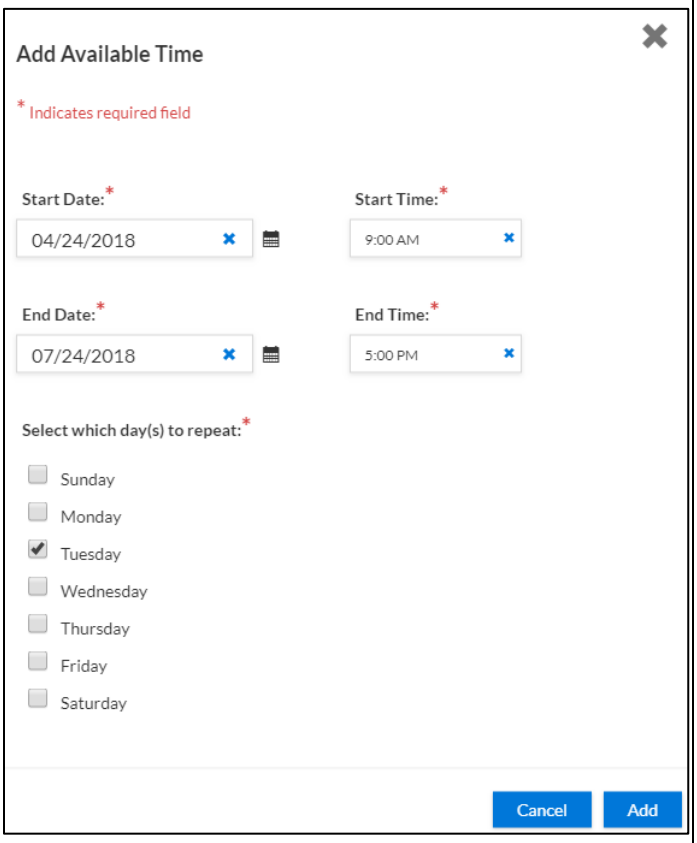
ClinicLink

Add Employer / Add Event / View Pharmacist Appointments

The instructions below describe how to add an employer, add an event, view pharmacist appointments, and add available screening time.

Add Available Screening Time

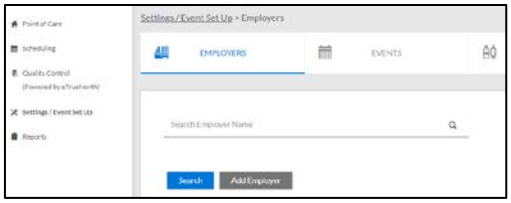
1. After logging in to ClinicLink, verify the store in the Location search field. To add or change a store, enter a few characters of the store's name or number in the search field, then select the store name from the drop-down list.
2. Click the Scheduling link in the left navigation menu. The Scheduling page opens.
3. On the lower part of the page, the day's calendar appears. Click the **Add Available Time** button.
4. On the Add Available Time pop-up window that appears, enter the start and end dates and times, select which days to repeat the available time, and click **Add**.



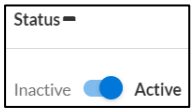
5. The newly added screening time appears as green in the calendar. Click anywhere in the green area to change or delete it.

Add an Employer

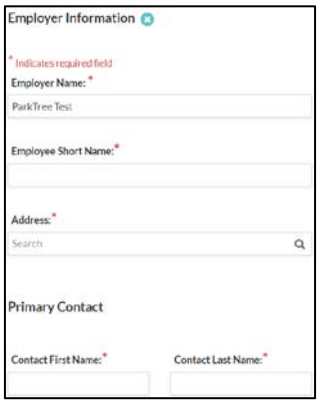
1. Click the Settings/Event Set Up link in the left navigation menu. On the Settings page, make sure the Employers tab is selected.
2. Enter a few characters of the employer name in the Search Employer Name field and click the **Search** button. This searching is to make sure the employer does not already exist.



3. If the employer appears in the search results list but the status is set to Inactive, set it to **Active** and go to the Add an Event instructions. If the employer does not appear in the list, click **Add Employer**. The Employer Information page opens.



4. If necessary, edit the Employer Name field and add the remaining employer and primary contact information. Required fields are marked with a red asterisk (*). Employee Short Name should be one word. After entering an address, select it from the drop-down list that pops up (after which a green checkmark icon appears).

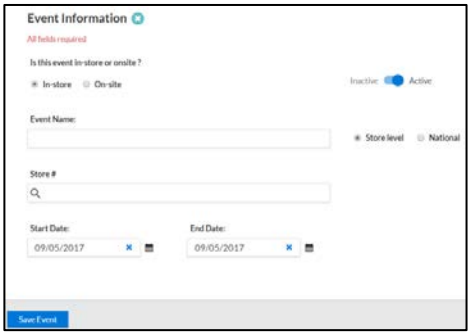


5. If the employer requires insurance for vaccinations, select the Require Insurance option (click on the checkbox). Also add the Primary Contact information: First name, last name, phone number, and email address.
6. By default, the new employer is Active. To inactivate them, set the toggle switch to **Inactive**.
7. To add another address for the employer, click the plus icon (+) and fill out the fields. Select **Use Primary Contact** if the primary contact person is the same as with the main address. To delete an extra address, click **Delete Address**. You can add multiple additional addresses as needed.
8. When finished, click **Save Employer**. The new employee appears in the Employers list.

Add an Event

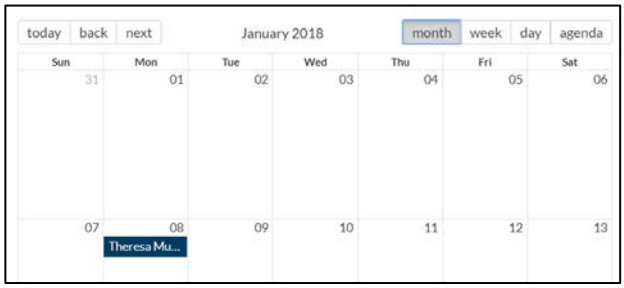
1. If necessary, click the Settings link in the left navigation menu to open the Settings page, then click the Events tab at the top.
2. Enter at least a few characters of the event or employer name in the search field and click **Search**. This is to make sure the event does not already exist.
3. In the search results section, you can select to view All, In-Store only, or Onsite only events. You can also select **Show Inactive Events** to include them in the list. To sort the list, click on the arrow next to a column name.

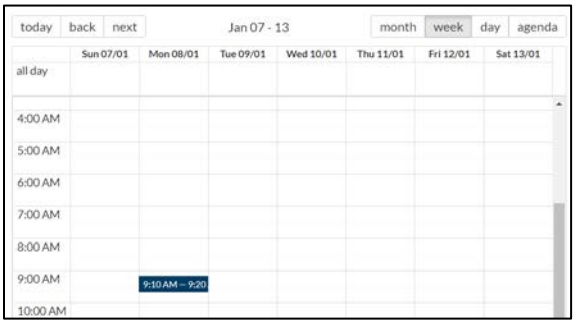
4. If the event does not appear in the list, click **Add New**. The event information page opens.
5. Enter all of the information and click **Save Event**.

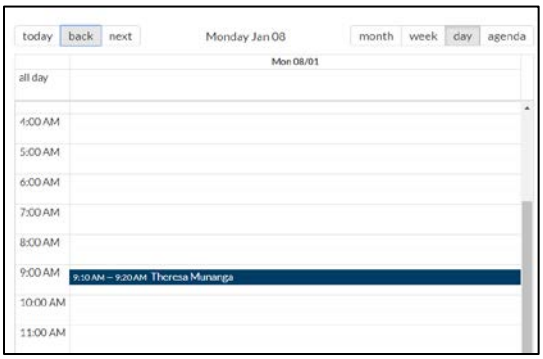


View Pharmacist Appointments

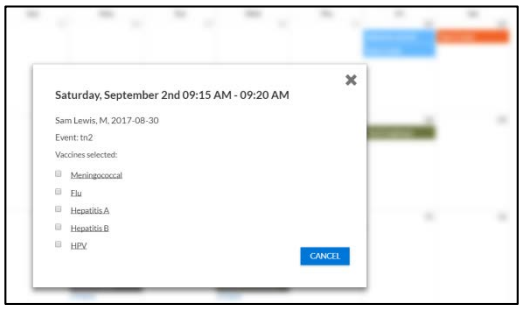
1. Click the Scheduling link in the left navigation menu.
2. On the scheduling calendar, scroll through it using the today/back/next buttons to locate the date for which you want to see or set appointments.
3. Once you have located an event, you can view it as month, week, day, or agenda (which is good for printing out the day of the event).





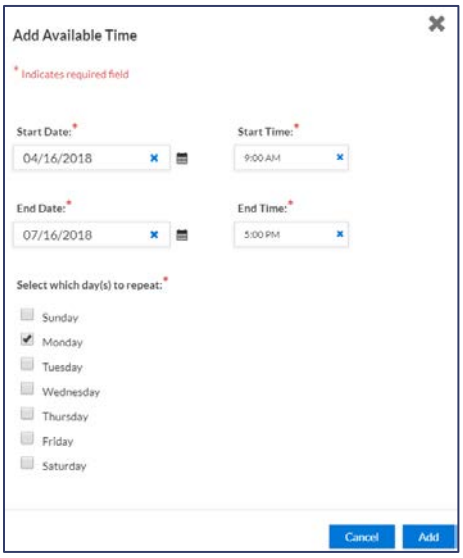
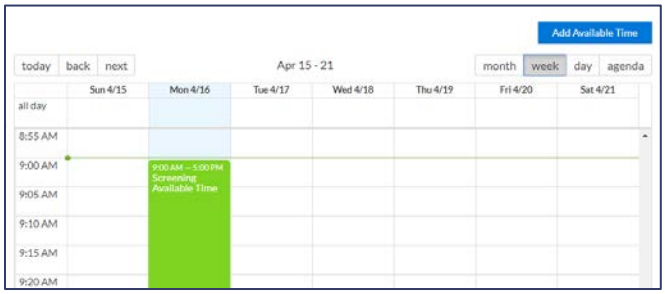


On the calendar view, click on the event to view the details.



4. To close the pop-up window, click the **Cancel** button or the **X**.

5. To add a series of screening time for an event, click the **Add Available Time** button located on the top right side of the page. A pop-up window opens.



6. Enter information as needed and click **Add** when finished. This allows you to add open screening time to the calendar. The available screening time appears on the calendar; click it to edit it.