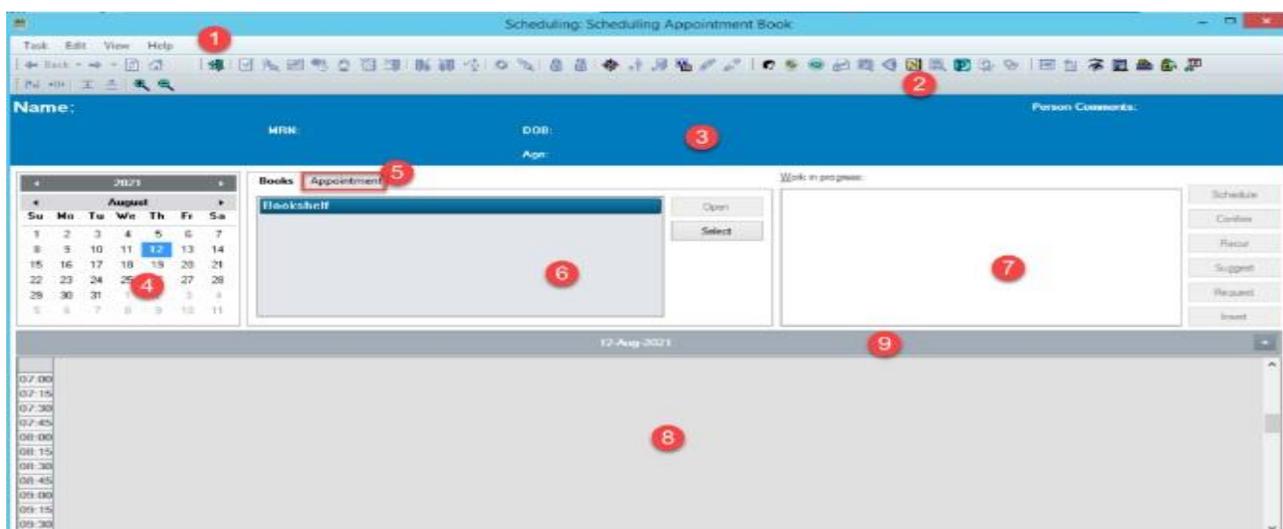


SCHEDULING APPOINTMENT BOOK OVERVIEW

ALL SCHEDULING ROLES

The Scheduling Appointment Book or SchApptBook is broken into several sections. When you login to the Scheduling Appointment Book application, the window will look similar to the screenshot below.



- Menu Bar:** Includes Task, Edit, View, and Help options.
- Toolbar:** Includes buttons or other window elements (such as Person Management, Request List Inquiry, Modify, Cancel, Reschedule, Print, Shuffle, Create Group Session, Swap Resources, and Exit) to facilitate accomplishing a task.
- Demographics Bar:** Displays Patient's Name, Age, Date of Birth, Gender and MRN.
- Calendar:** Assists in booking appointments by the days, weeks and months of a particular year.
- Appointment tab:** The appointment tab is where all patient and appointment details are entered. Required fields are indicated by a red asterisk and the box will be filled in yellow.
- Bookshelf:** Contains the Scheduling Appointment Books used to schedule and manage appointments.
- Work in Progress (WIP):** An area where a partially completed appointment resides until you are ready to book and confirm it.
- Scheduling Grid:** Contains Resource (provider, equipment, and room/place) schedules. This is where appointments are scheduled and managed.
- Grey Bar:** Clicking anywhere on this grey bar will display the Scheduling Grid in full screen. Click the bar again to return to previous view.