



# AIR Check-In Instructions for Supervisors

## Calendar Items

From the Participant Profile Tabs, select **Calendar/Add Calendar Item**



Details Tab-

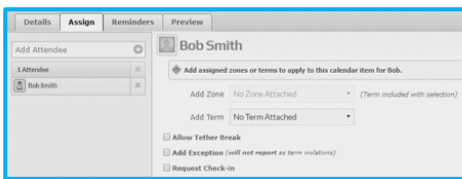
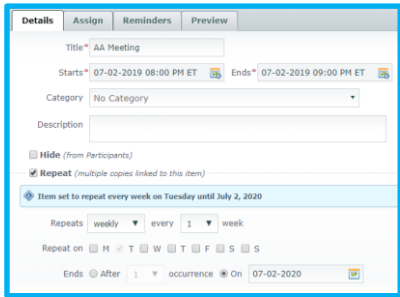
Title

Starts/Ends time The timeframe of the event.

Select calendar icon, select date/time, select Green Check.

Description Enter any notes for the Participant (optional). This appears on calendar item

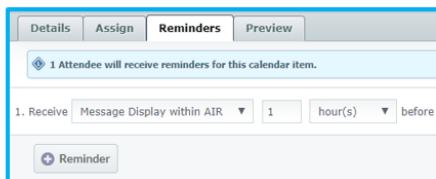
IF this is a **reoccurring event**, check the **Repeat** Box and choose how often it is to occur and when it is to end (each day is an occurrence or on a specific date)



**Assign Tab-**

No action required if not scheduling a check-in.

Nothing is selected.



**Reminders Tab-**

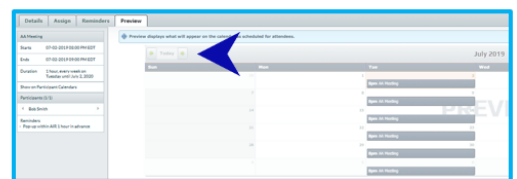
Tap

Select **Reminder type** –

**Must be “Message Display within AIR”**

Select **how far in advance** of the event the reminder is to be sent

*\*AIR Check-In App must be open for reminders*



**Preview Tab-**

Confirm the item was created as intended

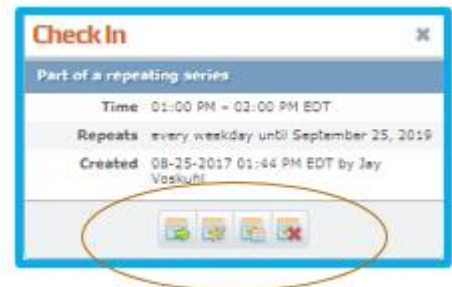
Use the **arrows** at the top of the calendar to scroll between **days/weeks/months**

## Edit Calendar Items

To edit an existing calendar item, from the Participant tabs select Calendar/View Calendar/click on the calendar item that needs edited.

The user will notice four task boxes across the bottom:

**View Full Details, Edit, Copy, or Delete.**



Select the appropriate option, make and save the changes.

AIR captures any changes made to the calendar item and will display “Last Modified” with the name and timestamp of when and by whom the changes were made. The calendar item will also temporarily change color.