




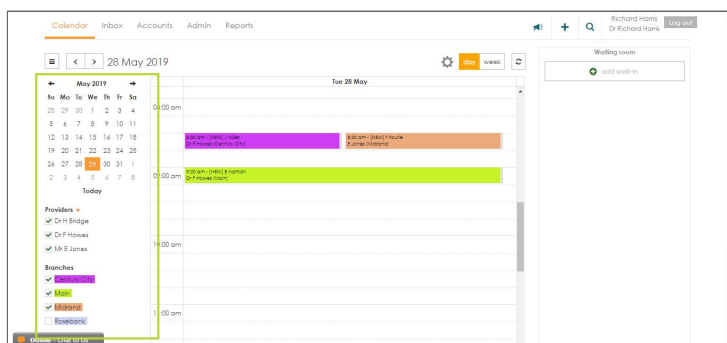
myMPS

How to guide


Filtering and formatting the Calendar

To filter the **Calendar** display, click on the  button on the top left of the screen. This will open the filter pane on the left of the screen.

From here you are able to select a date to go to, or, click on **'Today'**, and it will take you to the current day on the calendar.

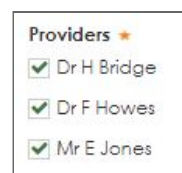


The  buttons allow you to change between **'day'** or **'week'** view.

The  buttons will change the displayed calendar back or forward one day/week, depending on what view you have chosen.

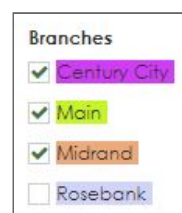
To add or remove a provider from the **Calendar** display, click on the checkbox next to the provider.

myMPS will only show a maximum of 5 providers at one time. Should you want to display another provider, you will first need to deselect one to select another.



For multi-branch practices, you are able to change the calendar display to include/exclude any of your branches.

If you make a selection and the changes are not displayed immediately, click the  button.



Should your practice make use of **Recomed** for online bookings, you will now see the number of appointments you are still to confirm next to the provider name.

