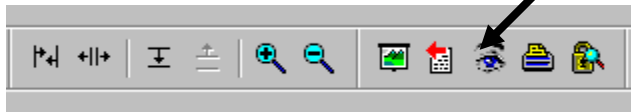


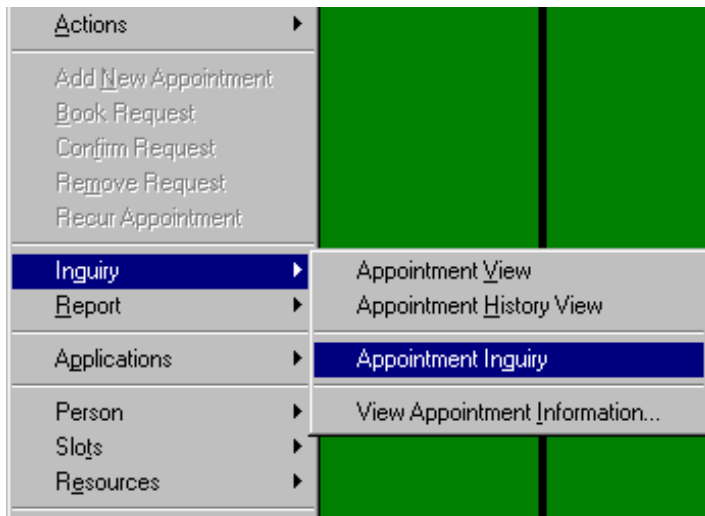
Inquiring Person and Resource Schedules

Schedule Inquiry window allows you to enter the parameters required to view the schedule associated with a specific person or resource. There are two available options for using the Schedule Inquiry window: the Person tab and the Resource tab. Each of these is described below, along with the elements that are available under each heading.

1. You can access the person and resource information two different ways. The first is to click the Inquiry button (eyeball) located at the top of your screen.



2. Another way to access the person and resource schedule is to right click somewhere on the slots, scroll down to Inquiry, and then Appointment Inquiry.




3. The Appointment Inquiry box appears on your screen.

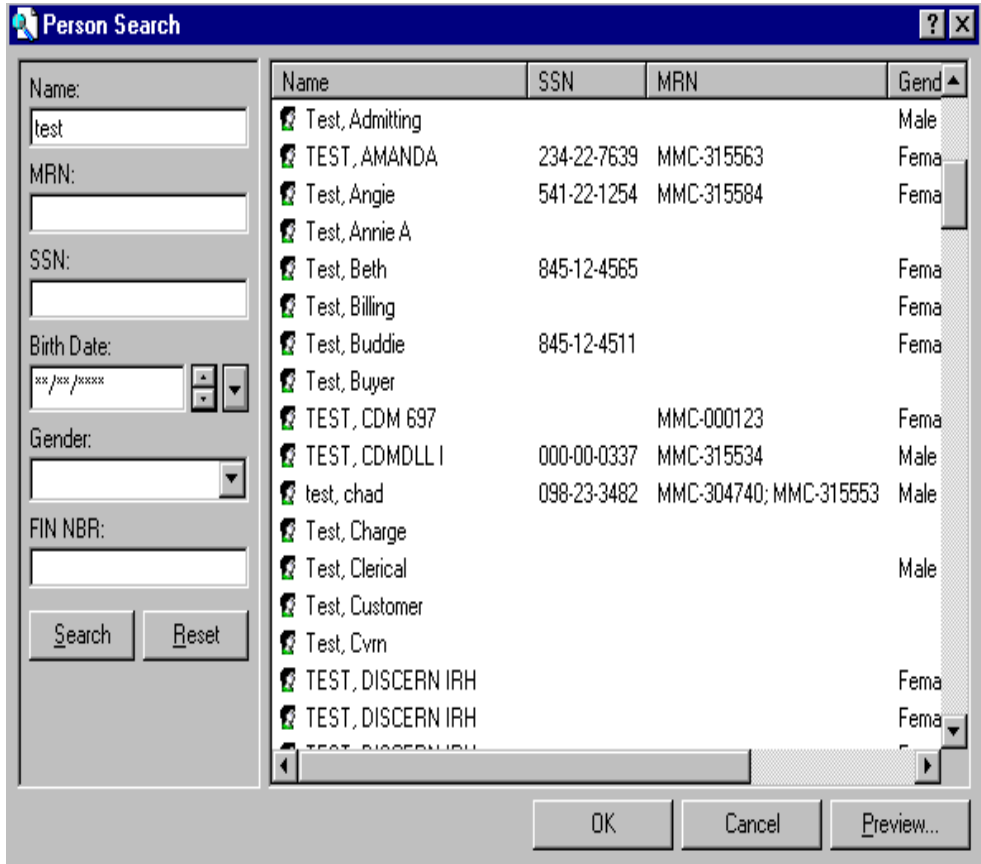
The screenshot shows a window titled "Schedule Inquiry" with a menu bar (Task, Edit, View, Help) and a toolbar. A yellow header bar contains fields for Name, MRN, DOB, Age, and Gender. Below this is a tabbed interface with "Person" and "Resource" tabs. The "Person" tab is active, showing an "Inquiry Type" dropdown set to "Person Schedule Inquiry", a "Person" text box, and date/time pickers for Start Date (10/24/00), Start Time (0000), End Date (xxx/xxx/xxx), and End Time (2355). "Find", "Clear", and "Close" buttons are at the bottom. The status bar at the bottom indicates "For Help, press F1", "CERT JACRAWLEY", and "Tuesday, October 24, 2000 2:37 PM".

4. To search for a person schedule, click the Person Tab.

Note: If you are not able to see the Person Tab, click the arrows located next to the tabs.

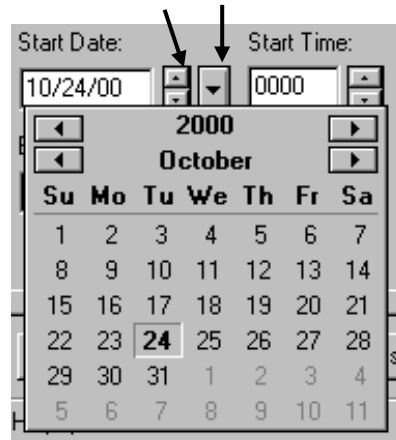
5. In the Person box, enter the name of the person whose schedule is to be displayed.

- After typing in all, or part of the person's name, press the ellipse button  to bring up the Person Search window. You can also hit Enter on your keyboard. The Person Search box appears on your screen.

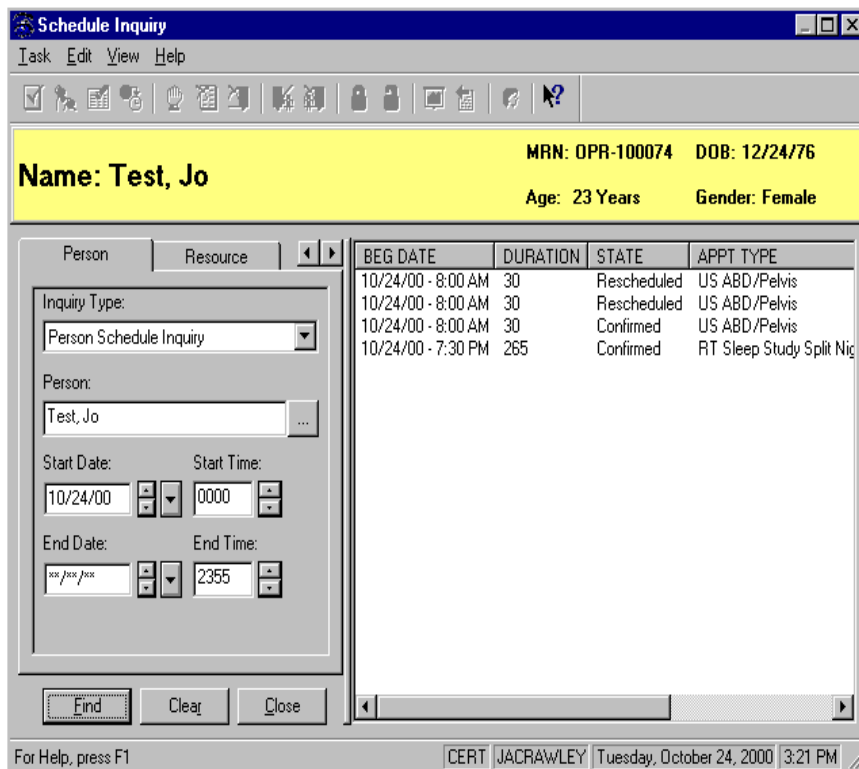


- Find the person's name on the right, highlight it, and click OK. If you do not see the person's name, scroll up and down using the scroll arrows on the top and bottom right of the box. If the person's name still does not appear, clear the name field, type the person's social security number in the SSN field and click the Search button. You can also search by Medical Record Number, Birth date, Gender, or Fin Number.
- After you have found your person and clicked OK, the person's name will appear in the name field. (Note: You must find the person's name through the Person Search, or the system will not be able to find the person's information.)

- The Start Date field defaults to the date that was selected in the appointment book. If you would like to change the date on which the inquiry should begin, highlight and type over the current date or use the arrow buttons advance or go back one day at a time. You can also click the larger arrow button to bring up the calendar, and then choose your day from there. After you choose the begin time, choose an end date, or leave it blank. Begin and end times can also be chosen.

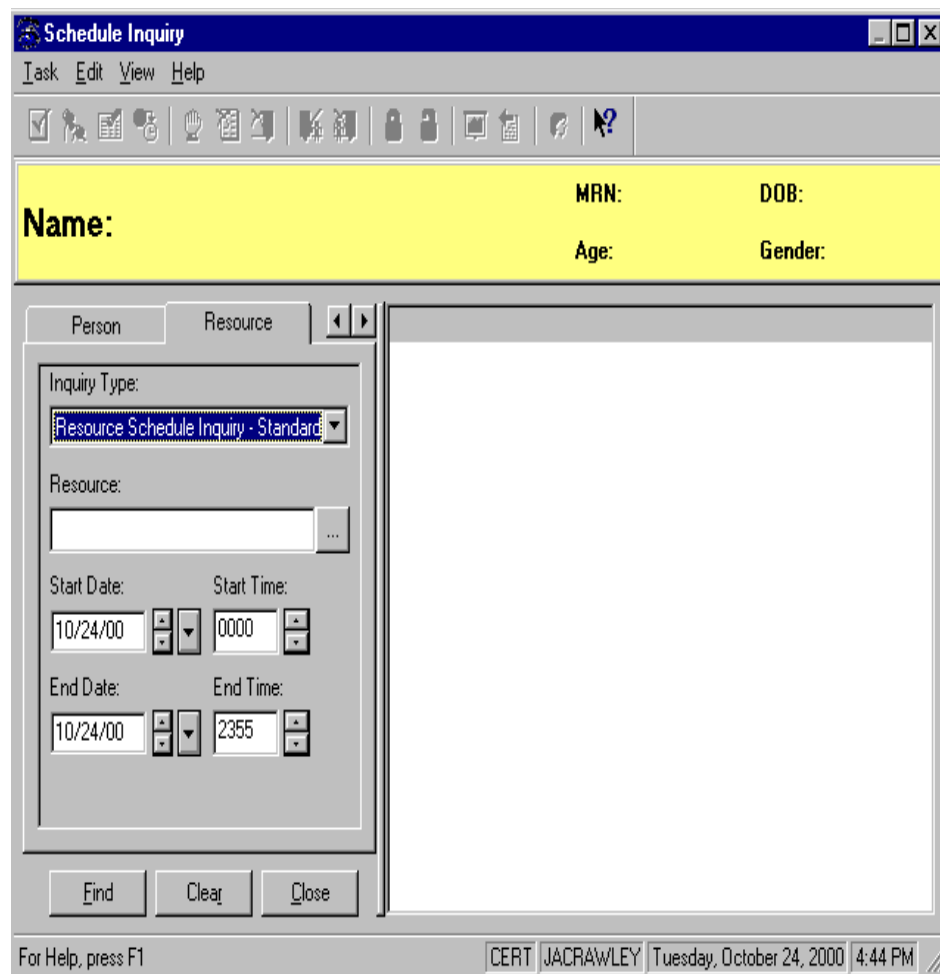


- Once you have found the person and have chosen the begin and end times, click the Find button to bring up the person's information.



- All appointment information for the person that falls within the parameter chosen will appear in the right hand box.

12. When you are finished with the information, click the Close button to return to the appointment book
13. To look up a Resource's information, follow the same steps as the person search to bring up the Scheduling Inquiry box and click the Resource Tab.



14. Type in the Resource you are searching for in the Resource field and click Enter on your keyboard. Choose the your resource from the list, then set your parameters for searching (start date, end date, etc)
15. Click the Find button and the system will bring up all appointments scheduled to that resource that falls within your search parameters.