Facility Set-Up (applies to Nursing, Home Support, Day Program, Institutional Respites) v.9



In *Services Tab*: Create a service i.e. Employee Facility Shift (pick from 3) In Employee Scheduling Tab, add visits to correspond with Employee Run, e.g. Mon-Fri days, 2-10 evenings, etc. Create as a recurrence. Ensure the "Split Recurrences" box is selected