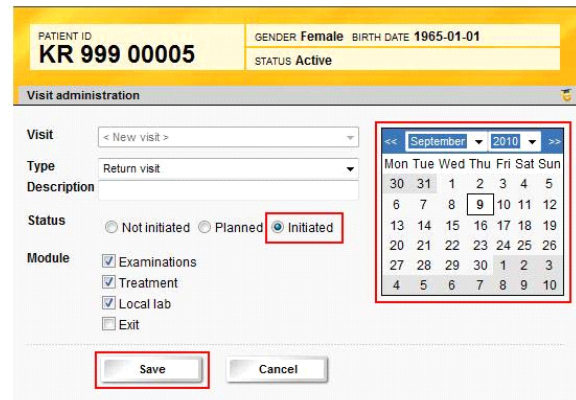# 🎓 3. Initiate / plan / add visit

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| 1 | **Initiate / plan visit** |

- **Initiate a visit**: Click <u>change</u> in the Visit calendar for the visit you want to initiate, set status to "initiated", select date (future dates are not possible to select), finally click "Save".

- **Plan a visit**: Click <u>change</u> in the Visit calendar for the visit to plan, set status to "planned", select date (future dates are possible to select), choose to send a reminder to members on the clinic, finally click "Save".

| 2 | **Add visit** |

- To add a new visit you click the <u>Add visit</u> link in the top right corner of the Visit calendar.

- In Visit administration you select which type of visit to add. For example, titration visits typically use the type "Return visit". Then select a date in the calendar, set status to "Initiated" and click "Save".

- The different types of visits have different modules. These modules can be changed by selecting or deselecting the check box in front of the module.