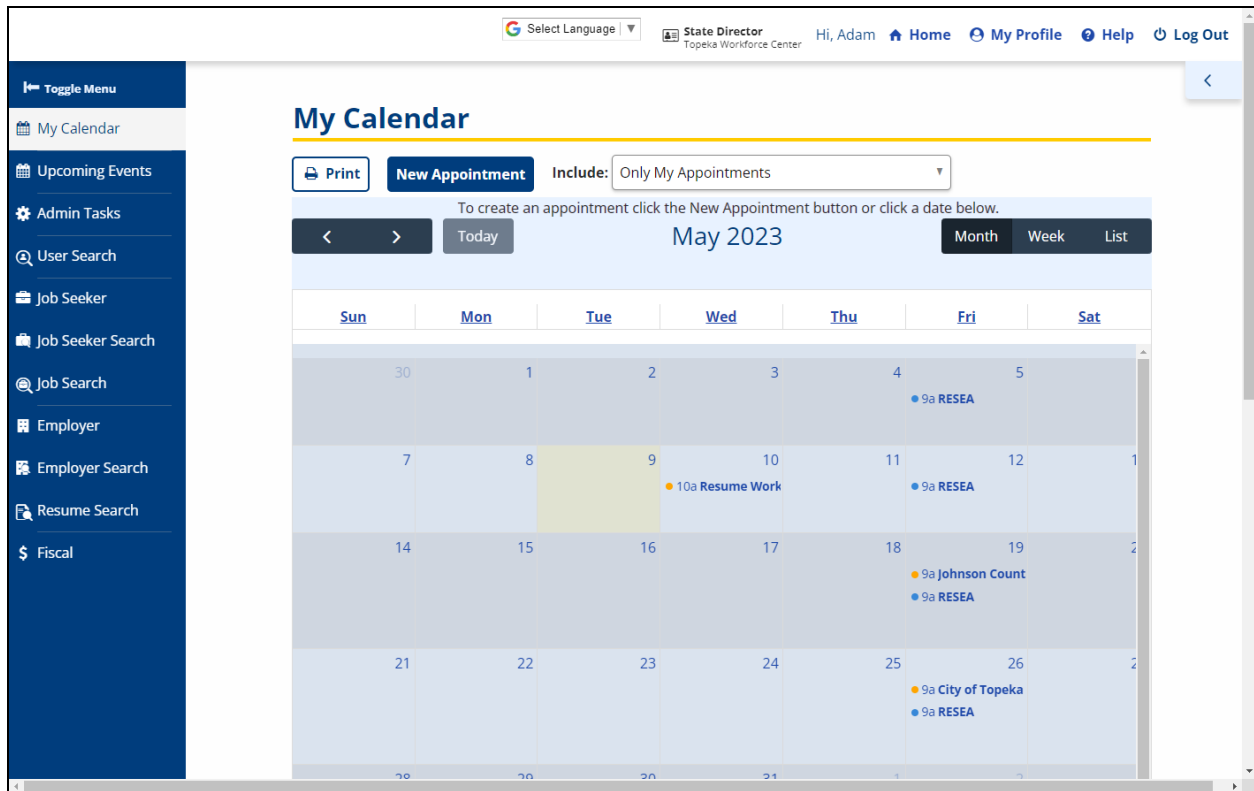


My Calendar (Staff)

The My Calendar page allows you to view, manage, and create appointments.




- By default, the current month/day is selected and the **Month** view is active. Click the arrow buttons (< >) to navigate to the previous or following month. You may also click **Week** to view appointments for the selected week or **List** to view appointments for the selected week in list form. Click **Today** to return to the current day.
- Appointments for all your subordinate staff are also displayed by default. You may choose how to view subordinate appointments by selecting an option from the **Include** dropdown at the top of the page (For All My Subordinates, For Subordinates in My Office, Only My Appointments).

- To print a list of appointments within a specific date range:
 1. Click **Print** at the top of the calendar.
 2. Select a **Start Date** and **End Date**, then click **Print** to generate the document. Times are shown in order and the staff user's name, print date, and appointment details are displayed.


Print Calendar

Please enter a date range to print appointments and events for.

Start Date (required)

May 9, 2023  Today

End Date (required)

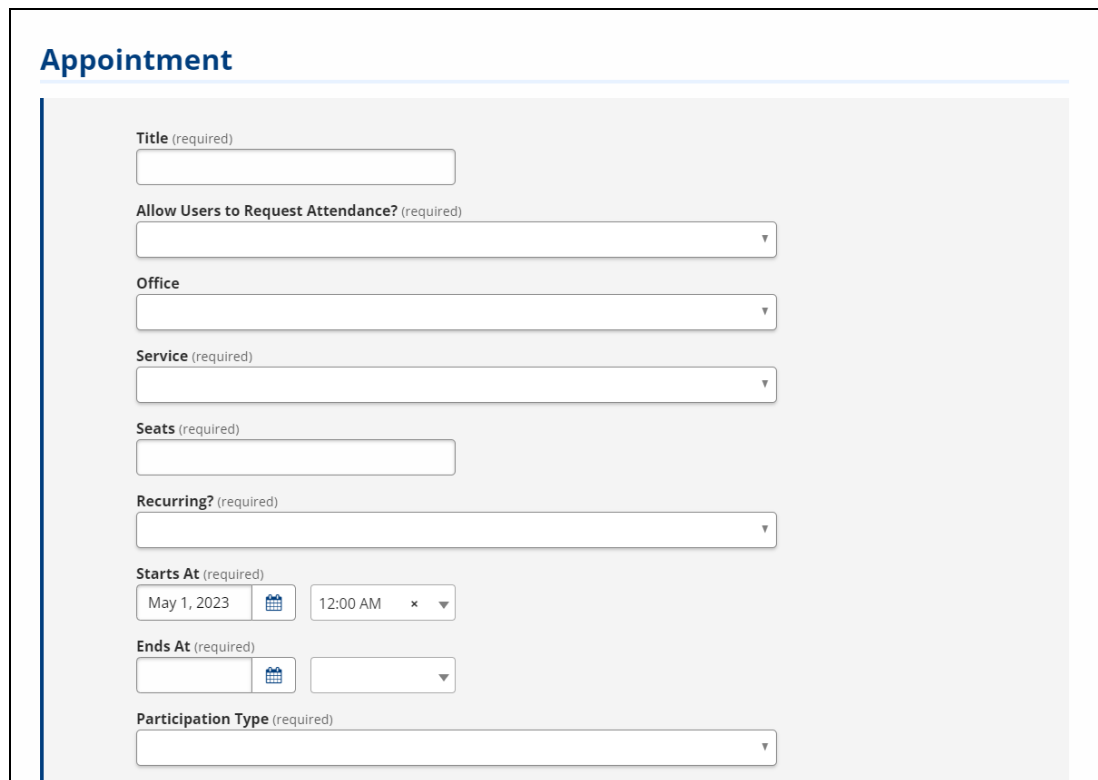
May 24, 2023  Today

Print

Return

Creating an Appointment

1. Creating an appointment can be done in one of three ways:
 - Click **New Appointment** at the top of the page.
 - Click the date for which you want to create the appointment. In Month view, click the link of the date for which you want to create the appointment. I
 - In Week view, click the desired block of time under the date for which you want to create the appointment.



The screenshot shows a web form titled "Appointment" in blue text. The form is set against a light gray background and contains several input fields and dropdown menus, each with a "(required)" label. The fields are: "Title" (text input), "Allow Users to Request Attendance?" (dropdown menu), "Office" (dropdown menu), "Service" (dropdown menu), "Seats" (text input), "Recurring?" (dropdown menu), "Starts At" (date and time pickers showing "May 1, 2023" and "12:00 AM"), "Ends At" (date and time pickers), and "Participation Type" (dropdown menu). The form is enclosed in a thin black border.

2. In the Appointment form that displays, enter a descriptive **Title**.
3. In the **Allow Users to Request Attendance** field, select **Yes** to allow job seekers to request attendance for this appointment from their calendars. Otherwise, select **No**.
4. Select the **Office** where this appointment will take place.

5. Select the **Service** related to this appointment.
6. Enter the maximum number of **Seats** for this appointment.
7. To make this a recurring appointment, select **Yes** from the **Recurring?** dropdown, then select a **Recurrence Type** (Daily, Weekly, Monthly) and enter/select a **Recurrence End Date** when the recurring meetings should terminate (up to one year from the current date).

- Daily recurring meetings are only created Monday through Friday.

8. The **Starts At** date and time is populated based on how the appointment was created. You may modify the date as needed by entering a new date or clicking the calendar icon and selecting a date. You may also modify the time as needed by entering a new time or selecting a time from the dropdown.
 - If you created the appointment by clicking the New Appointment button, the Starts At date defaults to the current date and the time defaults to 7:00 AM EST/4:00 AM PST.
 - If you created the appointment by selecting a date from the calendar in Month view, the Starts At date is populated with the date selected and the time defaults to 7:00 AM EST/4:00 AM PST.
 - If you created the appointment by selecting a date and time from the calendar in Week view, the Start At date and time defaults to the date and time selected.
9. Enter the **Ends At** date or click the calendar icon and select the date. Enter a time or select a time from the dropdown.

10. Select a **Participation Type** (In-Person, Virtual, Both, Phone):

- If **In-Person** is selected, enter the **Address** information for where the appointment will take place.
- If **Virtual** is selected, enter the **Meeting URL** where participants can access the meeting.
- If **Both** is selected, enter both the **Meeting URL** and **Address** information.
- If **Phone** is selected, enter the **Phone Number** that participants should call.

11. Enter a detailed **Description** of the appointment.

12. Click **Save**. The appointment is created and displays on your calendar.

Viewing/Editing an Appointment

1. Click an appointment title (appointments are indicated in blue, while events are indicated in yellow). The Appointment Details dialog displays.

Appointment Details


[Invite Job Seekers](#) [View Attendees](#)

Title	RESEA
Allow Users to Request Attendance?	Yes
Seats Remaining	12
Staff User / Organizer	Justin Carper
Office	Topeka Area EES Office
Service	Case Management
Starts At	May 19, 2023 9:00am
Ends At	May 19, 2023 11:00am
Participation Type	Both
Meeting URL	https://www.kansasworks.com
Location	ABC 123 Street Topeka, Kansas 66604
Description	RESEA

[Edit](#) [Cancel This Appointment](#) [Cancel All Occurrences](#) [Delete This Occurrence](#) [Delete All Occurrences](#)



2. To invite specific job seekers to this appointment:
 - a. Click **Invite Job Seekers** at the top of the dialog.
 - b. In the Invite Job Seekers dialog that displays, click the dropdown and enter the search text, then select the job seeker from the search results.

Invite Job Seekers



Add participant ids to invite job seekers to this appointment, then click Send Invites.

11 seats available.


Actions	Participant
 Delete	<input type="text"/>
 Add	

Send Invites **Cancel**

- c. To invite an additional job seeker, click **Add** and repeat the previous step. To remove a job seeker from the invite, click **Delete**. You cannot invite more job seekers than there are available seats.
 - d. Once all job seekers are selected, click **Send Invites**. An invite is sent to each job seeker.

3. If this appointment has attendees, click **View Attendees** to see a list of attendees and their statuses (Accepted, Declined, Canceled, No Response).

Attendees List

 Click on the check box to delete attendee(s), Click select all to bulk delete.

Select All	Participant Name	Participant ID	Invite Status
<input type="checkbox"/>	Deanna M Brewer	2	No Response
<input type="checkbox"/>	Dianna Accenture Wealand	1	No Response

To delete attendees, check the box next to the attendee(s) you want to delete (or click **Select All** to select all attendees), then click **Delete Selected Attendee(s)**. Click **Continue** in the confirmation dialog.

4. To edit the appointment details, click **Edit**, make your changes in the form, then click **Save**.
5. To cancel this appointment, click **Cancel this appointment**. Enter a **Cancellation reason**, then click **Yes, Cancel** to confirm. If this is a recurring appointment, you may click **Cancel All Occurrences** to cancel all remaining occurrences. You may also click **Delete This Occurrence** or **Delete All Occurrences** to delete appointments.

- The Cancel This Appointment and Delete This Occurrence buttons do not display if it is 24 hours or less prior to the appointment's start time.