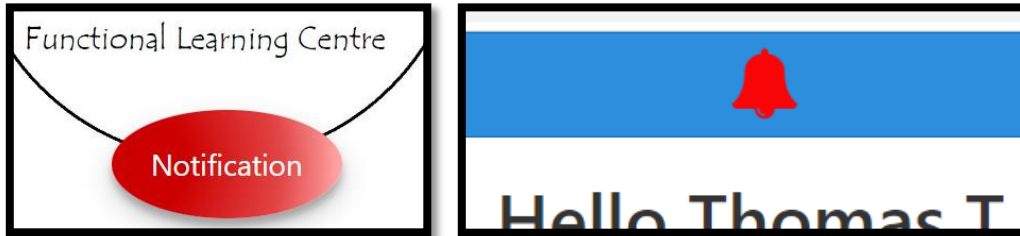
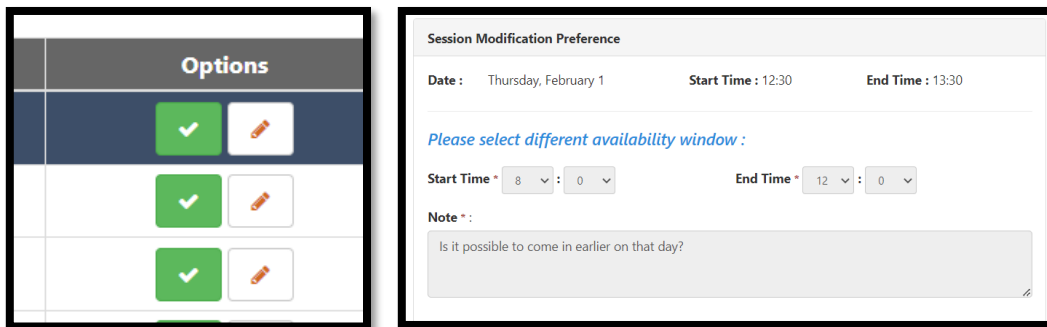


USING MYFLC APP TO VIEW AND PROVIDE FEEDBACK ON SCHEDULES

1. When you receive the notification for uploading a new month (usually between the 22nd and the 24th of the preceding month), please login to MyFLC app and go to the Notification view. It should be red in colour indicating there are new sessions (or in case of updates, adjusted sessions).



2. Review these sessions and either click the tick mark to accept these sessions one by one, or click on the pen icon to send us a change request. You will be able to enter your request in the Notes field of the pop up that opens when you press the pen icon.



3. Once you have gone through all the session in the Notification view, it should only show sessions that you wish to adjust or cancel. All other "Accepted" sessions will now have been moved to the Schedule view of MyFLC app. Sessions will show under the appropriate tab based on their date; "Today, Tomorrow or Upcoming". Please make sure you have addressed all session in the Notification view and only the session you wish to change or cancel are left. These sessions will be highlighted in Dark blue.

Client	Date	Start	Duration	Finish	Service	Location	Options
Thomas T	Thu Feb 1, 2024	12:30:00	1.00	13:30:00	Individual	Langford Centre	<input checked="" type="checkbox"/>

4. The previous steps should be completed within 48 hours from receiving the New Month upload notification email from schedule to allow the scheduling team to address and make the necessary changes to the schedule by the baseline submission date which is 27th or 28th of the month preceding the schedule month.

