HOW TO BOOK A GROUP SESSION TIP SHEET

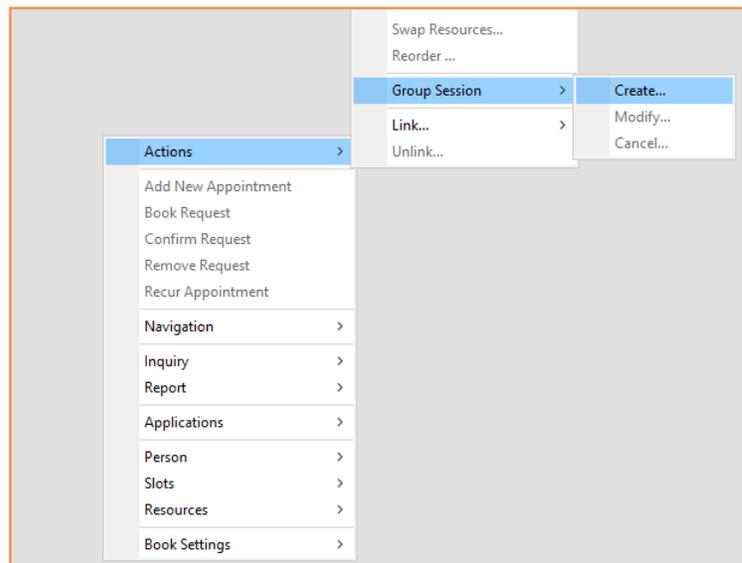## HOSPITAL INFORMATION SYSTEM (HIS)

SCHED ROLES

Note: *A Group Session must be created first before scheduling a group appointment.*

To book a group session, use the bookshelf to find the schedule of the location you are trying to create a group session for.

1. Click onto the **book.**

Navigate to the scheduling resource that can be booked for a group appointment. Use the calendar to select the date and time where the group appointment will be scheduled. Right click on the slot, select "**Actions**" then select "**Group Session**", then select "**Create**".

Note: *Create a Group Session window will appear. Fill in the appropriate fields.*

Type in the Group Session Appointment Type in the first field **(1).**
Type a description for this group session **(2).**
Type in the location **(3).**
Select the appropriate Capacity for this group session **(4).**
Select begin date **(5).**
Select begin time **(6).**
Press the OK button at the bottom of the window **(7).**

Note: *Group session should appear on the grid in the Scheduling Appointment Book.*