

☺ Job Aid: How to Schedule Nutrition Ed Classes

Chapter 4: Appointment Scheduler
Section: Scheduling Appointments
Lesson: Special User – Group scheduling

★ **BASIC STEPS:**

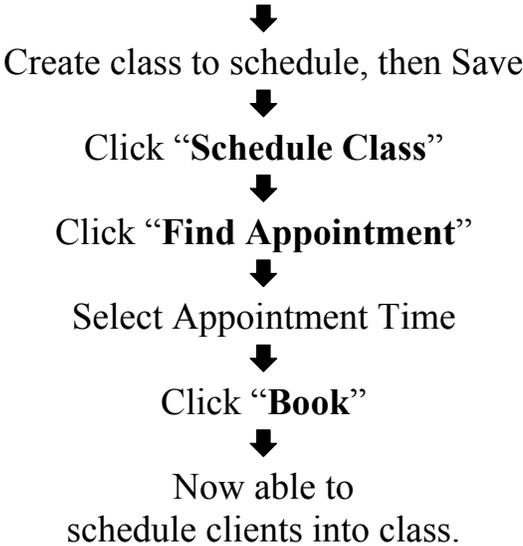
- 1) Create clinic templates and include “GE” slots where you want to schedule classes

- 2) Create Group NE Classes in the “Nutrition Education” Base table:
 - **Must** choose a state-defined topic
 - Enter class for each clinic location as a separate entry (even if it is the same class topic and title)
 - Enter class location in “Class Locations” base table if different from physical address of clinic

- 3) Schedule or “book” a specific class into an open GE slot. This can be done 2 ways:

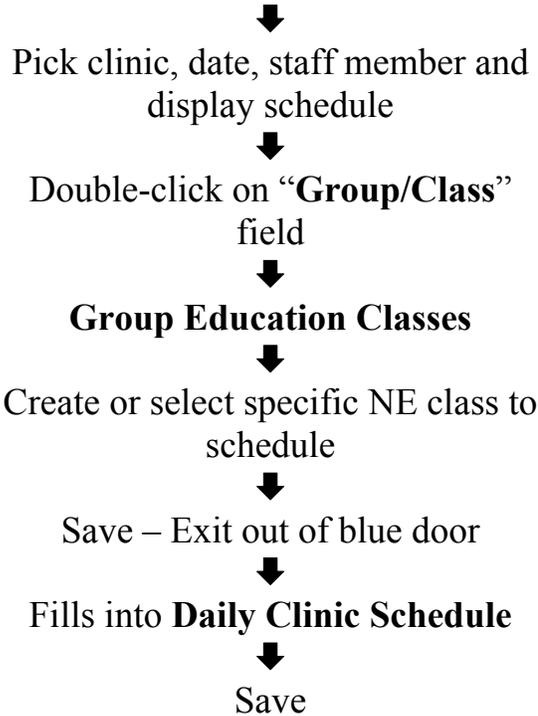
OPTION 1

Group Maintenance



OPTION 2

Daily Clinic Schedule



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