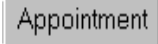
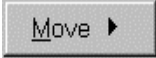
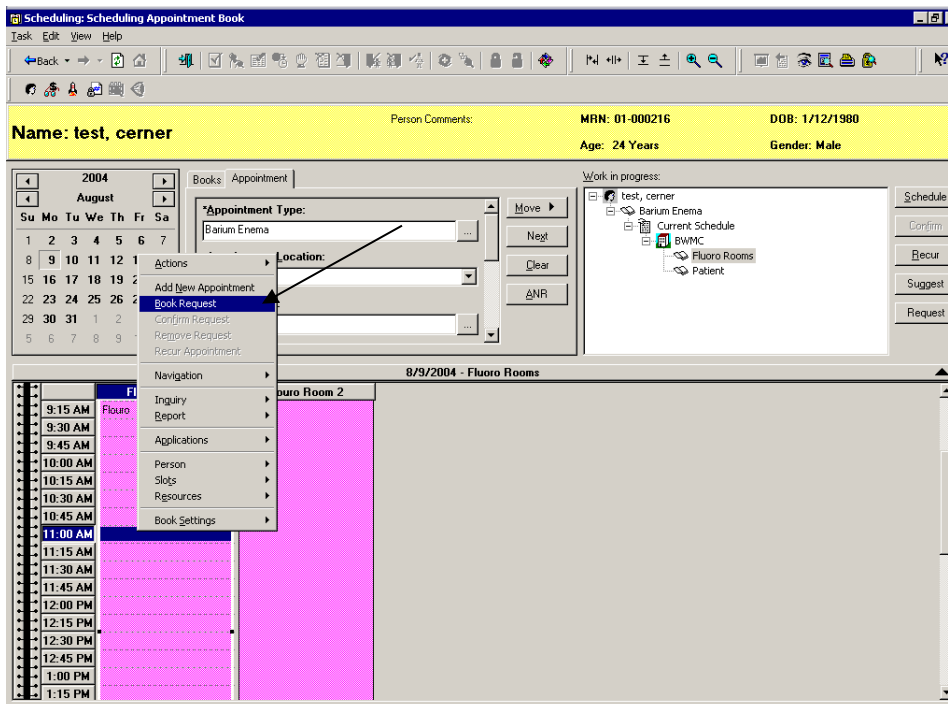


Appointment Scheduling

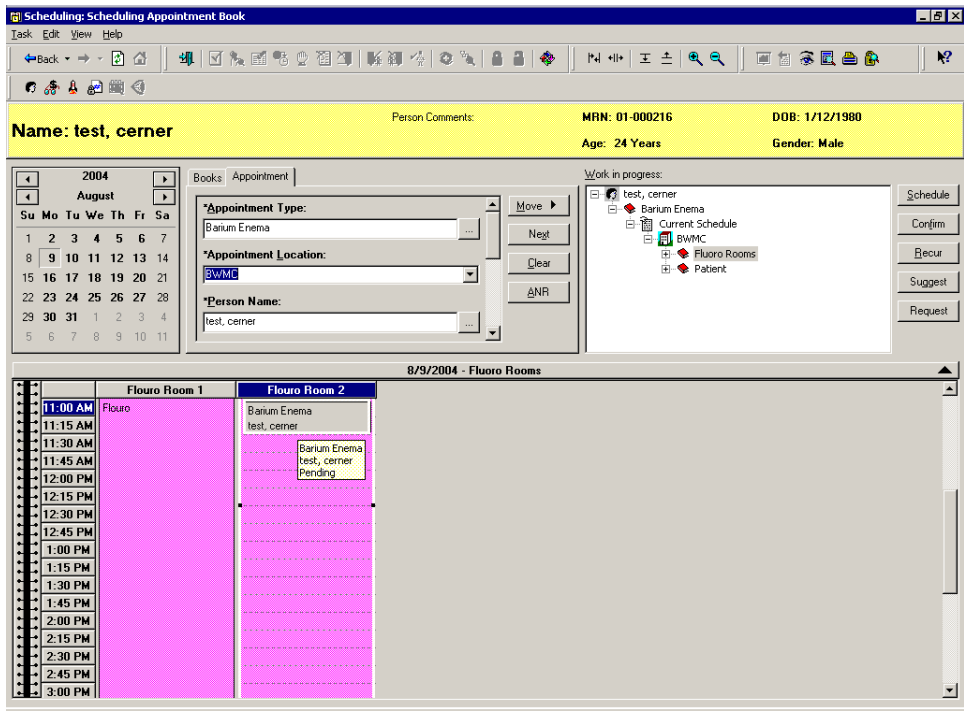
Book Request Method



Scheduling with Book Request is helpful for those users who prefer to fill out the appointment information first and then search for an applicable slot.

1. Begin in the Appointment tab as seen in the previous methods. Click the Appointment tab button .
2. Choose an appointment type and fill out the rest of the fields in the accept format. Click the move button  to place the event details in the WIP. (Depending on the appointment selected, an order may have to be chosen as was shown in the previous example).
3. Scroll through the template to find the applicable slot. When the desired time is found, right click on the slot to display the menu.



4. Select *Book Request* from the menu. The appointment will then be in a pending state, denoted by the red books in the WIP.



- Click the  button to confirm the appointment and click  in Confirmation window. This will place the appointment in a confirmed state.

	Flouro Room 1	Flouro Room 2
9:30 AM	Flouro	Flouro
9:40 AM		
9:50 AM		
10:00 AM		
10:10 AM		
10:20 AM		
10:30 AM		
10:40 AM		
10:50 AM		
11:00 AM		
11:10 AM		Colon Barium Enema test, cerner Confirmed
11:20 AM		
11:30 AM		
11:40 AM		
11:50 AM		
12:00 PM		
12:10 PM		