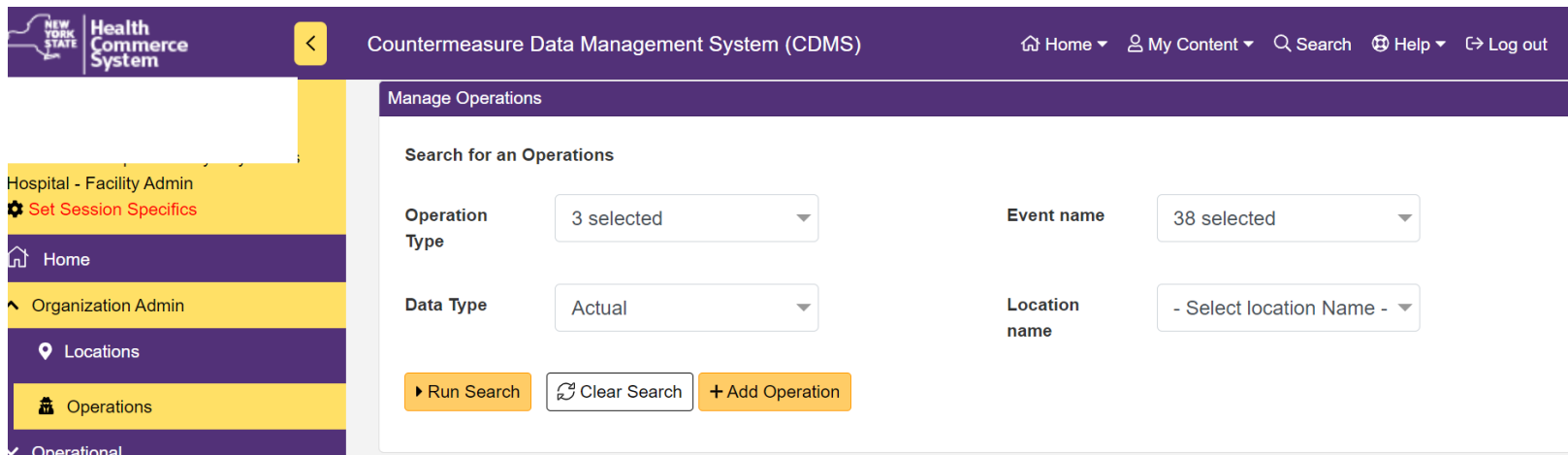## Managing Clinic Schedule in CDMS Operations

Follow these steps for adding your clinic schedules and modifying schedules including altering hours when needed, altering capacity and adding or deleting time slots.

Instructions for Managing Clinic Schedule:

1. From the Home screen, click on 'Organization Admin' and then 'Operations'. A 'Manage Operations' screen will load, if you already have an active operation, you will scroll down and click the blue hyperlink in the column of 'Operation Name'.

Search Results

Operation Name	Operation ID	Location Name	Event name	Operation Type	Data Type
COVID Test Site - Warren	11300440	COVID Test Location	NYS DOH Screening COVID-19 (10/26/2020 - 12/31/2021)	TestSite	Actual
COVID-19 Screening 12-2-2020 (Allegany Demo)	11300540	COVID Test Location	NYS DOH Screening COVID-19 (10/26/2020 - 12/31/2021)	TestSite	Actual
Executive Testing Operation	11300380	Executive Test Building	NYS DOH Influenza (Seasonal) (08/10/2020 - 04/02/2021)	POD	Actual
Flu Test	11300480	Test	NYS DOH Influenza (Seasonal) (08/10/2020 - 04/02/2021)	POD	Actual
Oriskany NYSDOH Training COVID-19 Walk Thru	11300600	Warren County Municipal Center	NYS DOH Vaccination COVID-19 (12/17/2020 - 01/17/2021)	POD	Actual

*Tip: If you do not see your operation, the top section of the operations screen is a search feature, ensure the following are all selected (checkmark in the box); Operation Type: POD, Event Name: select all, or you can select solely the name of the event - NYS DOH Hospital/FQHC Appointment Scheduling COVID-19 (12/20/2020 - 12/31/2020), Data Type: Actual, Location: Select all or select solely the one location you are looking for, Run Search

2. Once you have clicked the blue hyperlink associated with your operation, click **the link** titled 'Registration Schedules'

3. Scroll to see 'Add Registration Schedule'

4. Add in your operation date – which is the date of your clinic, the start time of your clinic, end time of your clinic, time slot duration (this is how long each appointment will be, options: 5, 10, 15, 20, 30, 60 minutes), time slot capacity (this will be how many appointments you can take in that time slot) and registration deadline date and then click Add Registration Schedule.

   *Note, if you want individuals to be able to register into open appointments on the day of your clinic, leave this blank.

5. Follow these steps for each date of your clinic to create schedules for all clinic dates.

6. If you need to change your schedule for any reason, scroll to see the orange button titled 'Modify Schedule'. If you have multiple schedules set up, click the modify schedule button associated with the date you would like to change.
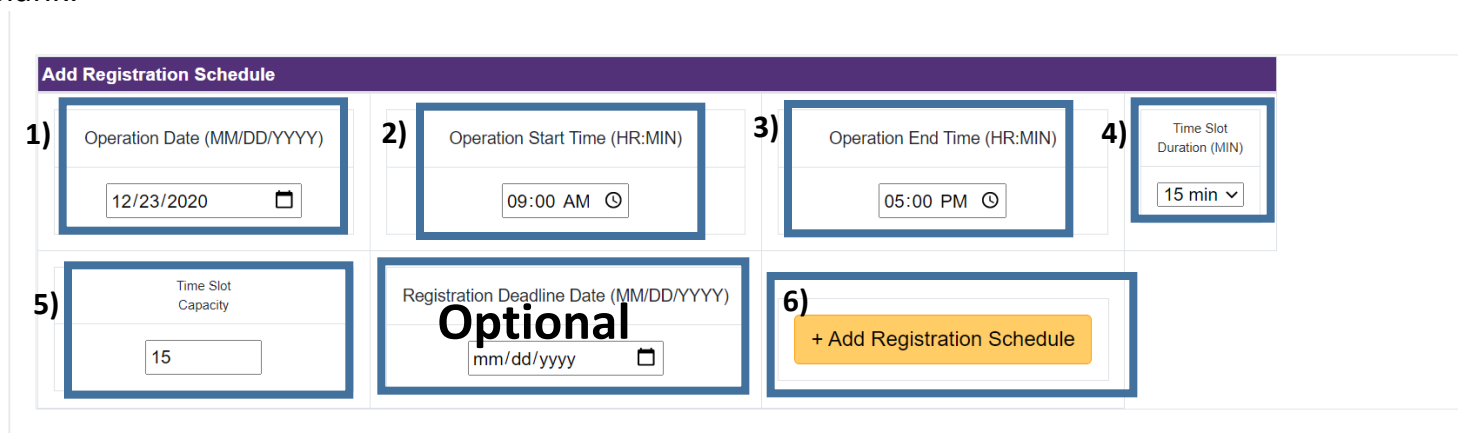
Time Slot Capacity	Registration Deadline Date (MM/DD/YYYY)	
5	mm/dd/yyyy	+ Add Registration Schedule

Scheduled Registration Dates

Friday 12/18/2020 Registration Schedule   Modify Schedule

Sunday 12/20/2020 Registration Schedule   Modify Schedule

	Capacity	Registered	Cancelled	Available	Attended
Totals	270	8	0	262	2

7. This will open your schedule with appointment time, capacity and how many appointments have been scheduled. If you need to alter the time of an operation, you will add time slots by filling in Start Time (HR:MIN) and select AM/PM, End Time (HR:MIN) and selectin AM/PM, and entering your capacity and then clicking add time slot. Remember, your capacity is how many appointments you want in that time slot. For example, if you want a time slot from 5:00PM – 5:15PM, the capacity is how many people you can vaccinate in those 15 minutes. You will repeat these steps for each time slot you want added, once completed, you must click 'Update (date) Deadline/Capacities' or your changes will not save. Alternately, if you are adjusting clinic hours and need to delete timeslots then from the modify schedule, click delete next to the associated time slot and then click update.

*Note, you can only delete timeslots for appointment windows which have had no one register.

Edit Registartion Schedule for Wednesday

Deadline Date 12 / 18 / 2020   **Delete Schedule**   **Back Registration Date**

Schedule Time Slots

Start Time (HR:MIN)	End Time (HR:MIN)	Capacity	Registered	Cancelled	Remaining	Attended	+ Add Time Slot
Walk-ins		Unlimited	0		Unlimited	0	
10:30 AM	10:40 AM	10	1	0	9	0	Delete
10:40 AM	10:50 AM	10	1	0	9	0	Delete
10:50 AM	11:00 AM	10	1	0	9	1	Delete
11:00 AM	11:10 AM	10	0	0	10	0	Delete
11:10 AM	11:20 AM	10	1	0	9	0	Delete
11:20 AM	11:30 AM	10	0	0	10	0	Delete

Update 12/18/2020 Deadline and/or Capacities

8. If your time for clinic is staying the same but you need to increase or decrease the capacity in a time slot you will again select modify schedule and then next to each already defined timeslot you will notice a text box with the capacity number, you can increase or decrease this by simply deleting what is currently in the capacity box and typing in the number you would like and then clicking 'Update (date) Deadline/Capacities'. For example, if my capacity box said 10 and I can only take 6 now, I would delete each capacity that states 10 and type 6 in its place and then click 'Update (date) Deadline/Capacities'.

Countermeasure Data Management System (CDMS) Operation Management

Edit Registartion Schedule for Wednesday

Deadline Date [12] / [18] / [2020]   [Delete Schedule]   [Back Registration Date]

Schedule Time Slots

Start Time (HR:MIN)	End Time (HR:MIN)	Capacity	Registered	Cancelled	Remaining	Attended	+ Add Time Slot
Walk-ins		Unlimited	0		Unlimited	0	
10:30 AM	10:40 AM	10	1	0	9	0	Delete
10:40 AM	10:50 AM	10	1	0	9	0	Delete
10:50 AM	11:00 AM	10	1	0	9	1	Delete
11:00 AM	11:10 AM	10	0	0	10	0	Delete
11:10 AM	11:20 AM	10	1	0	9	0	Delete
11:20 AM	11:30 AM	10	0	0	10	0	Delete

[Update 12/18/2020 Deadline and/or Capacities]