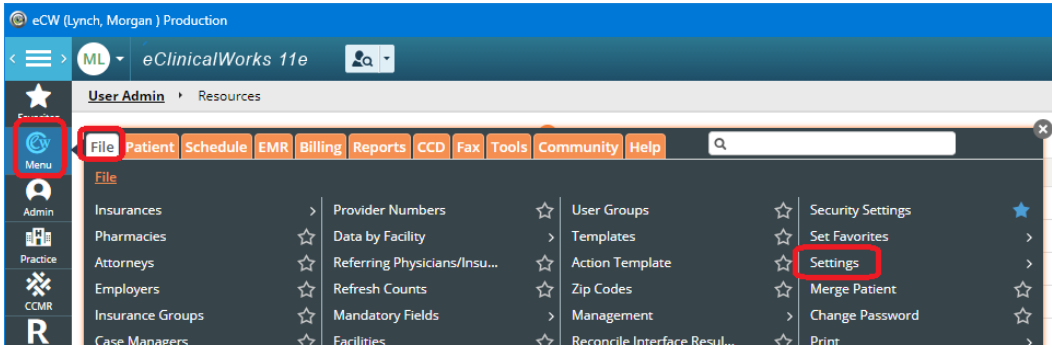
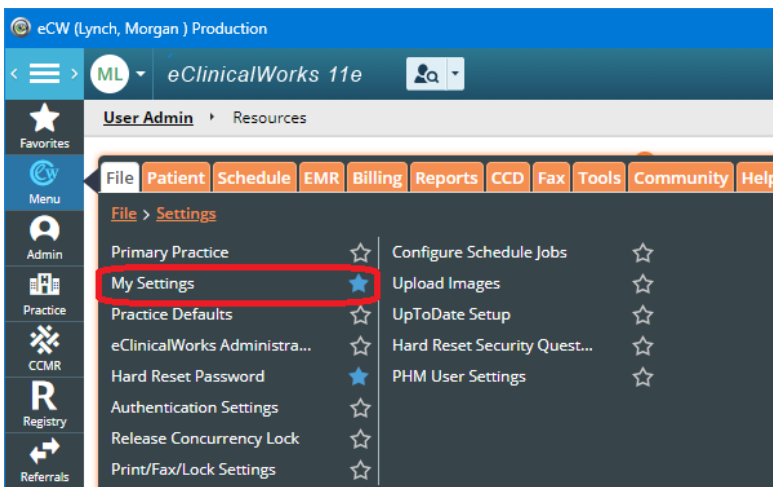


Adding Providers & Resources

1. Select Menu>File>Settings



2. This will open a new set of options. Select *My Settings* (recommendation, select the * next to *My settings* and it can now be found in your favorites section)



3. Select the section that needs added to your view, either *My Resources and/or My Providers*.
4. Verify that the location is accurate. *Note: Location is the primary location of the resource/provider, not the location you may be scheduling in.*
5. Select the provider/resource and utilize the orange arrow in the middle to add to your views.
6. Select "OK" to save.

