How to Create a Scheduling Group Template in SmartCare

Search Staff Calendar (My Office).

Select Multi-Staff View.

Select Define Group.

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	Multi-Staff View	Select Group	✓ 1	5 Minutes Intervals	~	Define Group	< Showing 1-5/unde	fined >		Apply Filter	
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Uncheck All.

Select Staff.

Enter the name of the group in Staff View Name field.

Click Insert.

Scroll down and click Save and Close.

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	7	ę	Staff View Name		
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Ab	Julcader, Nisha MD Med	ical Doctor			<u> </u>
	amowitz, Beverly MD M	ed Clinical: edical Doct	Social Worker		- 1
	osta, Angie AOD Certified	d/Registere	d AOD Counselor		
Ada	ams, Hope	-			
Ad	dington, Anna Carolina				-
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To view the group, click the drop down in Select Group field.

Click Apply Filter.

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You can view Today, Day, or Week by clicking the corresponding button.

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To navigate by week, click the <Showing> button.

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To add/remove staff from group, click drop down in Select Group field.

Click Apply Filter.

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Click the radial button next to the group name you want to edit.

Select/remove staff.

Click update.

Scroll down, click save and close.

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		Staff View Name LC	SW
All			
Abd	ulcader, Nisha MD Medical	Doctor	
Abe	ll, Brian M LCSW Licensed (Clinical Social Worker	
Abra	amowitz, Beverly MD Medic	al Doctor	
	sta, Angle AOD Certified/Re ms. Hope	egistered AOD Counselor	
	ington, Anna Carolina		
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