

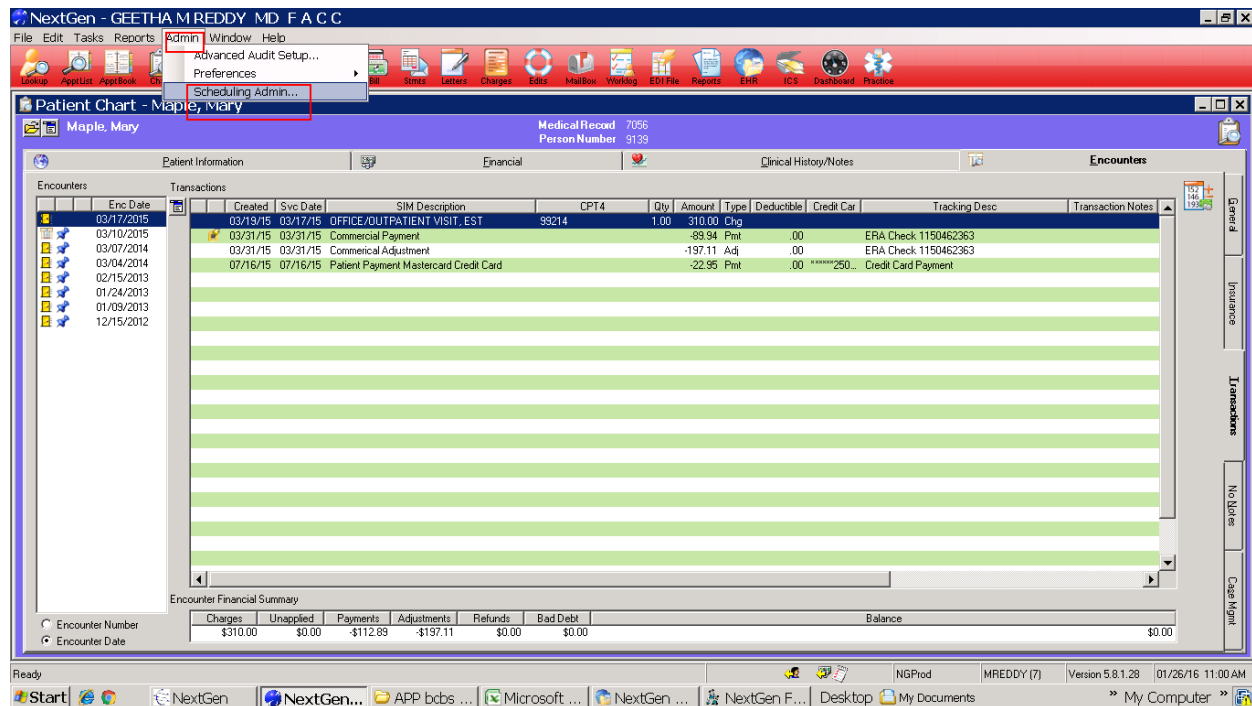
Procedure to Create a New Event

The procedure below was used to create a new event for Office Staff Meeting. Below is the criteria for these meetings:

- The Office Staff Meeting Event happens once every month.
- The Office Staff Meeting Event is on the first Monday of every month at 1:00 PM for 30 mins.

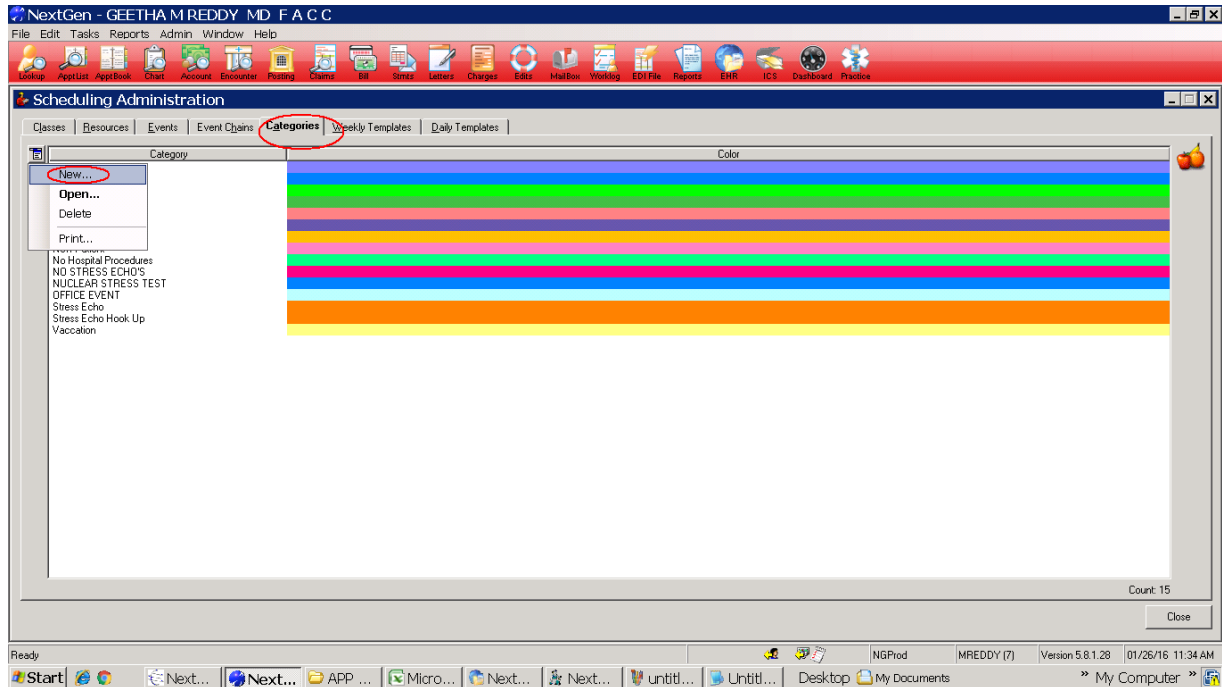
Step 1 – Access the Admin Appointment Scheduling Task

Below is the screen capture for navigating to Schedule Admin screen.



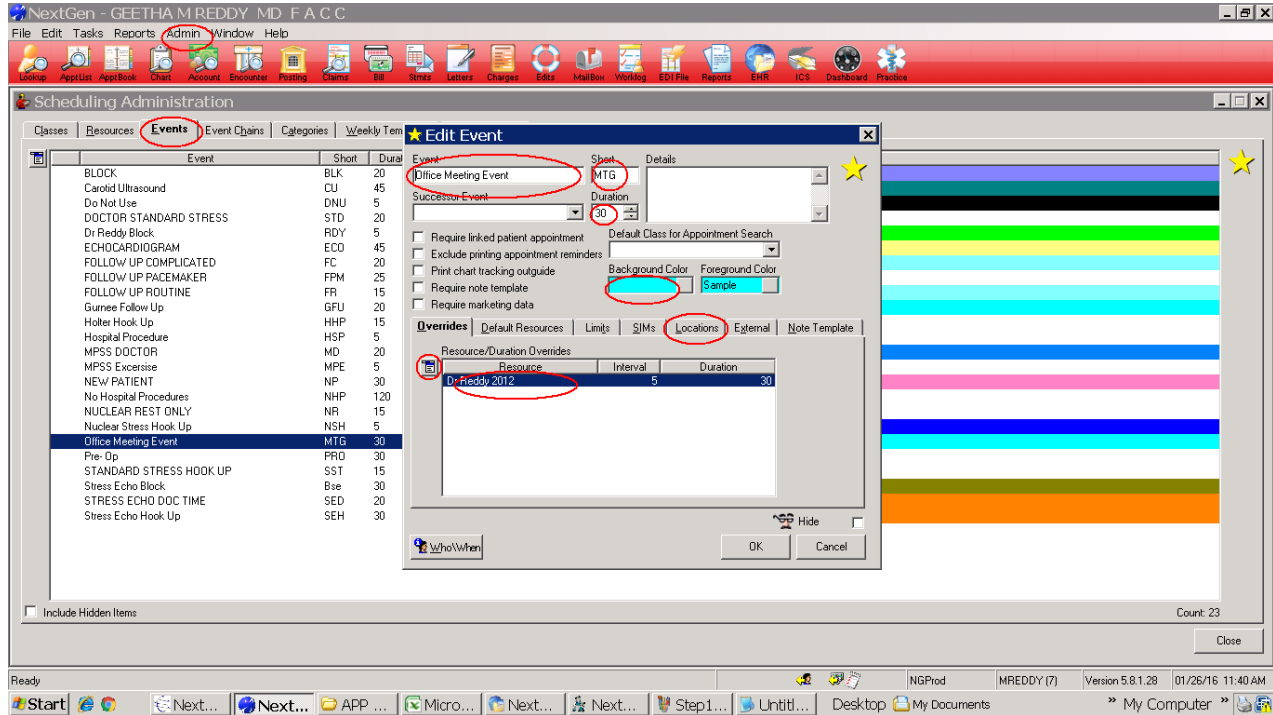
Step 2 – Create a new Category.

Below is the screen capture for creating a new category in Nextgen.



Step 3a - Create a new Event.

Below is the screen capture for creating a new event.

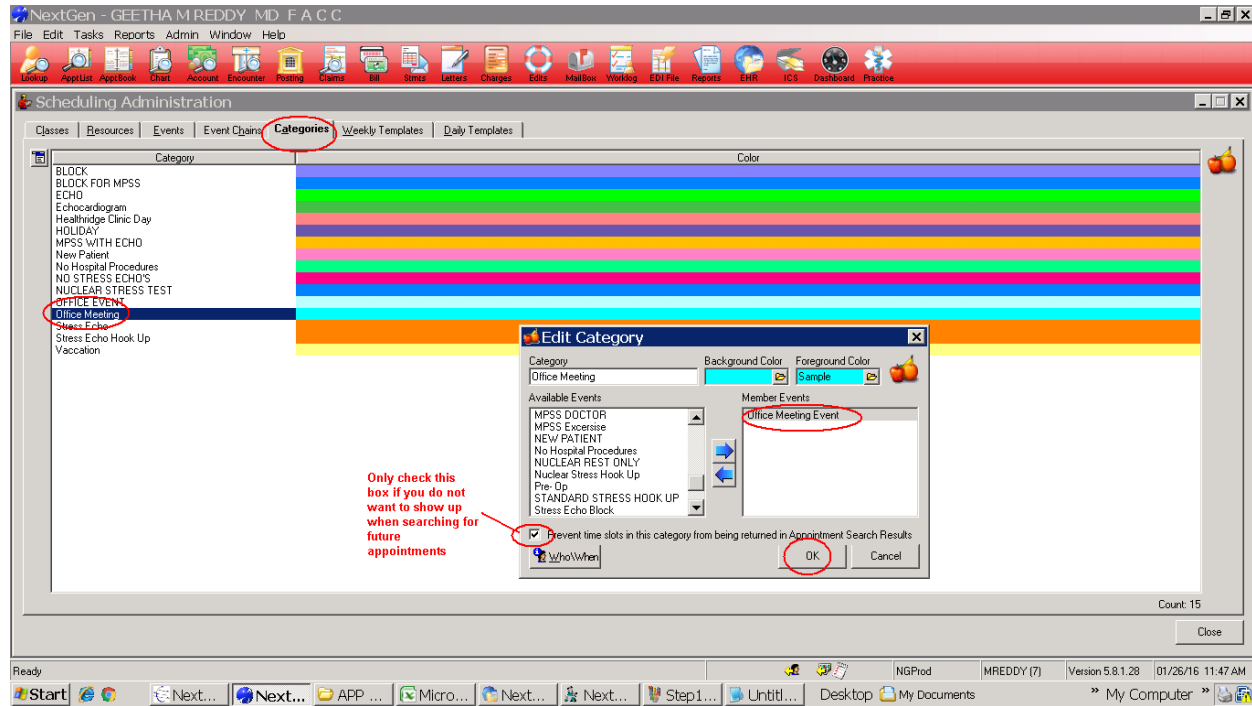


Below is the screen capture for updating the event with its location:

Ready NGProd MREDDY (7) Version 5.8.1.28 01/26/16 11:42 AM

Step 4 - Link the Event with Category

Below is the screen capture for linking Event with Category:

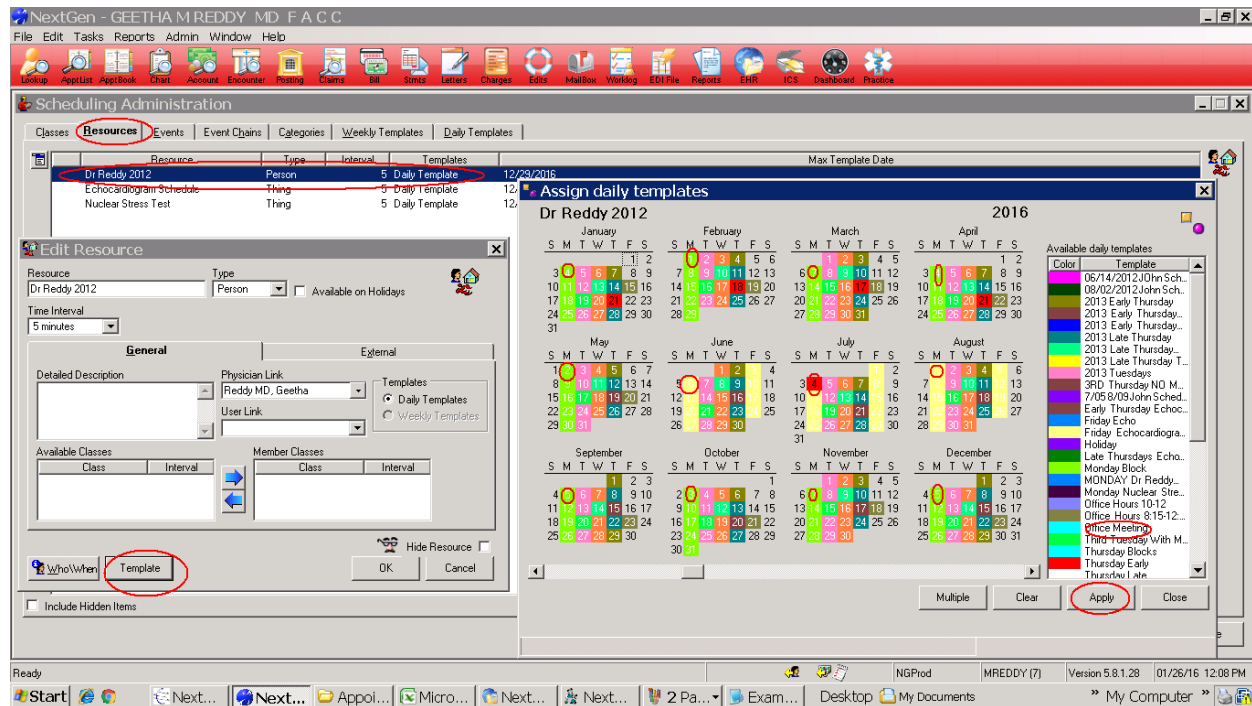


Below is the screen capture for creating an Office Meeting Events template.

The screenshot displays the 'Scheduling Administration' window of the NextGen software. The 'Daily Templates' tab is selected. The 'Add Template' dialog box is open, showing the 'Office Meeting' category and 'Geetha M Reddy SC' service location. A context menu is visible over the dialog, with 'Apply Both' highlighted. The background shows a list of templates and a color-coded calendar grid. The bottom status bar indicates the system is 'Ready' and shows various system information.

Step 6 - Apply Event to Resource

Below is the screen capture for applying an event to a resource:



Step 6 - Very that the appointments are displayed correctly on the relevant resource.

Please note that the name of the appointment does not show up on the allocated time slots. A user has to manually update the appointment name for each of the appointment slots.

A simple way to achieve this is by manually updating one appointment and copy and paste it over on the rest of appointments for the year.