

Team Calendar

The team calendar offers a way to access and manage appointments for multiple practitioners in a single calendar. This view is available for account admins and any practitioners who are given appropriate permissions.

Thursday, Dec 13, 2018

month

week

day

today

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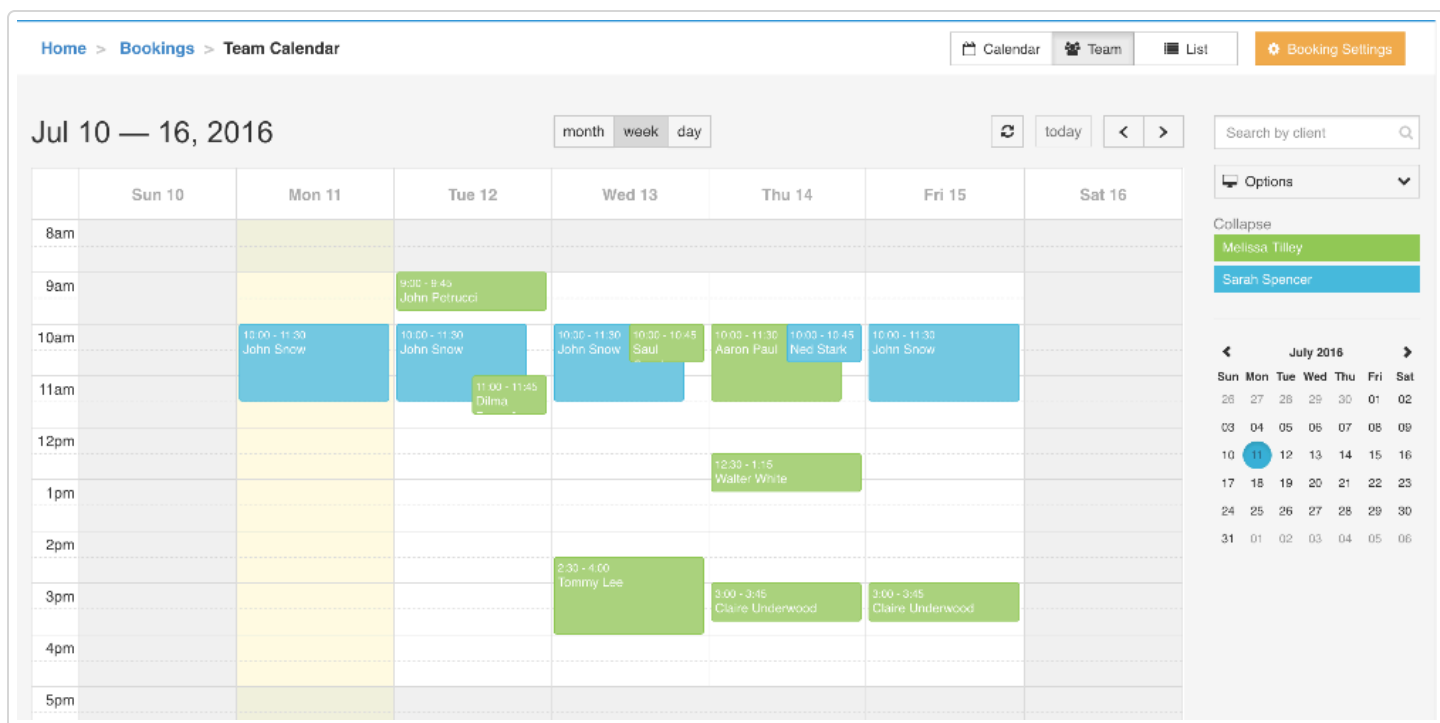
	Melissa Tilley	Sarah Spencer	Tara Peron
8am			
9am			
10am	9:30 - 11:00 Aaron Paul (Initial Consultation)	10:00 - 11:30 Adam Smith (Initial Consultation)	10:00 - 10:45 Andre Nogueira
11am			
12pm		12:00 - 1:00 Claire & Frank Underwood (Couple's Therapy)	11:30 - 12:15 Melissa Tilley
1pm	1:00 - 1:45 Dexter Morgan		
2pm			1:30 - 3:00 Cassio Alves (Initial Consultation)
3pm	3:00 - 4:30 Debbie Morgan (Initial Consultation)		
4pm			
5pm			
6pm			

Setting Permissions

To give a practitioner access to the team calendar, you must assign them to a role that has access to the team calendar. Under the roles settings ([//support.intakeq.com/article/179-setting-user-permissions](https://support.intakeq.com/article/179-setting-user-permissions)), you will find two permissions related to the team calendar: **"Can view Team Calendar"** and **"Can manage Team Calendar"**. Once you set up a role with the desired permissions, just assign the role to the practitioner under **"More > Team > Practitioners"**.

Accessing the Team Calendar

To access the team calendar, click on the **"Bookings"** menu and then on the **"Team"** button located at the top right corner of the page.



Notice in the image above a color coded list of practitioners. You can click on each practitioner to show/hide their respective appointments.

Team Calendar Timezone Display

By default the team calendar displays appointments in each practitioners timezone, there is a link directly below the calendar where you can choose to force all appointments to show in your timezone instead if you wish.

March 2022

month

week

day

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🕒 Block Time

today

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

* Displaying appointments in each practitioner's timezone. [Click here to change](#)

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Last updated on January 6, 2024

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