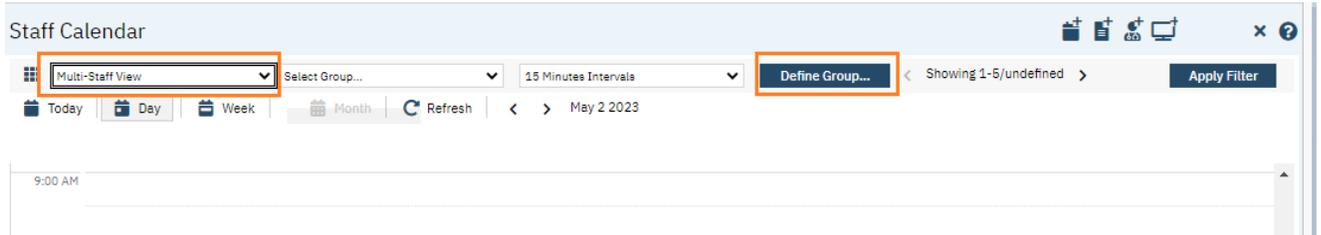


# How to Create a Scheduling Group Template in SmartCare

Search **Staff Calendar (My Office)**.

Select Multi-Staff View.

Select Define Group.



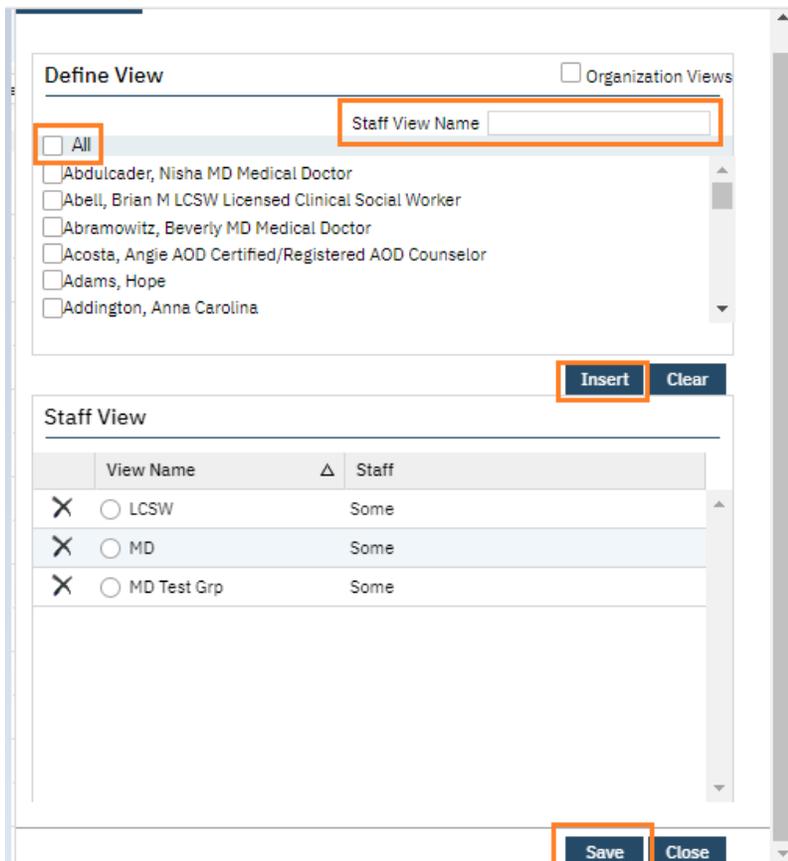
Uncheck All.

Select Staff.

Enter the name of the group in Staff View Name field.

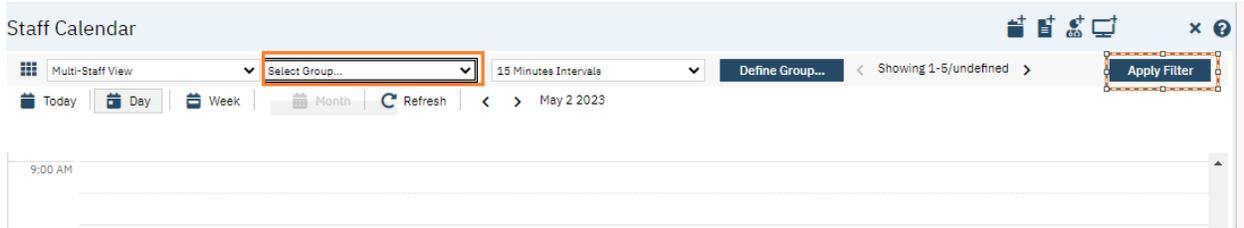
Click Insert.

Scroll down and click Save and Close.

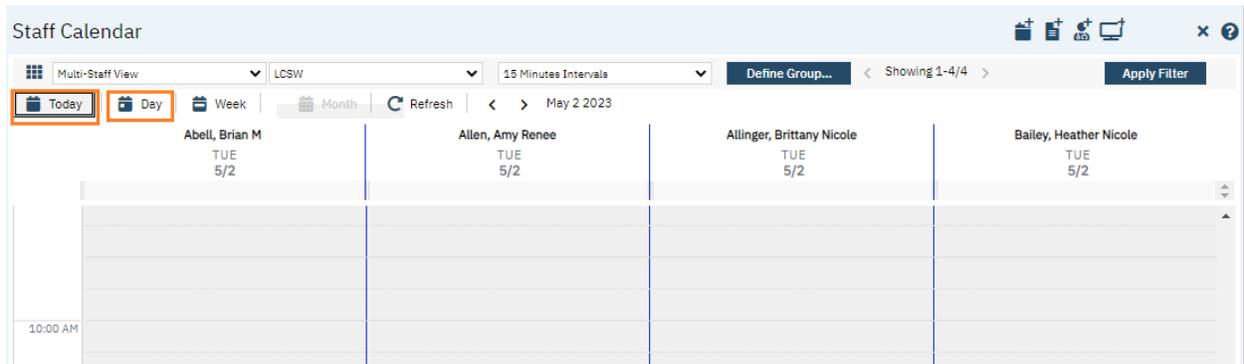


To view the group, click the drop down in Select Group field.

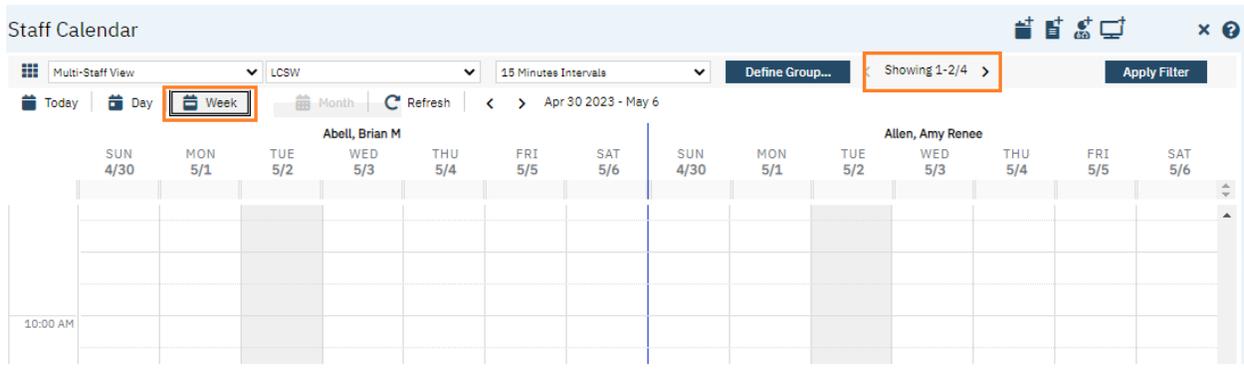
Click Apply Filter.



You can view Today, Day, or Week by clicking the corresponding button.

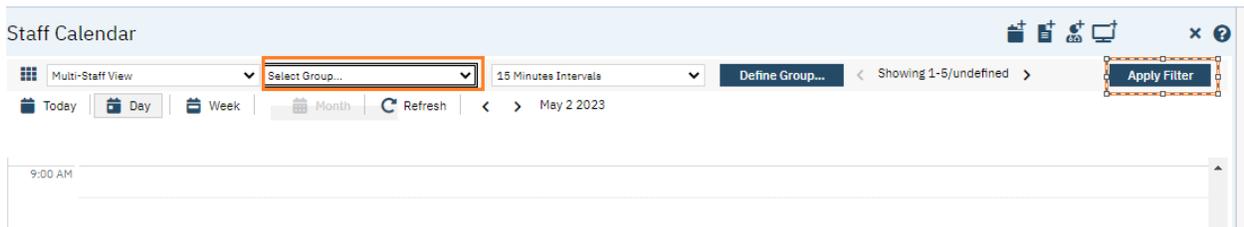


To navigate by week, click the <Showing> button.



To add/remove staff from group, click drop down in Select Group field.

Click Apply Filter.



Click the radial button next to the group name you want to edit.

Select/remove staff.

Click update.

Scroll down, click save and close.

**Define View**  Organization Views

Staff View Name

- All
- Abdulcader, Nisha MD Medical Doctor
- Abell, Brian M LCSW Licensed Clinical Social Worker
- Abramowitz, Beverly MD Medical Doctor
- Acosta, Angie AOD Certified/Registered AOD Counselor
- Adams, Hope
- Addington, Anna Carolina

**Update** **Clear**

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**Staff View**

	View Name	△	Staff
✕	<input checked="" type="radio"/> LCSW		Some
✕	<input type="radio"/> MD Test Grp		Some

**Save** **Close**