

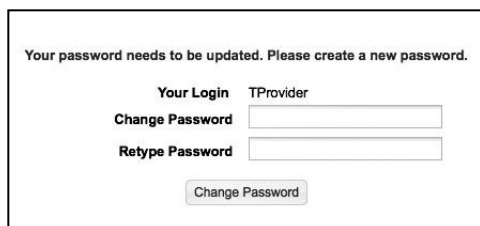
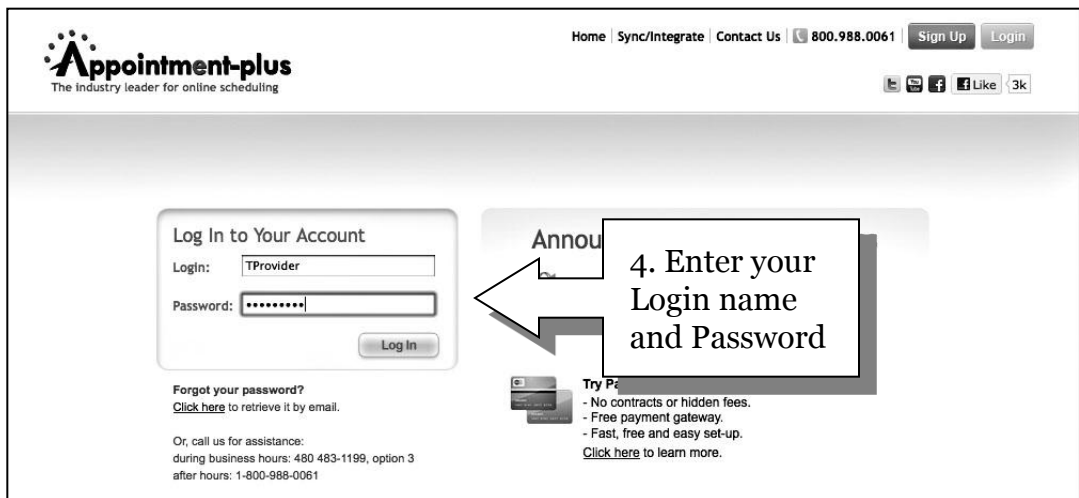
Appointment-plus

User Manual for LifeSpark Cancer Resources

LifeSpark Cancer Resources
355 South Teller Street, Suite 200
Lakewood, CO 80226
303.425-2670

How to Login

1. Obtain your login name and password from your LifeSpark site coordinator.
2. Open your web browser and go to: **www.appointment-plus.com**.



5. If this is your first login, you will receive a password update screen. Enter a new password in the "Change Password" box. Enter it again for verification in the "Retype password" box. Then click the Change Password button.

Provider Information-1

After signing in, update your Provider information.

1. Click the LifeSpark Providers tab

Appointment-plus | The Marketplace | Participant View | Help | Classic View | Sign Out | Location: LifeSpark Cancer Resources

Scheduling | Participants | Reports | LifeSpark Providers

LifeSpark Providers

- LifeSpark Providers
- Add New LifeSpark Provider
- Schedule Templates

LifeSpark Providers

Name: Test Provider
Active, staff

Access Type: Location User | Display: yes

2. Select your name

3. Update your information in the LifeSpark Provider Information screen. When done, be sure to click the Update button at the bottom of the screen.

LifeSpark Provider Information

Test Provider

Screen Name: Test Provider

Company (if applicable): N/A

Address: 555 Bogus Lane

City: Denver

State/Province: CO

Zip/Postal Code: 80201

E-mail Address: tprovider@555.com

Home Phone: 555-555-5555

Work Phone:

Cell Phone: 555-555-5555

Fax:

Tax ID Number: N/A

Profile Information

Login: TProvider

Password: *****

Change Password: Change Password

Profile ID: Test Provider

Notes:

Update

Click update when done

4. Optional: Under Schedule, select LifeSpark Cancer Resources to set your days off or available hours. Click the Update button when done.

Test Provider

Schedule

Test Provider
LifeSpark Cancer Resources

Day	Off	Start time	End time
Monday	<input type="checkbox"/> off	8:00am	9:00pm
Tuesday	<input type="checkbox"/> off	8:00am	9:00pm
Wednesday	<input type="checkbox"/> off	8:00am	9:00pm
Thursday	<input type="checkbox"/> off	8:00am	9:00pm
Friday	<input type="checkbox"/> off	8:00am	9:00pm
Saturday	<input type="checkbox"/> off	8:00am	9:00pm
Sunday	<input checked="" type="checkbox"/> off	Select Start Time	Select Close Time

Update

- Optional: Under Schedule Exceptions, select LifeSpark Cancer Resources to set dates and times when your availability differs from the norm, then click the Add button.



Test Provider

- Profile Information
- Locations
- ▼ Schedule
 - LifeSpark Cancer Resources
 - ▼ Schedule Exceptions
 - LifeSpark Cancer Resources
 - Assign Schedule Templates
 - ▼ Rooms
 - LifeSpark Cancer Resources

Exception Schedule Dates

Test Provider

Exception schedules override any existing schedules set up for lifespark providers for a particular date. If the lifespark provider is not normally available on a particular date, an exception schedule can allow them to be available for that date.

Only one exception schedule is allowed per date. If you need a split schedule for a particular date, use the reserve time functionality to block out unavailable times.

Date
Select Date

Start Time
Select Start Time

End Time
Select End Time

Add

- Under Types of Sessions Offered, select LifeSpark Cancer Resources to configure the types of sessions for which you are available. Click Update when done.



Test Provider

- Profile Information
- Locations
- ▼ Schedule
 - LifeSpark Cancer Resources
 - ▼ Schedule Exceptions
 - LifeSpark Cancer Resources
 - Assign Schedule Templates
 - ▼ Rooms
 - LifeSpark Cancer Resources
 - ▼ Types of sessions Offered
 - LifeSpark Cancer Resources
 - ▼ Days Off
 - LifeSpark Cancer Resources
 - Modalities
 - Languages

Types of sessions Offered

Test Provider
LifeSpark Cancer Resources

To assign a type of session to a lifespark provider, click on the checkbox under "Type of session Offered?". Also, click on the days the type of session is offered for this lifespark provider. The default "Time to Complete" and the default "Cost" can be overridden for this lifespark provider by changing the values in those fields.

Type of session Offered?	Type of session Description	Time To Complete	Days Offered	Cost
<input checked="" type="checkbox"/>	LifeSpark Session (weekly) <i>type of session</i>	1 hour 15 minutes	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00
<input checked="" type="checkbox"/>	Open Session (one-time) <i>type of session</i>	1 hour	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00
<input checked="" type="checkbox"/>	Mini-session <i>type of session</i>	20 minutes	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	0.00

Select All Deselect All

- Optional: Under Days off, select LifeSpark Cancer Resources to configure calendar days that you are not available. Click Update when done.

- Under Modalities, select LifeSpark Cancer Resources to select your available modalities. Click Update when done.

Test Provider

- Profile Information
- Locations
- ▼ Schedule
 - LifeSpark Cancer Resources
- ▼ Schedule Exceptions
 - LifeSpark Cancer Resources

LifeSpark Provider Modalities

Test Provider

- Reiki
- Healing Touch

- Under Languages, select LifeSpark Cancer Resources to select any additional languages you may speak (for example, Spanish, Vietnamese, Chinese, German, or Russian). Click Update when done.

- When your Provider Information has been entered, click the Scheduling tab to return to the main Appointment-plus screen.

Screen Navigation

Sign Out button

Calendar in "Week" view:

Appointment-plus

The Marketplace Participant View Help Classic View Sign Out

Location LifeSpark Cancer Resources

Scheduling Participants Reports LifeSpark Providers

View Schedule For:
Select LifeSpark Provider
Aurora-Medical Center o

6/1/2012 - 6/7/2012

Aurora-Medical Center of Aurora

Friday 6/1/2012 Saturday 6/2/2012

8 am 9 am 10 am 11 am 12 pm 1 pm 2 pm 3 pm

Coaching Session Status: Awaiting Registration click here to schedule your free coaching session
Your coach is Marissa Johnson (480) 483-1199 x146 or mjohnson@stormsource.com

Click color bar to display appointment legend

- Open
- Reserved
- Unavailable
- Scheduled
- Confirmed
- Complete
- No Show

Click the 'gear' icon to select Day, Week, or Month views

Select month, year, and date

Bar shows date, month, or date range

Header shows selected location (room)

To select your LifeSpark location, click the Rooms drop-down list:

Appointment-plus

The Marketplace Participant View Help Classic View Sign Out

Location LifeSpark Cancer Resources

Scheduling Participants Reports LifeSpark Providers

View Schedule For:
Select LifeSpark Provider
Aurora-Medical Center o

6/1/2012 - 6/7/2012

Aurora-Medical Center of Aurora

Monday 6/4/2012 Tuesday 6/5/2012 Wednesday 6/6/2012 Thursday 6/7/2012

8 am 9 am 10 am 11 am 12 pm 1 pm 2 pm 3 pm

Session Status: Awaiting Registration click here to schedule your free coaching session
Your coach is Marissa Johnson (480) 483-1199 x146 or mjohnson@stormsource.com

Click the Rooms drop-down list to display all LifeSpark locations

View Schedule For:
Select LifeSpark Provider
All Rooms

Select Room

- All Rooms
- Aurora-Medical Center of Auror...
- Boulder Atonement
- Denver Health
- Denver St Barnabas
- Highlands Ranch-St Andrew Unit...
- Lakewood-Green Mtn UMC
- Lone Tree Skyridge
- RMCC Aurora
- RMCC Colorado Springs
- RMCC Lakewood
- RMCC Lone Tree
- RMCC Longmont
- RMCC Thornton

Note: LifeSpark locations are dynamic. For that reason your location may not be shown in this screen capture.

Schedule Appointments-1

Step One: Select your Location from the Rooms drop-down list

Scheduling tab should be selected

Select your Location from the Rooms drop-down list

Verify that the correct Location is selected

Step Two: Select the date

Select the month and year

Select the day

Step Three: Click the Green “+” sign on the chosen date

WRONG:

9 am	+	-	+	-
10 am	X	Reserved	+	-
11 am	+	-	+	-

Tip: If you accidentally click the red “-” sign, you’ll get a Reserved block. To correct this, click the large large red X and then confirm the deletion.

Click the Green + sign

Schedule Appointments-2

Step Four: Enter the appointment information.

To begin, select the Participant's name from the drop-down list

Tip: Participants are listed by first and last initials, then first name.

The screenshot shows the 'Make Scheduling' form. On the left, there is a 'Select Participant' dropdown menu with a list of participants: 'EP, Example', 'Participant', and 'Participant'. Below this is a form for entering participant information, including fields for First Name, Last Name, Initials, Daytime Phone, Cell Phone, E-mail, Gender, Preference M,F, Either, Assigned To, Provider (Last name, first name), Comments, Availability, and Fee. On the right, there is a form for appointment details, including 'With' (Test Provider), 'Room' (Lakewood-Green Mtn UMC), 'Type of session' (Select Type of session), 'Duration' (Select Duration), 'Date' (Tuesday), 'Time', 'Status', 'Cost', 'Special Instructions for Participant', 'Scheduling Notes (internal only)', 'Type' (one-time appointment), 'Send scheduling e-mail to participant' (checked), 'Send scheduling e-mail to lifespark provider' (checked), and 'Created By' (Test Provider). A callout box points to the 'With' and 'Room' fields, stating: 'The Provider (you) and Room are auto-filled.'

Once selected, the Participant's information auto-fills for you.

Tip: All boxes with **bold** labels are mandatory.

The screenshot shows the 'Make Scheduling' form with the 'Participant' selected. The participant information is auto-filled: First Name (Example), Last Name (Participant), Initials (EP), Daytime Phone (555-555-5555), Cell Phone, E-mail, Gender (Female), Preference M,F, Either (Select One), Assigned To (Select One), Provider (Last name, first name), Comments, Availability, and Fee. The appointment details are: 'With' (Test Provider), 'Location' (LifeSpark Cancer Resources), 'Room' (Lakewood-Green Mtn UMC), 'Type of session' (LifeSpark Session (weekly)), 'Duration' (1 hour), 'Date' (Tuesday, June 5, 2012), 'Time' (10:00am), 'Status' (Scheduled), 'Cost' (0.00), 'Tip' (Via), 'Special Instructions for Participant', 'Scheduling Notes (internal only)', 'Type' (one-time appointment), 'Send scheduling e-mail to participant' (checked), 'Send scheduling e-mail to lifespark provider' (checked), and 'Created By' (Test Provider). A callout box points to the 'Type' dropdown menu, stating: 'To schedule a recurring appointment, select "recurring appointment" from the Type drop-down list.'

Schedule Appointments-3

If you selected “recurring appointment,” a Recurring Scheduling Information dialog box pops up at the top of the page.

Enter the parameters and then click the Finalize Scheduling button.

close window and refresh

Make Scheduling Reserve Time

Finalize Scheduling

Recurring Scheduling Information

You must enter scheduling information below before entering any recurring scheduling information. Scheduling will not be are already reserved.

Recurring Period

This appointment recurs

Every Week

OR

This appointment recurs on the

First Sunday

of every month

End Date

End on June 2012

Select Participant With Test Provider view

A confirmation screen appears. Click “close window and refresh” to exit the confirmation screen.

close window and refresh

Make Scheduling

Recurring scheduling have been confirmed

Recurring Scheduling Information

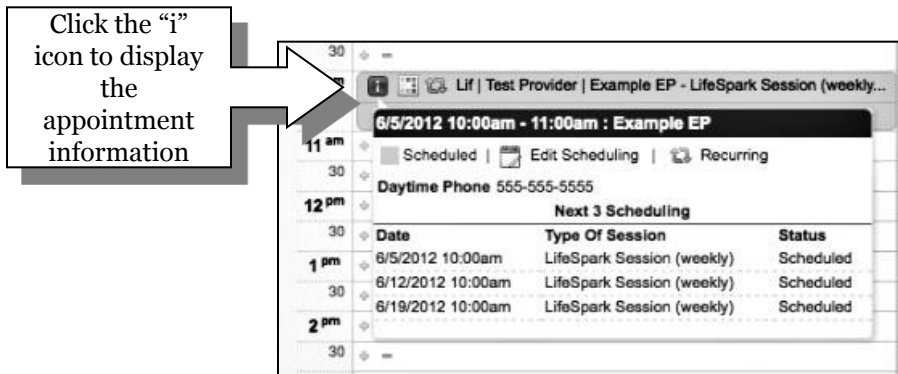
Scheduling will recur every week ending on 06/26/2012

First Name Example view	With Test Provider view
Last Name Participant	Location LifeSpark Cancer Resources
Initials EP <input type="text"/>	Room Lakewood-Green Mtn UMC
Daytime Phone 555-555-5555	Type of session LifeSpark Session (weekly)
Cell Phone	Duration 1 hour
E-mail	Date Tuesday, June 5, 2012
Gender <input checked="" type="checkbox"/> Female	Time 10:00am
Preference M,F, Either <input type="checkbox"/>	Status Scheduled
Assigned To <input type="text"/>	Cost 0.00 Tip <input type="text"/> Via
Provider (Last name, first name)	Special Instructions for Participant None
Comments <input type="text"/>	Scheduling Notes (internal only) None
Availability	Type recurring appointment
Fee \$\$.\$\$	Send scheduling e-mail to participant - yes
Participant Notes (internal only)	Send scheduling e-mail to lifespark provider - yes
	Created By Test Provider

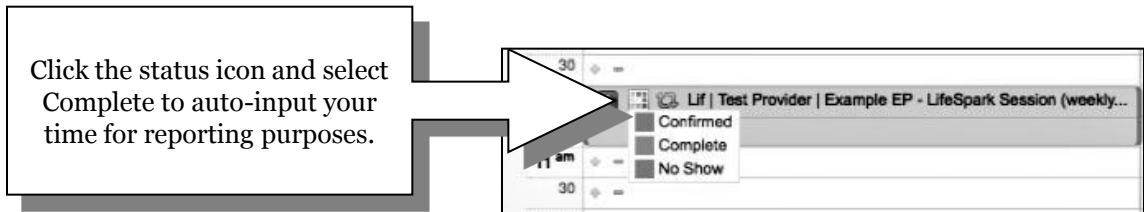
Click “close window and refresh” to exit

Confirming and Editing Your Appointments

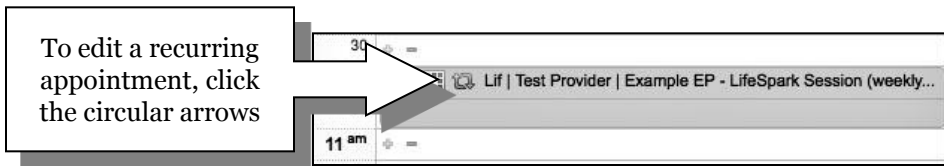
To edit an appointment, go to the appointment and select the appropriate icon from the menu at the top of the time block.



IMPORTANT: When a session is complete, set the appointment to Complete to automatically input your time for reporting purposes.



To edit a recurring appointment, click the icon with the circular arrows.



A Maintenance dialog box appears. Update the information and then click the Update button at the bottom of the screen.

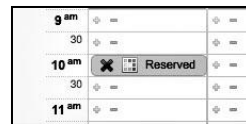
Recurring Scheduling Maintenance	
Participant	Example EP
LifeSpark Provider	Test Provider
Room	Lakewood-Green Mtn UMC
Type of session	LifeSpark Session (weekly)
Duration	1 hour
Cost	0.00
Start Time	10:00am
Status	Scheduled
Recur Period	<input checked="" type="radio"/> This appointment recurs <input type="radio"/> Every <input type="text" value="Week"/> From 6/5/2012
	OR <input type="radio"/> This appointment recurs on the <input type="text" value="First"/> <input type="text" value="Sunday"/> of every <input type="text" value="month"/>
End Date	June 26 2012
<input type="button" value="update"/>	

System is slow.

1. Try a different connection. Sign Out then exit your browser program--be sure to *exit* the program as opposed to only closing the open window. Re-launch your browser and login again to Appointment-plus.
2. The system may be busy or your Internet Service Provider or connection may be experiencing heavy traffic. Try again later.

Time you want is blocked out in yellow.

Another provider already has this time scheduled. Select a different date/time.



9 am	⊖	⊖
30	⊖	⊖
10 am	⊖	⊖
30	⊖	⊖
11 am	⊖	⊖

Time you want has a gray Reserved block.

You or another Provider who serves the same Location accidentally clicked the red “-” sign. Click the large red “X” on the gray block, then answer OK at the “Are you sure you want to unreserve this timeslot?” prompt.

Your name does not appear as a Provider.

Case 1: You have selected a Room (Location) not assigned to you. Select the correct room.

Case 2: You have not been setup for the Room (Location) assigned to you. Contact LifeSpark for assistance.

Your Participant does not appear in the Scheduling dialog box.

Case 1: You have selected a Room (Location) not assigned to you. Select the correct room.

Case 2: The Participant has not been assigned to you as a Provider. Contact LifeSpark for assistance.