

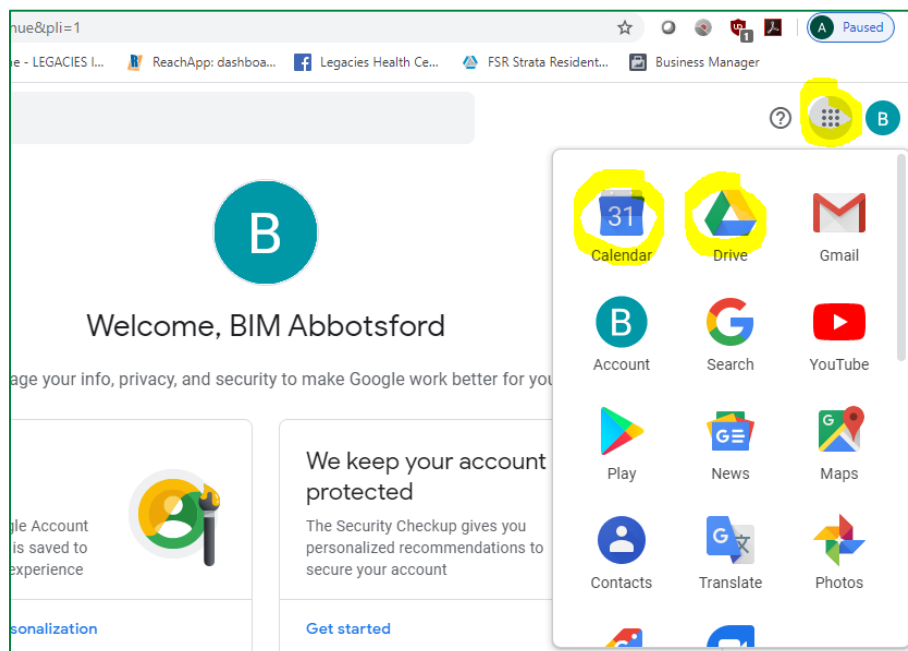
## How to Use the Google Calendar - Admin Staff

Google Calendar can be used for scheduling assessments. Admin team needs to log-in to the Google Admin Account in order to have access to all locations schedules.

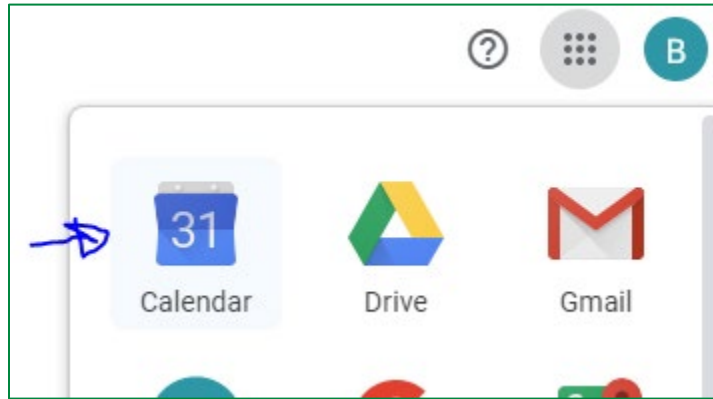
Clinicians won't have permissions to edit the existing bookings or create new bookings on the Location Schedule. They can create bookings on their "personal" calendar, but this will not be visible on the Location Schedule.

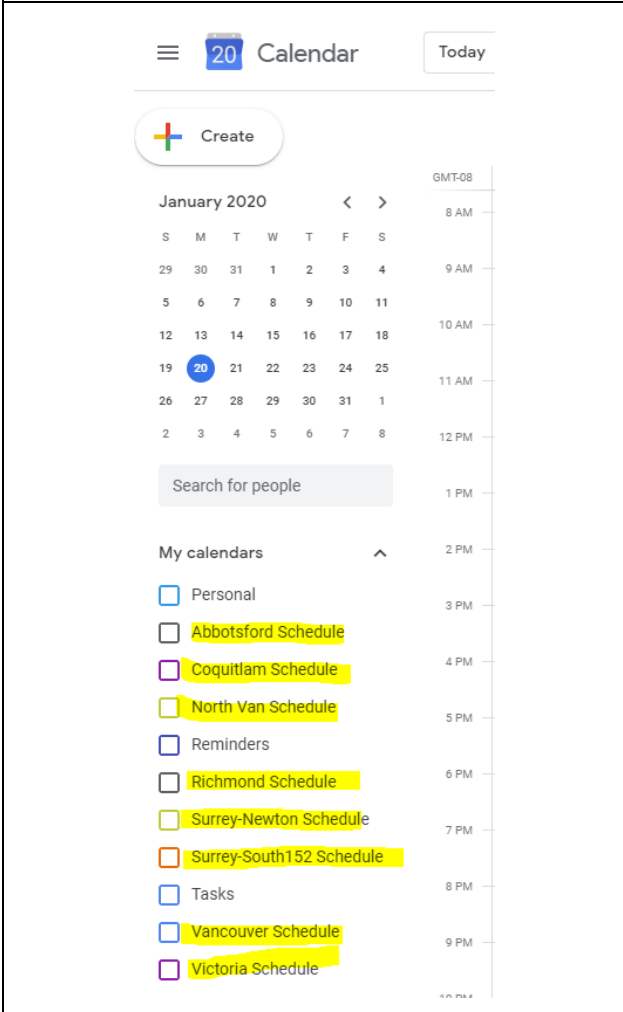
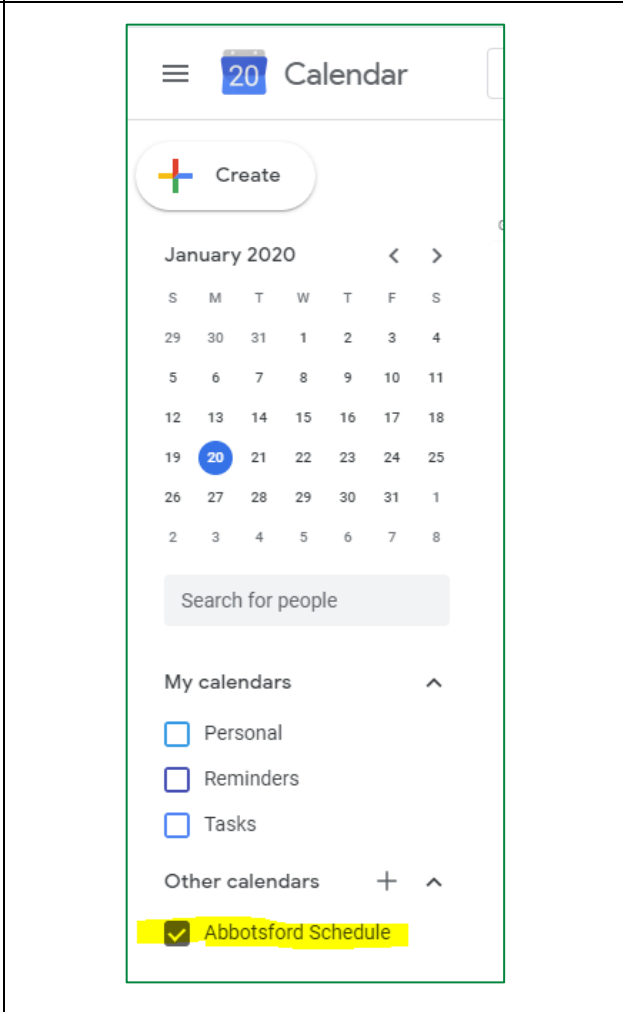
### How to Access and Schedule Assessments?

1. If you have a Google personal account, make sure you log-out before following the steps below.
2. Go to [Google Account](#) sign-in page
3. Log-in with the admin account bim8020508@gmail.com (note: password has changed on January 20, 9pm; speak with your manager if you have not received the instructions to new log-in info).
4. After the login, you may choose what you would like to access (Google Drive or Calendar). Simply click on the "dots" button (also called **Google apps**) at the top-right corner of your screen:



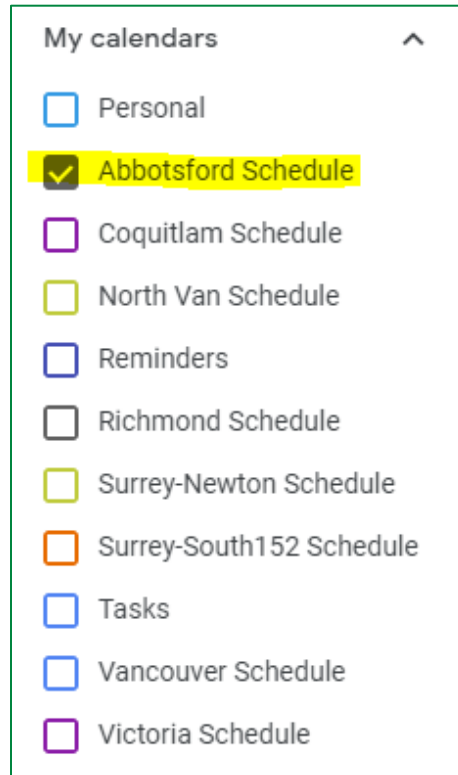
5. The admin account contains **all locations schedules**. To access them, select Calendar



<p style="text-align: center;"><b>Admin Account View</b></p> <p style="text-align: center;">View <u>All</u> Locations Schedules</p>	<p style="text-align: center;"><b>Location Schedule View</b></p> <p style="text-align: center;">View <u>only</u> the Location Schedule</p>
	

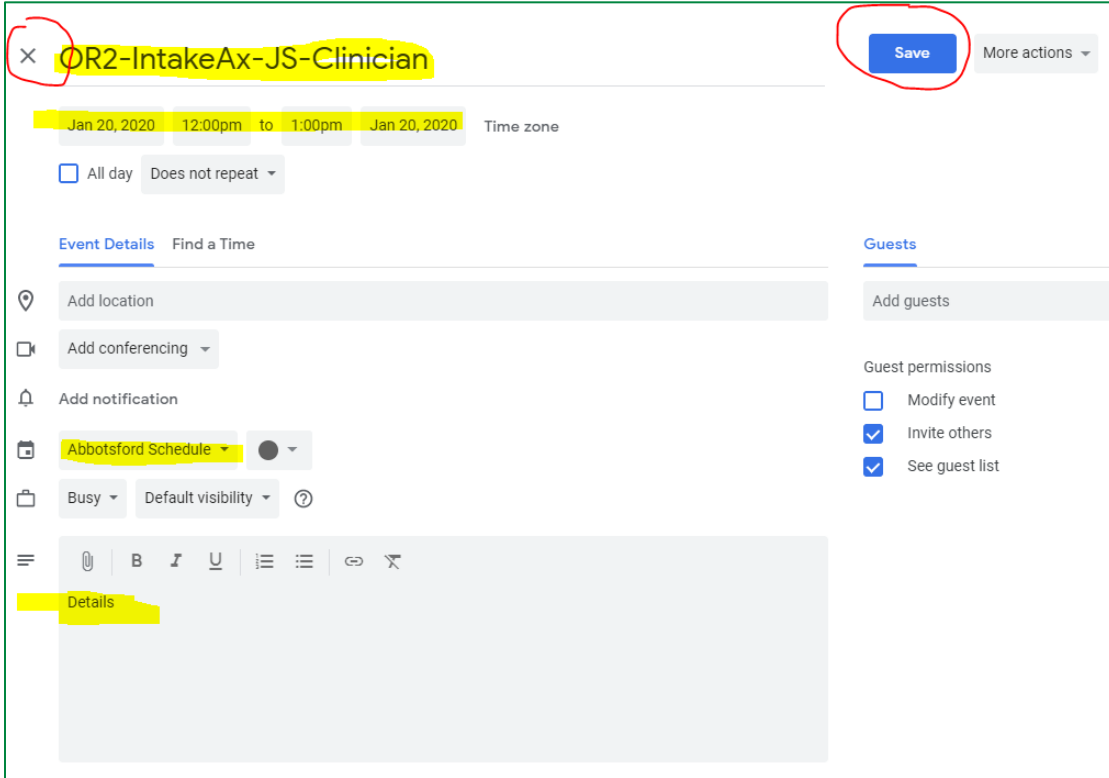
6. To book an appointment/assessment:

- a. Select the Location Schedule checkbox, and uncheck any other schedules (if more than one schedule is selected, the appointment will be created in both schedules)



- b. Click directly on the Calendar - assessment date and time (one click opens the quick pop-up box; double-click expands to the full-page appointment booking)
- c. Add a title to the Appointment - follow the naming convention below:  
  
Program-AxType-ClientInitials-ClinicianName  
i.e. OR2-Intake-JS-Marilyn; OR1-Progress-HY-Jessica
- d. Confirm date, time and location schedule
- e. You may choose to colour-code different programs (if needed/applicable)
- f. Save or Cancel (X)

See next page for screenshot →

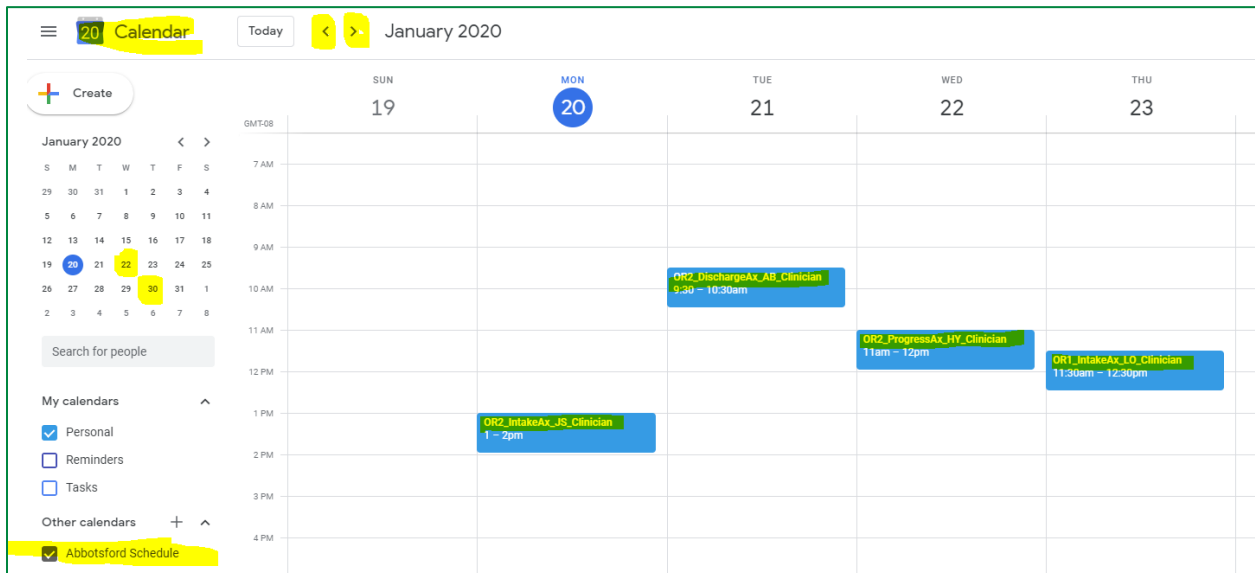


The screenshot shows the Google Calendar event creation interface. At the top, the event title "OR2-IntakeAx-JS-Clinician" is highlighted in yellow. To its right is a blue "Save" button, also circled in red. Below the title, the date and time are set to "Jan 20, 2020 12:00pm to 1:00pm". There are options for "All day" (unchecked) and "Does not repeat". The "Event Details" section includes fields for "Add location", "Add conferencing", "Add notification", a calendar selection (set to "Abbotsford Schedule"), and "Busy" status. A rich text editor is visible below. On the right, the "Guests" section has an "Add guests" field and "Guest permissions" with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked).

7. The appointment created on the Location Schedule, will be visible on the Location view (sometimes user needs to refresh their browser to see the recently added bookings)

8. Tips:

- a. You can use the arrows to see previous or next week
- b. Click on the calendar date to see the schedule



The screenshot shows a Google Calendar week view for January 2020. The current date is Monday, January 20th. The calendar grid shows appointments for the week. On Monday, there is an appointment "OR2\_IntakeAx\_JS\_Clinician" from 1-2pm. On Tuesday, there is an appointment "OR2\_DischargeAx\_AB\_Clinician" from 9:30-10:30am. On Wednesday, there is an appointment "OR2\_ProgressAx\_HY\_Clinician" from 11am-12pm. On Thursday, there is an appointment "OR1\_IntakeAx\_LO\_Clinician" from 11:30am-12:30pm. The left sidebar shows the "Abbotsford Schedule" calendar selected.

Questions? Please contact Ana Ciampi at 778-317-4866