

User Preference Setup

User Defaults

The screenshot shows the 'Options' dialog box with the 'User Defaults' tab selected. The dialog contains several configuration options for user preferences, each highlighted with a numbered box (1-8). The options include a default location dropdown, appointment type synonym settings, scheduling range spinners, appointment detail field ordering, a checkbox for multiple location values, a dropdown for expanding the tree to a specific level, and a spinner for the request list update time.

1. **Default Location** can be chosen from the drop down menu. This function would be used if a user schedules consistently for one location, i.e. the RAD department.
2. **Default Appointment Type Synonym** can be chosen by selecting the radio button
3. **Appointment Synonym** can be selected from searching in the box for the desired appointment type. This option could be used if a user consistently schedules one appointment type and would then default into the appointment type field.
4. **Appointment scheduling range** refers to the time frame that the system will allow the user to schedule. By setting at 0 and 0, there is no restriction.
5. **Appointment Detail Fields** are the 3 set fields that will always appear at the top of the appointment tab. This option allows you to determine what order these will appear in. For example, if you select the Appointment Location first, only the Appointment Types that can be scheduled for that location are listed for selection.
6. **Work in-progress, Expand the Tree** will determine the levels that are displayed in the Work In-progress window. Default is Role.
7. **Allow multiple Appointment Location Values** will allow multiple location values in one booking conversation. This also allows for the Suggest option to return all available appointments across multiple locations.
8. **Request List Update time** is set here in seconds and will determine the amount of time between updates of the queue.