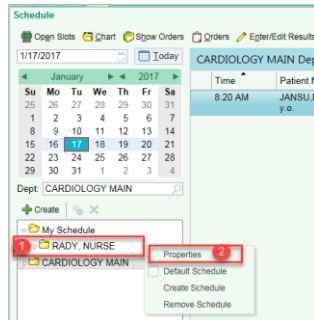
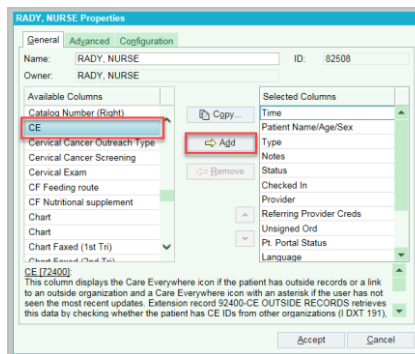


Add Columns to your Schedule

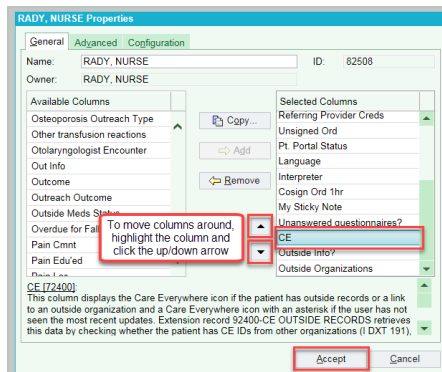
1. Right-click your **schedule**
2. Select **Properties** on the menu.



3. Add the following Care Everywhere columns by highlighting the column name and clicking **Add**:
 - CE
 - **OUTSIDE INFO?**
 - **OUTSIDE ORGANIZATIONS**



4. If you would like the Care Everywhere columns to appear on the left hand side of your schedule, highlight the title and click the up/down arrow.
5. Click **Accept**



6. You have now added the Care Everywhere columns to your schedule.

