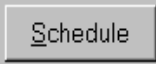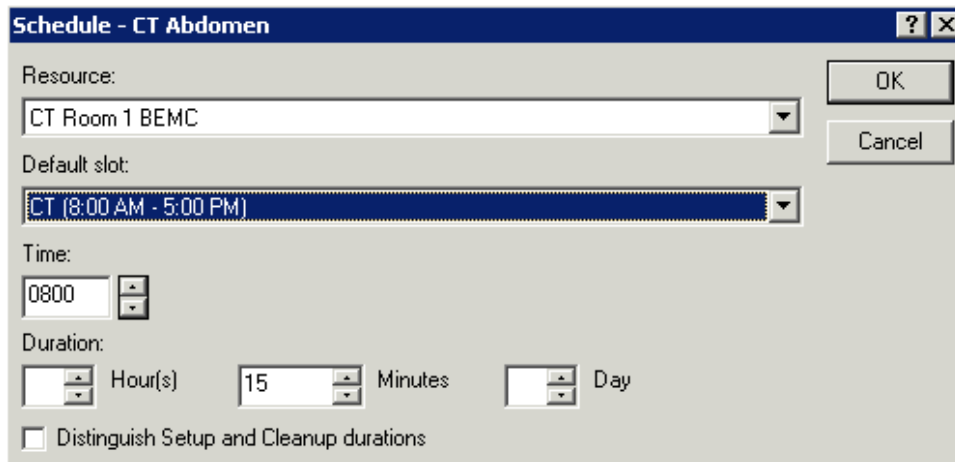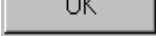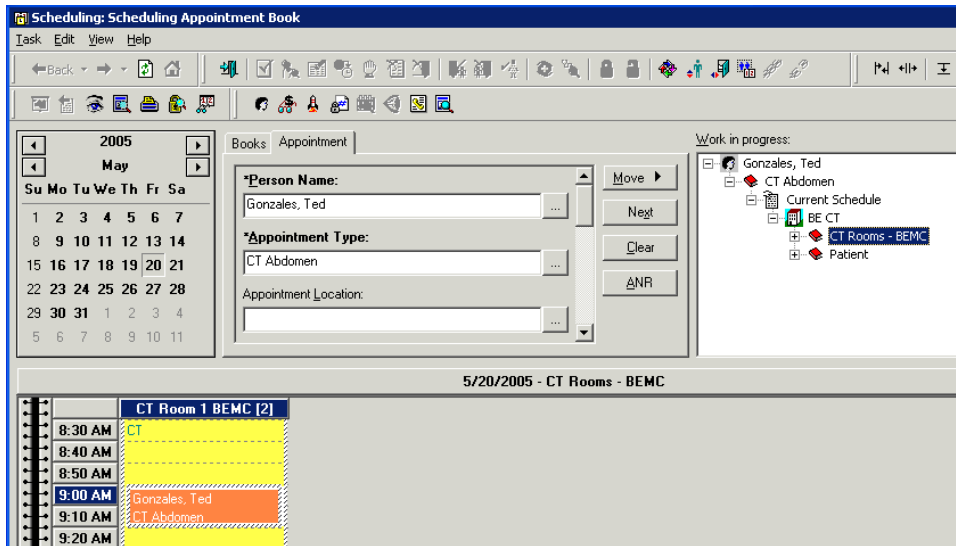# Appointment Scheduling

Schedule Button Method

As you will see, the schedule button allows the user to view the default selections such as duration and slot. Within one window, the user can verify or change the resource, duration, slot, and time using the drop down boxes that display available options. This option is recommended for booking outside the slot (overbooking) only. It is the **least** recommended method for booking regular appointments as users can accidentally book appointments outside the slot and allow for potential double booking.

1. Click the Appointment tab Appointment and fill out all the appropriate accept format fields in the same manner as the previous examples.
2. Press the MOVE button to move the information to the WIP.

3. Click the appointment and then click the Schedule button. The Schedule Box will open and prompt for the Resource and Default Slot that you wish to schedule the appointment to.

Schedule - CT Abdomen

Resource:
CT Room 1 BEMC

Default slot:
CT (8:00 AM - 5:00 PM)

Time:
0800

Duration:
Hour(s)   15   Minutes   Day

☐ Distinguish Setup and Cleanup durations

OK
Cancel

4. Select a Resource and a Default Slot and click OK to schedule the appointment. Note the appointment now appears under the resource and in the time slot previously selected in the Schedule window in a Pending status.

5. To confirm the appointment click [Confirm] and the Confirmation window will display.

6. Click [OK] to close the Confirmation window. The appointment will now display in a Confirmed status. If you need to go back and change the appointment date or time you can click cancel and still go back and make the changes.