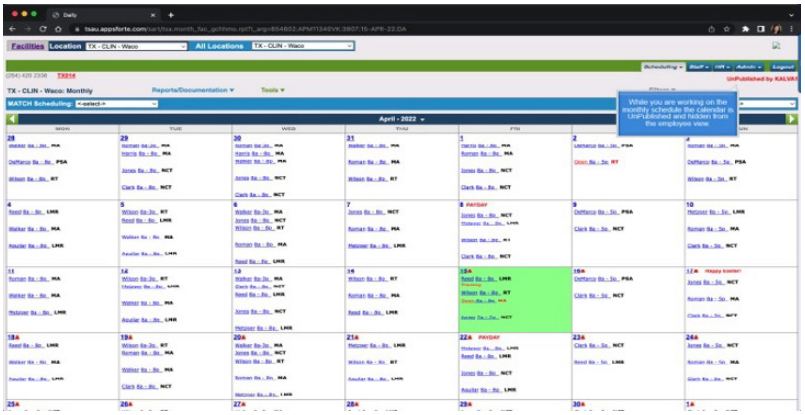
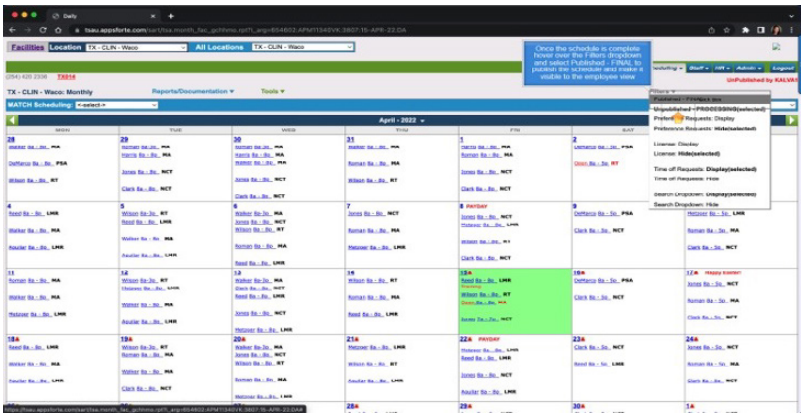
Schedule360 Captivate Training

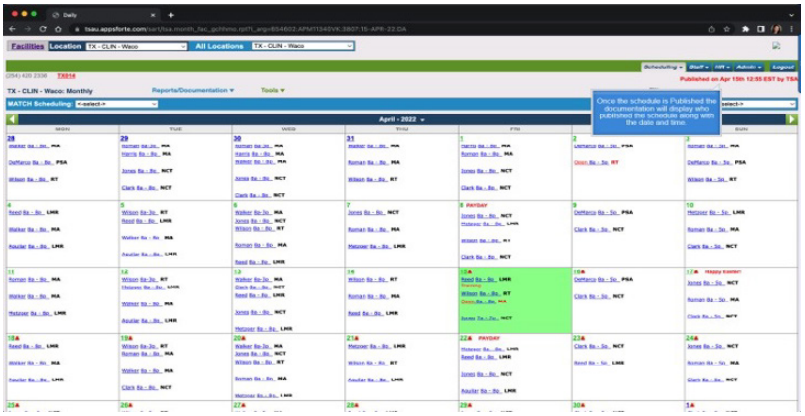
Publishing the Clinic Schedule



While you are working on the monthly schedule the calendar is UnPublished and hidden from the employee view.



Once the schedule is complete hover over the Filters dropdown and select Published - Final to publish the schedule and make it visible to the employee view



Once the schedule is Published the documentation will display who published the schedule along with the date and time.

Schedule360
A QGENDA COMPANY