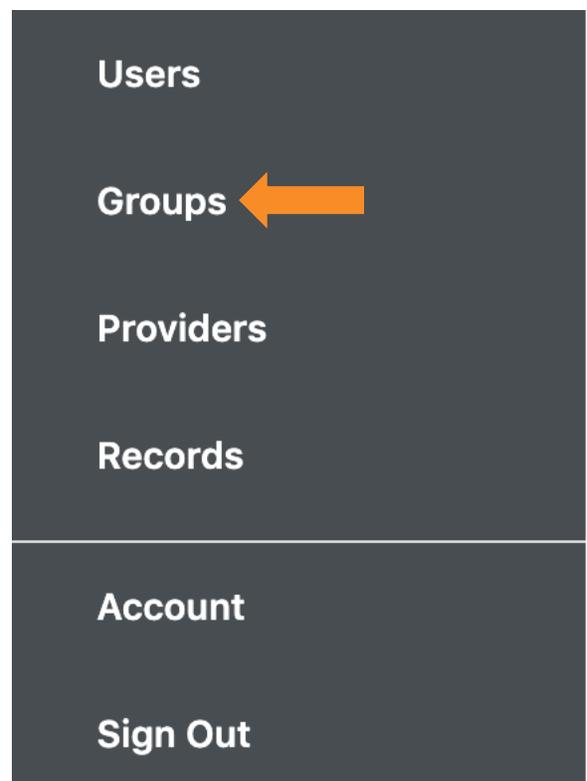


ADDING SITE HOURS OF OPERATION

Note: You will need to be using the Google Chrome web browser to ensure the site operates properly, and you do not encounter any issues.

Go to the Apex hub and login to your account.

On the left pane click on “Groups” from the options listed:



Click on the pencil to the right of the name of your site to edit the information for your

Users
Groups
Providers
Records
Account
Sign Out

test Show 25

Name	Type	Sub-Type
Test State SBHC	Other	Other

Showing 1 to 1 of 1 entries (filtered from 76 total entries) 1

location:

Scroll to the bottom of the page, and where it says “Schedule” click on the plus button next to “Add Schedule Entry”:

Other Other New Mexico

Parent grouping
Test State SBHC

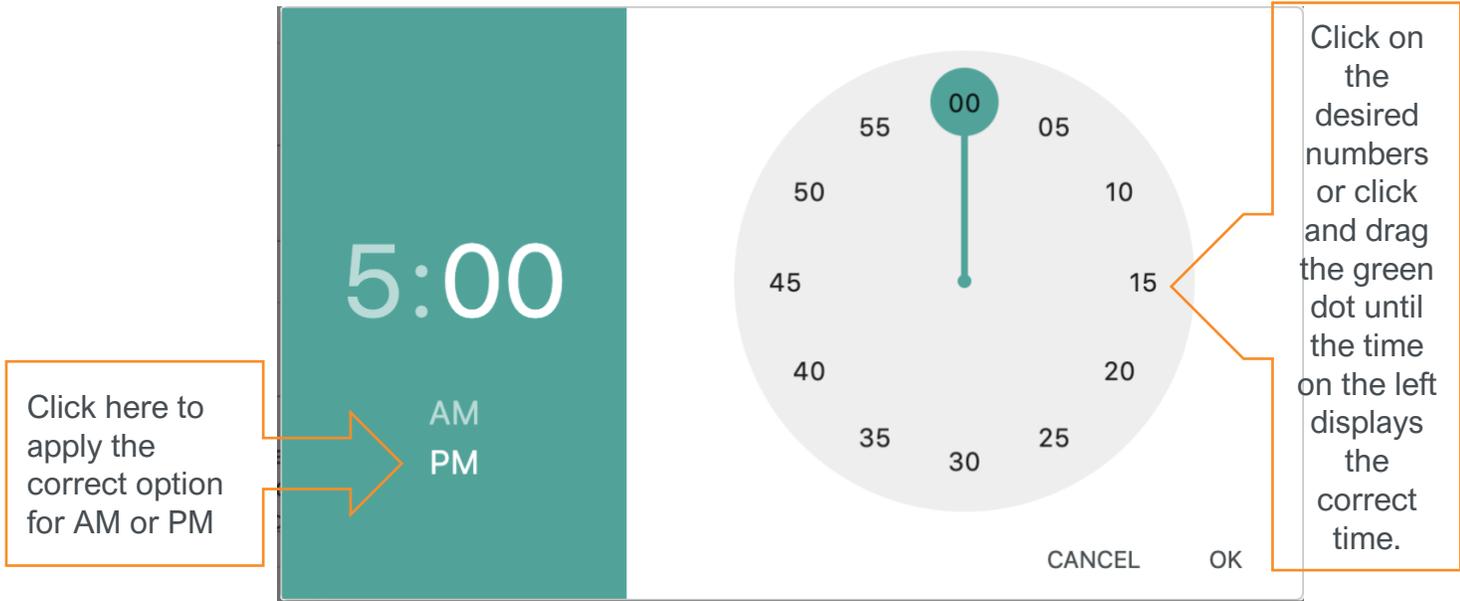
Tags

Forms
Test another form
Site Specific Operations Plan
Peer-to-Peer Helper (P2PH) Program
Zee questions made by Sarah

Schedule
⊕ Add Schedule Entry

CANCEL SAVE

Once you click on the plus icon you will be presented with blank fields. Click on each and you will be prompted to enter the schedule information. When entering the time, you will notice that there is digital time on the left and a dial on the right. To update the time, you will need to click on the correct time from the dial to the right, and when you do you will see it update on the left. You will also notice that there is an “AM” and “PM” underneath the time on the left. In order to change from AM to PM, or vice versa, you only need to click the correct option and you will see it highlight in white:



Once you have the correct time entered in, click “OK” to close the window. Once you select the closing time in the next time field you will now see the information you entered and the option to add another entry directly below. Once you have added the hours of operation for each day needed click the orange “SAVE” at the bottom of the screen keep that schedule.