

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.

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

January 2014 Print Schedule Employee: 9000 UNASSIGNED, AIDE

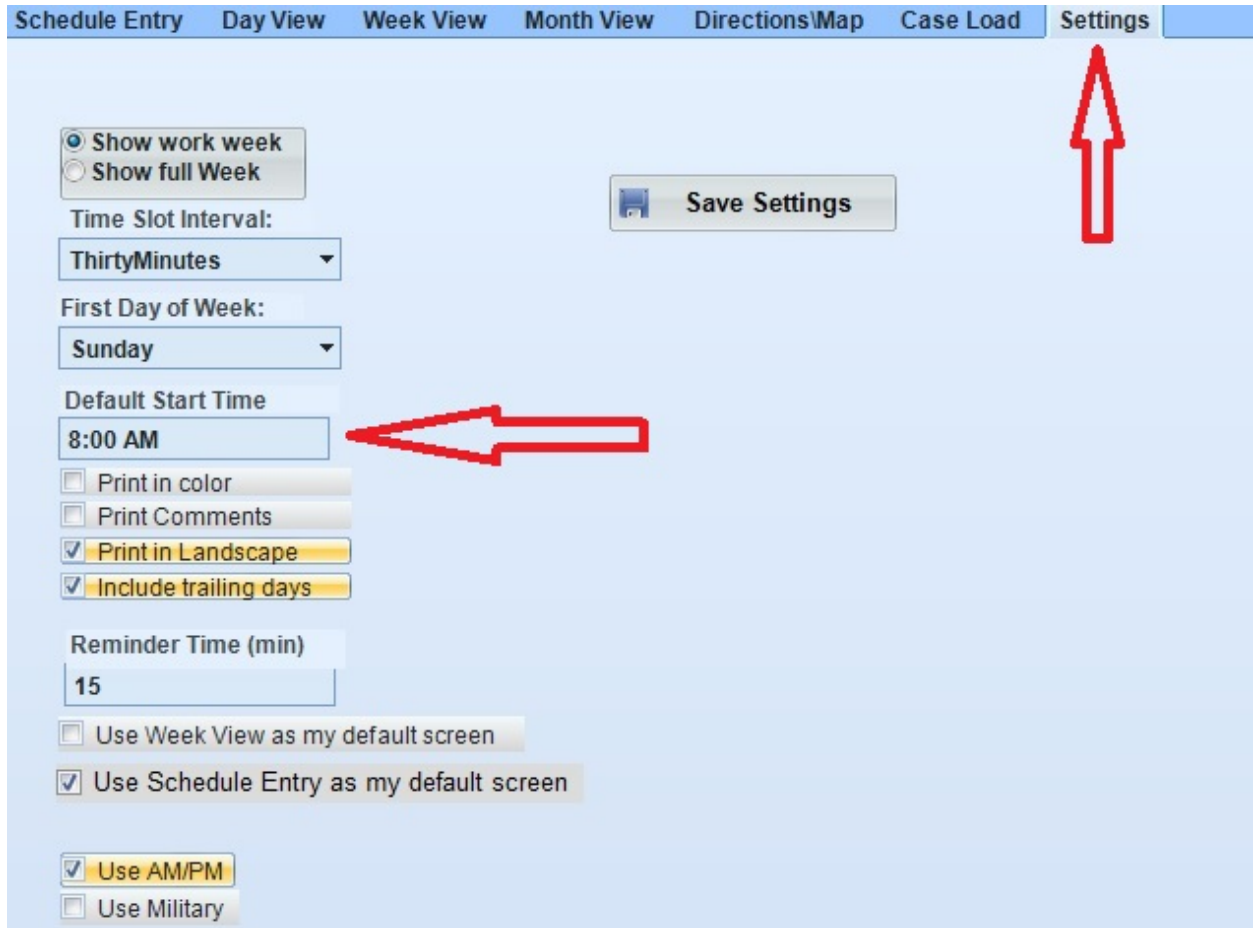
Print Calendar Print Text Employee Patient

Show Unassigned Items Show Cert Scheduled: 3 hrs 30 m

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

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The screenshot shows the 'Settings' tab of a scheduling application. The 'Default Start Time' is set to 8:00 AM, which is highlighted with a red arrow. The 'Settings' tab is also highlighted with a red arrow. The 'Save Settings' button is visible. Other settings include 'Show work week' (selected), 'Time Slot Interval' (ThirtyMinutes), 'First Day of Week' (Sunday), 'Print in color' (unchecked), 'Print Comments' (unchecked), 'Print in Landscape' (checked), 'Include trailing days' (checked), 'Reminder Time (min)' (15), 'Use Week View as my default screen' (unchecked), 'Use Schedule Entry as my default screen' (checked), 'Use AM/PM' (checked), and 'Use Military' (unchecked).

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>