

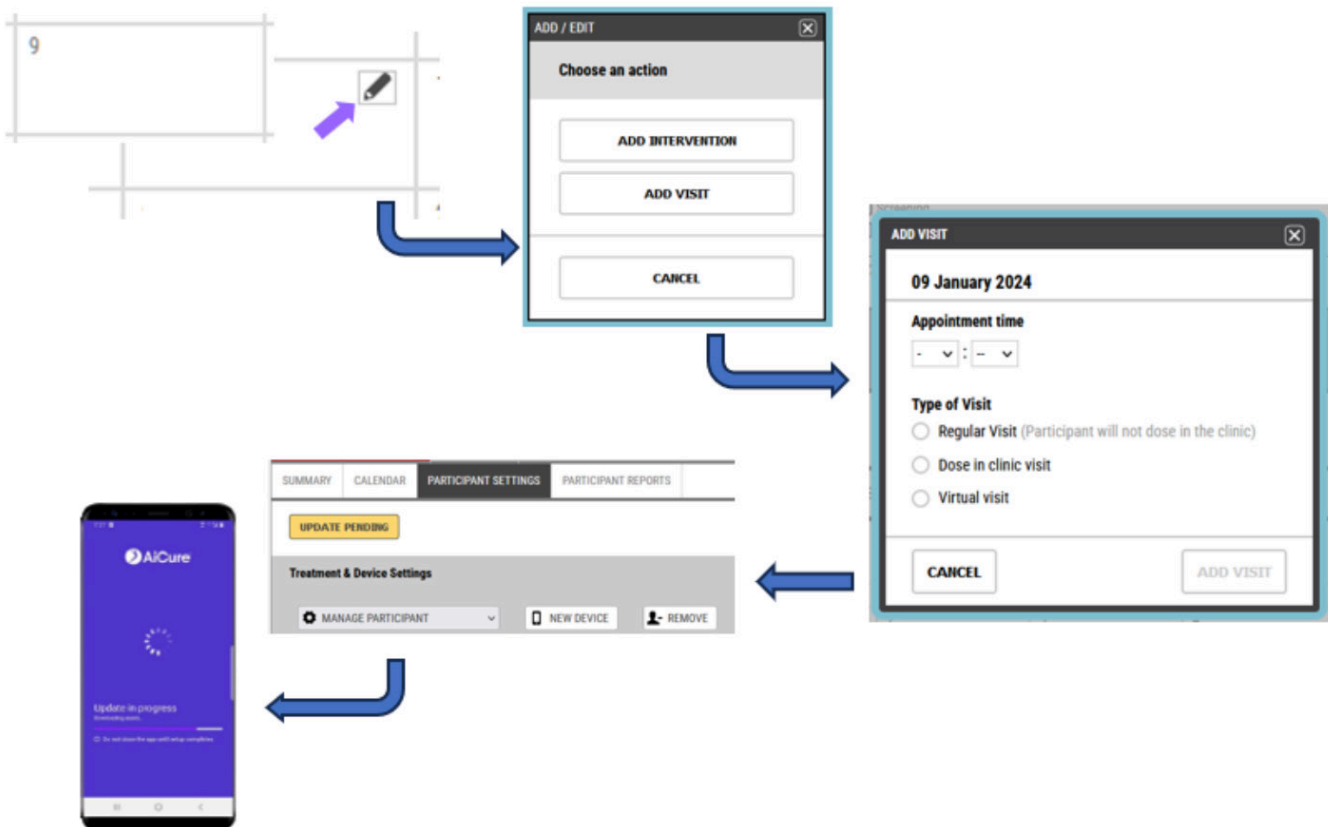
# How to Add Clinic Visits to the Dashboard

## Q. How do I create new clinic visits for my participant?

A. Depending on your trial, you can add new visits to the calendar by following the steps below:

### Part 1: On the Dashboard

1. Log into the AiCure portal ([login.aicure.com](https://login.aicure.com)) and select your study
2. Click on the Participant ID to get the dropdown menus
3. Click on the **CALENDAR** tab
4. Hover your mouse over the date you would like to add the visit to, a pencil icon will appear
5. Click on the pencil icon
6. Select **ADD VISIT**
7. Select a time and type of visit
8. Click the green **ADD VISIT** button to confirm your changes. An update will be sent to the participant's device.



## Part 2: On the Participant's Device

1. Instruct the participant to open the app while connected to the internet to download the update (if the app is already open, instruct them to close and reopen it)
2. Please wait while the update downloads
3. Once the update completes, the app will confirm there was an update made to “Study Schedule” and the participant can proceed to using the app as normal



### Q. I'm not able to add a visit to the day I want. Why is this happening?

- A. There can only be one visit per day, so if you are attempting to add a visit to a date that already has one, the system may not allow you to. Some trials may also use a preset visit schedule which automatically fills the calendar with the predetermined amount of visits. If this is the case, the system may not allow you to manually add more either.