



MMEEx User Manual

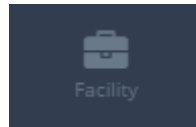
Calendars

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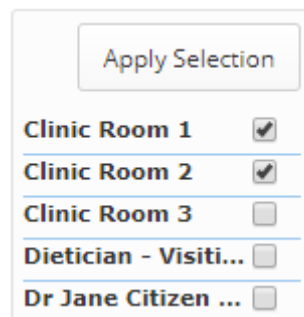
Calendars

Open Calendars by clicking on the *Calendar* link on the Facility side menu.



View a Calendar

From the list of visible calendars on the left side of the screen, check the calendars you wish to view. Click **Apply Selection**.

A dialog box with a title bar "Apply Selection". It contains a list of five items, each with a checkbox to its right. The first two items, "Clinic Room 1" and "Clinic Room 2", have checked checkboxes. The remaining three items, "Clinic Room 3", "Dietician - Visiti...", and "Dr Jane Citizen ...", have unchecked checkboxes.

Apply Selection	
Clinic Room 1	<input checked="" type="checkbox"/>
Clinic Room 2	<input checked="" type="checkbox"/>
Clinic Room 3	<input type="checkbox"/>
Dietician - Visiti...	<input type="checkbox"/>
Dr Jane Citizen ...	<input type="checkbox"/>

To remove Calendars from view, uncheck the Calendar and click **Apply Selection**

Additional Calendar information

- [Create and Manage Calendars](#)
- [View Calendars and Book Appointments](#)
- [Export Calendar](#)
- [Personalise Calendars](#)
- [Manage Resources](#)
- [Manage Venues](#)
- [Waiting Lists](#)