


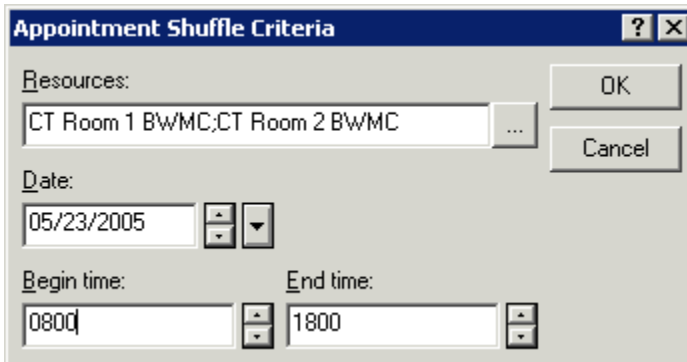
Appointment Scheduling

Appointment Shuffle

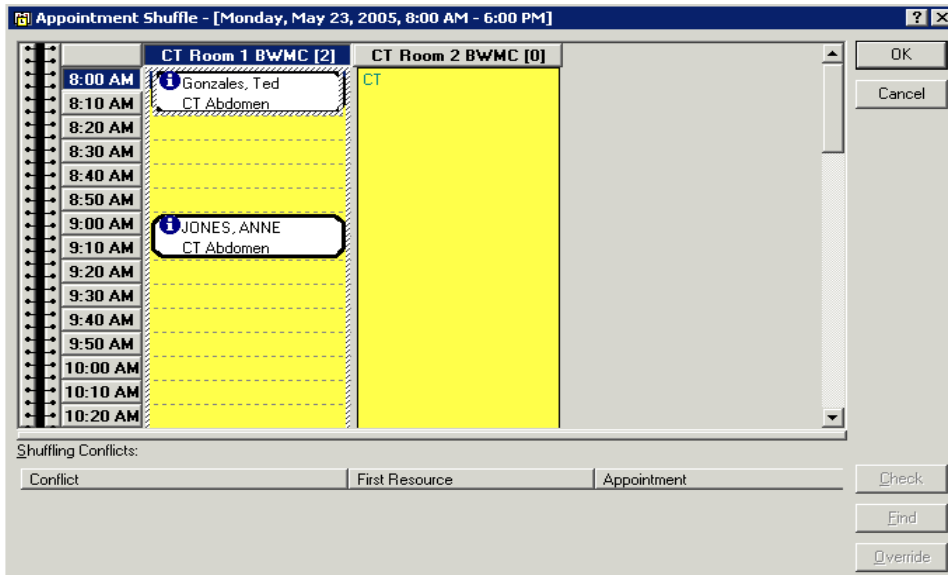
The shuffling feature is used to move around appointments on the same day, without having to go through all of the rescheduling steps. For example, if appointments are scheduled for a particular examination room, and that room is no longer available, you can display the Appointment Shuffle dialog box and drag the appointments from the unavailable resource to available resource.

Select the Shuffle option in the Appointment Book  to open the Appointment Shuffle Criteria dialog box. You may also highlight an appointment within the grid area, right click, choose Actions and Shuffle from the menu. (Proportional Single Days in book settings.)

The Appointment Shuffle Criteria window will display. Press the OK button.



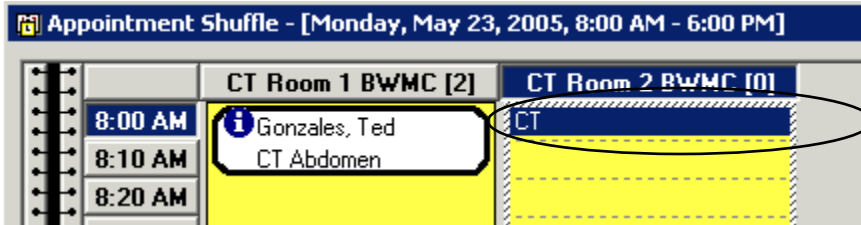
The Appointment Shuffle window will display.



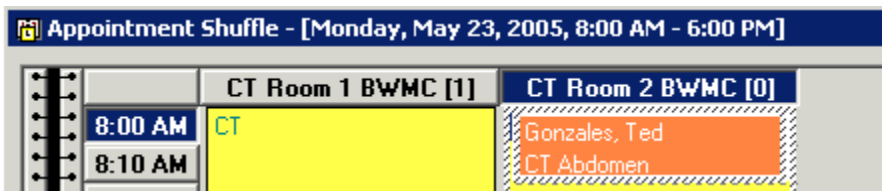
To move appointments to a different time or Resource, highlight the appointment you would like to shuffle. You are only able to shuffle appointments from the primary resource to which they are scheduled. It is also important to note that appointments can

only be shuffled to a new slot or resource on the same day the original appointment was scheduled.

Left click and drag to the appropriate time and Resource. You will see a blue bar display before you release your left mouse click.



Release your mouse click and the appointment will now display in the new time timeframe in a Pending status.



Press the OK button. The Reason for Shuffle window will display. Select a reason from the dropdown and press the OK button.

The Shuffle window will close and the appointment will now appear in a Confirmed status in the new timeframe/Resource.