Scheduling and Referrals - Updating Request List Columns

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Quick Reference Guide

This Quick Reference Guide will explain how to:

Organize and view the most informative and useful columns for scheduling from Request Lists.

Definitions:

Schapptbook – Scheduling Appointment Book, the application used for all EMR Scheduling activities
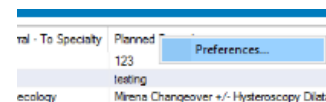
Inquiry – The view to be used for loading specific Request List Queues

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How to customize request list columns

1. Log into Schapptbook, and open the Request List screen

2. Select the Inquiry appropriate for the type of scheduling for your work, and click Find to return results
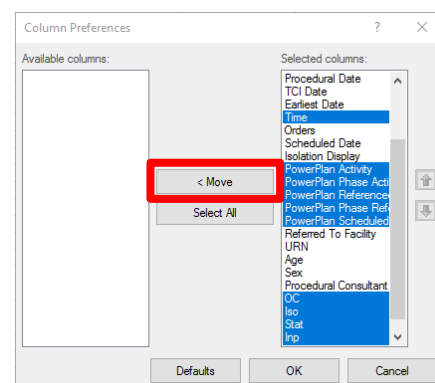

3. Click anywhere on one of the column headings and select Preferences to open the Column Preferences window
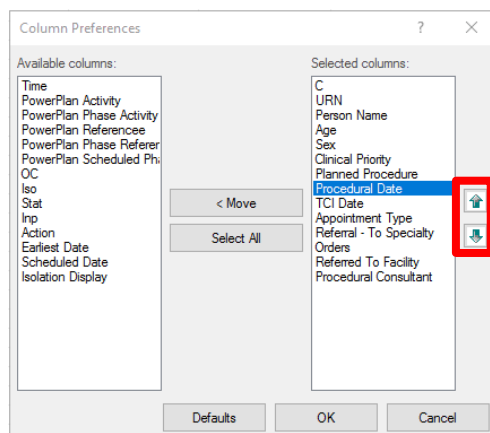

4. Select any unnecessary columns from the Selected Columns list on the right.
   Holding down the Ctrl button will allow you to make multiple selections.

   With the columns highlighted, click '< Move' to move the selected items to the available columns list on the left.

5. You can now individually select headings, and use the up and down arrow to arrange them as desired.

6. Click OK. The Column Preferences window will close, and your display settings will update.