

Schedule - My Scheduled Entry Shows Up On The Wrong Day

Example: I entered time for Saturday, January 18, 2014 at 7:00 AM, but the entry shows on schedule for Friday, January 17, 2014.

The screenshot displays a scheduling application interface. At the top, there are navigation tabs: "Schedule Entry", "Day View", "Week View", "Month View", "Directions\Map", "Case Load", and "Settings". Below these tabs, the current month is "January 2014". There are navigation arrows, a "Print Schedule" button, and fields for "Employee: 9000" and "UNASSIGNED, AIDE". Below the employee information, there are radio buttons for "Print Calendar", "Print Text", "Employee", and "Patient". There are also checkboxes for "Show Unassigned Items" and "Show Cert", and a "Scheduled: 3 hrs 30 m" indicator.

The main area is a calendar grid. The columns represent days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The rows represent dates. The entry "MALE, GARGAL" is scheduled for Friday, January 17, 2014, at 8:00 AM. This entry is circled in red.

08:00	09:00	10:00	11:00	12:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
Dec 29	30	31	Jan 1, 14	2	3	4							
5	6	7	8	9	10	11							
	8:00a SMU ✓	8:00A SMURF	8:00A SMURF										
12	13	14	15	16	17	18							
					MALE, GARGAL								

Resolution: Go to the **Settings** tab on the Schedule screen.

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Schedule Entry Day View Week View Month View Directions\Map Case Load Settings

Show work week
 Show full Week

Time Slot Interval:
ThirtyMinutes

First Day of Week:
Sunday

Default Start Time
8:00 AM

Print in color
 Print Comments
 Print in Landscape
 Include trailing days

Reminder Time (min)
15

Use Week View as my default screen
 Use Schedule Entry as my default screen

Use AM/PM
 Use Military

Save Settings

Verify your "**Default Start Time**." This setting will determine your "Start Time" for each day of the week. Any scheduled time, before that "start time," will show up on the previous day. In this example, the **Default Start Time** was set at 8:00 AM. Since the scheduled entry was marked at 7:00 AM, the entry showed up on Friday instead of Saturday. To fix, simply change the "**Default Start Time**" to 7:00 AM, and the scheduled entry will appear on the correct day.

NOTE: These settings will only be changed on your computer. If another employee has this issue, they will need to modify their settings also.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51107.aspx>