

Perioperative Scheduling Updating Surgical Sessions



This Quick Reference Guide will explain how to:

Change a theatre surgeon slot, or close a theatre, in Scheduling Appointment Book

Definitions:

Slot – A time block used to allocate resources in surgical locations

How to update Theatre Slots in Scheduling Appointment Book

1. Log into Scheduling Appointment Book, and open the Bookshelf of the desired theatre to change

2. Right-click the slot and select Slots > Remove Slots

Click Yes on the message that displays confirming if you would like to remove the selected slot.

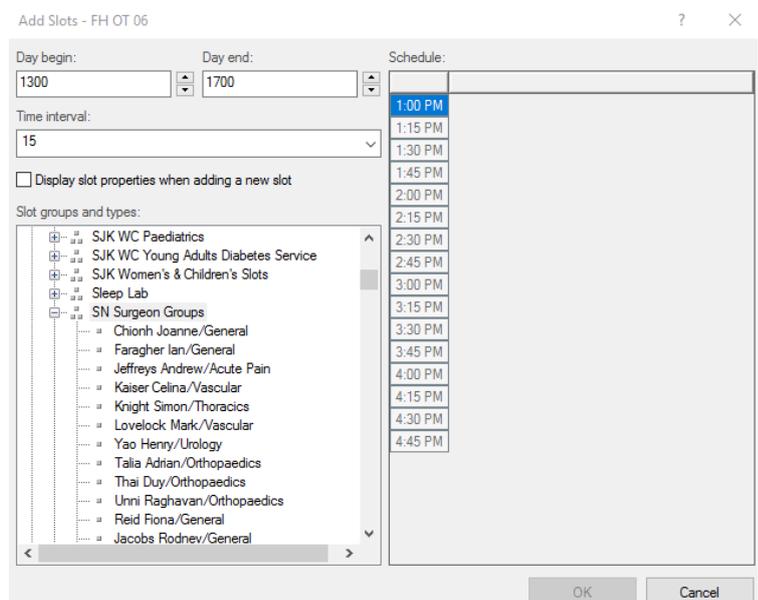
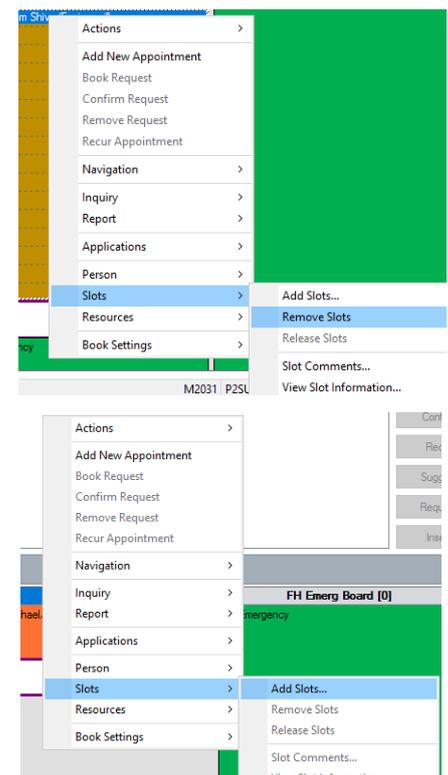
3. The slot will disappear and display as a blank grey space. To add the new slot, right click and select Slots > Add Slots...

4. In the Add Slots screen that display ensure the 'Day begin:' and 'Day end:' times are correct for the slip.

5. expand the 'Slot Groups' shown under 'Slot groups and types:', and expand the 'SN Surgeon Groups' branch.

Locate the surgeon or block to add to the empty slot, click it and **drag it into the Schedule on the side.**

This is also where Slot types such as SN Emergency, SN Closed, SN Vacant and SN Block can be selected.





6. Right-click on the slot added to the Schedule section, and select Slot Properties.

Update the Duration time to fill the slot, and click OK.

7. The Slot will now display with the updated times and colours. Click OK to save this to the Bookshelf.



Handy Hint – Adding Comments to Slots

You can add a comment to a Slot by right-clicking, selecting Slot > Slot Comments, and entering any notes into the Comments section