



HOW TO BOOK A GROUP SESSION TIP SHEET

HOSPITAL INFORMATION SYSTEM (HIS)

SCHED ROLES

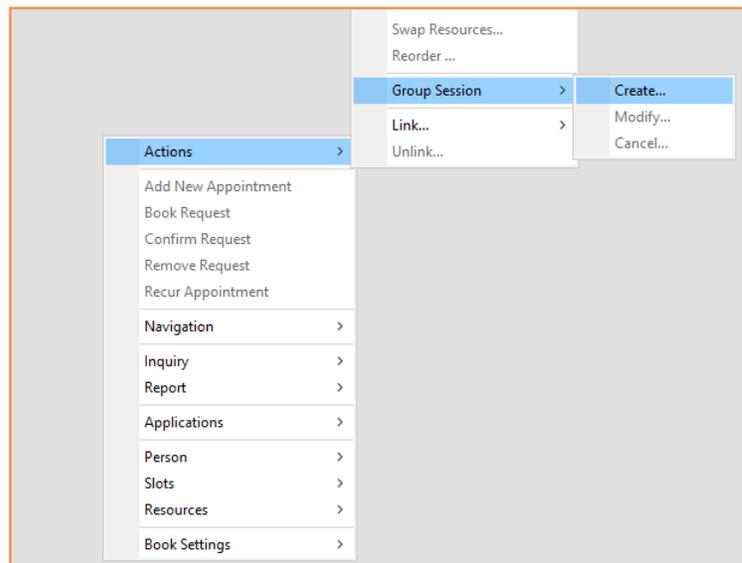
Note: A Group Session must be created first before scheduling a group appointment.

To book a group session, use the bookshelf to find the schedule of the location you are trying to create a group session for.

1. Click onto the **book**.



Navigate to the scheduling resource that can be booked for a group appointment. Use the calendar to select the date and time where the group appointment will be scheduled. Right click on the slot, select **Actions** then select **Group Session**, then select **Create**.





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Note: Create a Group Session window will appear. Fill in the appropriate fields.

Type in the Group Session Appointment Type in the first field **(1)**.

Type a description for this group session **(2)**.

Type in the location **(3)**.

Select the appropriate Capacity for this group session **(4)**.

Select begin date **(5)**.

Select begin time **(6)**.

Press the OK button at the bottom of the window **(7)**.

Create a Group Session ? X

Group Session Recur

Group session type: **(1)**

Description: **(2)**

Location: **(3)**

Capacity: **(4)**

Shared session

Open session

Begin date: **(5)** 25/Sep/2024

Begin time: **(6)** 0700

Group session conflicts:

| Role | Date | Time |
|------|------|------|
| | | |
| | | |

Check Override **OK (7)** Cancel

Note: Group session should appear on the grid in the Scheduling Appointment Book.