

Scheduling Appointment Book Views

Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

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

Definitions:

Schapptbook – 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 Schapptbook

Schapptbook 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 $\ensuremath{\mathsf{OK}}$

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:	End time:				
0800	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





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Properties						
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