers 4 of 5 Schedules
7:00AM	
7:15AM	
7:30AM	
7:45AM	
8:00AM	8:00AM - 10:00AM DD Case Management Supports Coor
8:15AM	
8:30AM	
8:45AM	
9:00AM	
9:15AM	
9:30AM	

- To access the Multi view from the Week view, click the Multi button and select a day by clicking the appropriate link. Remember, the Multi view is limited to a per Day view

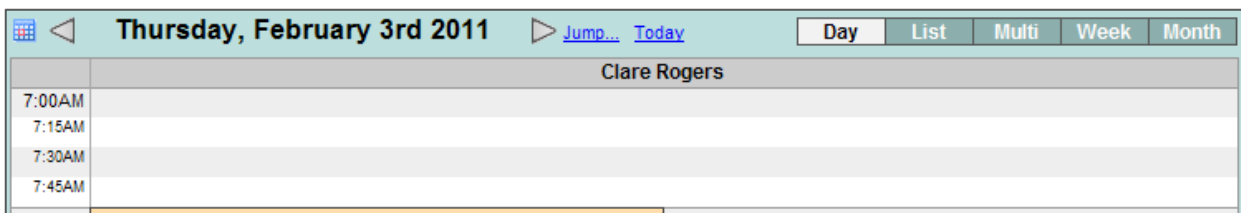


- The Staff listed in the Multi view are links to that Staff's appointments. The User can click the Staff Name or use the Day view button to access a particular Staff's appointments for the day



### Day View

- No changes have been made regarding the Day view and functionality
- The Day View link has been replaced with a Day View button



### List View

- A minor enhancement was made in the List view. Staffs' names now appear as links in the List view. To access a specific Staff's appointments the User can click the Staff's name

Time	Purpose	Location	Consumer	Documentation
2:00PM - 3:15PM	T1017			<a href="#">View</a> <a href="#">Delete</a>
4:00PM - 5:00PM	T1017			<a href="#">Change</a> <a href="#">View</a> <a href="#">More...</a>

NO APPOINTMENTS

### Month View

- The Month view now allows the User to work with Appointments that fall outside of the selected Month but within a week in that month. For example, the first of the Month falls on a Tuesday, the User can still access and work with the appointments on the Monday (last date of the previous month)

Previous Month	February 2011						Next Month
SUN	MON	TUE	WED	THR	FRI	SAT	
30	31 PCE Brandon 8:15AM John Doe 2:00PM John Doe	1 PCE Brandon 2:00PM John Doe	2 PCE Brandon 2:00PM John Doe	3 PCE Brandon 2:00PM John Doe 4:00PM John Doe	4 PCE Brandon 2:00PM John Doe	5 PCE Brandon 7:00AM Conference / Training	