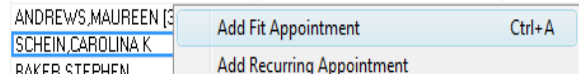


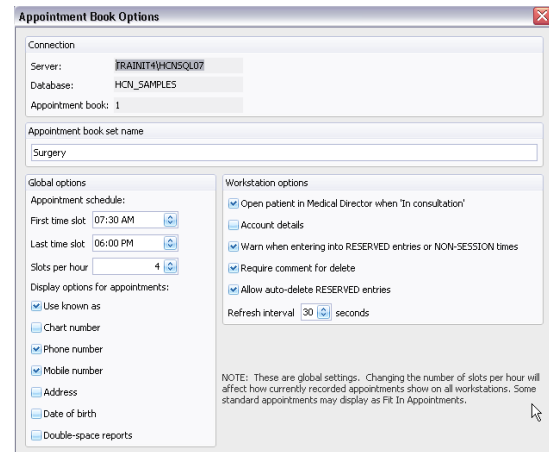
FIT-IN APPOINTMENTS

- To add a fit-in appointment **highlight the time slot** that you wish to 'double book'
- Right click** and select **add fit appointment**
- Enter patient details as usual



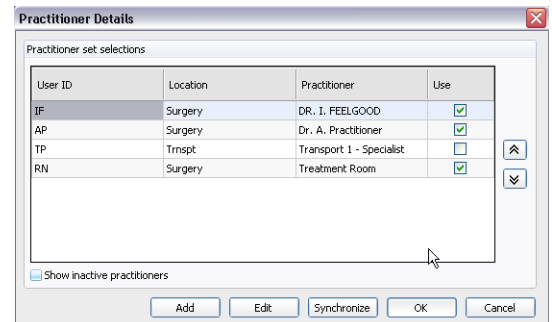
APPOINTMENT BOOK OPTIONS

- Select **setup → options**
- Customise the appointment book by adjusting details (appointment times, start and end times, patient details viewed etc)
- Save** before exiting



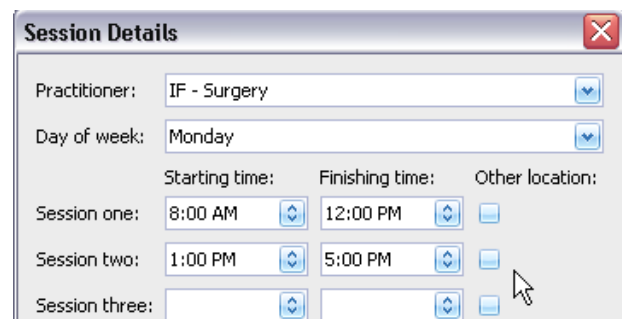
SETTING UP DOCTORS

- In **appointment book** screen → **setup → doctors**
- Tick** the practitioners to be shown in the current appointment book
- Add new doctors if required or edit details of the existing practitioners
- Save** before exiting
- NOTE:** If you want to add a doctor to a new appointment book you must first remove them from the current appointment book



SETTING UP SESSION TIMES

- In **appointment book** screen → **setup → availability**
- Select **standard sessions** to set up start and end times for sessions for each doctor for each day. **Save** before exiting.
- Select **special sessions** to schedule temporary changes to the routine roster (eg work the next three Saturdays). **Save** before exiting.
- Select **days absent** to allocate bulk free time (eg three weeks holidays). **Save** before exiting.
- Click **show** to see the days absent allocated and remove them from the list if required.



MULTIPLE APPOINTMENT BOOKS

- In **appointment book** screen → **Setup → manage appointment books** to move between different appointment books or to **add** a new appointment book
- Setup** the options and practitioner details as usual
- Select **status** to inactivate a current appointment book or to reactivate a currently inactivated appointment book.