



CLIENT APPOINTMENT SCHEDULER

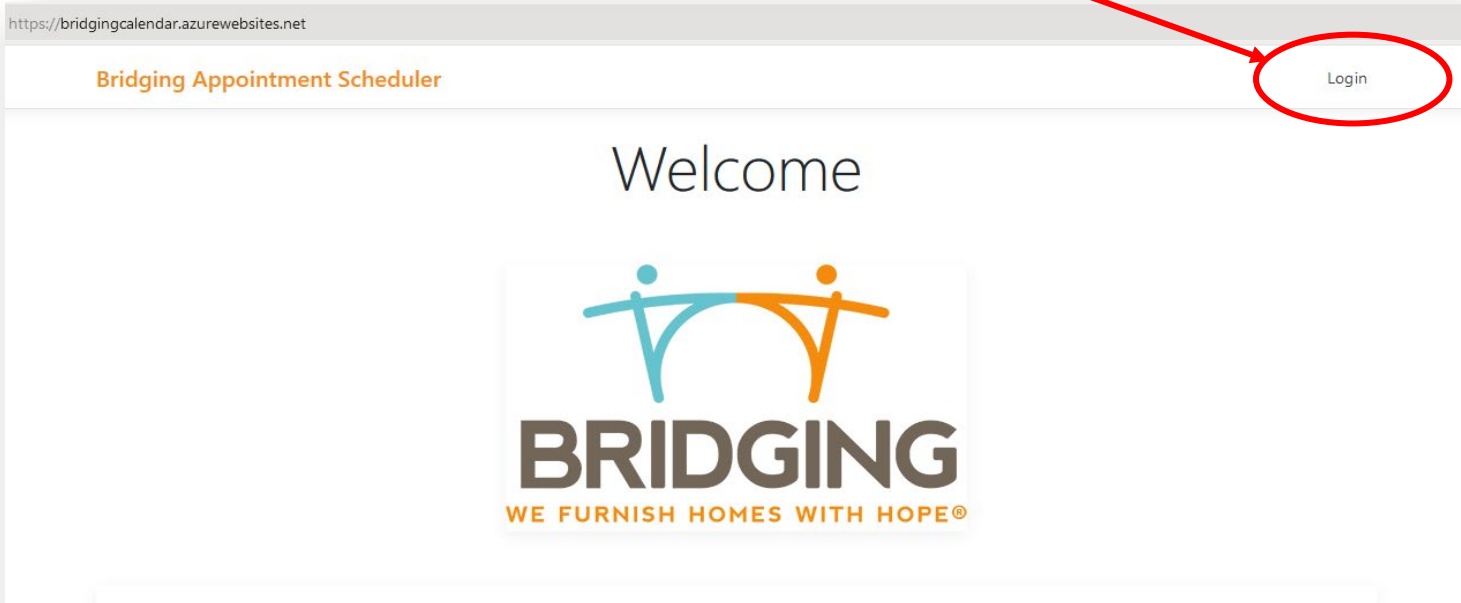
USER'S MANUAL

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HOME PAGE INFORMATION

Launch the Bridging Scheduler from the link on the email sent to you or here - <https://bridgingscheduler.azurewebsites.net>
And log in **HERE**



Enter the email address that Bridging used to set up your account and add the password you have set up, then click on "Log in".

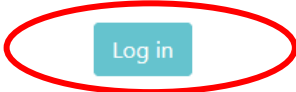
Bridging Appointment Scheduler

Log In

Email

Password

Remember me?



[Forgot your password?](#)

If you forget your password, just click on the "Forgot your password?" link.

HOME PAGE (landing page)

Bridging Appointment Scheduler Home Appointments ▾ Hello Casey Worker! Logout

Appointments

[My Calendar](#) [+ Create Appointment](#)

- [2/25/2022 9:00 AM - Tellie Fown](#)
- [2/25/2022 9:00 AM - Rose Annaburr](#)
- [2/25/2022 9:00 AM - Hi There](#)
- [2/25/2022 10:30 AM - Gel Efish](#)
- [2/25/2022 10:30 AM - Billy Ray](#)

Links and Forms

- [Bridging Homepage](#)
- [Agency Guidelines - PDF](#)
- [Client Purchase NEW Beds Program](#)
- [Client Shopping Appointment VIDEO](#)
- [Bridging FAQs](#)
- [Preference Form](#)
- [User's Manual - Scheduling System](#)

Current appointments are listed here. Click on one to see the details of that appointment.

All necessary reference links and forms are listed here.

HOW TO CREATE AN APPOINTMENT:

Create an appointment by clicking on the "Create Appointment" tab.

HOME PAGE (landing page)

The screenshot shows the 'Bridging Appointment Scheduler' home page. At the top, there are navigation links for 'Home' and 'Appointments'. The user is logged in as 'Casey Worker!'. The main content area is divided into two sections: 'Appointments' and 'Links and Forms'. The 'Appointments' section contains a list of appointments and two buttons: 'My Calendar' and '+ Create Appointment'. The '+ Create Appointment' button is circled in red. A red arrow points from a text box that says 'This Dialog Box will appear.' to a dialog box titled 'Make A New Appointment'. The dialog box asks 'What type of appointment would you like to make?' and has two radio button options: 'Shopping for a basic home setup' (which is selected) and 'Purchase NEW BEDS only'. A 'Next ->' button is located in the top right corner of the dialog box.

Appointment dialog box:

Make A New Appointment Next →

What type of appointment would you like to make?

Shopping for a basic home setup Purchase NEW BEDS only

Select "Shopping for a basic home set up" if you are scheduling a standard Bridging appointment, including the option to order new beds

Select "Purchase NEW BEDS only" if you are scheduling an appointment to receive ONLY new beds.

The next dialog box will ask about delivery:

Make A New Appointment ← Back Next →

Will your items be....

Delivered by Bridging? Picked up by client or hired mover?

Select "Delivered by Bridging" if you want Bridging to deliver your clients items on the business day following the shopping appointment

Select "Picked up.." if you are making arrangements to have either your client or a mover pick up the items.

If you select "Delivered by Bridging" this dialog box will appear:

Make A New Appointment ← Back **Next →**

Enter the delivery zip code.

Enter the zip code of the address Bridging will be delivering to. Upon entering a zip code, the scheduler will navigate you to the Appointment Details page and automatically select the correct location for your shopping appointment based upon the zip code you entered.

DELIVERY APPOINTMENT DETAILS PAGE

Appointment Details

General Customer Details Referral Form

Confirmation Id

Customer **Caseworker/staff name is customer.**

Schedule

Schedule Description

Date/Time

Status

Based on the zip code you entered, the correct Bridging location and schedule type will appear.

If you selected an appointment type of “picked up by client or hired mover” you will be navigated to this page where you can select which location you would like your client to shop at.

PICKUP APPOINTMENT DETAILS PAGE

Start by clicking on “Select a schedule...”

This drop-down list will appear

Select one of the two location options

Example

Shopping appointment at Bridging’s Bloomington Location (201 W 87th Street). Agency/Client will arrange pick-up of items within 48 hours after the appointment. Pick-up hrs: After 1PM on the day you shop and from 9:00 - 5PM M-Th or 9:00 - 2:30 on F/Sa.

Once you have a schedule selected, click on "Select Date/Time".

APPOINTMENT DETAILS PAGE

Appointment Details

General Customer Details Referral Form

Confirmation Id Customer

Casey Worker

Schedule

Bloomington with DELIVERY

Schedule Description

Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time

Select Date/Time

Status

Save Referral Form Back

The scheduling calendar will appear.

SCHEDULING CALENDAR

Bridging Appointment Scheduler Home Appointments Hello Casey Worker! Logout

Appointment Details

General Customer Details Referral Form

← Previous Availability - March 2022 Next →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

← Previous Next →

See available appointments ×

× Cancel

Appointments

You can scroll through the calendar by clicking on “Previous” or “Next” to look for an available date/time. Available times are indicated by the white/open dates on the calendar.

SCHEDULING CALENDAR

Bridging Appointment Scheduler Home Appointments ▼ Hello Casey Worker! Logout

Appointment Details

General Customer Details Referral Form

← Previous Availability - March 2022 Next →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16			
20	21	22	23	24	25	26
27	28	29	30	31		

Click on an open date (e.g. March 25th)

← Previous See available appointments × Next →

× Cancel

SCHEDULING CALENDAR

← Previous Availability - March 2022 Next →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

03/25/2022

- 09:00 AM (4)
- 10:30 AM (4)

Available time slots appear on the right sidebar Click on the time slot you would like to select.

REFERRAL FORM

Appointment Details

General Customer Details Referral Form

The referral form will appear for you to complete.

Save Back

Client First Name *

Client Last Name *

Fields with a red asterisk are required fields.

Appointment Type *

In-Person Shopping Google Duo Face Time Bridging shops for client

Preferred Name/Preferred Pronoun

Client Date of Birth *

mm / dd / yyyy

Client Address (include apartment #) *

Client City *

Client State *

Client Zip Code

County Client Lives In *

Anoka Beltrami Benton Carver
 Mille Lacs Ramsey Rice Scott

Primary Client Phone Number *

() _-__

Alternate Client Phone Number

() _-__

Client email address *

Client Ethnicity *

Black or African American American Indian or Alaska Native Asian African Hispanic or Latino Two or more races White
 Some other race alone Native Hawaiian or other Pacific Islander Choose not to answer

Client Marital Status *

Single Separated Widowed or Divorced Married Choose not to answer

Client Sex *

Female Male Transgender Choose not to answer

REFERRAL FORM NOTES

Please note the following questions:

- 1) **“Has the client accessed Bridging services in the past?”** Please check with your agency’s primary contact, to see what your policy is.
- 2) **“Home Visit Completed:”** If you have not done a home visit due to the client not having access to the new residence, please enter the date that you anticipate visiting the home.
- 3) **“Who is paying for?”** If the agency you are working under is paying, select “Referring Agency”. If the client is handing you the money to pass on to Bridging or if someone else is providing the money to your agency, indicate “Client or Other paying YOUR Agency”. If the client or other are bringing the money to Bridging, indicate “Client paying BRIDGING”.

You will receive an error message if any of the required fields are left incomplete.

CLICK ON “SAVE” WHEN YOU ARE DONE

0 - \$0 1 - \$283.17 2 - \$566.34 3 - \$849.51 4 - \$1132.68 5 - \$1415.85

NEW Twin/Full Bed Frame

0 - \$0 1 - \$35 2 - \$70 3 - \$105 4 - \$140 5 - \$175 6 - \$210 7 - \$245

NEW Queen/King Bed Frame

0 - \$0 1 - \$65 2 - \$130 3 - \$195 4 - \$260 5 - \$325

**Make sure you click on
"SAVE"!**

© 2020 - Bridging Appointment Scheduler - [Privacy](#)

**You will receive email
notification/confirmation shortly.**

HOW TO LOOK UP APPOINTMENTS:

HOME PAGE (landing page)

Bridging Appointment Scheduler Home Appointments ▾ Hello Casey Worker! Logout

Appointments My Calendar + Create Appointment

- [2/25/2022 9:00 AM - Tellie Fown](#)
- [2/25/2022 9:00 AM - Rose Annaburr](#)
- [2/25/2022 9:00 AM - Hi There](#)
- [2/25/2022 10:30 AM - Gel Efish](#)
- [2/25/2022 10:30 AM - Billy Ray](#)

Links and Forms

- [Bridging Homepage](#)
- [Agency Guidelines - PDF](#)
- [Client Purchase NEW Beds Program](#)
- [Client Shopping Appointment VIDEO](#)
- [Bridging FAQs](#)
- [Preference Form](#)
- [User's Manual - Scheduling System](#)

If you want to look up your current appointments, you can scroll through them here and click on any one. You will be navigated to the page below where you can review the general information or click on the "Referral Form" tab and review client information.

Appointment Details

General Customer Details Referral Form

Confirmation Id: 1654100041 Customer: Casey Worker

Schedule: Bloomington with DELIVERY

Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time: 03/31/2022 10:30 AM Select Date/Time

Status: Confirmed

Save Referral Form Cancel Appointment Back

If you want to look up your appointments in a calendar view, click "My Calendar"

HOME PAGE (landing page)

Bridging Appointment Scheduler

Home Appointments

Appointments

My Calendar Create Appointment

3/9/2022 9:00 AM - Minnow Hurry

3/17/2022 10:30 AM - First Name

3/17/2022 10:30 AM - Ron Dup

MY CALENDAR PAGE

Bridging Appointment Scheduler

Home Appointments

Hello Casey Worker! Logout

Calendar - February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 9:00 AM	5
6	7	8	9	10	11	12
13	14	15	16	17	18 10:30 AM	19
20	21	22	23	24	25 (6) 9:00 AM 9:00 AM	26
27	28 (4) 9:00 AM 9:00 AM					

← Previous Next →

Appointments

Click on the white/open part of the date field

MY CALENDAR PAGE

Bridging Appointment Scheduler Home Appointments Hello Casey Worker! Logout

Calendar - February 2022 02/28/2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 9:00 AM	5
6	7	8				12
13	14	15				19
20	21	22	23	24	25 (6) 9:00 AM 9:00 AM	26
27	28 (4) 9:00 AM 9:00 AM					

9:00 AM - Ronald McDonald
9:00 AM - Mike Rophone
10:30 AM - Widdle Wimin
10:30 AM - Terri Cloth

Then select the appointment you want to review/cancel/reschedule

← Previous Next →

The Appointment Details page will appear.

APPOINTMENT DETAILS PAGE

Appointment Details

General Customer Details Referral Form

Confirmation Id

1654100041

Customer

Casey Worker

Schedule

Bloomington with DELIVERY

Schedule Description

Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time

03/31/2022 10:30 AM

Select Date/Time

Status

Confirmed

Save Referral Form Cancel Appointment Back

APPOINTMENT DETAILS PAGE

Appointment Details

[General](#) [Customer Detail](#) [Referral Form](#)

You can review the referral form by clicking here...

Confirmation Id: 1654100041 Customer: Casey Worker

Schedule: Bloomington with DELIVERY

Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time: 03/31/2022 10:30 AM

Status: Confirmed

APPOINTMENT DETAILS PAGE

Appointment Details

[General](#) [Customer Details](#) [Referral Form](#)

Confirmation Id: 1654100041 Customer: Casey Worker

Schedule: Bloomington with DELIVERY

Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

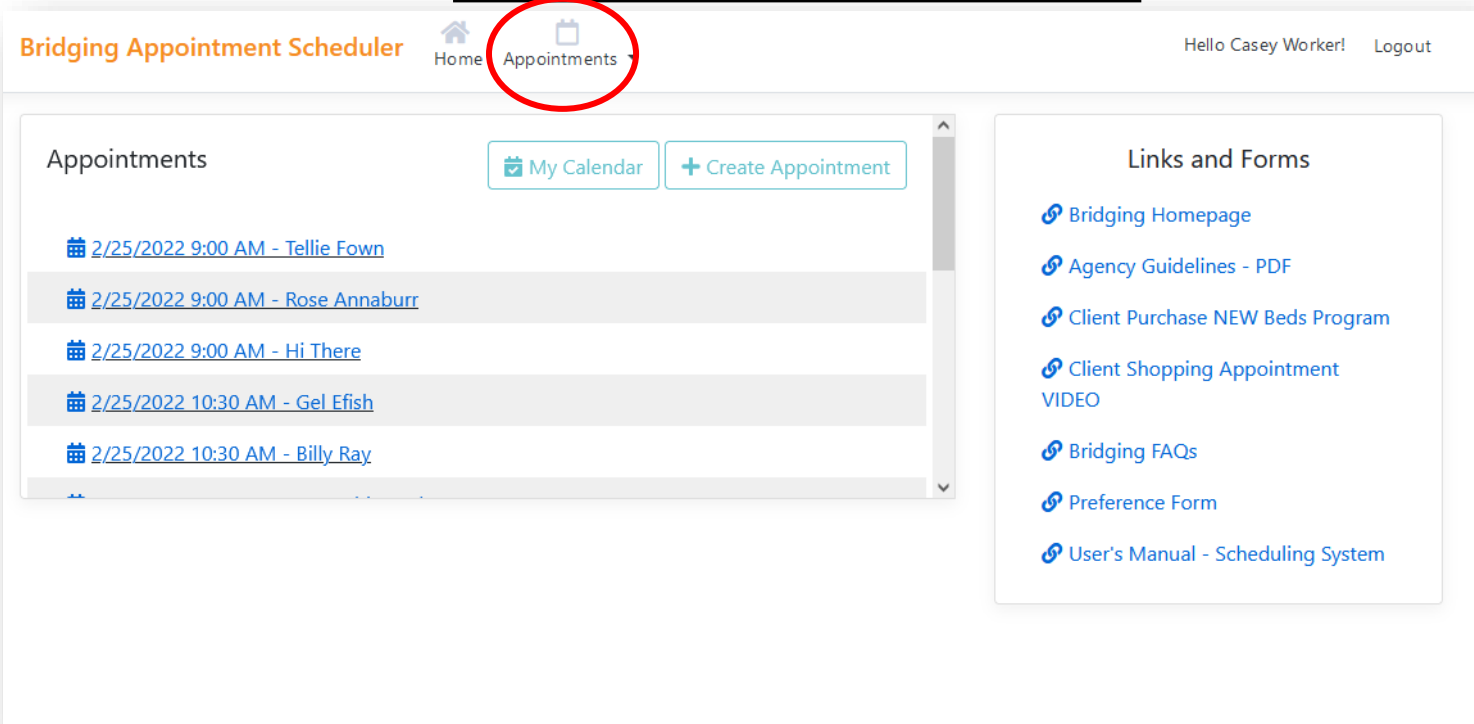
Date/Time: 03/31/2022 10:30 AM

Status: Confirmed

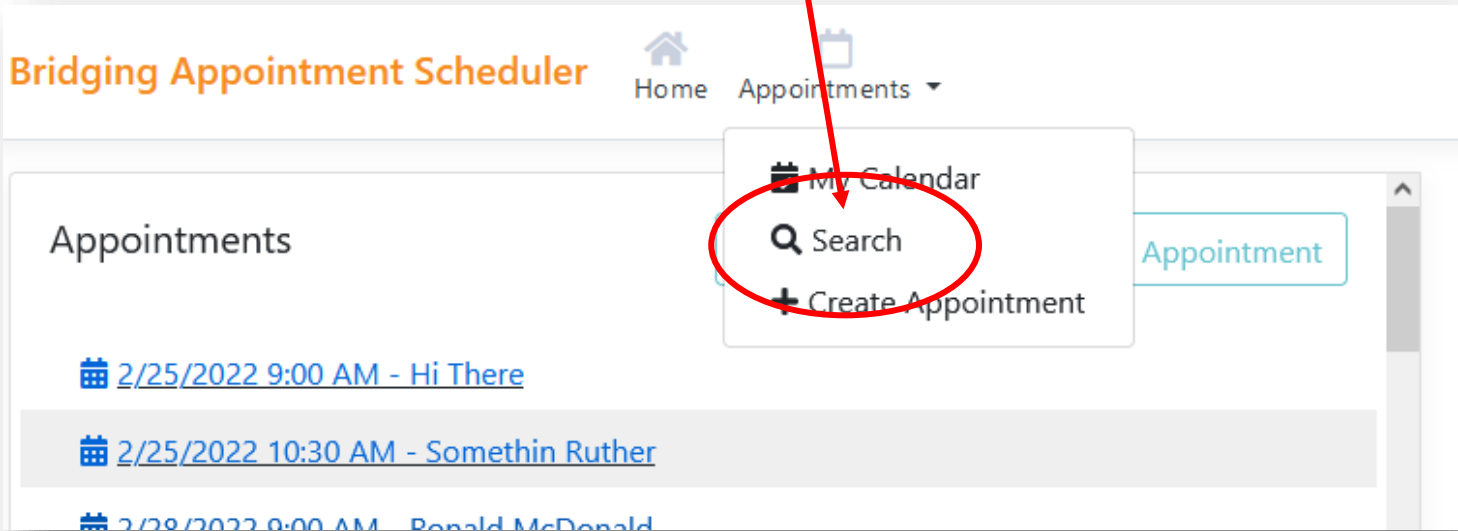
Up to 48 hours prior to the appointment, you can reschedule an appointment by clicking on "Select Date/Time" or cancel the appointment by clicking on "Cancel Appointment".

From the Home Page you can search for a specific client appointment. Start by clicking on the Appointments tab.

HOME PAGE (landing page)



Then click on "Search"



CLIENT APPOINTMENT SEARCH PAGE

Client Appointment Search

Enter a few letters of the first and/or last name

CW First Name Agency Appointment Created Date

Client First Name Client Last Name Appointment Start Date Appointment End Date

Confirmation ID

Click on Search

Clients

First Name	Last Name	Appointment Date	
Terri	Cloth	March 31, 2022	<input type="button" value="👁"/>

Click here to edit/review the appointment

1 - 1 of 1 items

CLIENT APPOINTMENT SEARCH PAGE

Client Appointment Search

CW First Name	CW Last Name	Agency	Appointment Created Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Client First Name	Client Last Name	Appointment Start Date	Appointment End Date
<input type="text"/>	<input type="text"/>	<input type="text" value="03/21/2022"/>	<input type="text" value="03/25/2022"/>
Confirmation ID			
<input type="text"/>			
			<input type="button" value="Search"/> <input type="button" value="Cancel"/>

If you want to know what appointments you have next week you can enter a date range and click on Search.

Clients

First Name	Last Name	Appointment Date	
Suzy	Woozie	March 25, 2022	<input type="button" value="eye"/>
Cocoa	Cola	March 25, 2022	<input type="button" value="eye"/>

1 - 2 of 2 items

Click here to edit/review the appointment.

HOW TO RESCHEDULE AN APPOINTMENT:

NOTE: You can only reschedule or cancel an appointment up to 72 business hours prior to the appointment. After that, please contact Bridging.

HOME PAGE (landing page)

The screenshot displays the 'Bridging Appointment Scheduler' interface. At the top, there is a navigation bar with 'Home' and 'Appointments' tabs, and a user greeting 'Hello Casey Worker!' with a 'Logout' link. The main content area is divided into two sections. On the left, under the heading 'Appointments', there are two buttons: 'My Calendar' and '+ Create Appointment'. Below these buttons is a list of appointments for the date 2/25/2022. The appointments listed are: '2/25/2022 9:00 AM - Tellie Fown', '2/25/2022 9:00 AM - Rose Annaburr', '2/25/2022 9:00 AM - Hi There', '2/25/2022 10:30 AM - Gel Efish', and '2/25/2022 10:30 AM - Billy Ray'. A red arrow points from the 'Billy Ray' appointment to a text box at the bottom of the page. On the right side, there is a 'Links and Forms' sidebar containing several links: 'Bridging Homepage', 'Agency Guidelines - PDF', 'Client Purchase NEW Beds Program', 'Client Shopping Appointment VIDEO', 'Bridging FAQs', 'Preference Form', and 'User's Manual - Scheduling System'.

From the Home Page, select the appointment from the Appointments list

To reschedule, click on "Select Date/Time"

APPOINTMENT DETAILS PAGE

Appointment Details

General Customer Details Referral Form

Confirmation Id: 1654100041 Customer: Casey Worker

Schedule: Bloomington with DELIVERY

Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time: 03/31/2022 10:30 AM Select Date/Time

Status: Confirmed

Save Referral Form Cancel Appointment Back

The Scheduling Calendar page will appear

SCHEDULING CALENDAR

Appointment Details

⚙️ General ☰ Customer Details 📄 Referral Form

← Previous

Availability - March 2022

Next →

Appointments

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

← Previous

Next →

See available appointments ✕

✕ Cancel

You can scroll through the calendar by clicking on “Previous” or “Next” to look for an available date/time. Available times are indicated by the white/open dates on the calendar. Select a date by clicking on the white/open date field. (e.g. March 31)

SCHEDULING CALENDAR

Appointment Details

General

Customer Details

Referral Form

← Previous

Availability - March 2022

Next →

03/31/2022

10:30 AM (1)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

← Previous

Next →

The date selected will turn orange and one or two available times will appear in the list box on the right. Select an available time.

APPOINTMENT DETAILS PAGE

Appointment Details

General

Customer Details

Referral Form

Save

Cancel Appointment

← Back

Appointment Date

3/31/2022 10:30 AM

Client First Name *

Suzy

Client Last Name *

Woozie

Appointment Type *

In-Person Shopping Bridging shops for client Face Time Google Duo

Preferred Name/Preferred Pronoun

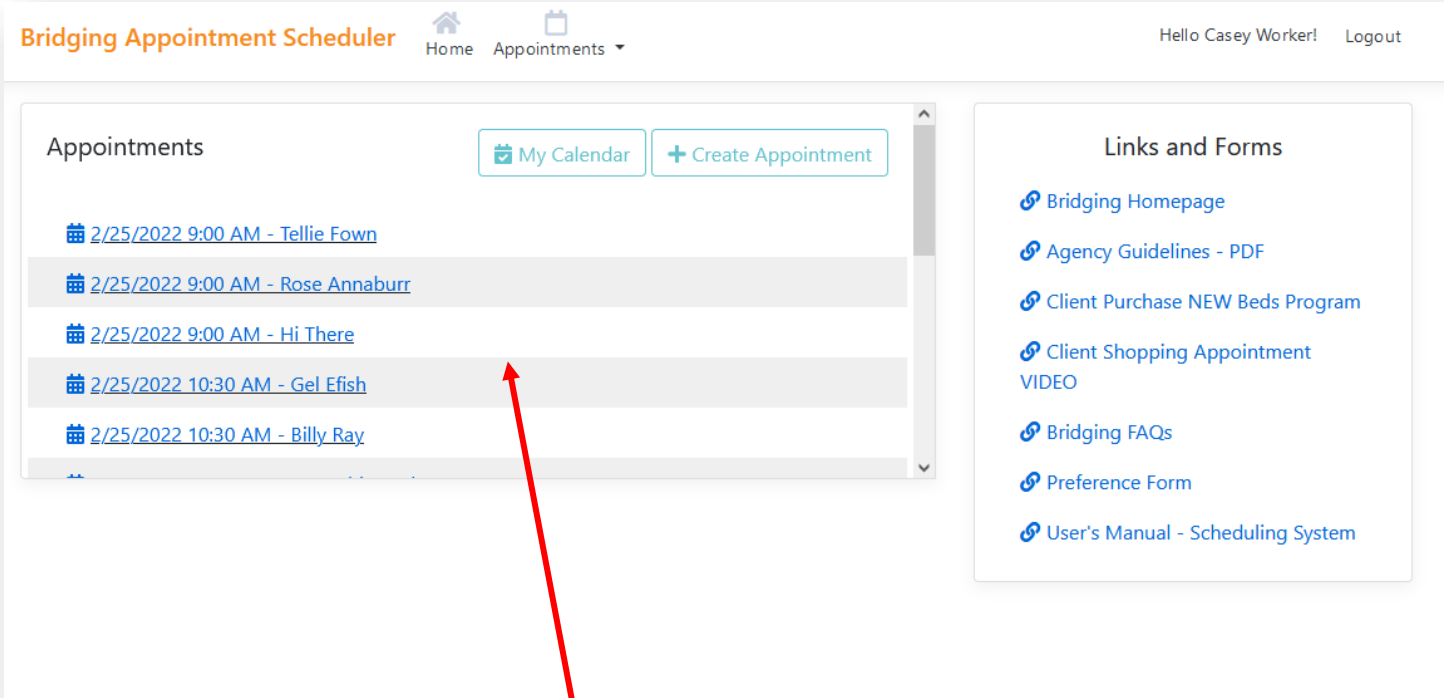
Doozy

The Referral Form will appear for you to review. Be sure to click on **SAVE** before you exit this screen. You will receive an email confirming that it has successfully been rescheduled.

HOW TO CANCEL AN APPOINTMENT:

NOTE: You can only reschedule or cancel an appointment up to 72 business hours prior to the appointment. After that, please contact Bridging.

HOME PAGE (landing page)



From the Home Page, select the appointment from the Appointments list

APPOINTMENT DETAILS PAGE

Appointment Details

General Customer Details Referral Form

Confirmation Id: 1654100041 Customer: Casey Worker

Schedule: Bloomington with DELIVERY

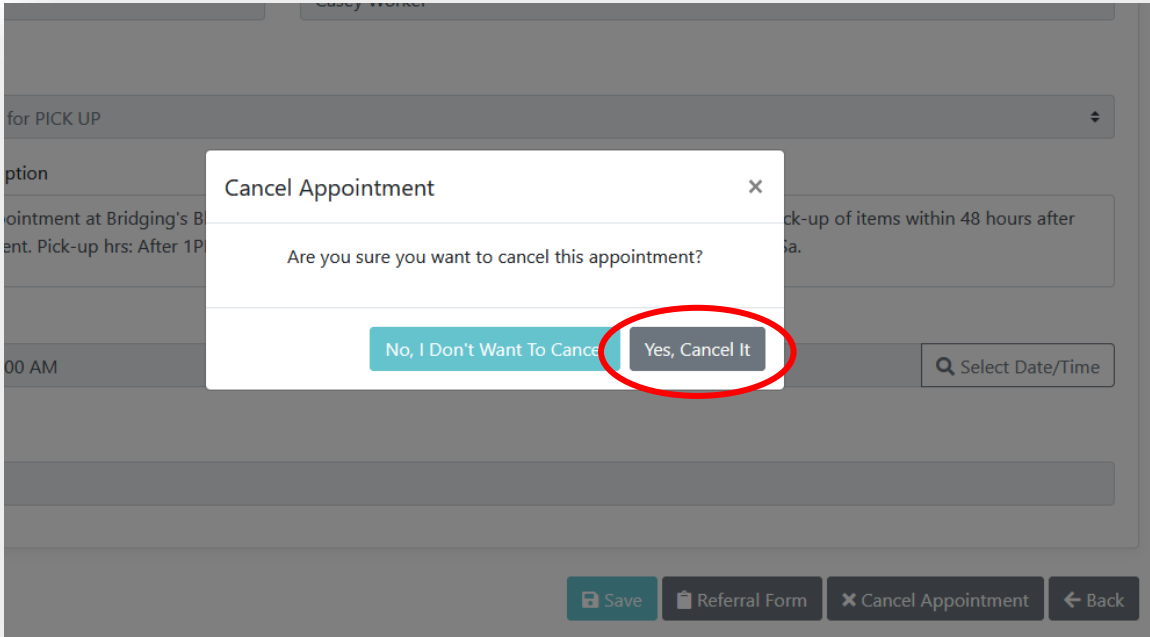
Schedule Description: Shopping appointment at the Bloomington location (201 W 87th St., 55420). DELIVERY is scheduled for the next business day.

Date/Time: 03/31/2022 10:30 AM

Status: Confirmed

Click on the "Cancel Appointment" button

Save Referral Form **Cancel Appointment** Back



HOME PAGE (landing page)

Bridging Appointment Scheduler

Home Appointments ▾

Appointments

My Calendar

+ Create Appointment

3/17/2022 10:30 AM - First Name

3/17/2022 10:30 AM - Ron Dup

3/25/2022 9:00 AM - Suzy Woozie (Cancelled)

3/25/2022 9:00 AM - Cocoa Cola

3/25/2022 10:30 AM - Prezy Dent

The appointment will still show up on your appointments list, but with “(Cancelled)” indicating its status.

NOTE: You will need to contact Bridging if you cancel an appointment in error.