



# HuBERT Build Master Calendar

# Table of Contents

- Opening Build Master Calendar ..... 3
- Build Clinic Calendar ..... 4
- Steps for Building the Clinic Calendar ..... 5
- Appointment Types ..... 6
  - System-defined..... 6
  - Adding Agency-Specific Appointment Types ..... 8
- Resources ..... 11
  - Adding a New Resource ..... 11
  - Editing a Resource ..... 12
  - Deleting a Resource ..... 12
  - Resource Display Order ..... 13
  - Filter Status..... 14
- Toggle Day as Holiday..... 15
  - Mark a Day as a Holiday ..... 15
  - Remove a Holiday..... 16
- Business Days ..... 17
  - Define Business Days..... 17
  - Clear Business Days ..... 21
- Business Hours ..... 22
  - Define Business Hours..... 22
  - Overwrite Existing Business Hours..... 24
- Define Group Education Classes ..... 24
- Resource Schedules..... 25
  - Define Resource Schedules ..... 25
  - Clear Resource Schedules ..... 29
- Adjust Business Hours for Day ..... 31
- Adjust Resource Schedule for the Day..... 33
- Adjust Group Education Classes for Day..... 36
- Replicate Resource ..... 36
- Notes for Day..... 38
- Replicate Day to New Days ..... 41
- Copy Schedule to Another Clinic..... 43
- Print Calendars ..... 44

# Opening Build Master Calendar

Build Master Calendar is available from within **Central Administrative Site (CAS)**.



To open:

1. Make sure the HUBERT clinic application is closed.
2. Double-click the **Central Administrative Site** icon on the desktop (it looks like a yellow apartment building).
3. If you are currently logged into the clinic application, the agency window will open – go ahead and click **OK**. If you haven't logged into the clinic application beforehand, you will be required to login just like you would when opening the clinic.
4. Click on **Activities** on the menu bar.
5. Select **Build Master Calendar**.

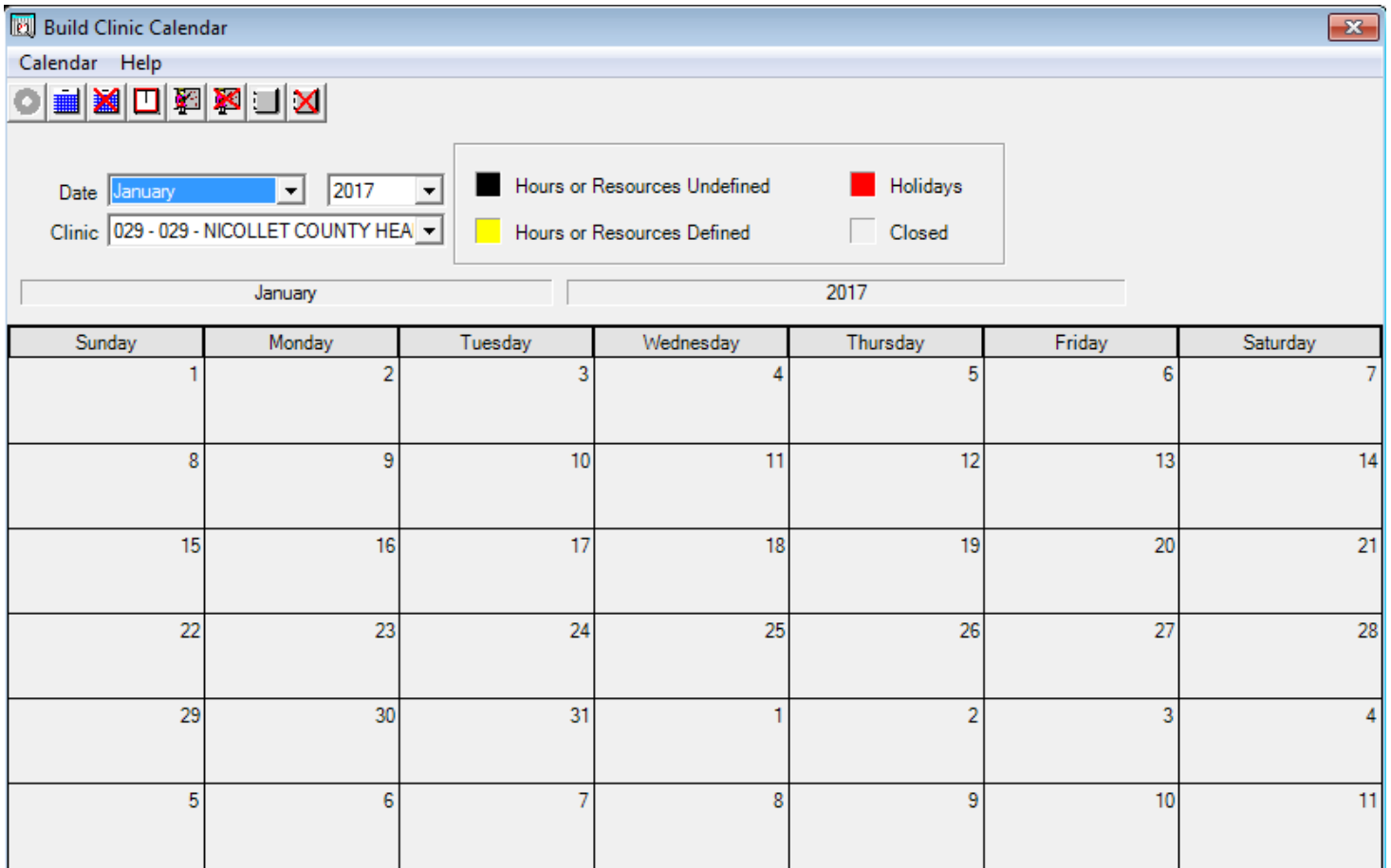
The screenshot shows the 'CAS - Participant List - Clinic' application window. The 'Activities' menu is open, and 'Build Master Calendar' is selected. The main window contains the following elements:

- Where to Search:** Radio buttons for Appointments for Today, On-site, Clinic, Agency, Statewide, and External Data. The 'Agency' option is selected.
- Demographics:** Fields for Last Name, First Name, MI, and Date of Birth.
- Authorized Representative:** Fields for Last Name, First Name, MI, and Agency.
- Search:** Search, Clear, and Show Details buttons.
- Program:** A dropdown menu currently set to 'WIC'.

The status bar at the bottom right shows the date and time: 4/27/2016 8:37 AM.

# Build Clinic Calendar

**NOTE!** Before building your master calendar for the first time please complete the [Build Master Calendar–worksheet](#). This document will assist you with planning your clinic calendar prior to creating it in HuBERT.



**Date:** Select the Month and Year to build the calendar for

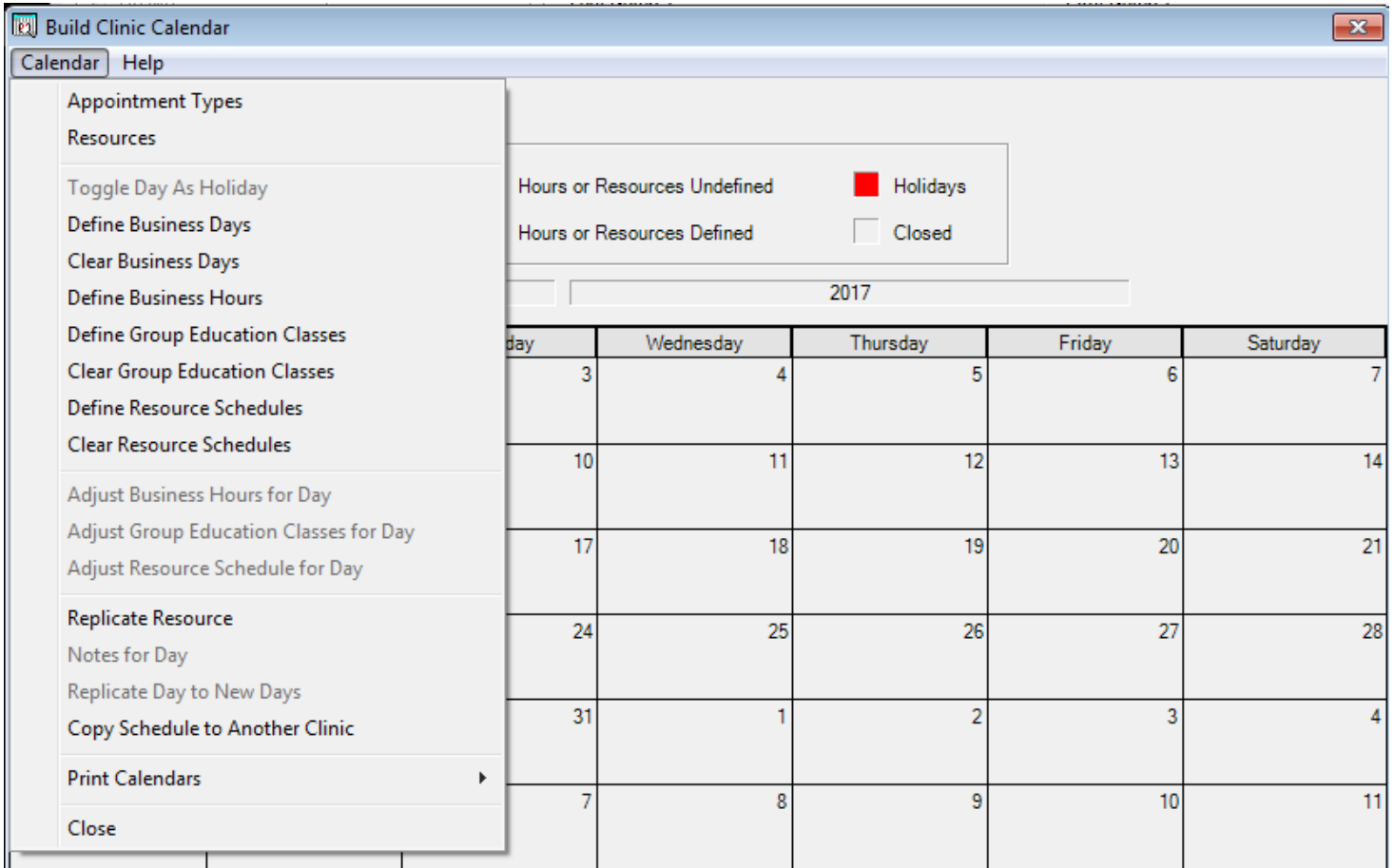
- Calendars can be built up to 1 year from the current date

**Clinic:** Select the clinic you want to build a calendar for from a list of all clinics that belong to your Agency

- The calendar can only be built for one clinic at a time.

# Steps for Building the Clinic Calendar

Each step is listed in the **Calendar** menu in a logical order for building your calendar



# Appointment Types

## System-defined

HuBERT has five system-defined appointment types:

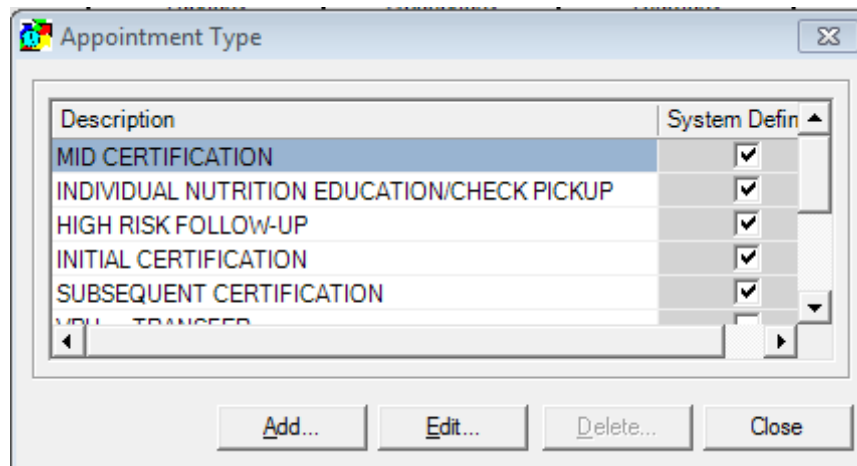
- MID CERTIFICATION
- INDIVIDUAL NUTRITION EDUCATION/CHECK PICK UP
- HIGH RISK FOLLOW-UP
- INITIAL CERTIFICATION
- SUBSEQUENT CERTIFICATION

These **Descriptions** cannot be edited.

## Default Durations

The **Default Duration**, which is the length of time (in minutes) the appointment will automatically be scheduled for when scheduling Appointment Type in HUBERT, **can** be edited.

To do this, click on the **Description** to highlight it and click the **Edit** button.



All of your clinics display in the **Edit** screen so that you can edit all of them at the same time.  
 Each clinic can have different Default Durations for the same Appointment Type.

**Edit Appointment Type**

Description: MID CERTIFICATION

Short Description: MIDCERT

Reminder Interval: 7

System Defined

Clinic	Default Duration (min)
029 - 029 - NICOLLET COUNTY HEALTH & HUMAN	30
030 - 030 - NORTH MANKATO	30

OK Cancel

To edit the Default Duration, double-click on the minutes and enter the appointment length.

**Edit Appointment Type**

Description: MID CERTIFICATION

Short Description: MIDCERT

Reminder Interval: 7

System Defined

Clinic	Default Duration (min)
029 - 029 - NICOLLET COUNTY HEALTH & HUMAN	20
030 - 030 - NORTH MANKATO	30

OK Cancel

## Reminder Interval

The Reminder Interval is the number of days in advance of a scheduled appointment that the system will auto-generate an appointment reminder e-mail, which will be automatically sent by HuBERT.

These reminder emails are only sent if your Local Agency has contacted the State Office to set up a “From” email address for the agency. They are then sent to the email entered on the Demographics screen in the participant folder.

The default reminder interval for the system-defined Appointment Types is 7 days and is the same for all clinics. However, this can be edited and changed to reflect the number of days in advance that you want the automated email message to be sent for this type of appointment.

If your agency is not using the HuBERT automated appointment reminder email, you can leave the default interval for system-defined appointments. For [agency-specific appointments](#), enter **0** into the field.

Click **OK** to save any changes made to default durations and the reminder interval.

## Adding Agency-Specific Appointment Types

Appointment Types specific to your Local Agency can be added by clicking the **Add** button. These allow you to be more descriptive about the type of participant or appointment (such as “New Pregnant” or “BF Mom + Infant”).

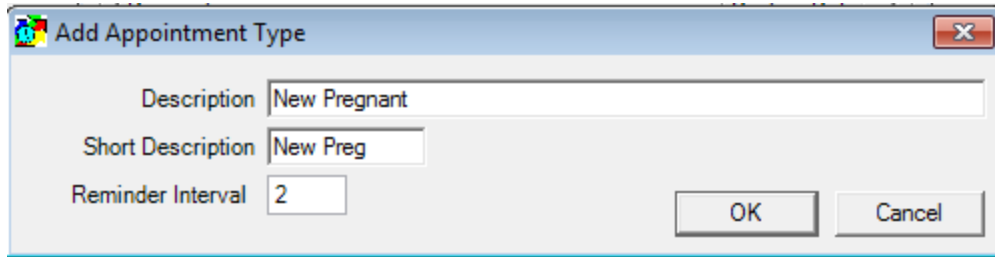
Description	System Defin
MID CERTIFICATION	<input checked="" type="checkbox"/>
INDIVIDUAL NUTRITION EDUCATION/CHECK PICKUP	<input checked="" type="checkbox"/>
HIGH RISK FOLLOW-UP	<input checked="" type="checkbox"/>
INITIAL CERTIFICATION	<input checked="" type="checkbox"/>
SUBSEQUENT CERTIFICATION	<input checked="" type="checkbox"/>
...	...



There are two descriptions. The **Description** (50 character limit) displays in HuBERT screens while the **Short Description** (10 character limit) displays in HuBERT report legends.

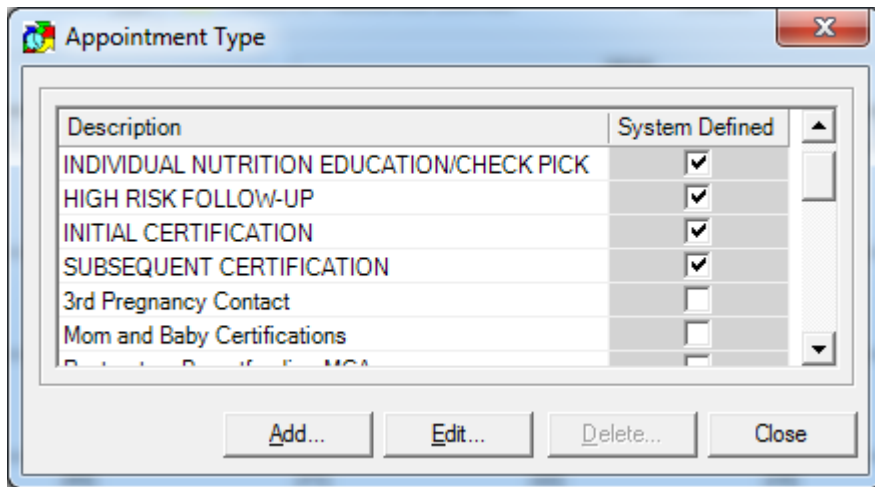
All of these fields are required.

Enter the descriptions and the Reminder Interval. Remember, if you are **not** using the HuBERT automated appointment reminder email, **enter 0** into the field.



Click **OK** to save the new appointment type.

To set the Default Duration for the new Appointment Type, scroll down to find the new appointment type.



Click on it to highlight it and click the **Edit** button.

The Default Duration for all new Appointment Types is **20 minutes**.

**Edit Appointment Type**

Description: New Pregnant

Short Description: New Preg

Reminder Interval: 2

System Defined

Default Duration

Clinic	Default Duration (min)
029 - 029 - NICOLLET COUNTY HEALTH & HUMAN	20
030 - 030 - NORTH MANKATO	20

OK Cancel

Double-click the minutes and enter the new duration.

Click **OK** to save any changes to this screen.

**Edit Appointment Type**

Description: New Pregnant

Short Description: New Preg

Reminder Interval: 2

System Defined

Default Duration

Clinic	Default Duration (min)
029 - 029 - NICOLLET COUNTY HEALTH & HUMAN	60
030 - 030 - NORTH MANKATO	60

OK Cancel

**NOTE!** You can use any combination of system-defined and agency-specified Appointment Types. Once you've created an Appointment Type, it is available to all of your clinics.

# Resources

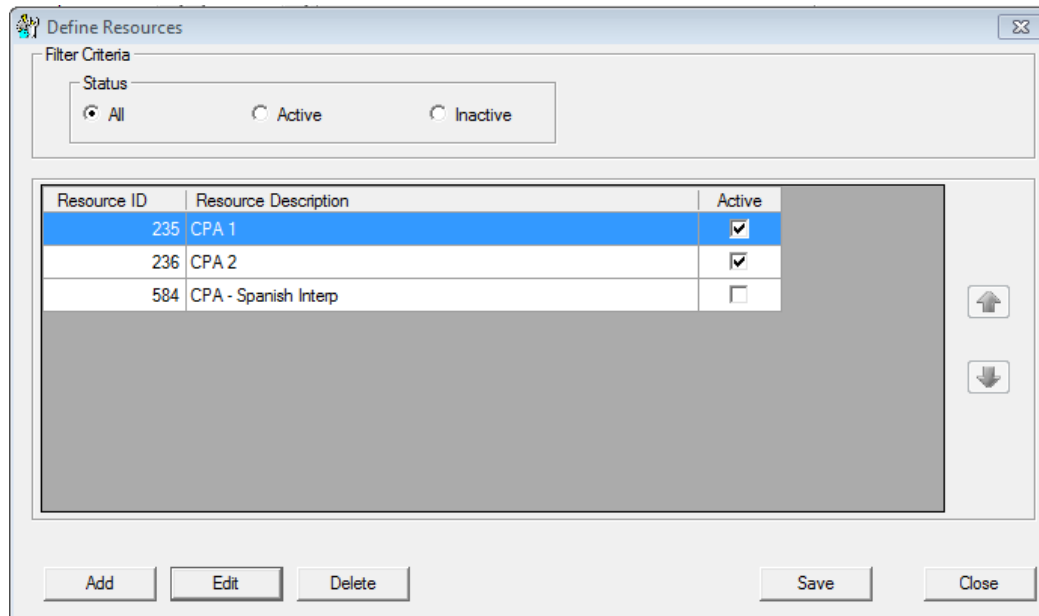
Resources are the staff for whom appointments can be scheduled. Once your resources are defined you will be able to define their schedules.

Local Agencies can choose to have the **Resource Description** reflect an actual staff person by using their name or be given a generic description (such as CPA 1, CPA 2, RD 1, CPA – Span., etc.).

**NOTE!** Once an appointment has been scheduled for a resource, they **cannot be deleted** in the future. If you use a staff person's name and the staff person leaves your agency, they can **only be made inactive**. For this reason, it may make more sense to use generic resource descriptions.

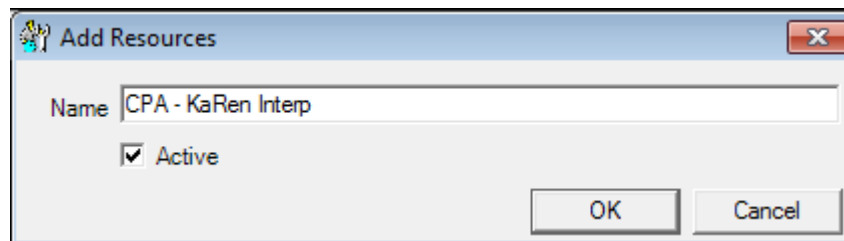
## Adding a New Resource

To add a new Resource, click **Add**.



The **Active** check box is checked by default when adding a resource.

Type the Resource Description into the **Name** field.

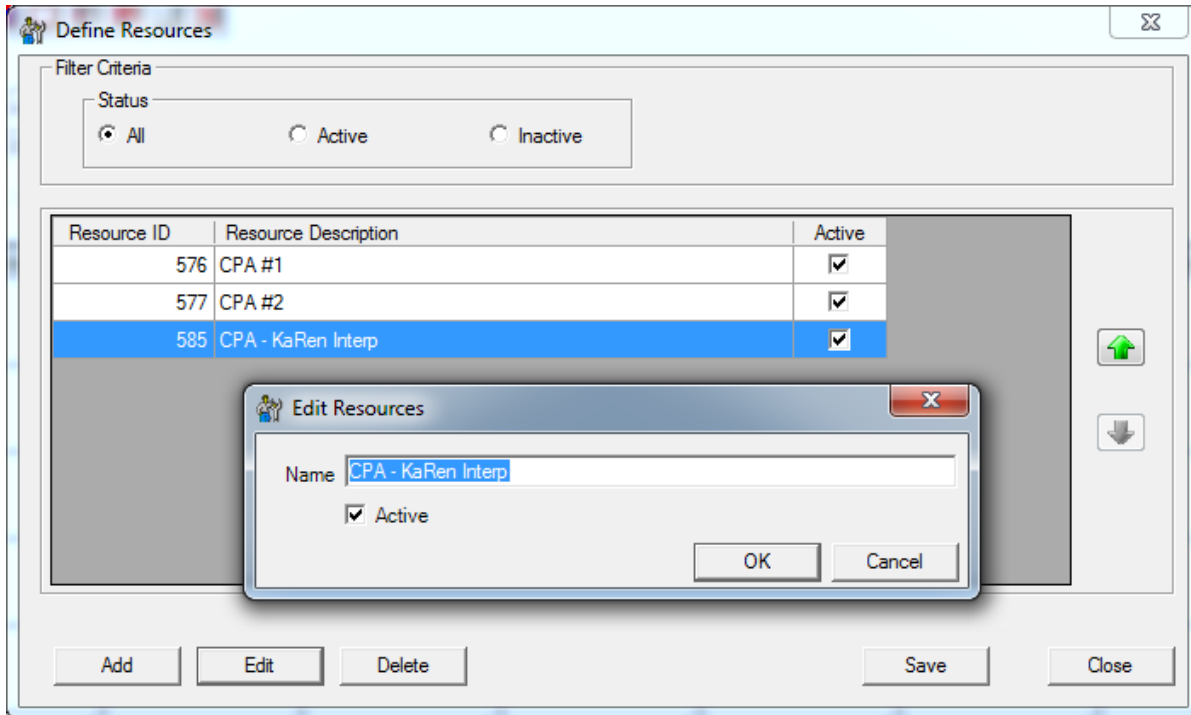


Click **OK** to save the new resource.

## Editing a Resource

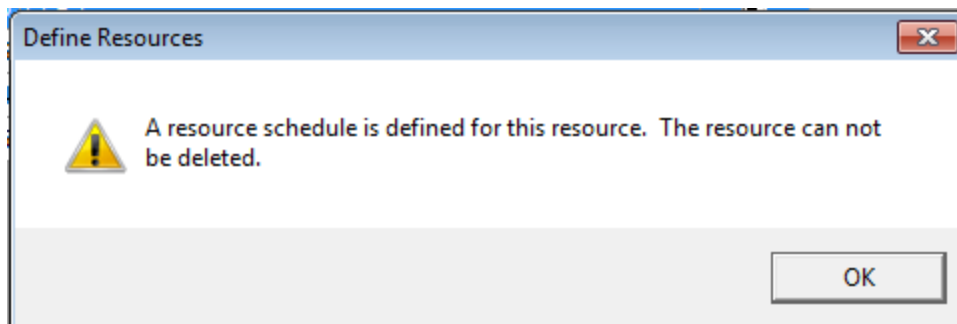
To edit a resource, click on the resource to highlight it and click the **Edit** button.

Use edit to change the name of a resource or make it inactive.



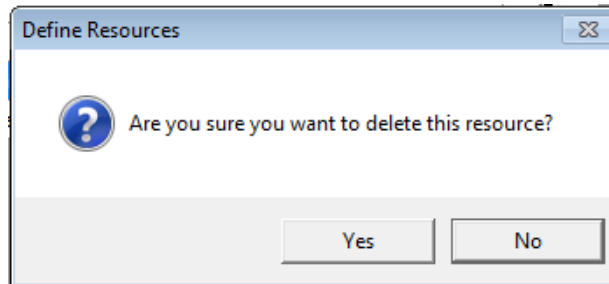
## Deleting a Resource

You can delete resources that have never had an appointment scheduled for them. The following message, indicating the resource cannot be deleted, will display if you attempt to delete a resource with appointment records attached.



To delete a resource, click on the resource to highlight it and click the **Delete** button.

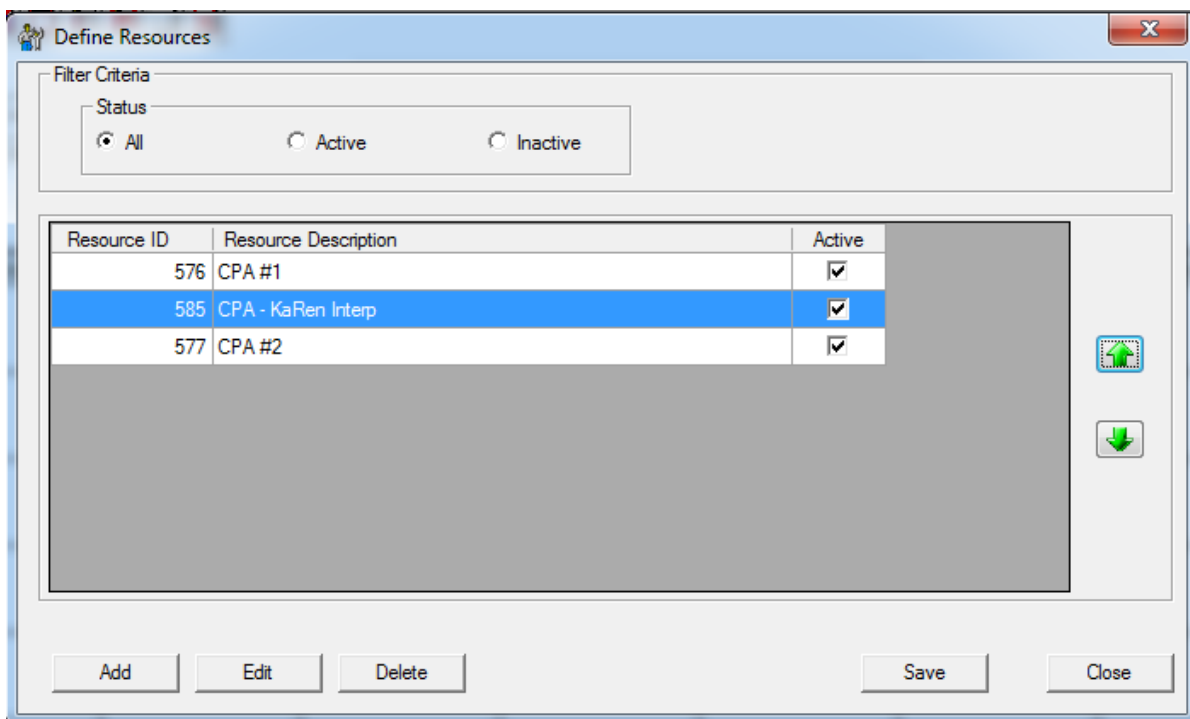
The following confirmation message will display when you are able to delete a resource in order to ensure you want to make this change.



## Resource Display Order

Resource columns display from left to right in the appointment scheduling screen based on the order they display, from top to bottom, in the **Define Resources** screen.

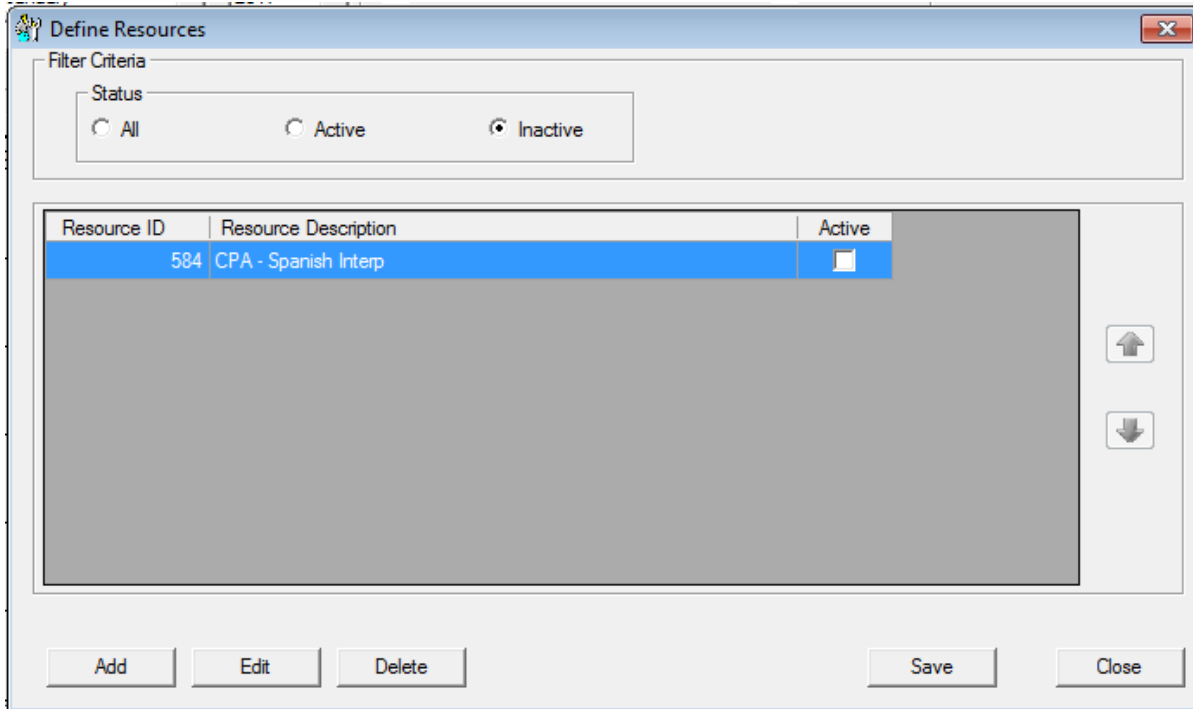
You can control the display order by highlighting the resource and clicking the Green Up and Down arrows to move it up or down in the list.



Click the **Save** button once the resources are in the desired order.

## Filter Status

You can filter the status of your resources to view them by active, inactive or all.




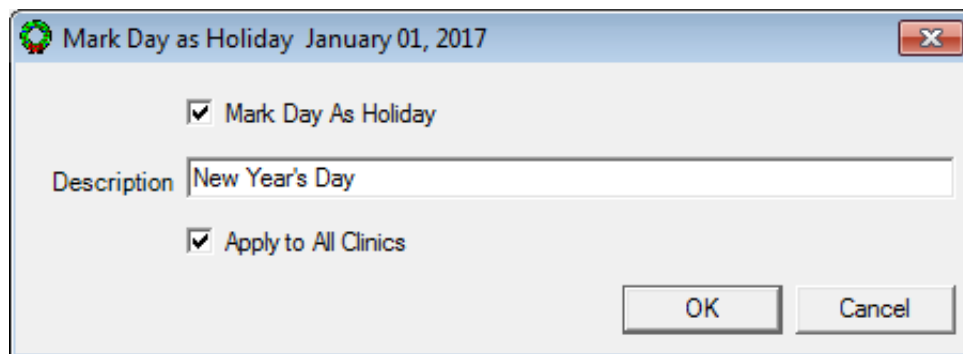
# Toggle Day as Holiday

## Mark a Day as a Holiday

To mark a day as a holiday you must first click on the date on the calendar to highlight it.

There are 3 ways to open the **Mark Day as Holiday** window:

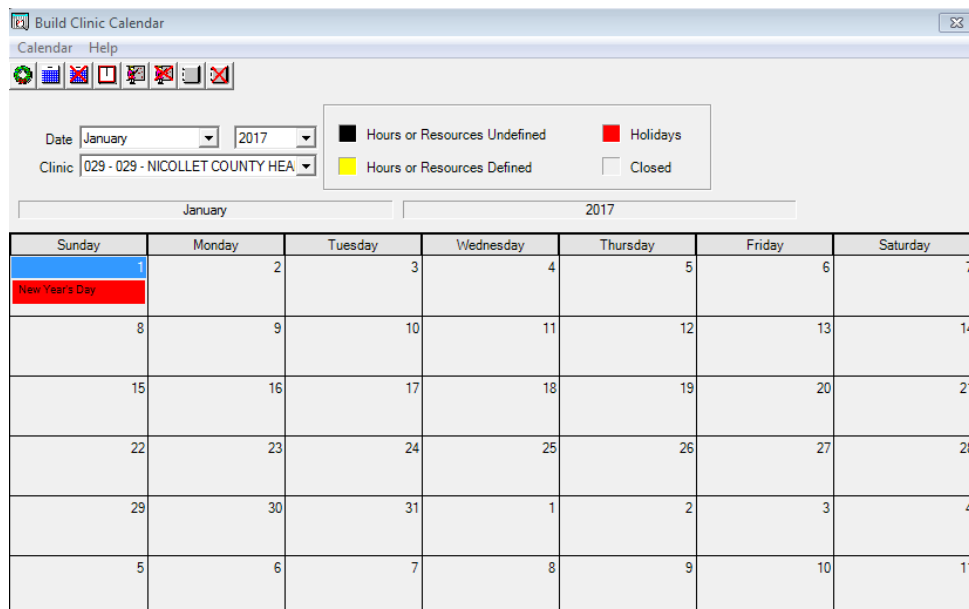
1. Click the **Wreath Icon** on the menu bar 
2. Select **Toggle Day as a Holiday** from the **Calendar** drop-down menu
3. Right click on the date and select **Toggle Day as a Holiday** from the menu



The **Mark Day As Holiday** and the **Apply to All Clinics** check boxes are default-selected.

Enter the name of the holiday into the **Description** field.

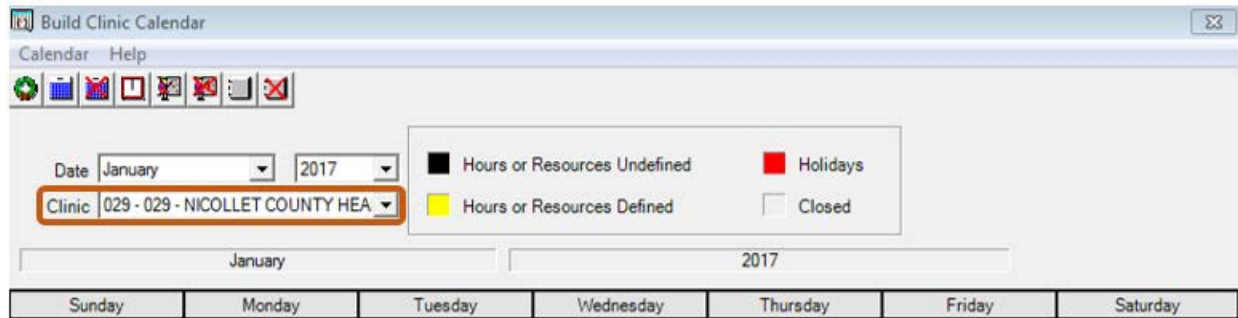
Click **OK** to save the date as a holiday. It will now display on the calendar highlighted in Red.



## Remove a Holiday

A holiday can be deleted from a date by opening the **Mark Day as Holiday** window and removing the checkmark from the **Mark Day as Holiday** checkbox.

If you only want to delete the holiday from a specific clinic's calendar, you will need to make sure you first select the desired clinic from the **Clinic** drop-down on the calendar.



Then, select the date marked as the holiday to highlight it, open the **Mark Day as Holiday** window, and remove the checkmark from the **Apply to All Clinics** checkbox.



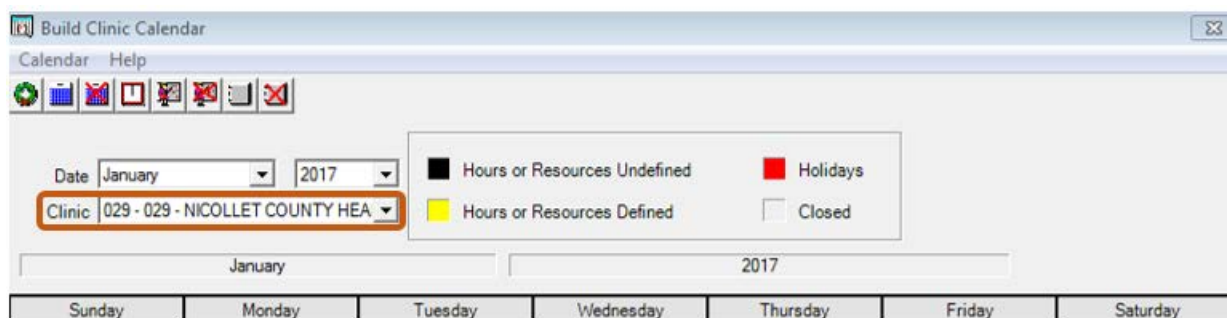
# Business Days

## Define Business Days

Business days can be defined up to 1 year in advance of the current date.

They should include all days that you could potentially have appointments.

You can only define business days for one clinic at a time. Select the desired clinic from the **Clinic** drop-down on the calendar.



When defining business days you select the weeks and days of those weeks to define.

**NOTE!** When looking at a calendar, remember that weeks 1 – 5 are read **down for a day not across for the week**. For example in the calendar below you will see that the the 1<sup>st</sup> Wednesday is June 1<sup>st</sup> but the 1<sup>st</sup> Monday is June 6<sup>th</sup>. If you were reading across, June 6<sup>th</sup> would have appeared to be in the second week of the month instead of the first.

June 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FIRST	2	3	4
5	6 FIRST	7	8 SECOND	9	10	11
12	13 SECOND	14	15 THIRD	16	17	18
19 Father's Day	20 THIRD	21	22 FOURTH	23	24	25
26	27 FOURTH	28	29 FIFTH	30		

The clinic you selected is listed at the top of the screen.

Enter the date range for the business days you want to define into the **Apply From** and **To** fields.

- If every month has the same schedule, you can define business days up to 1 year in the future.
- If schedules vary every month, you should define business days one month at a time.

Next select the weeks and days you want to define as business days.

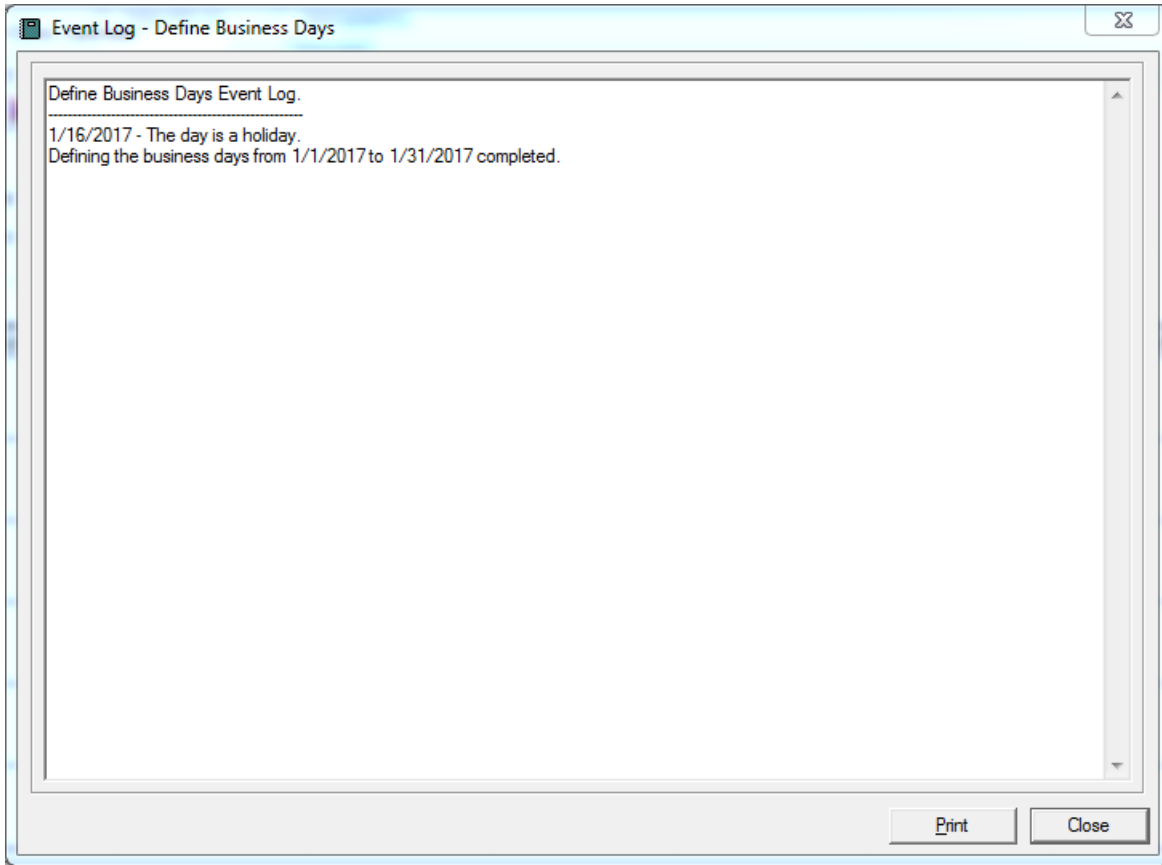
### Same Days for All Weeks

If all of the weeks have the same days for appointments during the time period you entered, select the checkboxes for the weeks and days.

Example: Clinic is open Weeks 1 – 4 on M, T and W.

Click **OK** to save your changes.

An **Event Log** screen will display indicating any date conflicts (such as days defined as holidays) and that the business days have been defined.



Click the **Close** button and the **Define Business Days** dialog will close.

\*\*\*

### Different Days Depending on Week

If some of the weeks have the same business days, but not all of them, you will need to use this dialog multiple times.

In the following example, you would need to use the dialog three times:

- Weeks 1 – 2 → open M, T, W
- Week 3 → open M, T
- Week 4 → open M

You can do this two different ways:

- Select weeks 1, 2, 3 and 4 and M; select weeks 1, 2, 3 and T; select weeks 1, 2 and W; or
- Select weeks 1, 2 and M, T, W; select week 3 and M, T; select week 4 and M

Click the **Apply** button to save your changes.

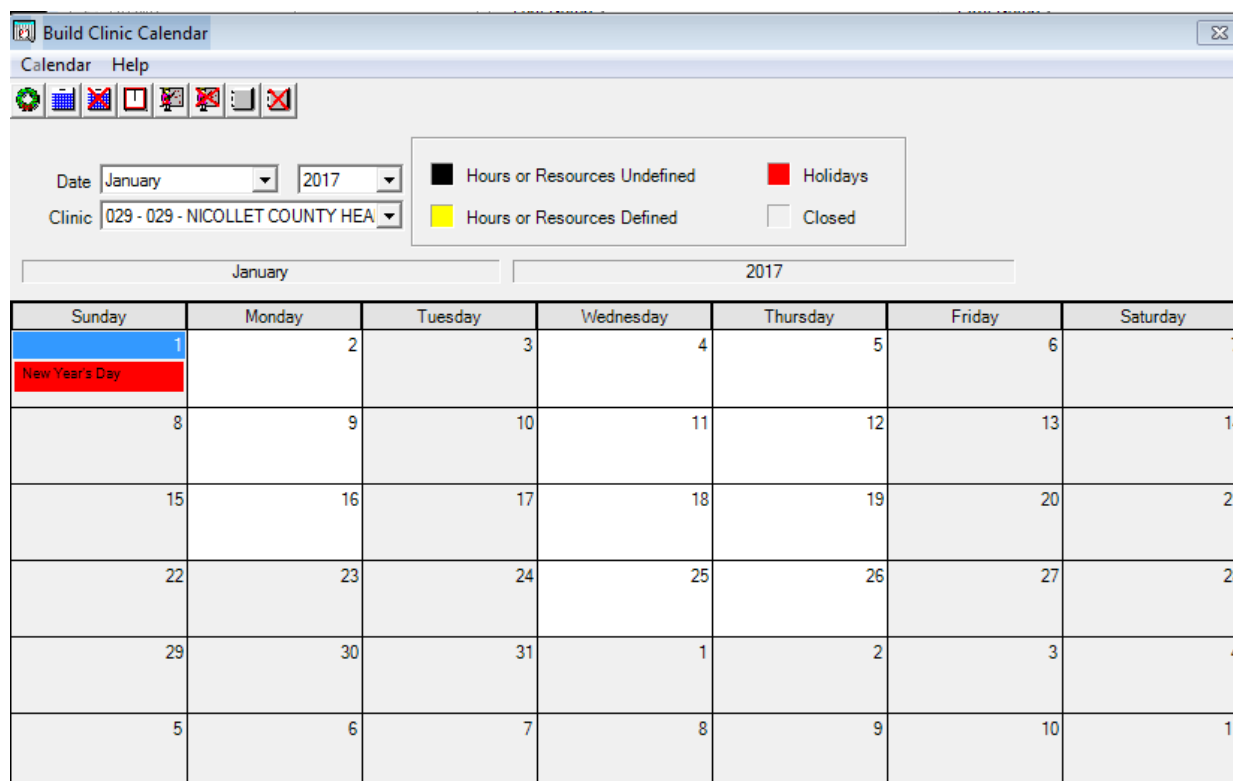
The Event Log screen will display.

Click the **Close** button and the **Define Business Days** dialog will display again.

Repeat this process until all of the weeks/days have been defined.

Click the **OK** button after defining the last weeks/days combination to exit this dialog. If you select **Apply** and have no other weeks/days to define, click the **Cancel** button to exit.

Defined business days, without defined business hours, display white on the calendar.



## Clear Business Days

The **Clear Business Days** option allows you to delete all the defined Business Hours, Resource Schedules and Group Education Classes for the days specified in the range.

**Warning!** This function will clear all Business Hours, Resource Schedules and Group Education Classes for the days specified below.

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH HUMAN SERVICES BLDG

Apply From: [ ] To: [ ]

**Clinic is Open**

Mark All  Week 1  Week 2  Week 3

Clear All  Week 4  Week 5

**On Days**

Mark All  Monday  Tuesday  Wednesday

Clear All  Thursday  Friday  Saturday

OK Cancel Apply

**NOTE!** Deleting resource schedules means the system will delete any appointments scheduled for those resources.

# Business Hours

## Define Business Hours

Business hours are a general time frame during which clinic could potentially be open. They can only be defined for days that have already been defined as business days.

Business hours should be broad and include the duration of the last appointment (ex: last 30 minute appointment is at 4:30 p.m. the earliest the hours can end is 5:00 p.m.).

**Define Business Hours**

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH  
HUMAN SERVICES BLDG

Apply from: 1/1/2017 To: 1/31/2017

**Clinic Hours**  
From: 08:00 AM To: 05:00 PM

**Clinic is Open**

Mark All  Week 1  Week 2  Week 3  
Clear All  Week 4  Week 5

**On Days**

Mark All  Monday  Tuesday  Wednesday  
Clear All  Thursday  Friday  Saturday

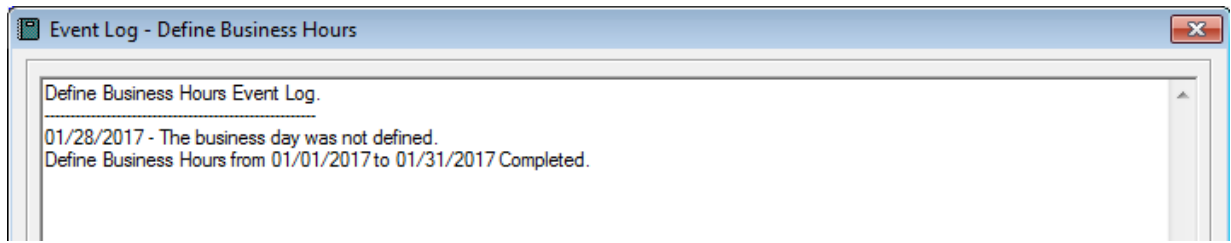
Overwrite Existing Business Hours

OK Cancel Apply

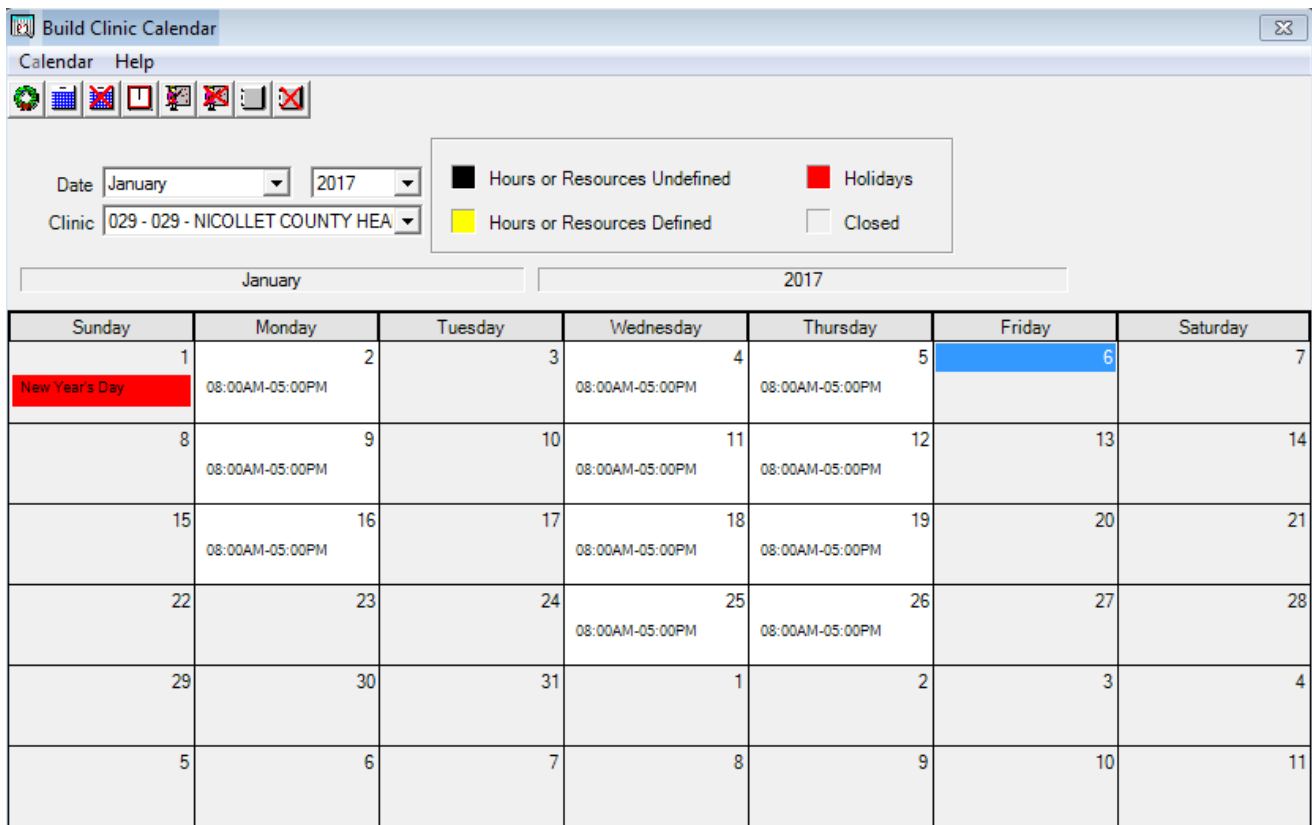
Click the **Apply** button if you are defining more than one set of business hours.

Use the **OK** button if only defining one set of business hours or when the last set of business hours has been defined.

If you define business hours for a day that has not been defined as a business day, the conflict will display on the Event Log.



When the business hours are defined they will appear within the dates on the calendar.



## Overwrite Existing Business Hours

The **Overwrite Existing Business Hours** checkbox can be used to correct business hours **while building the calendar**.

**Define Business Hours**

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH  
HUMAN SERVICES BLDG

Apply from: 1/1/2017 To: 1/31/2017

Clinic Hours  
From: 08:00 AM To: 05:00 PM

Clinic is Open

Mark All  Week 1  Week 2  Week 3  
Clear All  Week 4  Week 5

On Days

Mark All  Monday  Tuesday  Wednesday  
Clear All  Thursday  Friday  Saturday

Overwrite Existing Business Hours

OK Cancel Apply

The State Office **does not recommend using this functionality once appointments have been scheduled** because the system does not assess whether appointments are scheduled during the time period that is being changed.

If you use this function and appointments are scheduled during a time period that is no longer part of the defined business hours, the appointments will no longer display on the Scheduled Appointments for Household screen. However, they do continue to display on the View Appointments for Date screen and in the Appointments tab of the Participant Folder.

## Define Group Education Classes

MN WIC is not currently using this functionality



# Resource Schedules

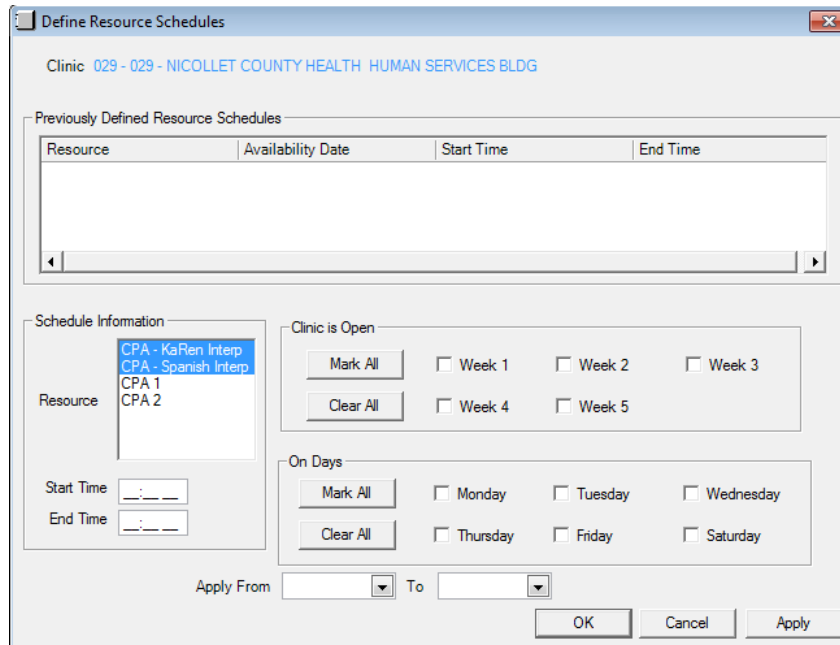
## Define Resource Schedules

Resource schedules define the weeks, days and times that staff are available for appointments and create the columns that display in the Schedule Appointments for Household screen.

All of your active resources display in the Resource list.

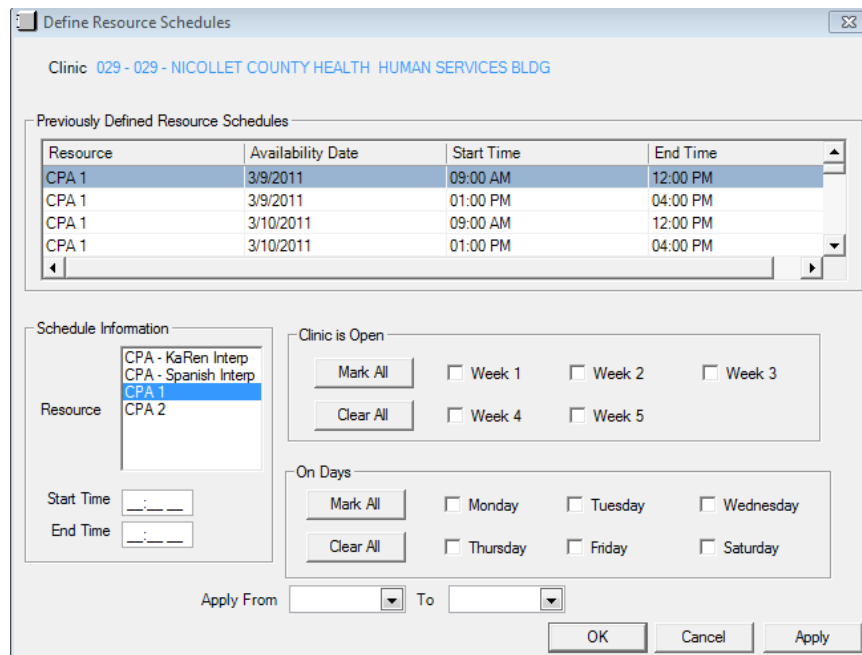
Resources can only be scheduled during Business Days and Hours that have already been defined.

Select the resource you want to define a schedule for in the **Resource** list. If more than one resource will have the same weeks, days and hours, you can click on multiple resources in order to define them at the same time.



**NOTE!** The hours should only include actual appointment time availability. If a resource is not available for appointments during lunch then you will need to define two time periods (ex: 8:00 – 12:00 AM and 1:00 – 4:00 PM).

If you click on a resource that already has a schedule defined, their previously scheduled availability will display in the **Previously Defined Resource Schedules** window.



Example:

The two CPAs have the same appointment availability.

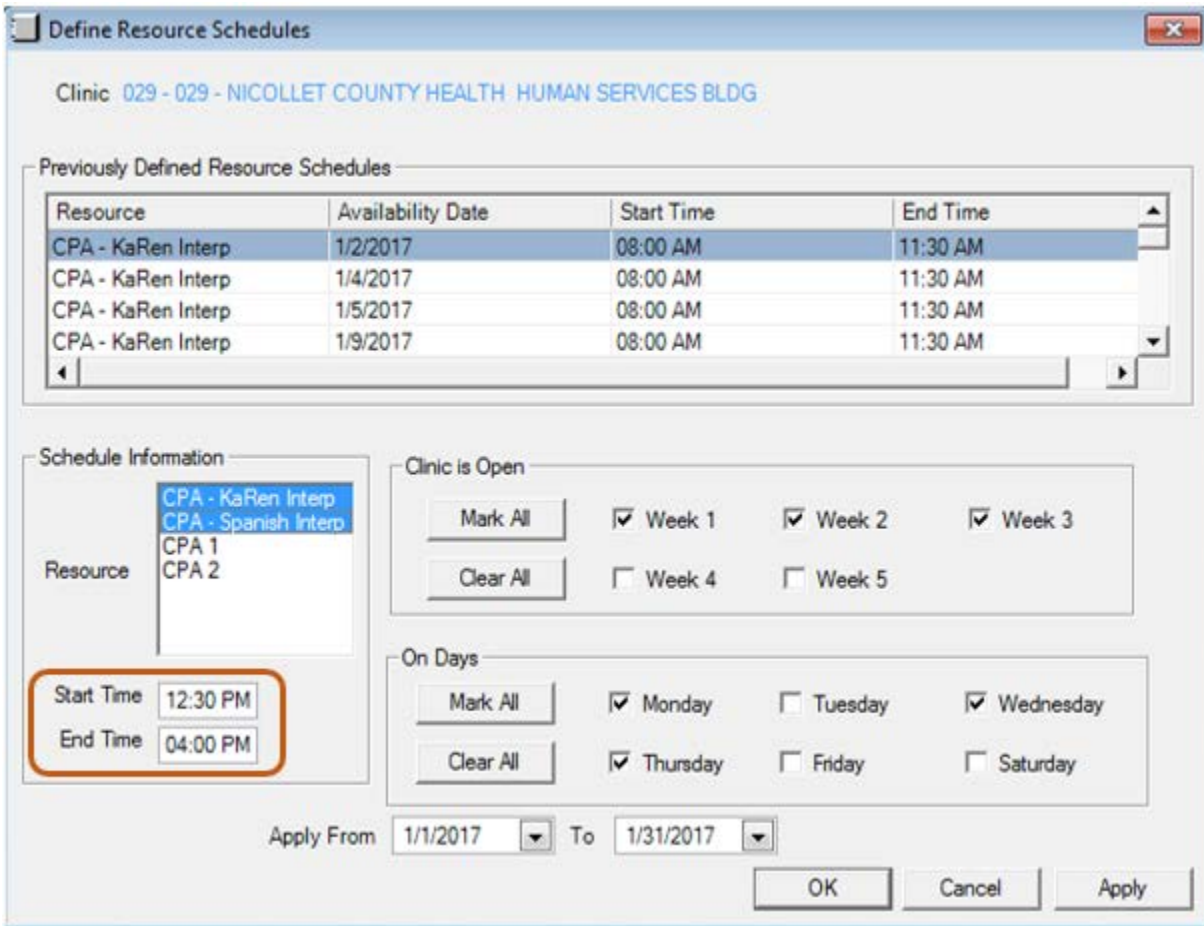
Resource: CPA – KaRen Interp and CPA – Spanish Interp

WIC WEEK	Monday	Tuesday	Wednesday	Thursday	Friday
1	8 – 11:30 AM 12:30 – 4 PM		8 – 11:30 AM 12:30 – 4 PM	8 – 11:30 AM 12:30 – 4 PM	
2	8 – 11:30 AM 12:30 – 4 PM		8 – 11:30 AM 12:30 – 4 PM	8 – 11:30 AM 12:30 – 4 PM	
3	8 – 11:30 AM 12:30 – 4 PM		8 – 11:30 AM 12:30 – 4 PM	8 – 11:30 AM 12:30 – 4 PM	
4					
5					

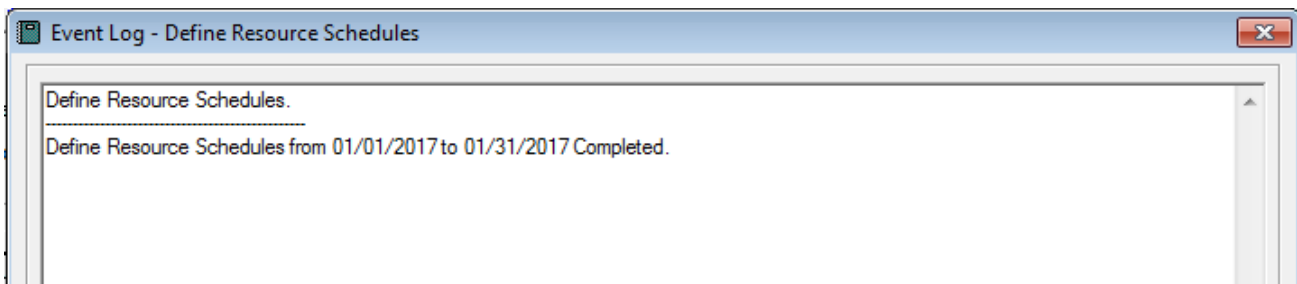
To schedule their availability:

- Click on the resource(s) in the **Resource** list to select
- Enter the **Start Time** and **End Time** (remember to type an “A” for AM or “P” for PM)
- Enter the dates your scheduling appointments for into the **Apply From** and **To** fields
- Select the **Weeks** and **Days** the resources should be scheduled for the defined time period

Click the **Apply** button when defining more than one set of schedules. The Apply From and To dates will remain populated with the dates you entered.

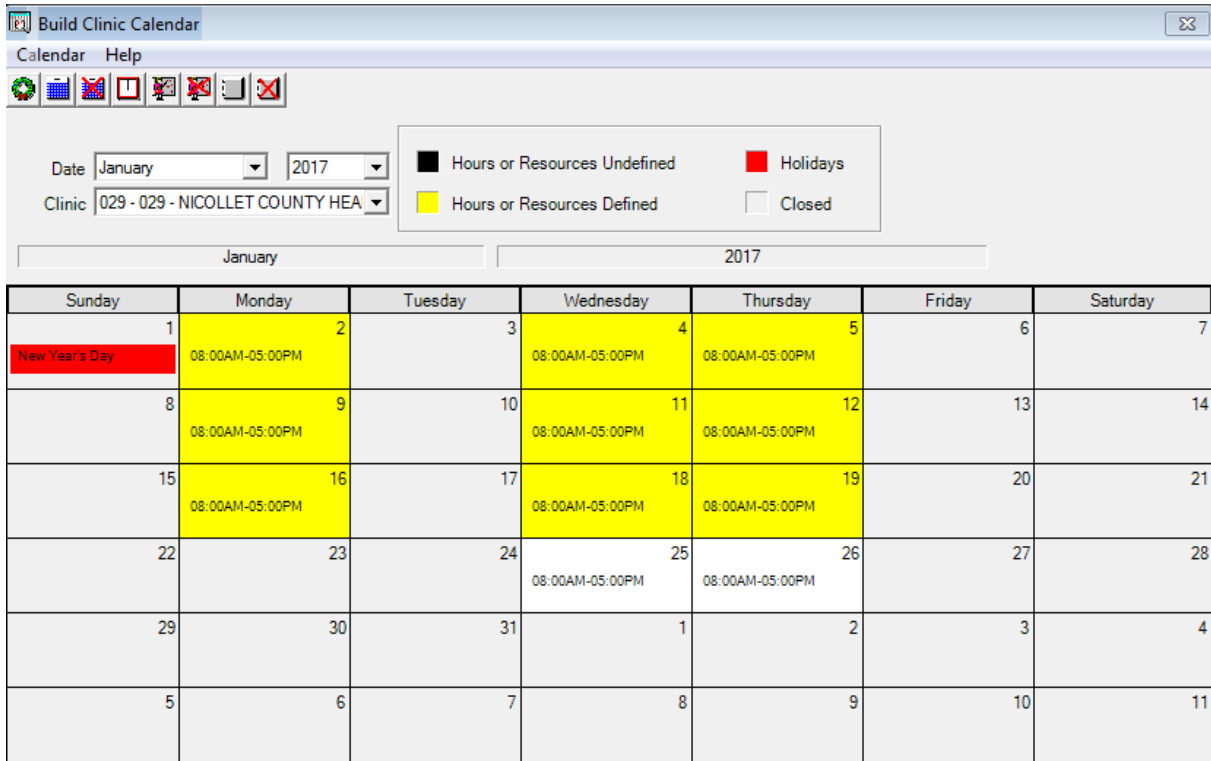


The Event Log will display that the resource schedules were defined.



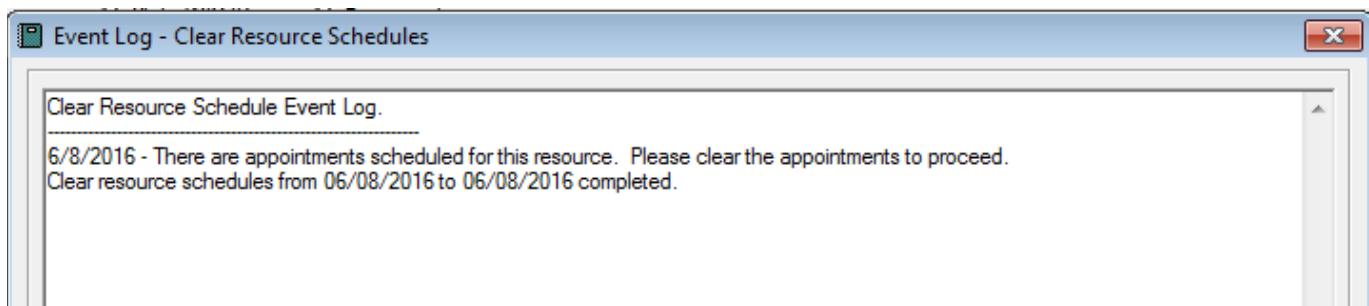
When your last set of schedules is defined, use the **OK** button.

The day on the calendar turns yellow once resource schedules have been defined.



## Clear Resource Schedules

You can clear a resource’s schedule as long as they do not have any appointments scheduled during that time period. If you attempt to clear the schedule for someone with appointments scheduled you will get the following Event Log message:



Click the **Clear Resource Schedules** to open the dialog.

Select the **Resource** from the drop-down list and enter the date range (or if one date, enter the same date) into the **Apply From** and **To** fields.

Select the applicable **Weeks** and **Days**.

**Clear Resource Schedules**

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH HUMAN SERVICES BLDG

Resource: CPA - Spanish Interp

Apply From: 1/19/2017 To: 1.19.2017

**Clinic is Open**

Week 1
  Week 2
  Week 3

Week 4
  Week 5

**On Days**

Monday
  Tuesday
  Wednesday

Thursday
  Friday
  Saturday

Click the **Apply** button if clearing more than one set of schedules.

The Event Log will display that the resource schedule was cleared.

**Event Log - Clear Resource Schedules**

Clear Resource Schedule Event Log.

Clear resource schedules from 01/19/2017 to 01/19/2017 completed.

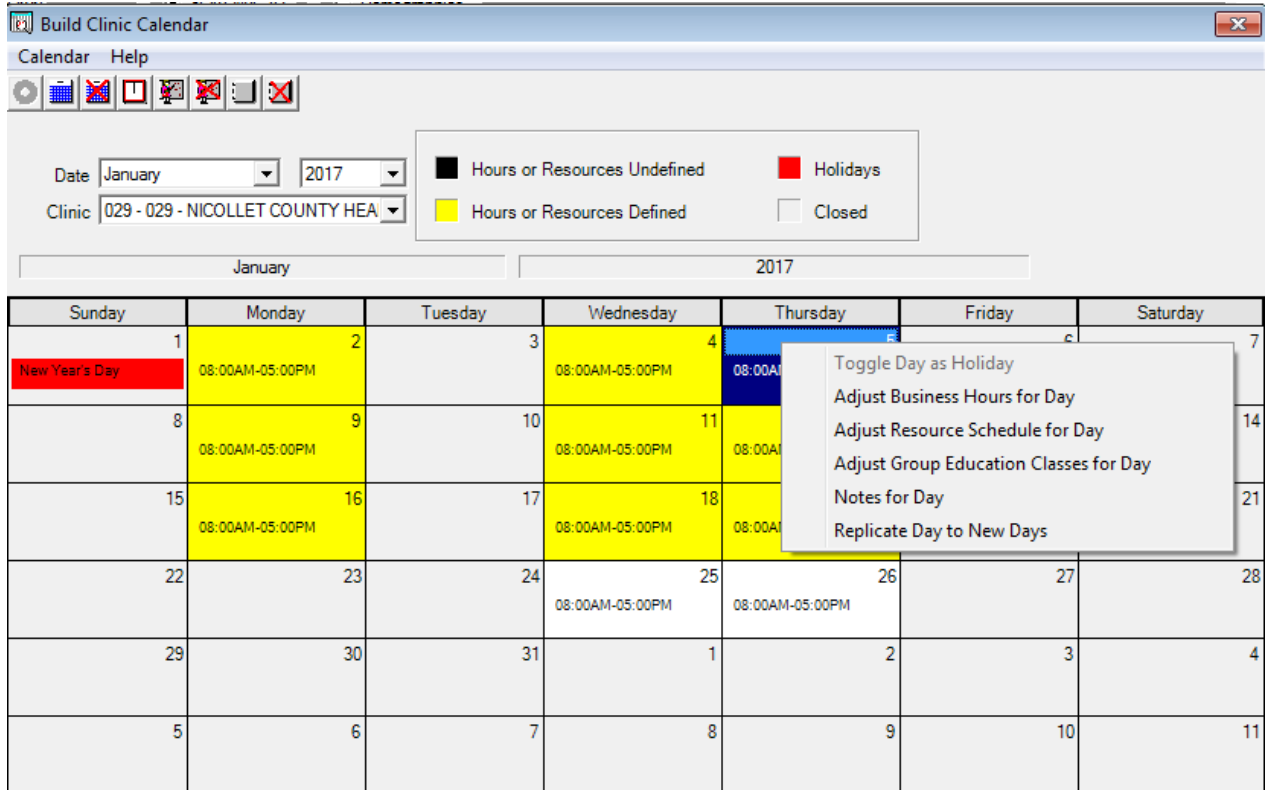
When your last schedule is cleared, use the **OK** button.

# Adjust Business Hours for Day

You can change previously defined business hours for a specific date.

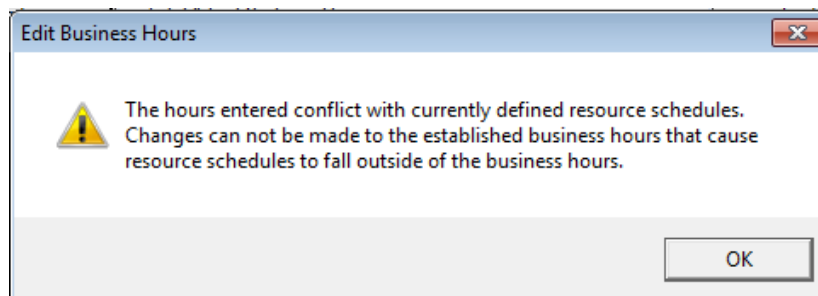
There are two ways to do this. First, click the date to highlight it on the calendar, then:

- Select **Adjust Business Hours for Day** from the **Calendar** menu; or
- Right-click on the date and select **Adjust Business Hours for Day** from the menu.

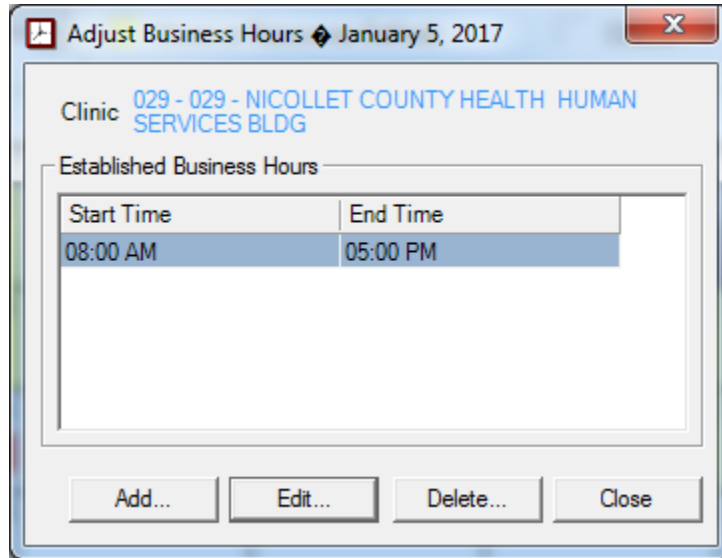


There cannot be any resource schedules that have hours before the start time or that extend past the end time if you are making the business hours shorter. Resource schedules will need to be adjusted prior to adjusting business hours.

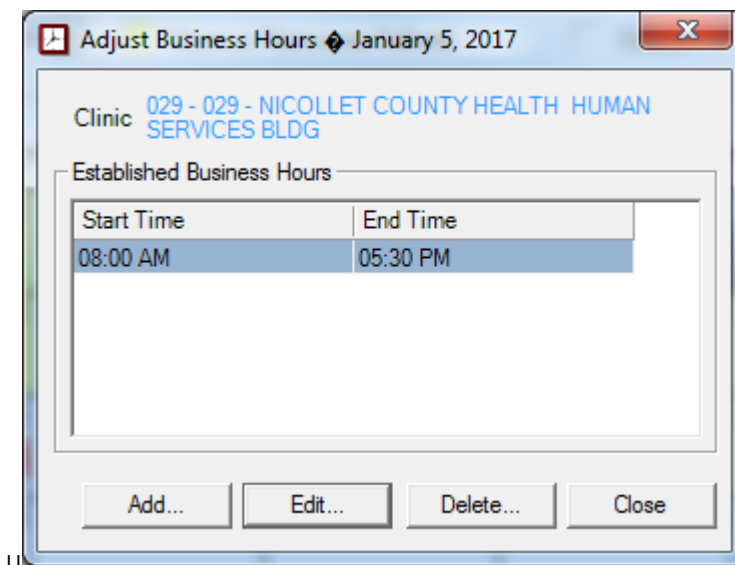
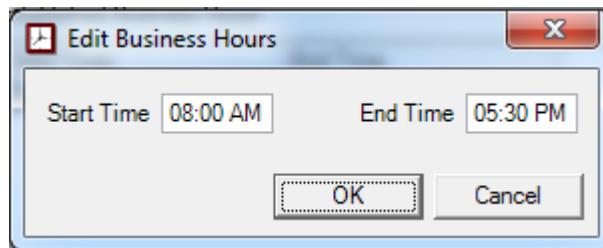
The following message will display if you attempt to adjust business hours when resource schedules exist that conflict with the adjusted time:



To adjust business hours, click the **Edit** button on the **Adjust Business Hours** dialog.



Enter the new time(s) and click the **OK** button.



If the business day has been previously defined, you can also **Add** business hours if the date doesn't yet have hours defined or **Delete** the hours as long as resource schedules do not exist for that date.

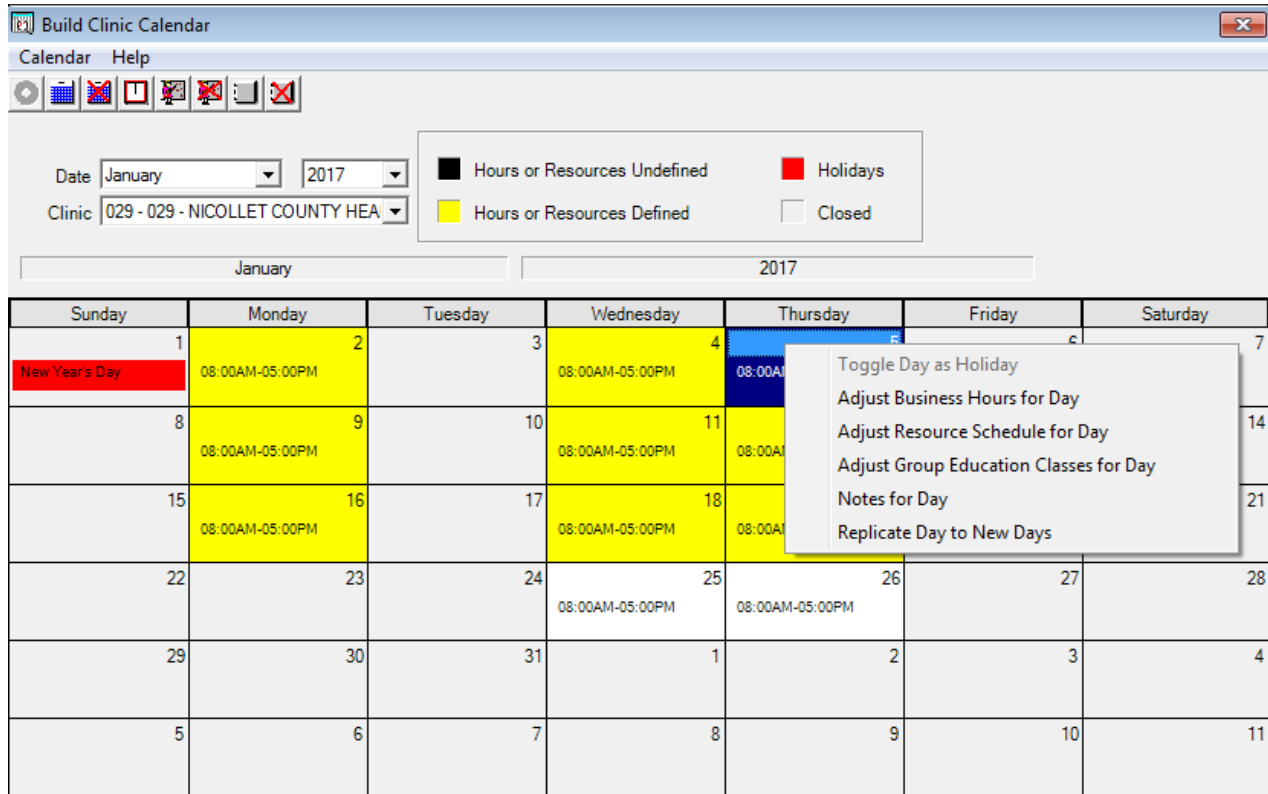


# Adjust Resource Schedule for the Day

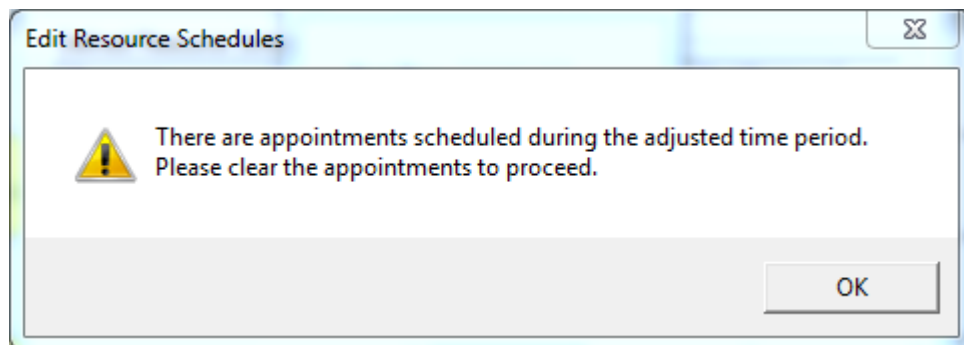
You can change the hours a resource is scheduled for on a specific date.

There are two ways to do this. First, click the date to highlight it on the calendar, then:

- Select **Adjust Resource Schedule for Day** from the **Calendar** menu; or
- Right-click on the date and select **Adjust Resource Schedule for Day** from the menu.

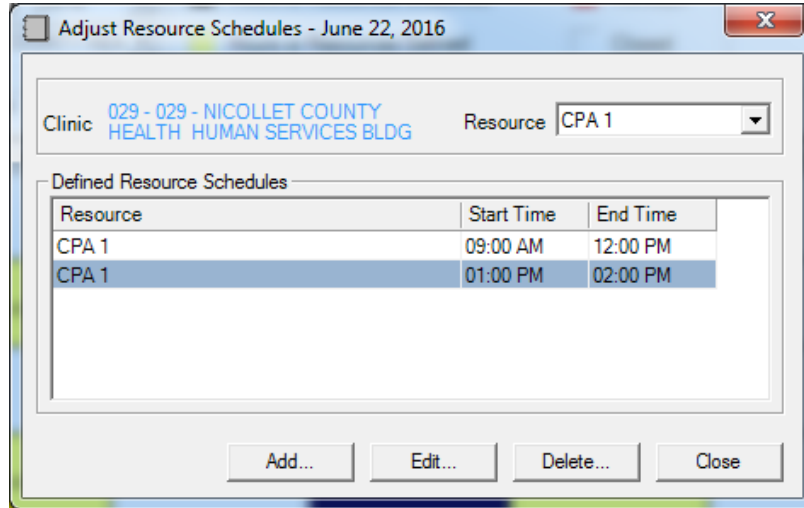


You can adjust a resource’s schedule by making it shorter only if the change doesn’t conflict with appointments already scheduled for the resource. The following message will display if a conflict does occur:

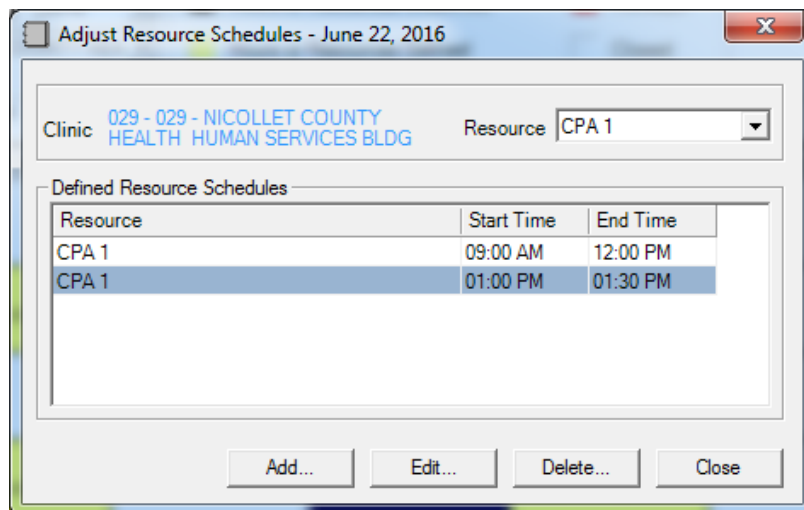
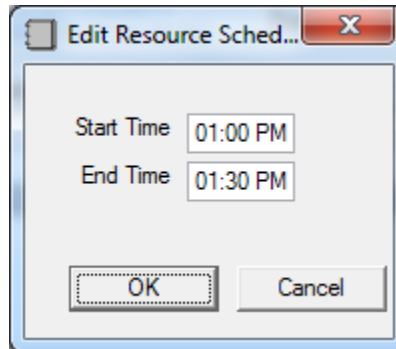


To adjust a resource’s schedule for a specific date:

- Select the resource from the **Resource** drop-down and their hours will display
- Select the time period you want to adjust
- Click the **Edit** button



Enter the adjusted time period and click the **OK** button.



You can **Add** new time periods (as long as within defined business hours).

You can also **Delete** entire time periods as long as there aren't any appointments scheduled during that time period (ex: 1:00 – 1:30 time period from previous print screen deleted as shown in the two print screens below).

**View Appointments for Date**

Appointments

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6/22/2016

Scheduled Appointment Information

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH & HUMAN S

Resource: CPA 1

Household Member Information

Member Name: FATUMA MOHAMUD

Date of Birth: 10/31/1985

WIC Status: Pregnant

Buttons: Print Schedule, Print Notice..., Reschedule..., Confirm, Update Kept, Delete, Close

June 22, 2016

Time	State WIC ID	Household ID	Member Name	Telephone	Comment	Authorized Representative	Appt Type	Duration	Group Topic	Lan
09:00 AM	01051440	13609598	GINGER ALE	952-234-5678		GINGER ALE	Pregnant	60		Eng
11:30 AM	01018187	13544722	JIMMY LOCK	952-123-4567		MAMA LOCK	MID CERTIFICA	30		Eng

**Adjust Resource Schedules - June 22, 2016**

Clinic: 029 - 029 - NICOLLET COUNTY HEALTH HUMAN SERVICES BLDG

Resource: CPA 1

Defined Resource Schedules

Resource	Start Time	End Time
CPA 1	09:00 AM	12:00 PM

Buttons: Add..., Edit..., Delete..., Close

# Adjust Group Education Classes for Day

MN WIC is not currently using this functionality

## Replicate Resource

If you have staff who are working the same weeks, days and hours during a specific time period, you can copy one resources schedule to another.

Click the **Replicate Resource** in the **Calendar** menu to open. To copy one resource's schedule to another's:

- Select the resource who has the schedule you want to copy from the **Copy Resource - From** drop-down.
- Select the resource you want to copy the schedule for from the **Copy Resource - To** drop-down.
- Enter the dates into the **Apply From** and **To** fields (enter the same date into both fields to copy the resource schedule for a specific date).
- Click the **Apply** button if you are going to copy more than one resource schedule or click the **OK** button if only want to copy one.

Replicate Resource

Clinic 029 - 029 - NICOLLET COUNTY HEALTH HUMAN SERVICES BLDG

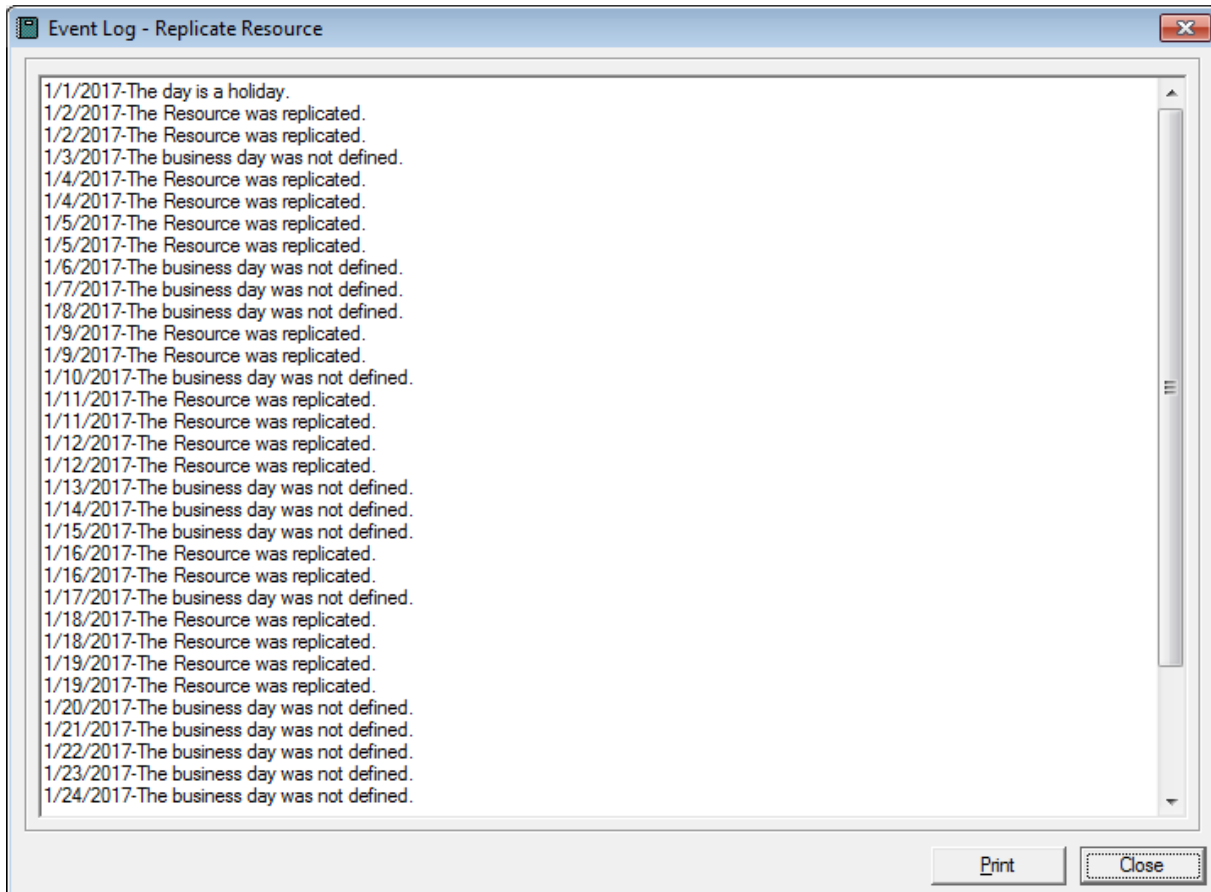
Copy Resource

From CPA - KaRen Interp To CPA 1

Apply from 1/1/2017 To 1.31.2017

OK Cancel Apply

An Event Log will display indicating the dates during the time period that the resource's schedule was successfully copied.



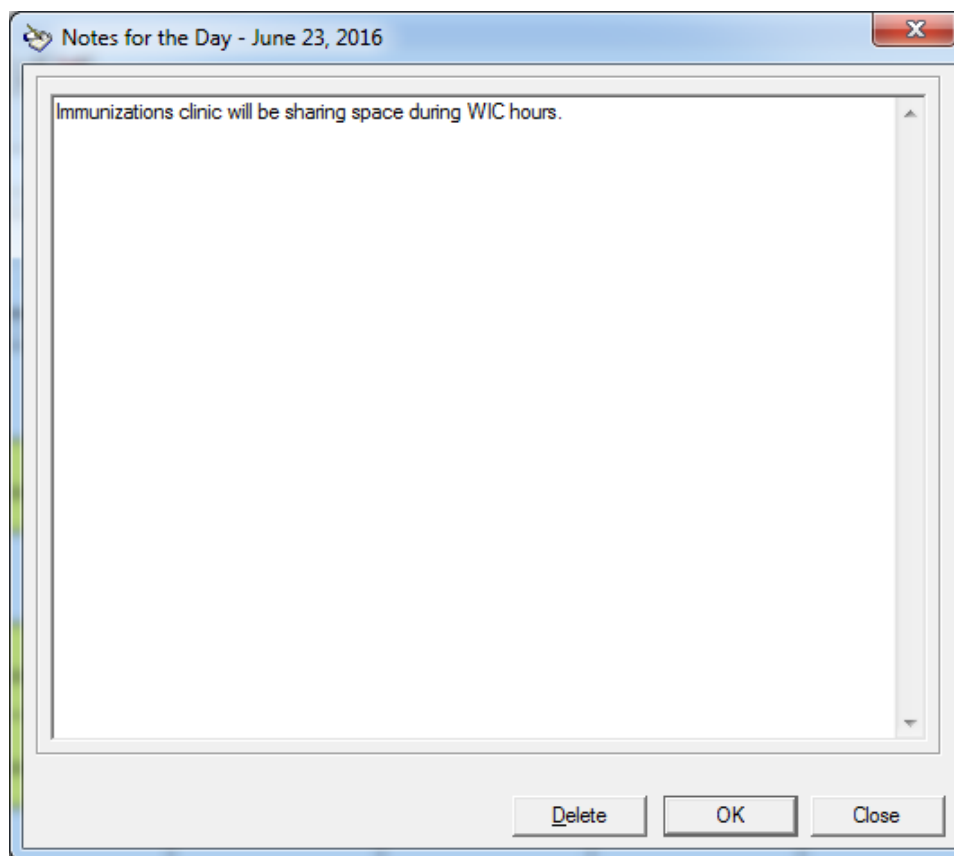
## Notes for Day

You can create a note that will display for a specific date in the Schedule Appointments for Household screen in HuBERT.

There are two ways to do this. First, click the date to highlight it on the calendar, then:

- Select **Notes for Day** from the **Calendar** menu; or
- Right-click on the date and select **Notes for Day** from the menu.

Type your note and click the **OK** button to save it.



A notepad icon will appear on the calendar for days that have notes.

The screenshot shows the 'Build Clinic Calendar' application window. At the top, there is a menu bar with 'Calendar' and 'Help'. Below the menu bar is a toolbar with several icons. The main area contains a date selector set to 'June 2016' and a clinic selector set to '029 - 029 - NICOLLET COUNTY HEA'. A legend indicates that black cells represent 'Hours or Resources Undefined', yellow cells represent 'Hours or Resources Defined', red cells represent 'Holidays', and white cells with a box represent 'Closed'. The calendar grid shows dates from 29 to 9. Notable features include:
 

- June 2: 08:30AM-04:00PM, yellow background, and a notepad icon.
- June 3: Blue background.
- June 5: 08:30AM-04:00PM, yellow background.
- June 8: 08:30AM-04:00PM, yellow background.
- June 9: 08:30AM-04:00PM, yellow background.
- June 12: 08:30AM-04:00PM, yellow background.
- June 15: 08:30AM-04:00PM, yellow background.
- June 16: 08:30AM-04:00PM, yellow background.
- June 19: 08:30AM-04:00PM, yellow background.
- June 20: 08:30AM-04:00PM, yellow background.
- June 22: 08:30AM-04:00PM, green background.
- June 23: 08:30AM-04:00PM, yellow background, and a notepad icon.
- June 26: 08:30AM-04:00PM, yellow background, and a notepad icon.
- June 27: 08:30AM-04:00PM, yellow background, and a notepad icon.
- June 28: 08:30AM-04:30PM, yellow background.
- June 29: 08:30AM-04:30PM, yellow background.
- June 30: 08:30AM-04:30PM, yellow background.

Notes display in the **Schedule Appointments for Household** screen in HuBERT.

The **Notes** button will be enabled if a note has been written for the date being displayed on the screen.

Click the **Note** button to view.

The screenshot displays the 'Schedule Appointments for Household (10501233)' window. On the left, there are four calendar views for June, July, August, and September 2016. The 'Notes' button in the 'View By' section is highlighted with a red box. On the right, the 'Schedule Appointments: 029 - NICOLLET COUNTY HEALTH & HUMAN SERVICES BLDG - 6/' table shows a list of times from 08:30 AM to 09:45 AM under the 'CPA 1' column. A 'Notes for the Day - June 23, 2016' dialog box is open, containing the text: 'Immunizations clinic will be sharing space during WIC hours.'

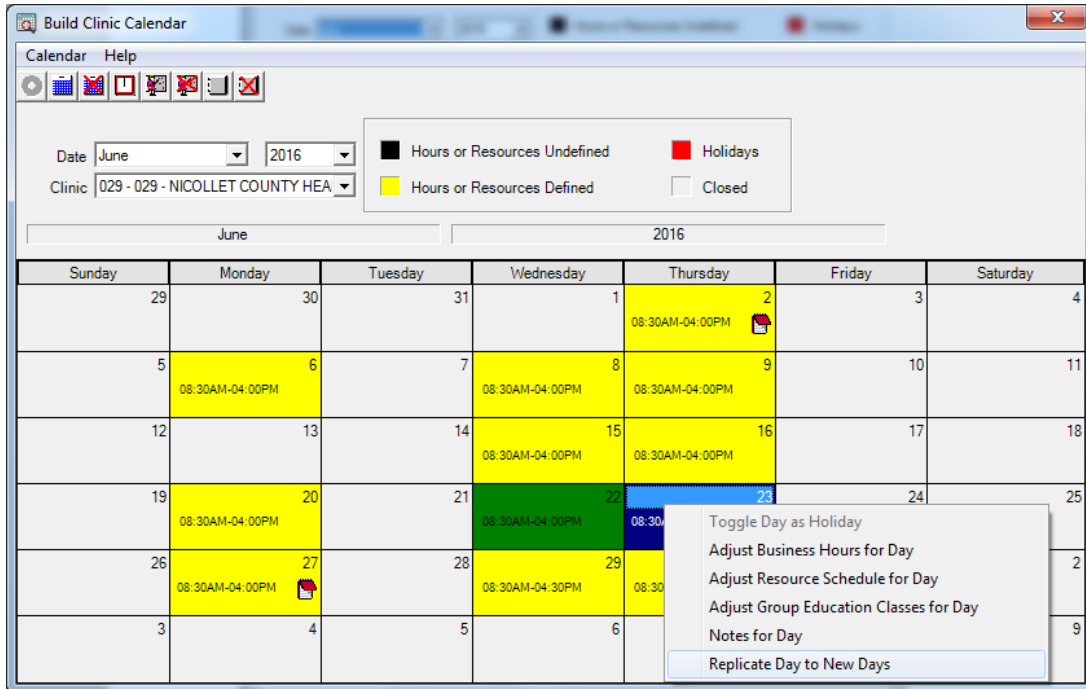
**NOTE!** Although it may appear that you can edit the text, any changes made in this screen will not be saved. The only way to edit a note is to re-open the **Notes for Day** in Build Clinic Calendar.



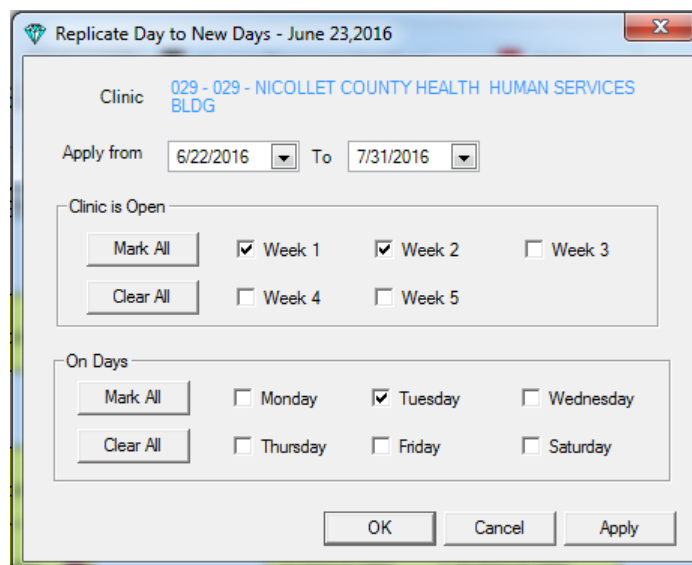
# Replicate Day to New Days

You can define business days and hours by copying an existing day to other days for the same clinic. There are two ways to do this. First click the date you want to copy to highlight it on the calendar, then:

- Select **Replicate Day to New Days** from the **Calendar** menu; or
- Right-click on the date and select **Replicate Day to New Days** from the menu.



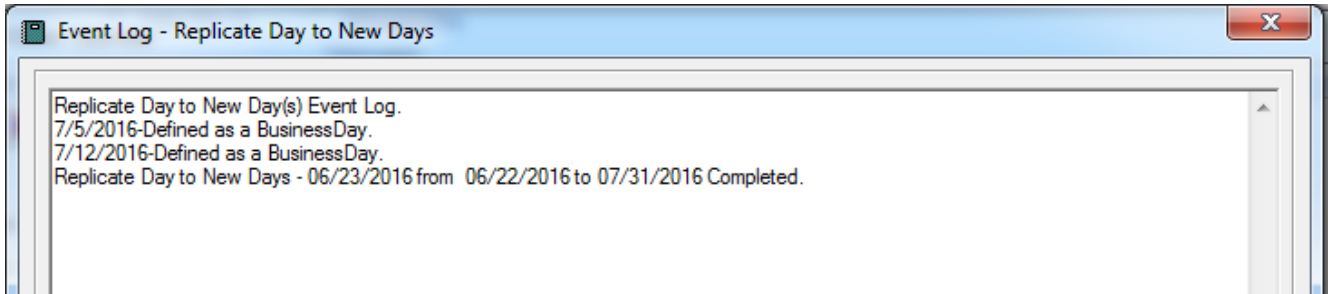
Type the date range that includes the days you want to copy the selected date's business hours to into the **Apply From** and **To** fields. Then select the weeks and days.



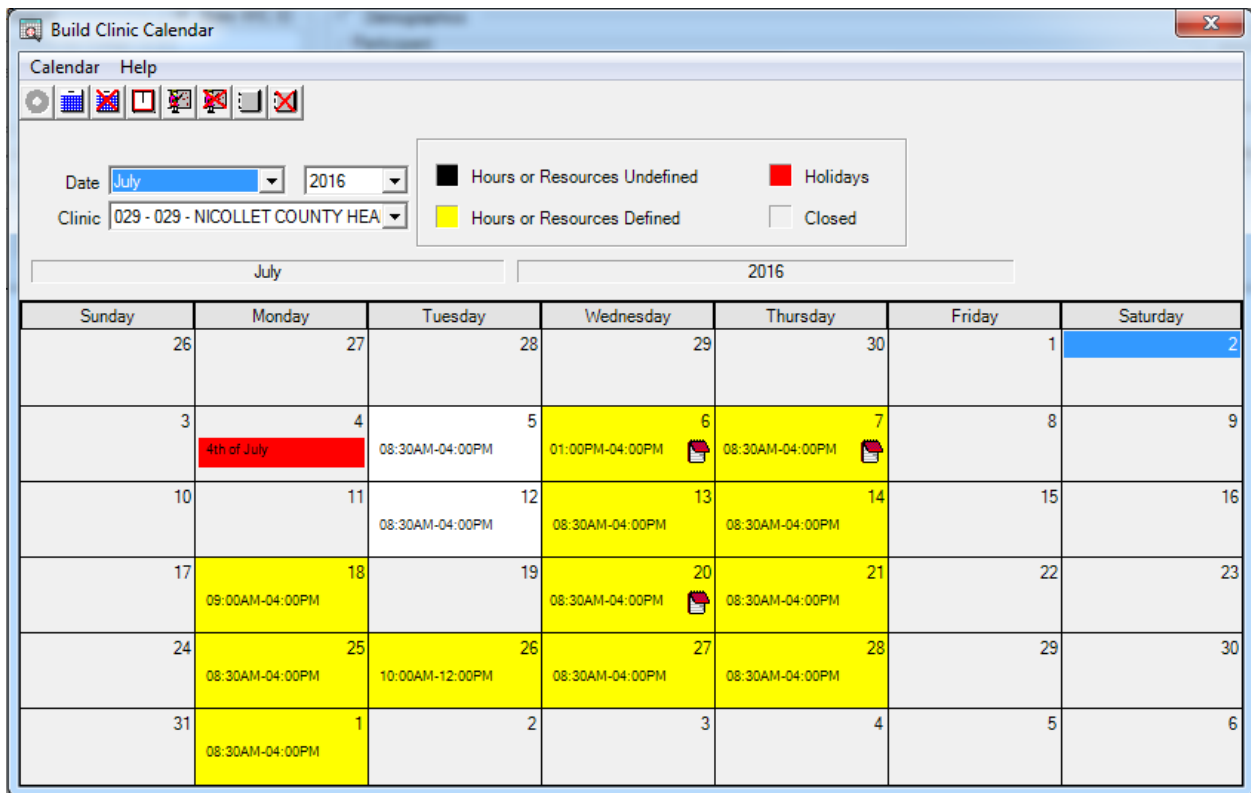
Click the **Apply** button if you are copying this date to multiple weeks/days.

If you are only copying it once or have copied it for the last time, click the **OK** button.

An Event Log will display indicating the date was replicated and which days were defined as business days.



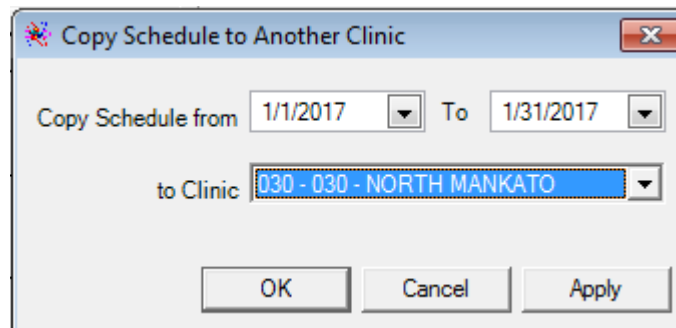
The replicated business days will display as white to indicate they've been defined as business days.



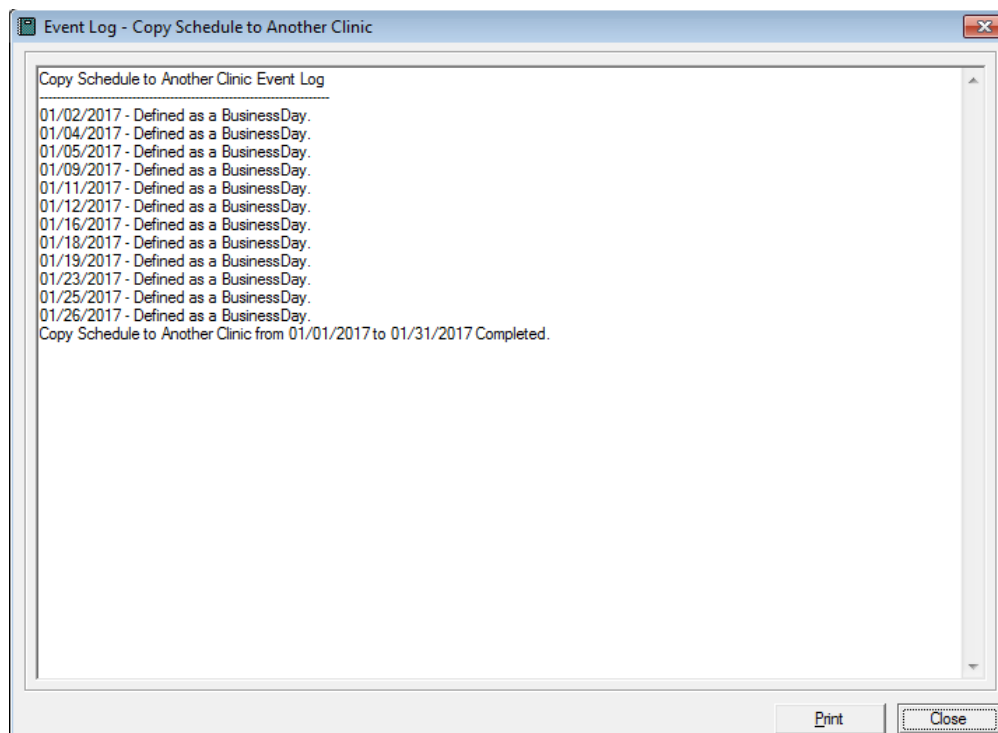
# Copy Schedule to Another Clinic

If you have two clinics that have the same business days and hours, you can copy them from one clinic to the other. To do so:

- Make sure you've selected the clinic you want to copy from the **Clinic** drop-down on the main Build Clinic Calendar screen
- Select the **Copy Schedule to Another Clinic** from the **Calendar** menu
- Enter the date range that includes the days you want to copy into the **Copy Schedule From** and **To** fields
- Select the clinic you want to copy the days to from the **to Clinic** drop-down
- Click the **Apply** button if you are copying the schedule to multiple clinics or click the **OK** button if only copying it once or have copied it for the last time.



En Event Log will display indicating the business days were defined.



# Print Calendars

MN WIC does not recommend printing calendars from within Build Clinic Calendar since they are not accurate and do not provide any usable information.

You can print a list of your appointments from within the Clinic application using the following steps:

- Click on the **Activities** menu on the Participant Search/List screen
- Select **View Appointments for Date**
- Click the date on the calendar that you want to print
- Select the clinic from the **Clinic** drop-down
- If you only want to print for a specific resource, select a resource from the **Resource** drop-down
- Click the **Print Schedule** button

**View Appointments for Date**

**Appointments**

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/6/2016 | 9/28/2016

**Scheduled Appointment Information**

Clinic: 159 - 159 - LACLINICA

Resource: All Resources

**Household Member Information**

Member Name: APPLE BLOSSOM

Date of Birth: 7/1/2014

WIC Status: Child

Buttons: Print Schedule, Print Notice..., Reschedule..., Confirm, Update Kept, Delete, Close

September 28, 2016

Time	State WIC ID	Household ID	Member Name	Telephone	Comment	Authorized Representative	Appt Type	Duration	Group Topic	Lan
11:30 AM	01049060	13608781	APPLE BLOSSOM				INITIAL CERTIF	30		Eng