

Shared Calendar

Step 1:

Select a Client from your Client list

Step 5
Multiple Active Clients

Step 6
Shared Calendar Entry

Step 7
Client Observer Entries

Step 8
Add Collaborative Entry

Completed: ✔ Add Client, ✔ Approved by Client, ✔ Send Message, ✔ Assign Exercise,

My Clients

Show entries Search:

Clients	Status	Avg Mood	Panic Attacks	Suicidal Thoughts	Reports	Actions
josh_test	active	0	0	0	Select	

Showing 1 to 1 of 1 entries

Add Client

First Previous 1 Next Last

Step 2:

Navigate to the “Schedule” tab

Overview | Scorecard | Exercises | Collaboration | Schedule

Patient: josh_test

Diagnosis: None

Birthday: not entered(Age:None Provided)

Self-harm Entries: 0

Observer Notes: 4

Counseling Sessions: 0

Last Entry: Thursday, November 23

Total Entries: 4

Patient Info

Patient Journal

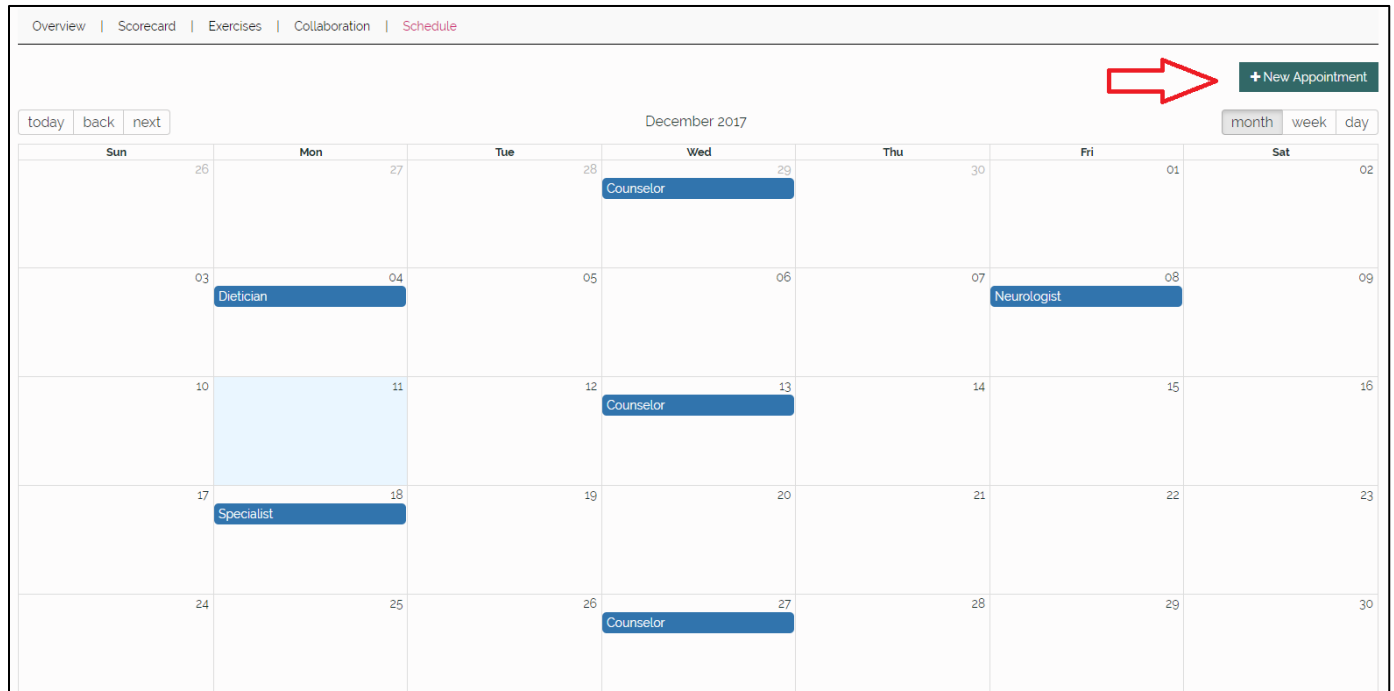
Observer Journal

Prescription History

Consent History

Step 3:

Select the “New Appointment” button



Step 4:

- Provide an Appointment Name
- Select date
- Enter Duration

NOTE: This calendar is used to share relevant appointments between Clients and all Clinicians for visibility purposes only. It is not used to manage their schedule.

This cannot be updated from the mobile app.

The screenshot shows the 'New Appointment' form. It has a title bar with a close button. The form contains three main sections: 'Appointment Name' with a text input field containing 'Counselor'; 'Choose Start Time' with a calendar for December 2017 (the 7th is selected) and a time selector showing '06:47 AM'; and 'Duration (Minutes)' with a text input field containing '30'. A 'Submit' button is at the bottom. Red arrows point to the 'Appointment Name' field, the calendar, and the 'Duration' field.