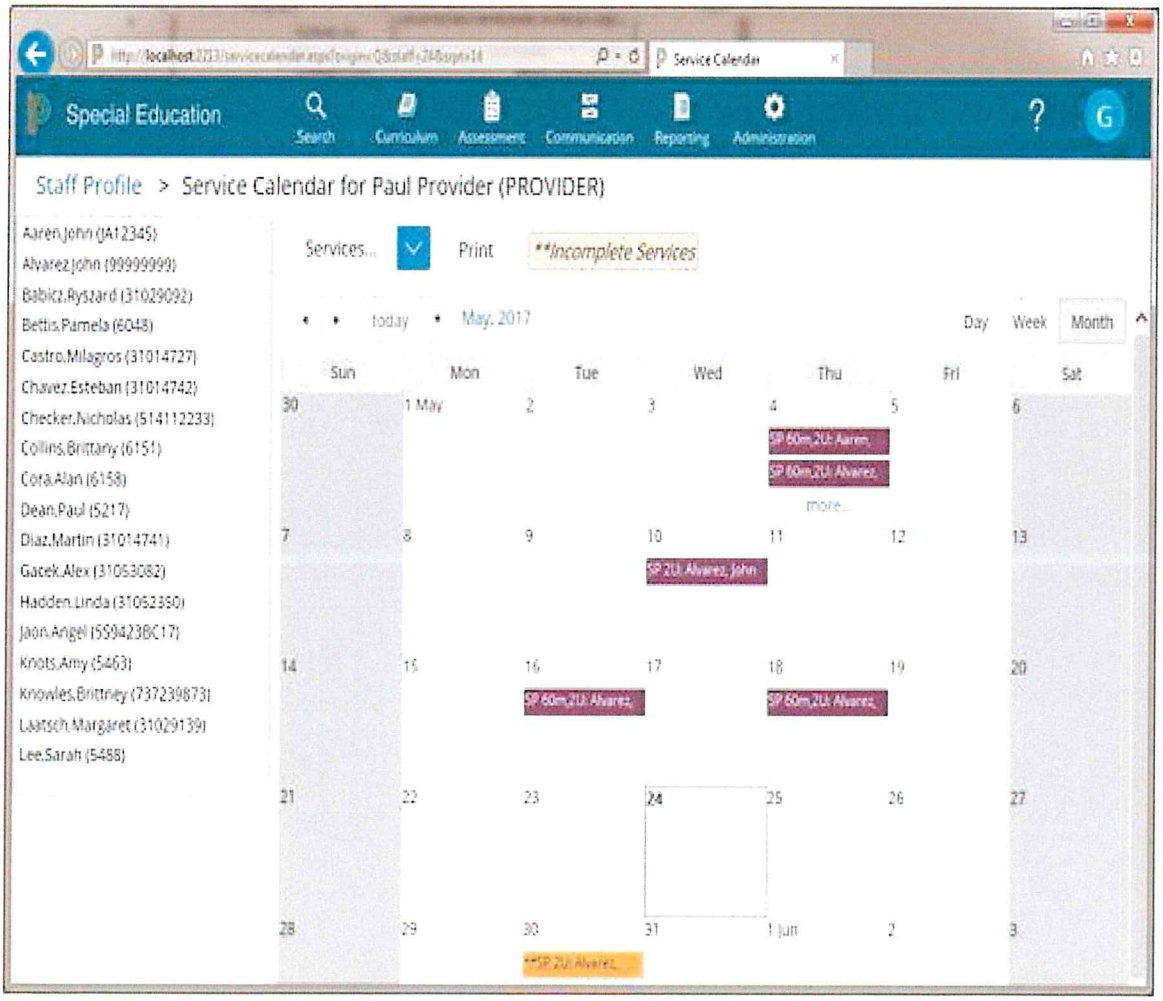
Supervising Staff Service Calendars

If you are supervising staff who are entering services, you can their service calendars for monitoring purposes. Follow the procedure below to access the services calendar of any staff member you are authorized to monitor.

1. Select **Search > Staff**.
2. Use the **Quick Search Form** to find the staff member, and then click the profile icon.
3. From the staff profile, click **View Staff Service Calendar**. If this link is missing, then you do not have the necessary access privilege.

   You now have access to the staff member's services calendar.



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