Actions in the Scheduler

: is important that your Resources, Types, Departments, Statuses*(optional)* and Settings *(optional)* are onfigured under the Appointment Configuration screen before creating appointments.

he scheduler display will default to the Day View.
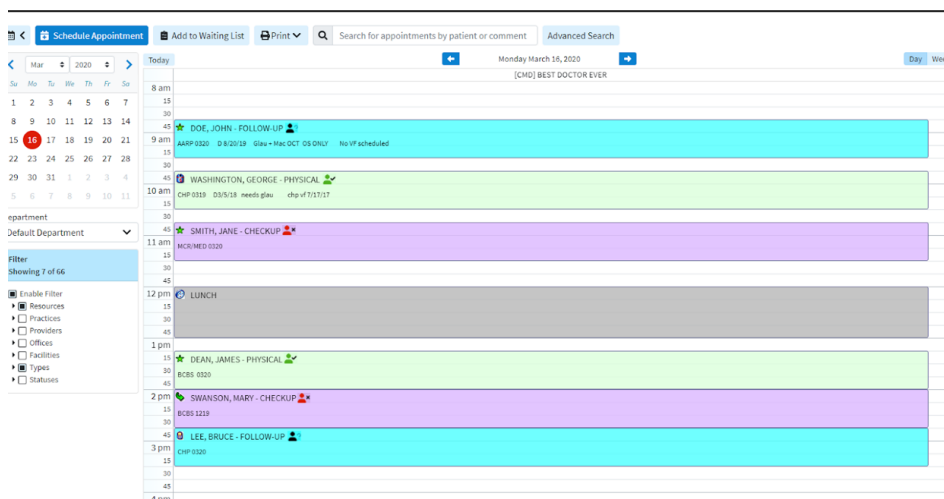
Actions/Options

1. **Mini Calendar**: This displays the current month in the top left corner of the screen; you can view past or future months. When you're in the day view, the current date has a small red circle around it. The day selected within the mini calendar will display the associated appointments within the main calendar view.

2. **Schedule Appointment button**: Click this button to create a new appointment.

3. **Add to Waiting List button**: Click this button to add an appointment to your waiting list.

4. **Print button**: Click this button to print your daily or weekly schedule.

5. **Department**: Use this to filter through your scheduler departments.

6. **Day View**: Use to view appointments for a single day separated by resource.

7. **Week View**: Use to view appointments for the week.

> ⚠ Appointment Resources are not visible within the weekly view. To view appointment resources within the weekly view, right-click on the appointment and select Edit Appointment or double

click on the appointment.

8. **Filter**: Allows you to narrow down the view of the appointments and blocks by selecting the filters you want to see, and deselecting the filters you don't want to see.

9. **Main Calendar View**: This is where all of the appointments will be displayed by Resource.

10. **Advanced Search**: Use this to search for an appointment by the patient or comments.