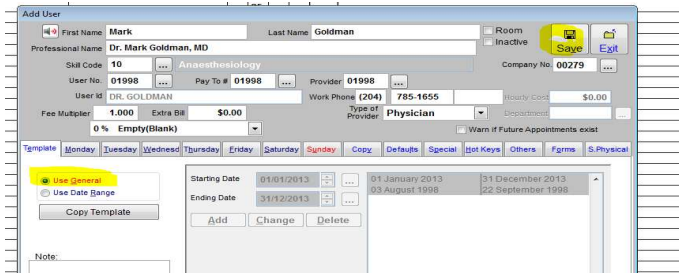


Creating and Managing Date Range Templates In MaxGold

1st You must create a General Template before starting to define 'Date Range' templates

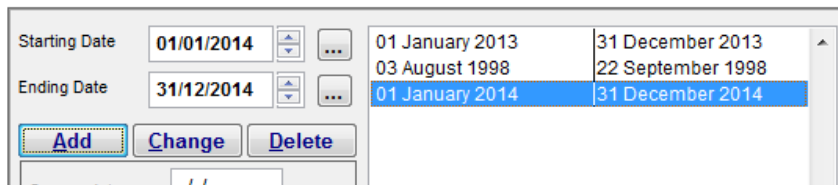
Click on each day of the week you will be booking appointments for the selected provider. Then Save the 'General' template.



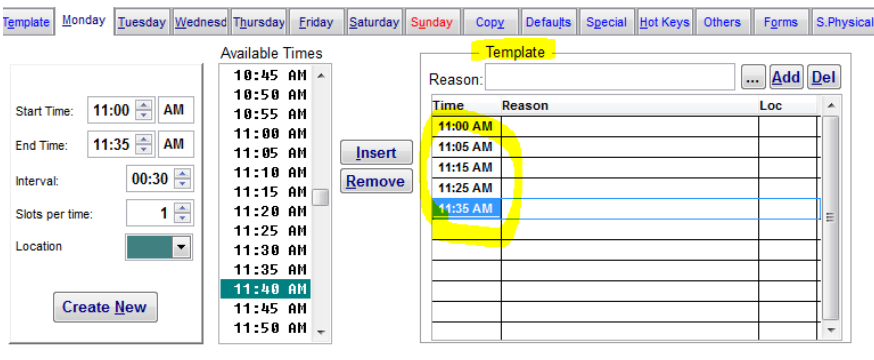
- select 'Use Date Range'



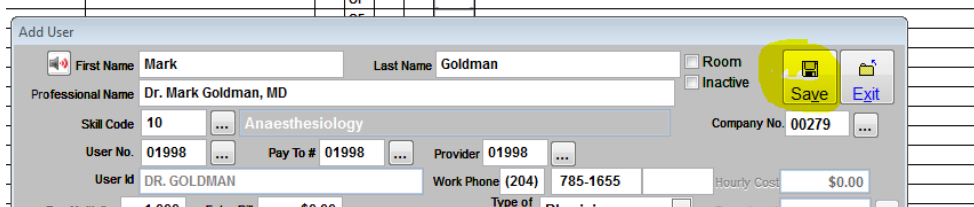
- Enter 'starting date' and 'ending date' and click on 'Add'



- Click on the day of the week, and times to the Template.



Once you have added times to each day of the week you need. Save the changes.



Creating and Managing Date Range Templates In MaxGold

To Copy a Template

- Click on the Tab labeled 'Template'
- Click on the Date Range you want to copy... Note: 'Source date Range Template' should display the date(s) for the range you have selected to copy.

The screenshot shows the 'Template' tab in the MaxGold software. The interface includes a navigation bar with tabs for days of the week (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday) and a 'Copy' tab. On the left, there are radio buttons for 'Use General' and 'Use Date Range', with 'Use Date Range' selected. Below this is a 'Copy Template' button and a note box. The main area contains a table with 'Starting Date' and 'Ending Date' columns, and a list of date ranges. The 'Source date range template' section shows the selected range from 03/08/1998 to 22/09/1998. There are also fields to 'Enter a new date range' and a 'Copy template' button.

- Enter the dates for the new date range, then click 'Copy Template'.
- Go to the days of the week you have copied to ensure the templates for each day is correct. If they are correct 'Save'

Go to the scheduler to view you changes.