



## ChiroSUITE KB - Setting Up Google Calendar

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This document is designed to help you set up Google Calendars for your practitioners. The calendar can be set up for each individual practitioner so they are able to access their schedule anywhere from their personal devices. It's also possible the office manager and/or owner is set up to have access to view the schedules of all practitioners.

As always, if you have any questions, comments, or concerns, please do not hesitate to pass them along. We are always looking for ways to improve ChiroSUITE and the support we provide. We need both your positive comments & constructive criticism to do so. 😊

Brock W Denys  
President, Sunbaked Software Inc.

**Personal cell for emergencies:** I recommend calling the regular support line and pressing “9” at the automated attendant - sometimes we will forward support to another number. My personal cell is 780-995-4335.

**855-509-1111**

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**\*\*\*\*Google Calendar is a one way communication tool for practitioners to view their schedules on their personal devices. IF a practitioner schedules their own patients in Google Calendar this does NOT communicate & sync with ChiroSUITE\*\*\*\***



**Think before you Print!** The great thing about a PDF is that you can read through it, open it over and over again, search it, and generally get all the information you need without ever printing it out on paper. Do what you can to help the environment!

## Google Account Setup

Utilities>Users>Google Account Set Up

Step 1 - type in the Google Account Login.

Step 2 - click [Copy to Clipboard] as this choice seems to work better than [Launch Browser to Validate]. This process gives ChiroSUITE authorization to access your Google account. Please Note: In ChiroSUITE you must be logged in under the practitioner you are setting up in Google Calendar.

**Google Account Setup**

In order to sync schds with your Google calendar, ChiroSUITE must have authorization from Google to access your account. If you are having trouble with syncing appointments ensure that you can log in to your Google calendar manually using a web browser - this is the majority of issues we troubleshoot. The account you set up here will be tied to your user.

**Step 1 - Enter Google Account Details** New Record

ChiroSUITE Username:

Account Description:

Google Account Login:

Google TimeZone:

**Step 2 - Validate Your Google Account**

Last Validated:

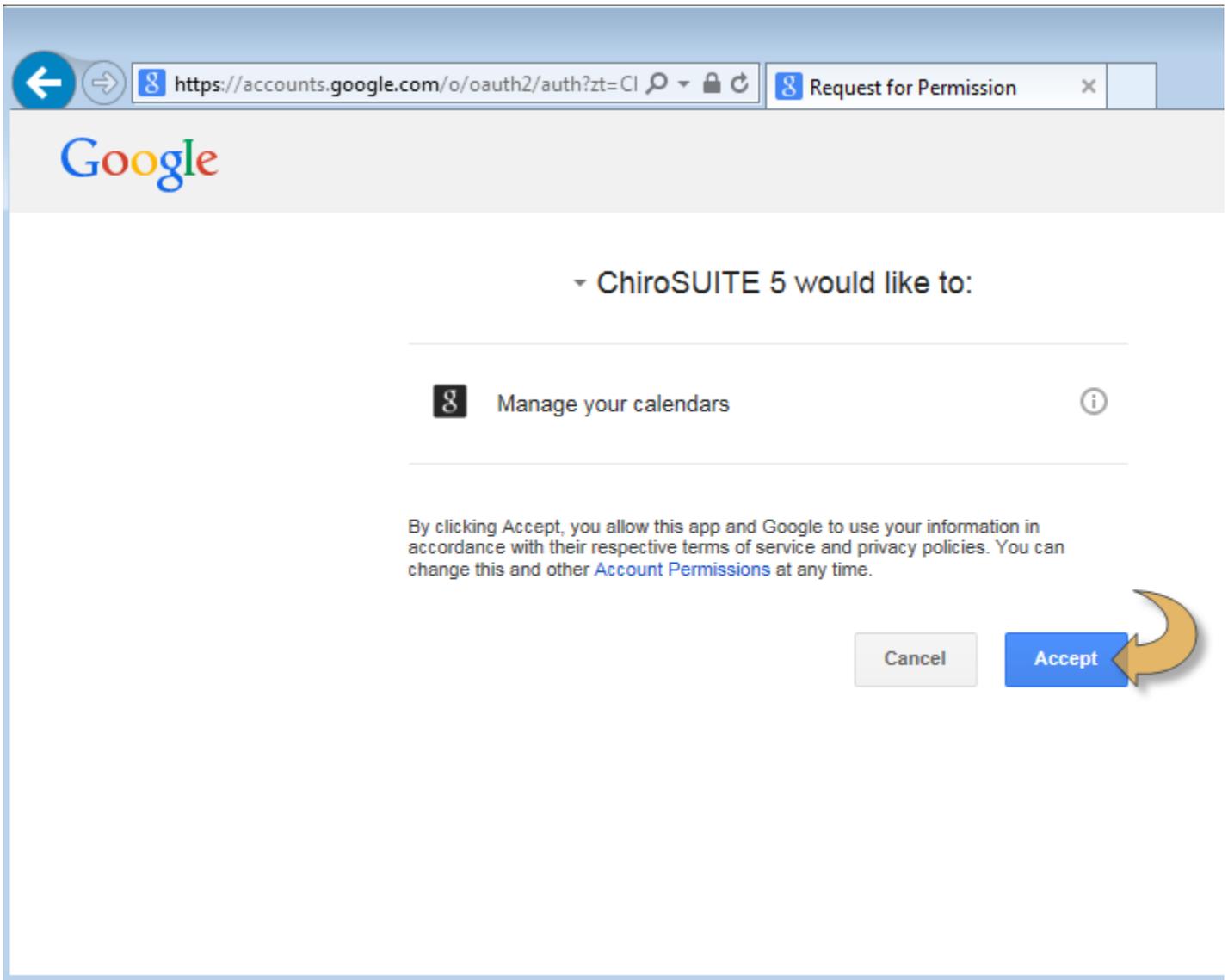
Click the appropriate button to either try to launch your browser automatically (which doesn't always work due to a computer's security settings) or copy the values to your clipboard so you can launch your browser & paste the link in manually! Paste the link into your browser address bar NOT your search bar.

or

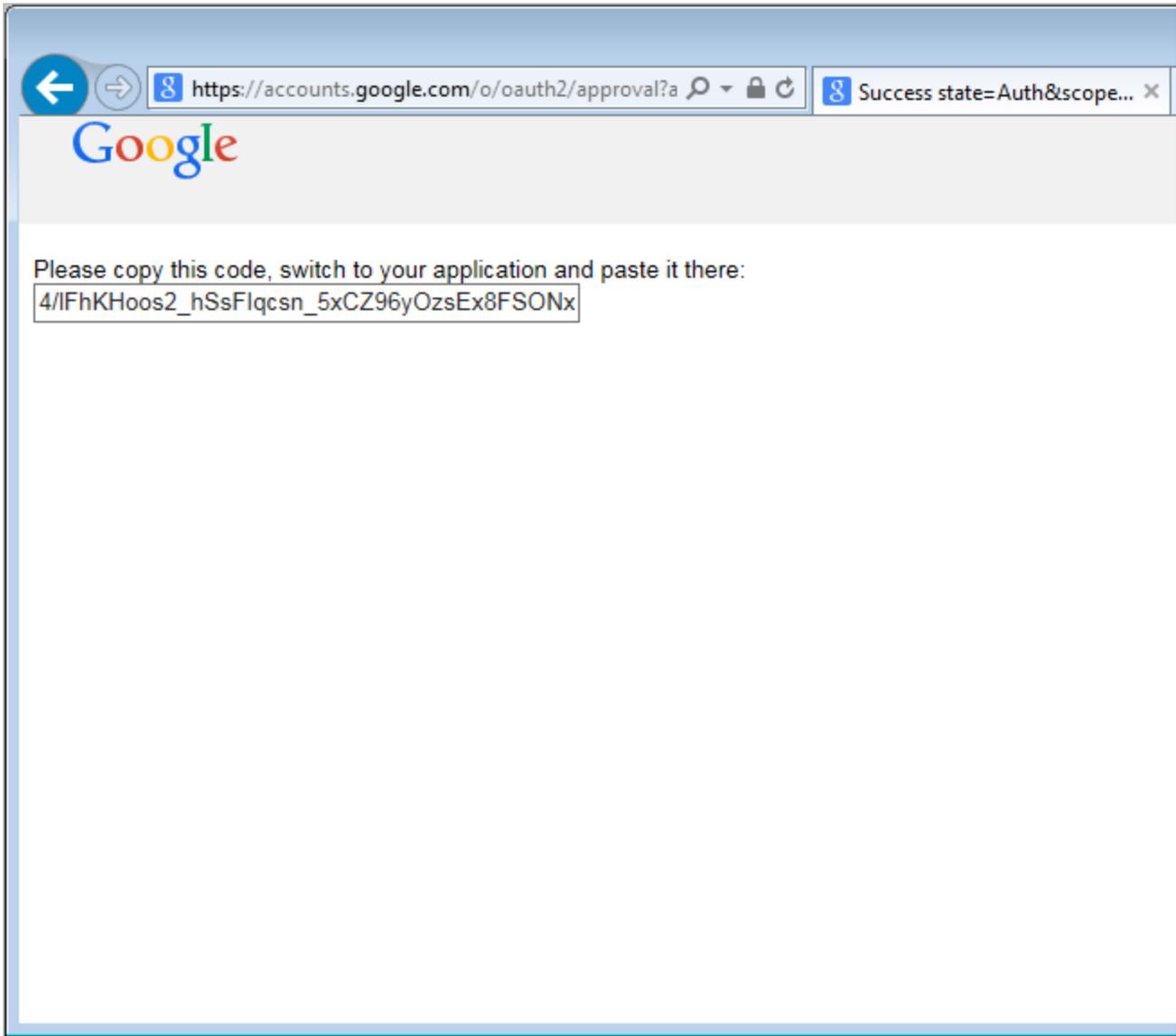
**Step 3 - Authorize ChiroSUITE**

After you log in to Google and authorize ChiroSUITE, you will see a text field with an authorization code. Highlight all the text in the field and press Ctrl-C to copy the text to the clipboard. Then press the [Paste Google Auth Code] button below to paste the code into the field below.

Sign into your Google account. Once you sign in, click [Accept].



Copy the Link



Click on the [Paste Google Auth Code] Click [Save]

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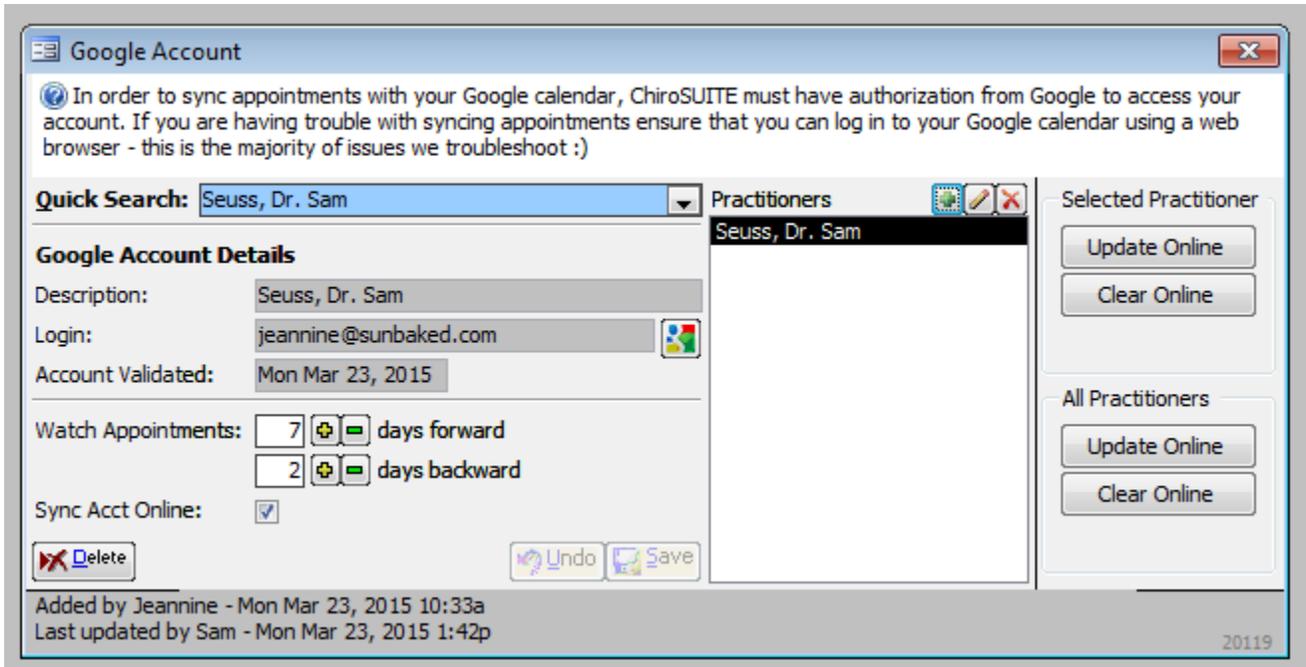
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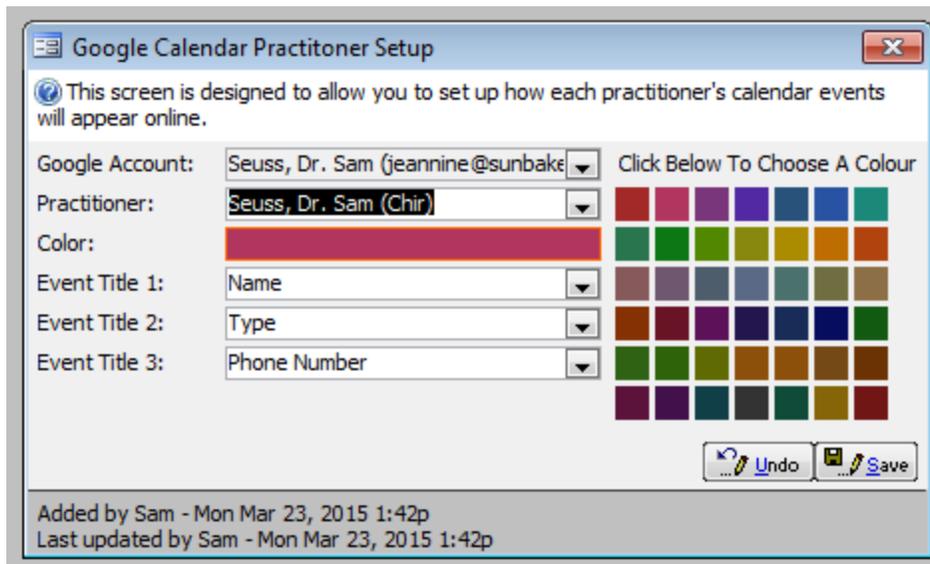
## Linking ChiroSUITE Schedules to Your Google Account

Utilities>Practitioners>Google Account>Prac Schd Setup

Left hand side of screen-Google Account Details-Determine how many days forward and backward you would like the schedule to appear for the Practitioner. Click [Save]. Then click Green [+] icon next to Practitioners, above the white box.



This screen allows you customize the Practitioner calendar. Select the practitioner, color, and how you would like the events to appear online. Click [Save].



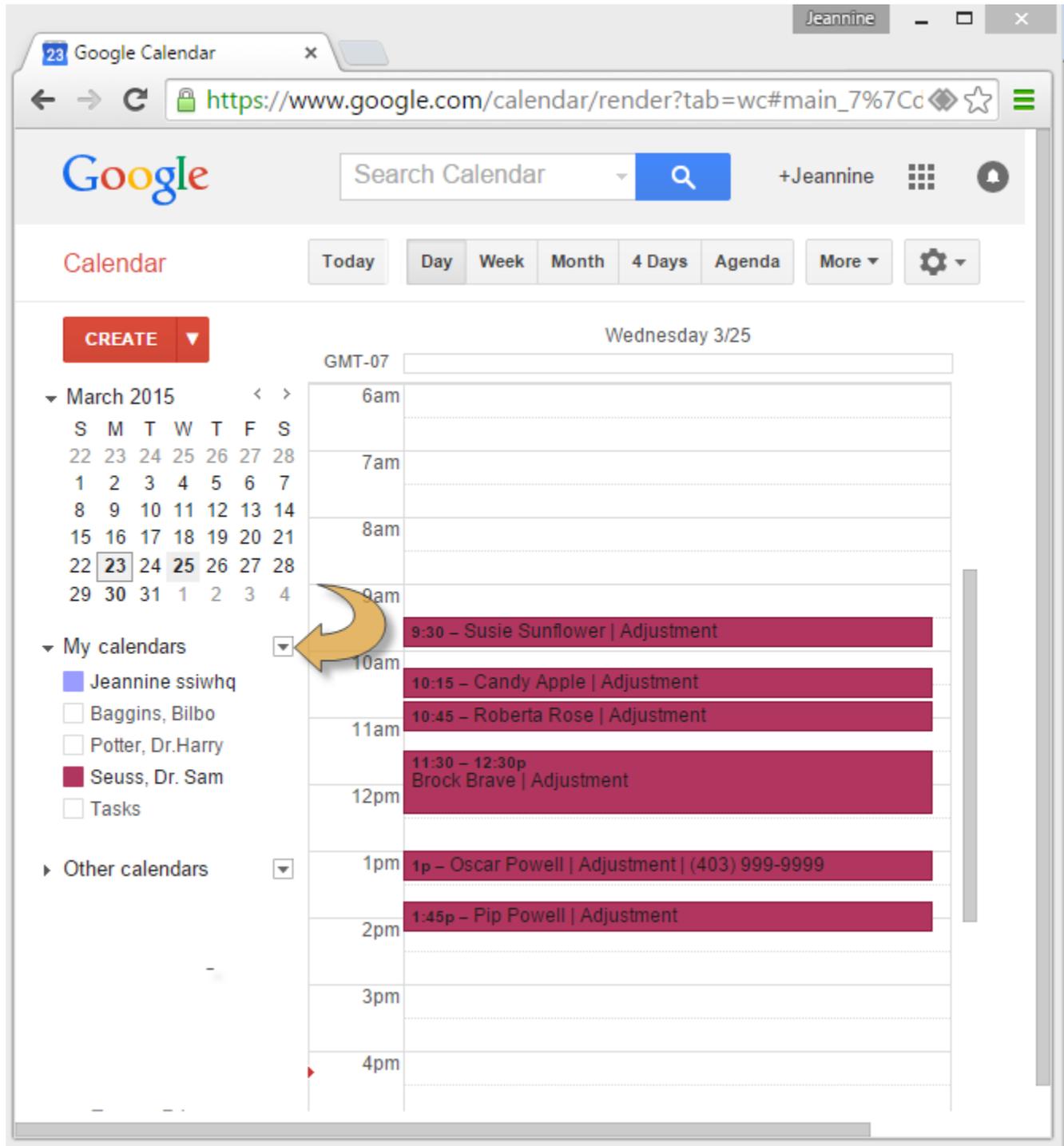
## Syncing Google Calendars

From the “Main Screen” Click on the [Google Calendar Sync] icon. As changes to schedules are made throughout the day, you will also need to click on the [Google Updates] in the white box. This will keep the calendars current for your practitioners.

The screenshot displays the ChiroSUITE software interface. At the top, there is a menu bar with options: File, Users, Patients, Practitioners, Appointments, Billing, Reports, Utilities, and Help. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Calendar:** A monthly calendar for March 2015. A red arrow points to the date 23, which is highlighted in red. Below the calendar is a "Google Updates" button.
- Patient Information:** A profile for "Powell, Oscar -> (Id#2012)". It includes a "RapidBook" button and a "Google Updates" button. Below this is a section for "DoIt | SpecDocs | Patn Prac" with a table for "Last Appts (Type | Weeks | Date):".
- Appointment Schedule:** A detailed view for "Mon Mar 23/15" for "Seuss, Dr. Sam". The schedule shows appointments from 8:00a to 4:45p. The appointments listed are:
  - 9:00a Apple, Candy
  - 9:15a Brave, Brock
  - 9:30a Sunflower, Susie
  - 9:45a Rose, Roberta
  - 12:30p Powell, Oscar
  - 12:45p Powell, Pip
- Administrative Fields:** Includes "Pr.Lvl: Adult", "Email: oscarpowell@hotmail.com", "Appts: Chk In | Chk Out | 2", "Wed Mar 25/15 1:00p Adjustment", "Mon Mar 30/15 9:00a Adjustment", "Phone Num: (403) 999-9999", "Family A/R: \$0.00", "Family 3rd Party A/R:", "3rd Party Payrs: ExtIns \$500.00", and "Rapport:".

The practitioner can now sign into their Google Calendar to view their schedule! If the schedule does not immediately appear. Click on the [My Calendars] in the left panel of your screen, and select the Practitioner calendar from the list. The views below are of the daily calendar, and the weekly calendar.



Jeannine

24 Google Calendar

https://www.google.com/calendar/render?tab=wc#main\_7

Search Calendar

+Jeannine

Calendar

Today Day Week Month 4 Days Agenda More

CREATE

Sun 3/22 Mon 3/23 Tue 3/24 Wed 3/25 Thu 3/26 Fri 3/27 Sat 3/28

GMT-07

5am

6am

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

March 2015

S M T W T F S

22 23 24 25 26 27 28

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

My calendars

- Jeannine ssiwhq
- Baggins, Bilbo
- Potter, Dr. Harry
- Seuss, Dr. Sam
- Tasks

Other calendars

Time	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28
9am		9 - Ca					
9:30 -		9:30 -					
10am		10:15 -			10:15 -		
10:45 -		10:45 -			10:45 -		
11am					11:30 - Brock Brave		
12pm		12:30p					
1pm		1:15p -			1p - C		
2pm					1:45p -		

## **Google Troubleshooting**

From time to time Google makes changes that creates an issue with some user/practitioner Google accounts. This is outside our control but most often simply taking out the Google Practitioner setup for the person(s) affected (see step 2 above) then starting over with Validating seems to work. Prior to doing this ensure the google account holder has not changed their password as that could be your issue. The user/practitioner having the Google issue needs to log on to go through the above.