ENTERPRISE SERVER

## IES Appointments: Organizing a Day

Purpose

The purpose of this Document is to explain how to organize or re-organize a day in the life of an Appointment Book.

Introduction

An Appointment Day potentially has Time Slots and Appointments for some or all of those slots, and can have Standby Appointments in addition. A Blocked Out Date usually has no time slots, but any Blocked Out Date can be re-organized (as can any other Date) with time slots from a selected Template, and any Day with Time Slots can be blocked out to become a Blocked Out Date (although if there are any Appointments already present, then those have to be moved to different dates 1st).
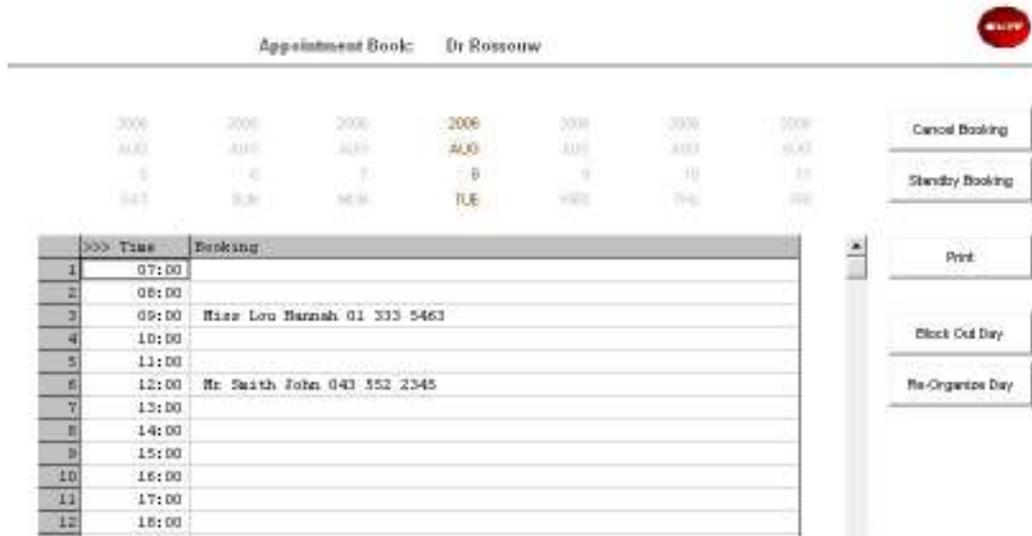
View of the Book
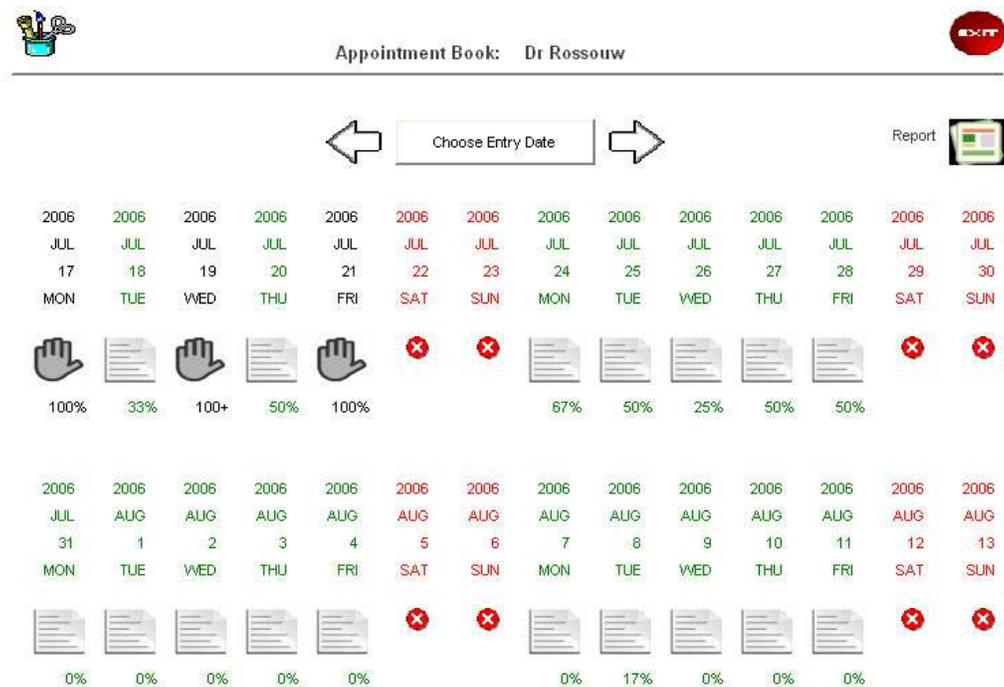
Above we see a 4 week view of Dr Rossouw's Appointment Book. Below each Date is an image which gives the 1st indication for the status of that Date. A red image indicates that the Date is blocked out, and no appointments should be entered for this date, whereas a 'blocking hand' indicates that the date is already full. In the latter case it will show 100% or 100+ below the 'hand', and 100% means fully booked whereas 100+ means fully booked plus Standby Appointments present in addition. The remainder of the Dates show an 'open page' with a % reserved capacity indicated underneath, e.g. 33% booked.

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Below, we enter the date of 8 Aug 2006 in Dr Rossouw's Appointment Book, by clicking on the 'open page' image. There are only 2 appointments listed so far.

This Date cannot be blocked out at the moment, because there are some appointments present, but if they are moved to other dates, then we can, in which case, if we choose the 'Block Out Day' function, the image back on the Book View will change to the red image.

If we choose 'Re-Organize Day', then we can choose a Template, and the system will overwrite the current time slots with the new, i.e. from the selected Template, and adjust the current appointments accordingly.

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