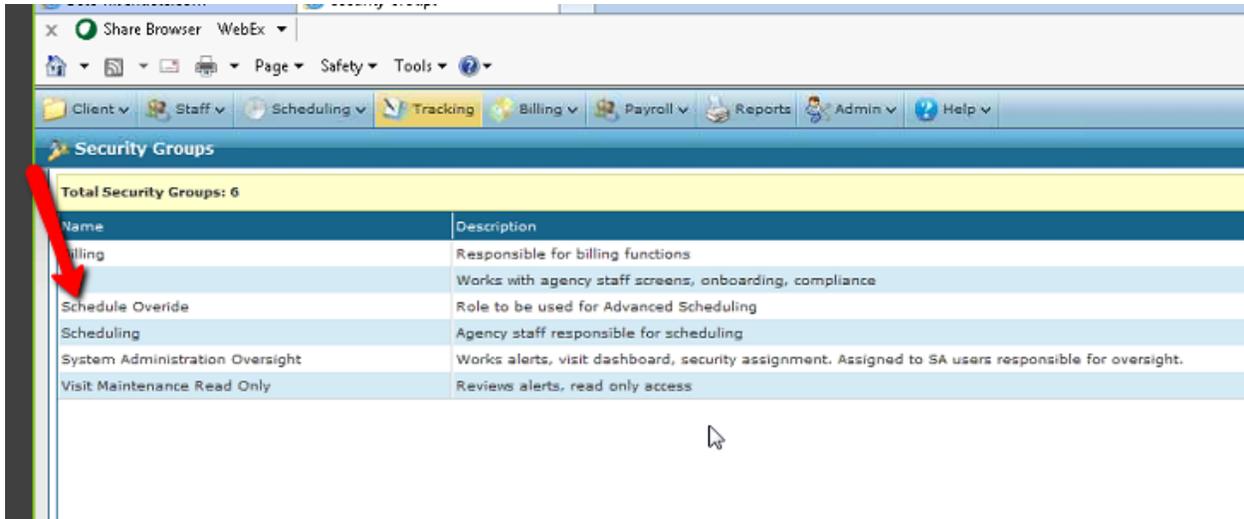


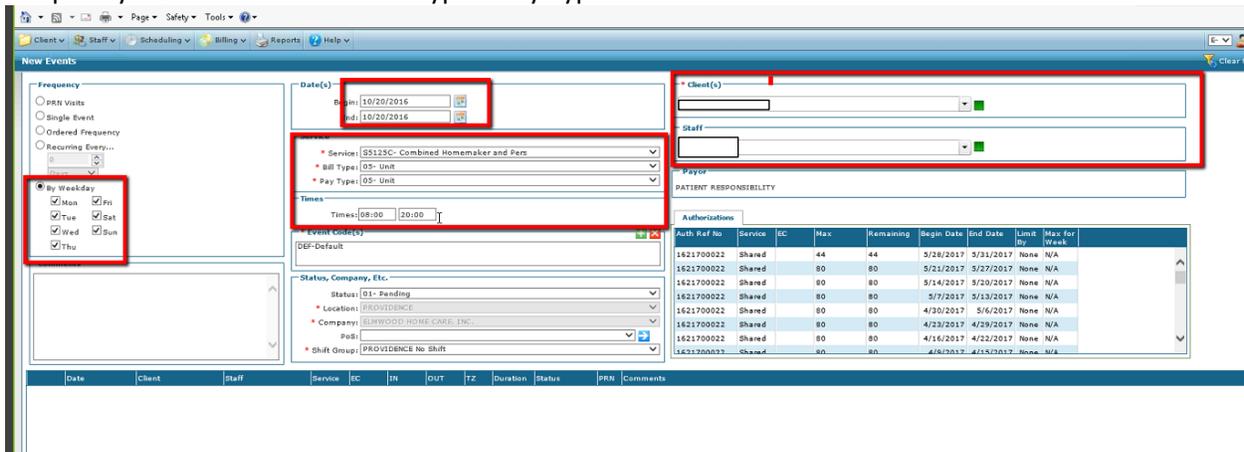
Ability to Schedule without an Authorization

A new security group has been added to allow the ability to schedule without an authorization. The first step will be to add the individuals that would be allowed to do this task.



After adding the individual to the new security group. That individual would go in and schedule the visits filling out the below areas:

Frequency – Dates – Services – bill type – Pay Type – Times – client and Staff



After filling out all the fields - Select Add in the upper right hand corner



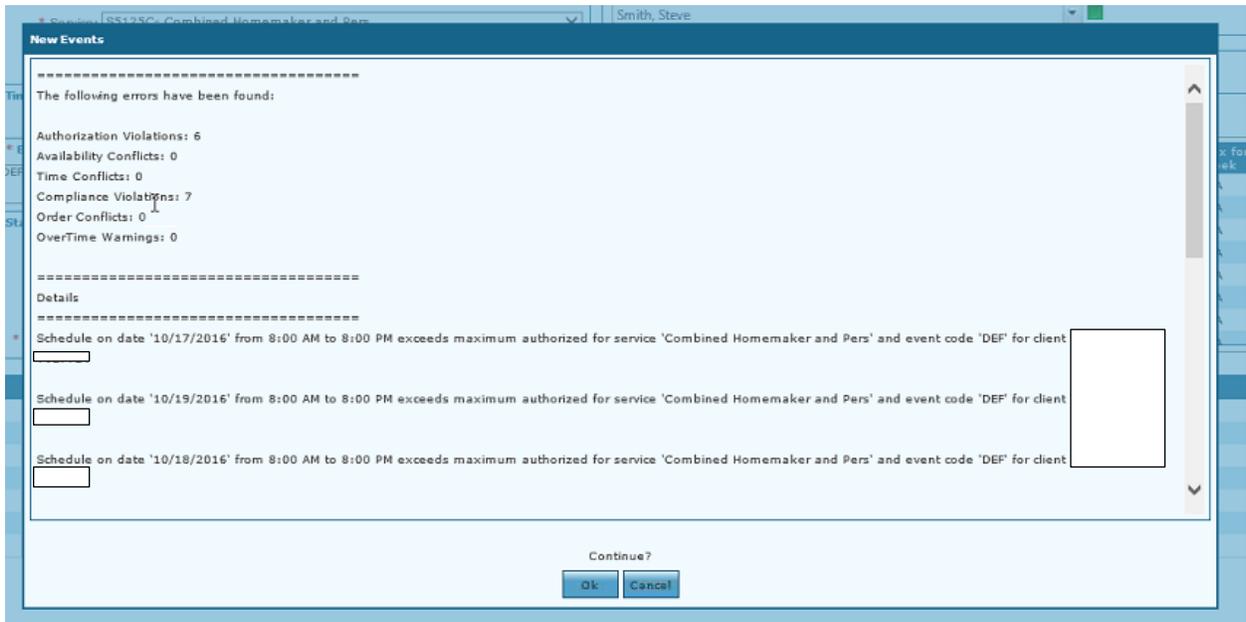
After selecting the 'Add' button you will see the schedule populate on the bottom of the screen. You will see that there are color coded 'boxes' to the left of the schedule. These are warnings but you are able to schedule thru them due to this new functionality.

Date	Client	Staff	Service	EC	IN	OUT	TZ	Duration	Status	PRN	Comments
10/16/2016-Sun			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/17/2016-Mon			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/18/2016-Tue			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/19/2016-Wed			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/20/2016-Thu			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/21/2016-Fri			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		
10/22/2016-Sat			S5125C	DEF-Defa	08:00	20:00		12	01- Pending		

Select commit from the upper right hand area of the screen

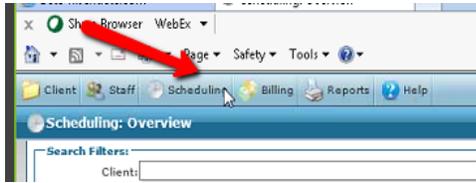


You will receive a warning message due to the color-coded warnings you saw after the schedules were displayed. Read the message. You know you are scheduling without an authorization or outside of the limits. Select 'OK'



After you select OK, the schedules are no longer displayed at the bottom of the screen which means that the schedules were actually created. To validate this, Select Scheduling

Date	Client	Staff	Service	EC	IN	OUT	TZ	Duration	Status	PRN	Comments
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Search for the date range that you created the schedules for

Date From:
 Date To:
 Time In:
 Time Out:
 Mo Tu We Th Fr Sa Su
 Unassigned Show Selected
 Hide Cancelled Events
 Filter For Client *or* Staff

Select Refresh and you see the schedules

Schedules display

Total Client Hours: 84.00 Total Client Visits: 0 Total Staff Hours: 84.00 Total Staff Visits: 0

Page size: 100

Date	Coordinator	Client	Chart ID	Staff	Pos	Service	EC	INP	OUTP	TZ	HerP	Supplies	Status	PRN
10/16/16-Sun	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/17/16-Mon	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/18/16-Tue	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/19/16-Wed	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/20/16-Thu	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/21/16-Fri	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	
10/22/16-Sat	-Smith			Smith, Steve	RN	S5125C	DEF	08:00	20:00	E	12	0	01-Pending	