

HOW TO CREATE REPEAT VISITS

Step 1: Login

Step 2: Click on Schedule

1. Click here

2. Click on the + sign

User Name	Total Visits	12am	1am	2am	3am	4am	5am	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm
Fahrbruch Britta	2														EVE ANG	HERBERT	

Step 3: Fill out your schedule

The screenshot shows the 'Add new visit' form in the TELLUS system. The form is divided into several sections, each with a numbered step indicator:

- Step 1:** Select Recipient * (text input field)
- Step 2:** Select Caregiver * (text input field)
- Step 3:** Select Prior Authorizations (Select Recipient) (text input field)
- Step 4:** Select Location (Select Start Address) (text input field with an 'Add Address' button)

Below the 'Select Start Address' field is an 'Address Type' dropdown menu and a map area.

This screenshot shows the 'Add new visit' form at steps 5 and 6. Two blue callout boxes provide instructions:

- Callout 1:** "1. Step 6, you will see Repeat." (points to the 'Repeat' dropdown menu)
- Callout 2:** "2. slide this to repeat" (points to the 'Is Repeat?' toggle switch)

The form fields for step 5 include:

- Choose start date * (01/29/2021)
- Choose Start Time * (3:10 PM)
- Duration hours * (0)
- Duration minutes * (0)

The form fields for step 6 include:

- Is Repeat? (toggle switch)
- Repeat (dropdown menu)
- Repeat Every (dropdown menu)
- Enter occurrences (1)
- Choose end date (01/29/2021)

At the bottom of the form are 'Save' and 'Cancel' buttons.