PERSONALIZE YOUR SCHEDULE

The purpose of this document is to provide steps to change schedule columns.

Add a Column

1. Click your schedule (your name)
2. Select the Gears button
3. Search for the name of the column you wish to add
4. Highlight the desired column
5. Click Add Column

Add a Message to your Schedule

6. Single click the scheduled visit
7. Click Message
8. Type your message
**Position or Remove a Column**

1. Under **Selected Columns**, highlight name of the column you wish to remove or reposition
   - Select **Remove** to delete the column OR click the up or down arrow to move the column position on the schedule (Further up on the list moves the column left on your schedule)
2. Click **Accept**