



Scheduling Appointment Book Views

This Quick Reference Guide will explain how to:

Configure user-based settings in Scheduling Appointment Book to assist with staff workflows

Definitions:

Schappbook – Scheduling Appointment Book, the application used for EMR scheduling

Bookshelf – The visual display for locations including clinics, theatres and procedure rooms

Slot – A time block used to allocate resources

Configuration settings in Schappbook

Schappbook has a number of settings that can be adjusted to improve workflows.

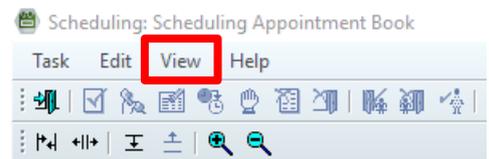
Maintaining focus on confirmed bookings

1. From the toolbar, select View > Options

2. In the Options screen, select the Confirm tab

Confirm

3. Select the option to Maintain focus on last confirmed appointment, and click OK



Maintain focus on last confirmed appointment

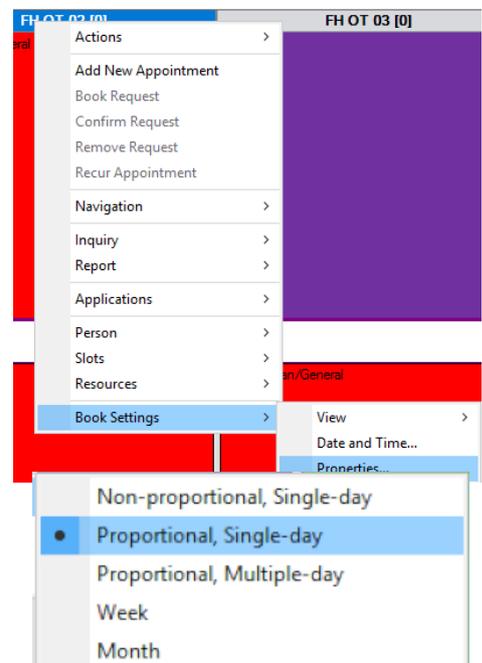
Change the default times shown on the bookshelf

1. Open the bookshelf to display the room or location headings.

2. Right-click any of the rooms, select Book Settings > Properties...

3. Update the Visible Day Range as suits your scheduling needs, so only times required are displayed. Click OK

Visible Day Range
Begin time: 0800 End time: 1700



Displaying bookings outside scheduled slots

1. Open the bookshelf and right-click on any slot

2. Select Book Settings > View > Proportional, Single-day

3. The view will update