## **User Preference Setup**

Within the Scheduling Appointment Book solution there are several options which are set at the user level. This means that these options must be completed by every user under their user name. After completing this step one time, the information need not be entered again unless changes are made.

## **Demographics Bar**

1. Click the View option in the tool bar and highlight demographics bar.



2. By selecting this option the demographics bar will appear and will display patient's name, MRN, age, DOB and gender. You can also Right Click on the demographic bar and properties will appear and you can choose what fields and color you would like the bar to be.

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