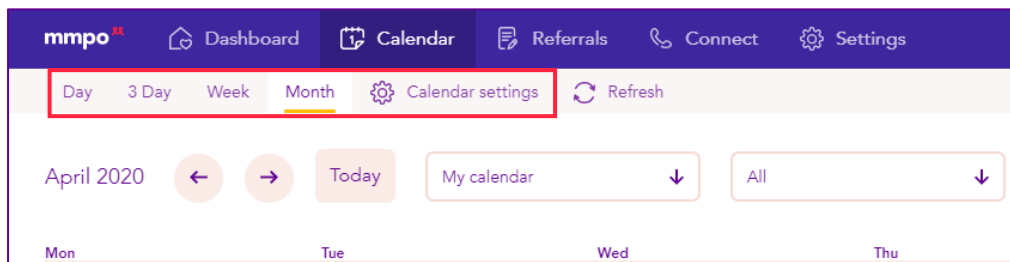# Tiaki – Calendar Overview

Purpose

The purpose of this document is to give a rundown of how the calendar works, outlining any key points.

Views

When you first go to the calendar it will show you the month view first. You can easily move between views by clicking on the button along the top.
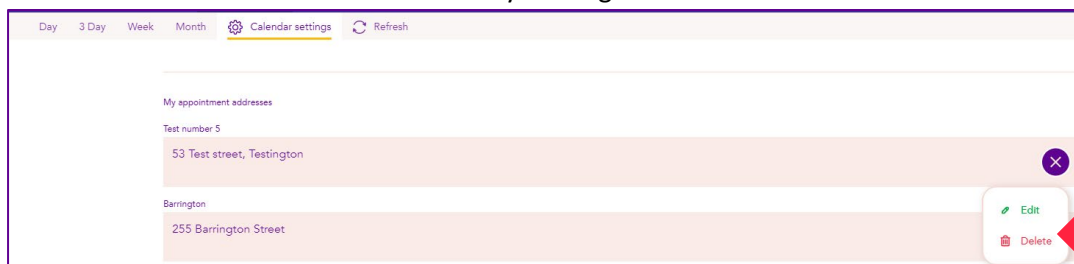

Calendar settings

Calendar settings allow you to set multiple address locations. If you have multiple clinic locations, for example, you can set both locations. This will make it easier when creating an appointment.
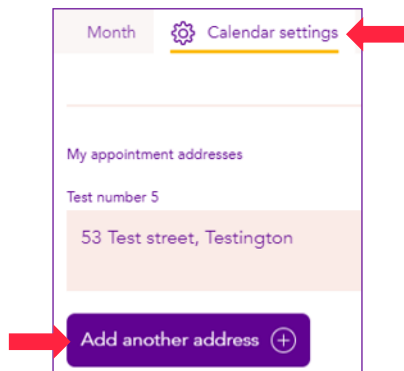
You also can edit or remove the address by clicking the three dots of the address.
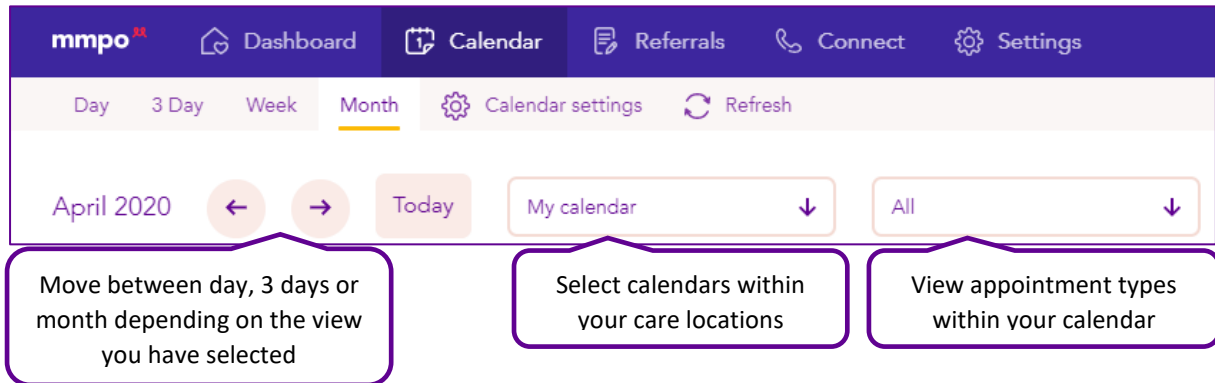

Days and filters

You can move between months, 3 days or days depending on the view you are in by clicking on the arrows under the second smaller banner.

By clicking 'Today' it will take the calendar back to the view with today in. For example, in the month view if move months, then click 'Today' you will be taken back to the current month.

You can view, add to and edit anyone's calendar that is a part of your care location in MIS (except for private appointments, they are kept private). By clicking on their name, it will add them to your calendar view.

By clicking on 'All' you can filter your calendar by appointment type.

Move between day, 3 days or month depending on the view you have selected

Select calendars within your care locations

View appointment types within your calendar

Appointment

By clicking once on an appointment, you will get a little pop up box that gives you key information about the appointment and some quick actions you can complete. The pop up will appear in the colour code for the appointment type selected i.e. blue for Antenatal or pink for Postnatal

Attendees to the appointment

Notes written in the appointment
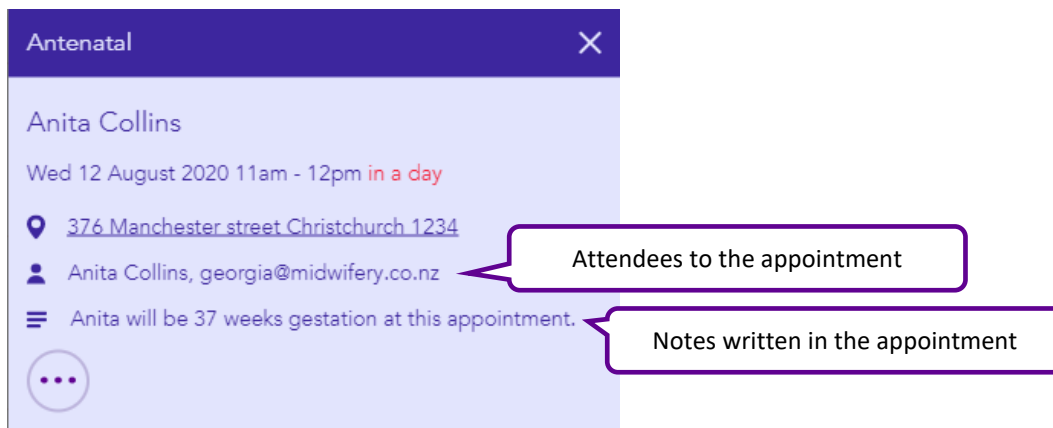
You can reschedule or duplicate your appointment. Rescheduling the appointment will remove the original appointment, replicating it at the new time. Whereas duplicate will keep two appointments, one at the original time and one at the new time.
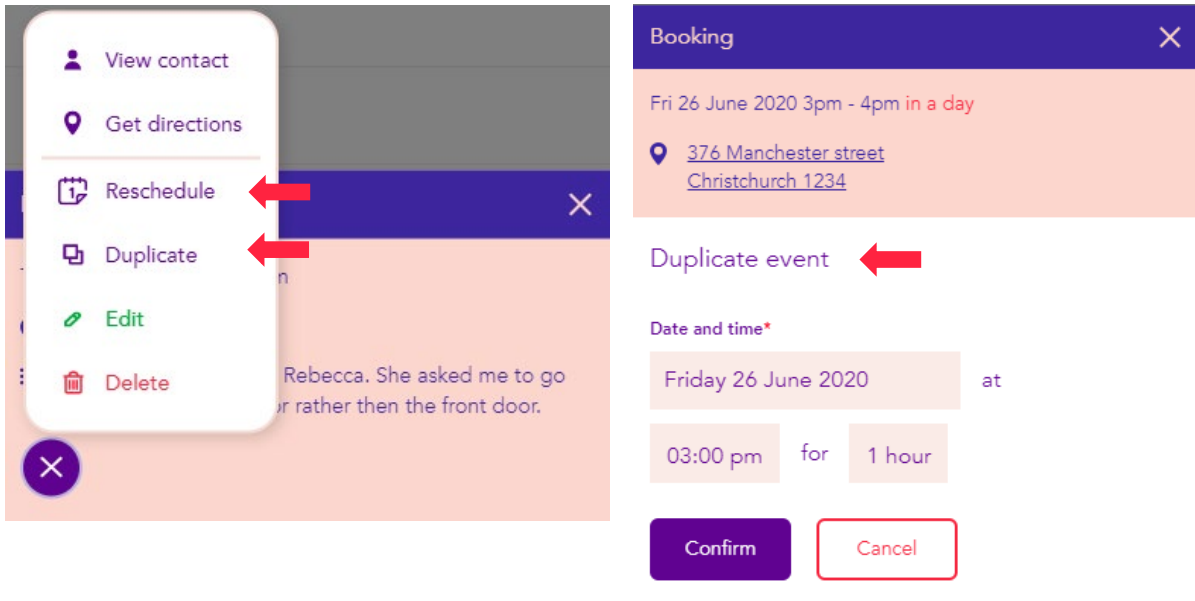
Refresh

By clicking the 'Refresh' button, it is checking to see if there is any in MIS that isn't in Tiaki yet. There can be around a 5-minute delay between getting the information from one system to another. If you are trying to select a woman that has just been added to MIS, give it a couple of minutes and try hit the refresh button.