

## SCHEDULE CONFIGURATION - SC

A standard schedule is a set of appointment times. The set of times is not for any specific day or session holder, but is a standard format for all the time slots that may be used for individual session.

Each schedule has a start time, and ending time and a length of time between each appointment.

Click on **Appointment** Configuration or enter **AC**

Click on **Schedule Configuration** or enter **SC**

Existing schedules are displayed at the top of the screen and the order can be changed in which they are displayed by clicking on the schedule name, type, time or duration to change the order.

If you click on a schedule name, the details are displayed at the bottom of the screen.

Click on **Add** to activate the **Schedule Wizard**; you can also select **Edit** or **Delete** if required.

Once a schedule has been created, you can change the slot types to indicate whether the appointment slot is urgent or blocked etc. Right click on the applicable slot from the list on the right hand side of the screen and select the slot type from the list.

**TIP** To select all slots, you can click on the first slot, hold down the **shift** Key ( $\uparrow$ ) and then click on the last slot. All slots in between will now be selected. Keep key held down while you right click over the highlighted area and select Edit slot or Special slot.

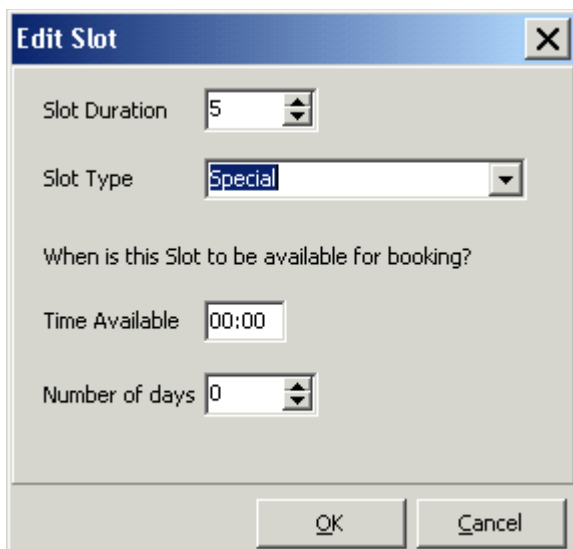
**TIP** To select several individual slots, you can click on the first slot, hold down the **Ctrl** key and then click on each individual slot. Keep key held down while you right click over the highlighted area and select Edit slot or Special slot.

**Special Slots** - These allow you to block slots until a certain day/time.

0 days means on the day of the appointment

00:00 means midnight

So this slot would be released at midnight today and be free for when clinic begins



The image shows a screenshot of a software dialog box titled "Edit Slot". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the dialog contains four input fields:

- Slot Duration:** A spinner control with the value "5".
- Slot Type:** A dropdown menu with "Special" selected.
- Time Available:** A text box containing "00:00".
- Number of days:** A spinner control with the value "0".

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## Create an Appointment Schedule

1. On the main menu, click **Appointment Configuration** in the Configuration section or type **AC**.
2. Click **Schedule Configuration** or type **SC**.

The Appointment Configuration – Schedules screen is displayed.

3. Click **Add** or press **A**.

The Schedule wizard is displayed.

4. Complete each wizard screen:

- a. For Name of Schedule, type the name of the Schedule  
e.g., FMC-Endocrine-5A-Endo Cl.
- b. Type the notes you want to attach to the Schedule, e.g., ask patient to bring a sample, and then click **Next**.
- c. Select the site that the Schedule belongs to from the drop list. (This is filterable in the Appointment Book)
- d. Select the location of the Schedule from the drop list.
- e. Select the group the Schedule belongs to from the drop list (This is filterable in the Appointment Book), and then click **Next**.
- f. For Schedule Holders, click **Add/Remove Holders**, and select the required user from the list (Users are filterable in the Appointment Book), and then click **OK**.

**Tip:** To select more than one user, hold down **SHIFT** and click the required users.

**Note:** To share the Schedule between several session holders, select **Shared**. (This means that only one schedule will be created with more than one holders name in it)

- g. Click **Next**.
- h. Select the type of Schedule, and then click **Next**.
- i. Type a start and end time for the Schedule using 24-hour clock format, e.g., 14:30.
- j. Type the length of each Appointment slot in minutes, and then click **Next**.
- k. Enter the number of appointments you want in each time slot (usually 1). A confirmation of the Schedule details is displayed.
- l. Click **Finish**.

An Appointment Schedule is created; you can now edit any slots that you want and then add the Schedule to the Appointment Book.