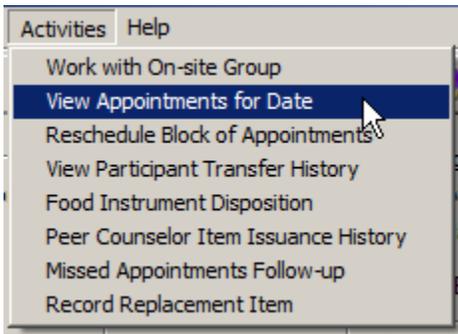


To manually mark an appointment as kept,

1. Go to View appointments for Date (Participant List > Activities > View Appointments for Date).
2. Find the appointment for your participant and click on the row so that it is highlighted.
3. Scroll to the right so that you can view the “Kept” column for the appointment. Make sure that it is not checked off.
4. Click on the Update Kept button and the Kept column for the appointment to be checked. Scroll over to ensure the box is checked. A One Call Now missed appointment notice will not be sent to the participant.



The screenshot shows the 'View Appointments for Date' window. On the left is a calendar for January 2016. On the right, appointment details are shown for '321 - MISSOULA WIC' and member 'BLUEBERRY I. FENNEL'. A red box highlights the 'Update Kept' button. Below, a table for 'January 06, 2016' has a red box around the 'Kept' checkbox in the first row.

| Comment  | Authorized Representative | Appt Type      | Duration | Group Topic | Language | Confirmed                | Kept                     | Confirmed Date | Confirmed Comment |
|----------|---------------------------|----------------|----------|-------------|----------|--------------------------|--------------------------|----------------|-------------------|
| REDACTED | GRAPE DATE                | INITIAL CERTIF | 15       |             | English  | <input type="checkbox"/> | <input type="checkbox"/> |                |                   |

View Appointments for Date

Appointments

| January |     |     |     |     |     | 2016 |  |
|---------|-----|-----|-----|-----|-----|------|--|
| Sun     | Mon | Tue | Wed | Thu | Fri | Sat  |  |
| 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   |  |
| 31      |     |     |     |     |     |      |  |

1/6/2016    ◀    ▶    1/6/2016

Scheduled Appointment Information

Clinic: 321 - MISSOULA WIC

Resource: All Resources

Household Member Information

Member Name: BLUEBERRY I. FENNEL

Date of Birth: 7/10/1989

WIC Status: Non-breastfeeding

High Risk

- Print Schedule
- Print Notice...
- Reschedule...
- Confirm
- Update Kept
- Delete
- Close

January 06, 2016

| Comment  | Authorized Representative | Appt Type      | Duration | Group Topic | Language | Confirmed                | Kept                                | Confirmed Date | Confirmed Comment |
|----------|---------------------------|----------------|----------|-------------|----------|--------------------------|-------------------------------------|----------------|-------------------|
| REDACTED | GRAPE DATE                | INITIAL CERTIF | 15       |             | English  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |                |                   |