

The Netsmart Tablet App only allows adding a visit to a Patient Calendar when a Resource is assigned. When necessary, unassigned resource is used as a placeholder on the patient calendar.

### Creating an Unassigned visit to a Patient Calendar on the Tablet

When creating a patient visit and the assigned staff for that visit is unknown, the resource of **Unassigned** is used. This resource allows for efficiently scheduling patient visits and communicate to scheduling which patient's need a staff assignment.

- STEP 1:** Tap **My Patients** in the Main Menu.
- STEP 2:** Tap the name of your patient.
- STEP 3:** Tap **Calendar**.
- STEP 4:** Tap **+Add** in the lower right-hand side.
  - If adding multiple visits, tap **Recurring** at top of screen.
- STEP 5:** Tap your name in the **Resource** field.
- STEP 6:** Enter **Una** in the **search** field and tap **enter** on your keyboard. Select the appropriate **Unassigned Resource for your area of care**.
- STEP 7:** Tap the **Date** field to the change the date of the visit (if different).
- STEP 8:** Tap the **Resource Type** field, then select your discipline.
- STEP 9:** Tap the **Visit Type** field, then select the type of visit from the list.
- STEP 10:** Tap **Done**.

