

HealthID

ADVANCED CONVENIENCE. ENHANCED CARE.



HOW TO BOOK TIME OFF

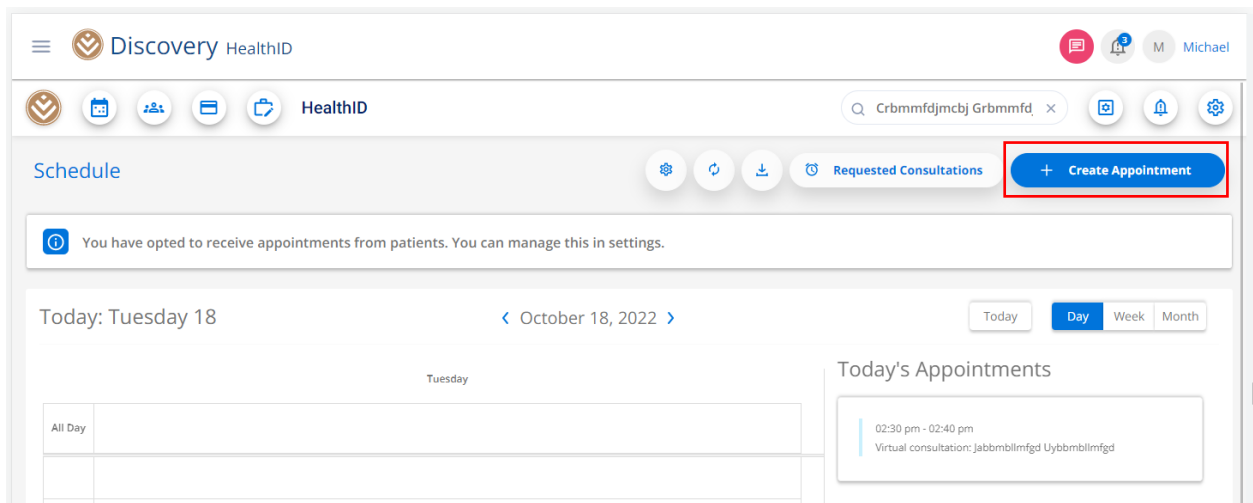
DISCOVERY HEALTH
2023





How to book time off

1. Navigate to the 'Schedule' page.
2. Click on 'Create Appointment'.



Once the user clicks on 'Create Appointment', a new appointment screen will appear.

1. Select 'Other'.
2. Choose start and end dates and times under 'Event Details'.
3. Click on 'Save'.

