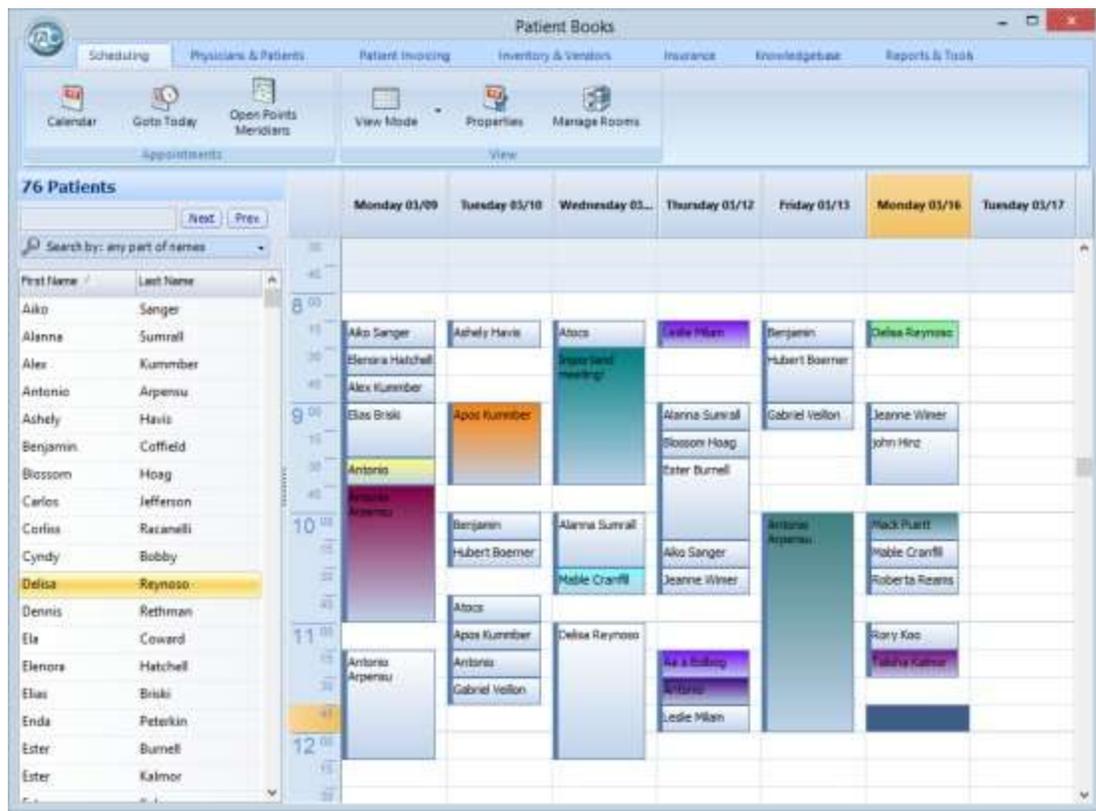


Scheduling



The scheduling window lets you create and manage appointments for patients in a flexible and familiar way. To the left of the window you can find a name list of all of your patients. On the top toolbar there are various buttons to manage different aspects of the appointments, and the main area of this window presents the scheduler itself.

It is simple and easy to work with the scheduler. Many of the options, such as creating new appointments or rescheduling existing patients, require only a click or a drag with the mouse.

Note: creating a new appointment or editing one will automatically create or arrange the sessions in the Patients window.

It is possible to view appointments in different layouts. There are three possible ways to view the appointments, which can be selected from the View Mode button on the top toolbar:

Weekly date view: appointments are viewed in daily columns. Each column represents a day.

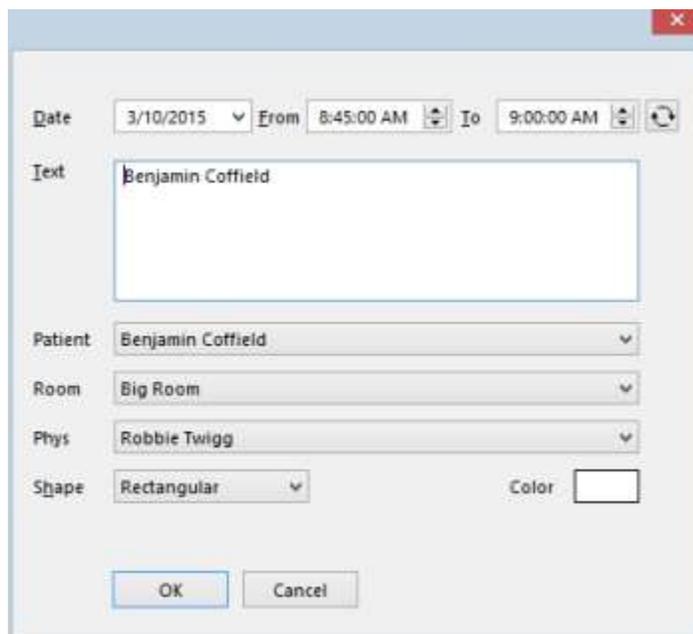
Rooms daily view: each column represents a different room. The view will adjust to the number of rooms entered.

Physicians daily view: each column represents a different physician. The scheduler view will adjust to the number of physicians that exists in the system.

New Appointment: creating a new appointment for your patient is as easy as dragging a name from the patient list and dropping it into the required time slot. If you drop it in a certain room (when in rooms view) the appointment will be created in that room. The same is true when dropping into a certain physician when in physician view.

You can also create an appointment by right-clicking on the desired date and time in the scheduler.

Once inside the create/edit appointment dialog you can set it to any date/time you like or change rooms and physician/practitioner.

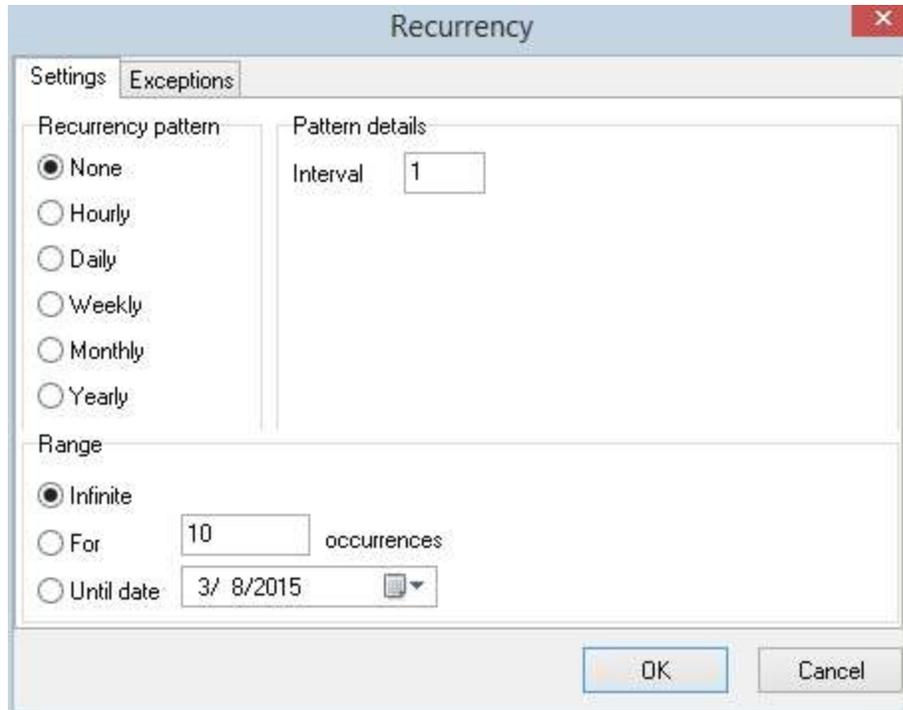


It is also possible to choose the shape and color of the specific appointment, so you can have different views of appointment.

Changing and editing appointments: moving an appointment to a new date/time or new room or physician is as easy as dragging the appointment shape from the current slot into the new one. Simply click the required appointment, then move the mouse cursor to the left side of it, and when the cursor changes into a cross shape click the mouse button, keeping it down and moving the appointment to the desired new position.

It is of course also possible to double-click the appointment or right-click and choose edit, in order to open the edit appointment dialog to change any information.

Recurrency: you can set a recurring appointment with various options. To get into the recurrency editor click the recurrency button at the top right of the dialog.



In the recurrency editor you can set the recurrency pattern range and interval, which will be reflected as the new appointments will appear in the scheduler.

Changing the viewing date is possible by clicking the Calendar button on the left of the top toolbar. This will open a calendar that you can drag and move to a preferred position. Clicking each day on this calendar will adjust the scheduler to show this date.

Open Meridian/Point is a function used to find the ideal dates and times to use certain points or meridians in treating your patients. There are two ways in working with this function:

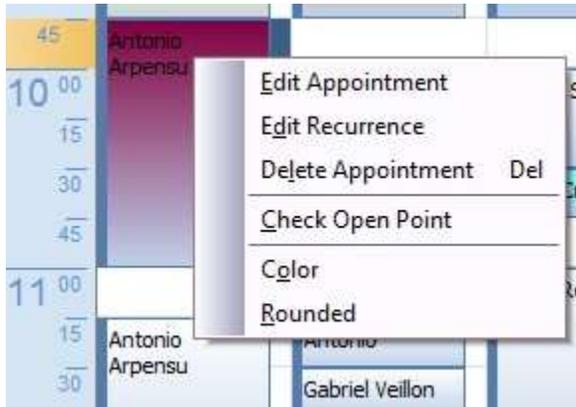
1. Click the Open Points Meridians button at the top toolbar. This will present a calendar with the information about ideal meridians and points usage for each day and hour.
2. Right-click over any time-slot in the scheduler and choose the Check Open Point option. A dialog will appear presenting information of the ideal point and meridian for that specific date and time.

The **Properties** button on the top toolbar will give the option of choosing the scheduler active days, the length of a default appointment and various other options.

The **Manage Rooms** button from the top toolbar lets you manage the rooms available in the scheduler for the appointments. This will allow you to add a new room or edit the name of an old one. To add a new room click the button with the plus sign (Insert record) at the bottom, then use the keyboard to text in the name of the room. When finished click the button with the v sign (Post edit) which will apply the changes to the database. Use the button with the minus

sign to delete the selected room. Once added or edited the scheduler will adjust to reflect the change.

For some quick appointment edit options it is possible to right-click over any appointment and get a popup menu:



Another helpful option - when right clicking over a name in the patient lists on the left, a different popup menu will open that will present various quick options for managing patients and invoices that are generally available on other windows:

Search by: any part of names

First Name /	Last Name
Aiko	Sanger
Alanna	Sumrall
Alex	Kummb...
Antonio	Arpensu
Ashely	Havis
Benjamin	Coffield
Blossom	Hoag
Carlos	Jefferso
Corliss	Racanel
Cyndy	Bobby
Delisa	Reynosc
Dennis	Rethma
Ela	Coward
Elenora	Hatchel
Elias	Briski
Enda	Peterkin

30
45
8:00
15
30

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- Add new patient
- Edit patient details
- Delete patient
- Add New Invoice
- Recieve Payment from Patient
- Print Patient Sessions
- Make a Note
- Create / Edit Patient Medical Questionnaire
- Print Patient Questionnair Summary
- Stems and Branches Analysis
- Email Patient
- Archive Patient

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