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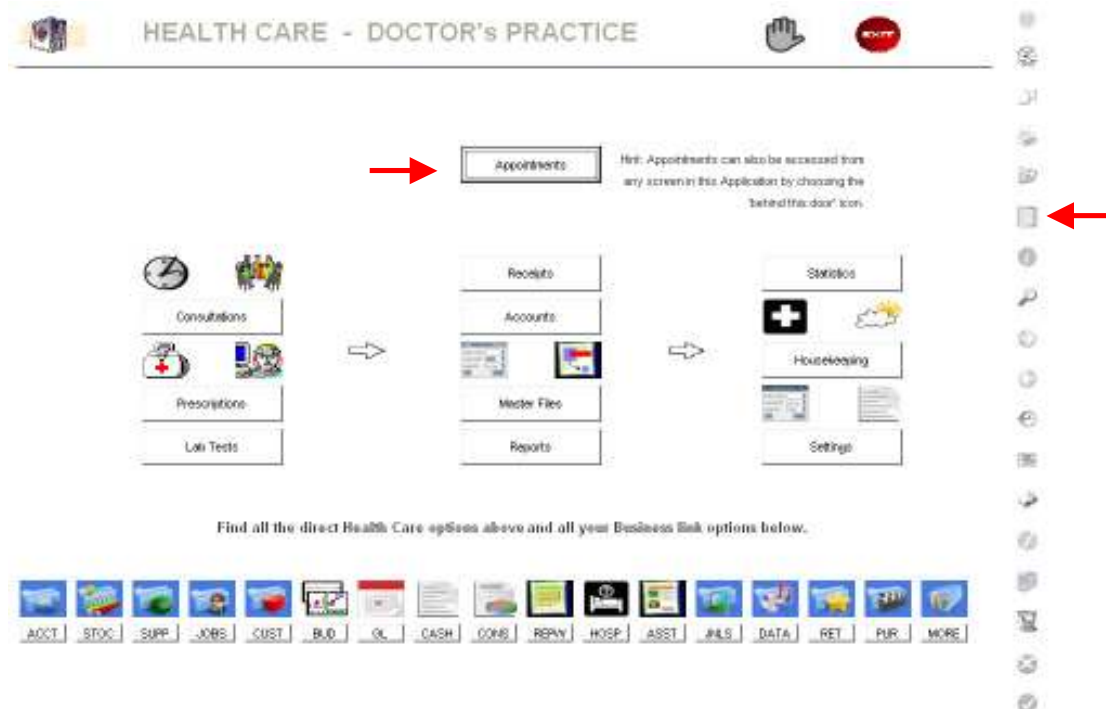
IES Appointments: Book On Demand

Purpose

The purpose of this Document is to explain the 'Book On Demand' function when using an Application that relies on Appointment Books.

Introduction

When we use an Application like the Medical System, which relies on Appointment Books to a large extent, the system offers 'book on demand'. In other words, while perhaps busy verifying Patient details or even filling in a new Patient record, and the phone rings and someone wants to make an Appointment, then we must be able to open an Appointment Book without having to 1st finish what we are doing, and without losing what we are currently doing, i.e. be able to return to where we left off when the need to use the Appointment Book arose in the 1st place.

Behind the Door Icon

While using an Application that uses Appointment Books extensively, the system offers the Appointment Books function on demand, i.e. from any screen, by choosing the 'behind the door' icon, or if the icons are not shown, selecting 'icon functions' from the top menu and choosing 'behind the door'.

On the main Medical Menu, appointment functions can be entered by choosing "Appointments" or by choosing the "behind the door" icon (see the red arrows shown above). However, any other screen that we use while in the Medical system application also supports this icon function, irrespective of whether we are working with a Patient record, an Invoice, or something else.

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In the example shown above, we are working with a Current Invoice. If the phone rings and we need to access the Appointment functions, we just have to click 'behind the door' (see red arrow), and the usual Appointments menu will appear, i.e. to enter any Appointment Book. When done with appointments, we return to exactly where we were before.

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