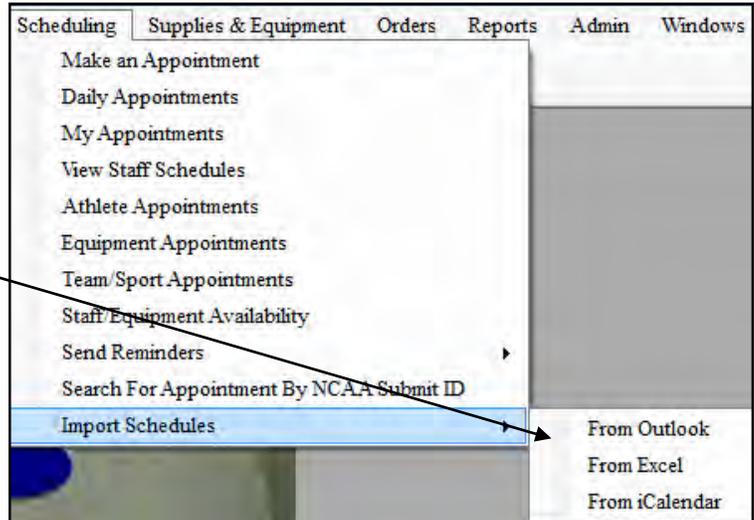


As part of the ATS system you are able to import calendars from Microsoft Outlook, an Excel File or a Google iCalendar file.

Under the \Scheduling\Import Schedules menu; click the applicable choice.



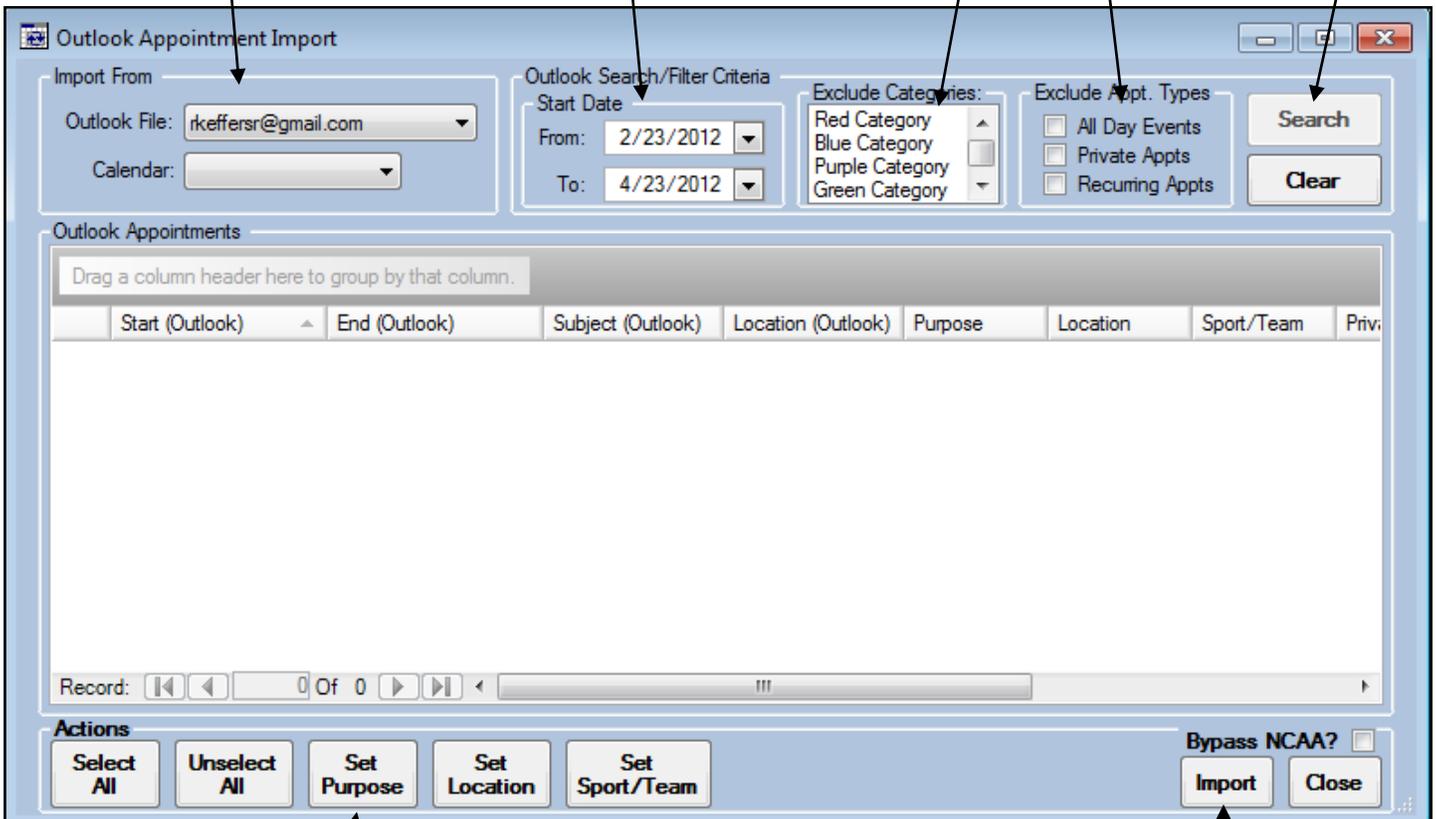
Import from Microsoft Outlook

Choose the Outlook account & calendar name to use...

Choose the date range

Choose the category and/or appointment types to exclude

Click "Search"



Use the buttons shown here to update and set information for the appointments.

Click "Import" to post the records to the ATS system

Import from Google iCalendar

Choose the calendar name to use...

Choose the date range to use and appointment types to exclude

Click "Search"

Use the buttons shown here to update and set information for the appointments.

Click "Import" to post the records to the ATS system

Import from Microsoft Excel File

Choose the file name & sheet

Click "Search"

Use the buttons shown here to update and set information for the appointments.

Click "Import" to post the records to the ATS system

Notes:

1. The following columns must be in the Excel/CSV file:

- 1. Start Date**
- 2. End Date**
- 3. Subject**
- 4. Location**

2. Once an appointment is imported there is no sync activity between ATS and any other source.