SCHED ROLES

SCHED: How to Add A Slot: Locate the schedule that you are trying to add a slot to. Schedules can be located using the bookshelf on the Books Tab.

1. Click onto the "**Bookshelf**" header.
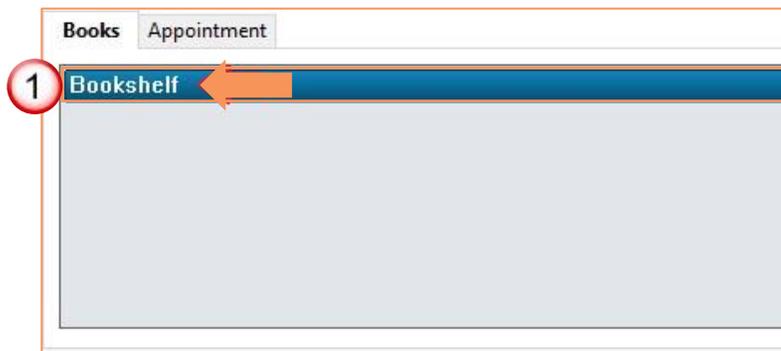
2. "**Select Bookshelf**" window will appear. Located the Bookshelf you are trying to open. Click on the **book** and press "**OK.**"
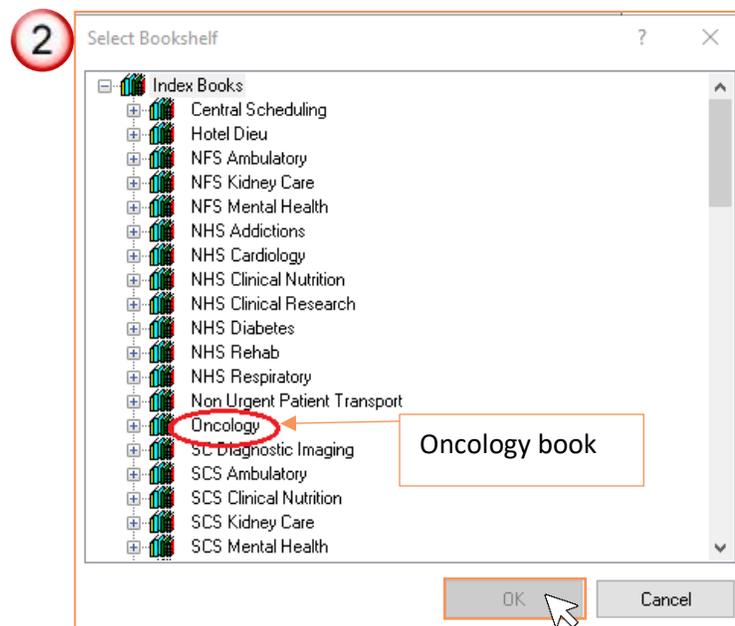
Oncology book

3. Oncology Bookshelves will be displayed in Scheduling Appointment Book. "**Double-click**" on the book you are trying to open. *(There may be other books within one book, select the book you are trying to open.)*
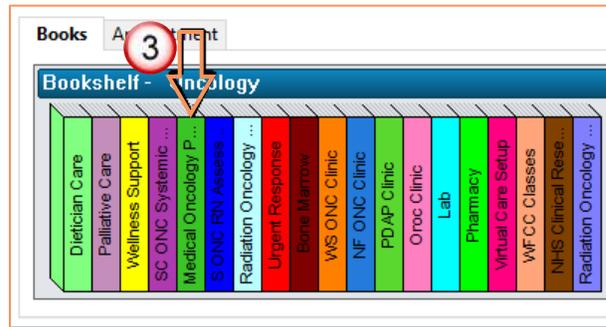
4. Schedule for the book that you have selected will appear in the bottom half of the Scheduling Appointment Book, in the grid. Make sure the correct date is selected in the calendar that you are trying to add a slot for. **Right-click** on the grid and a **menu** will appear. Navigate to **Slots**, and click onto **Add Slots…**
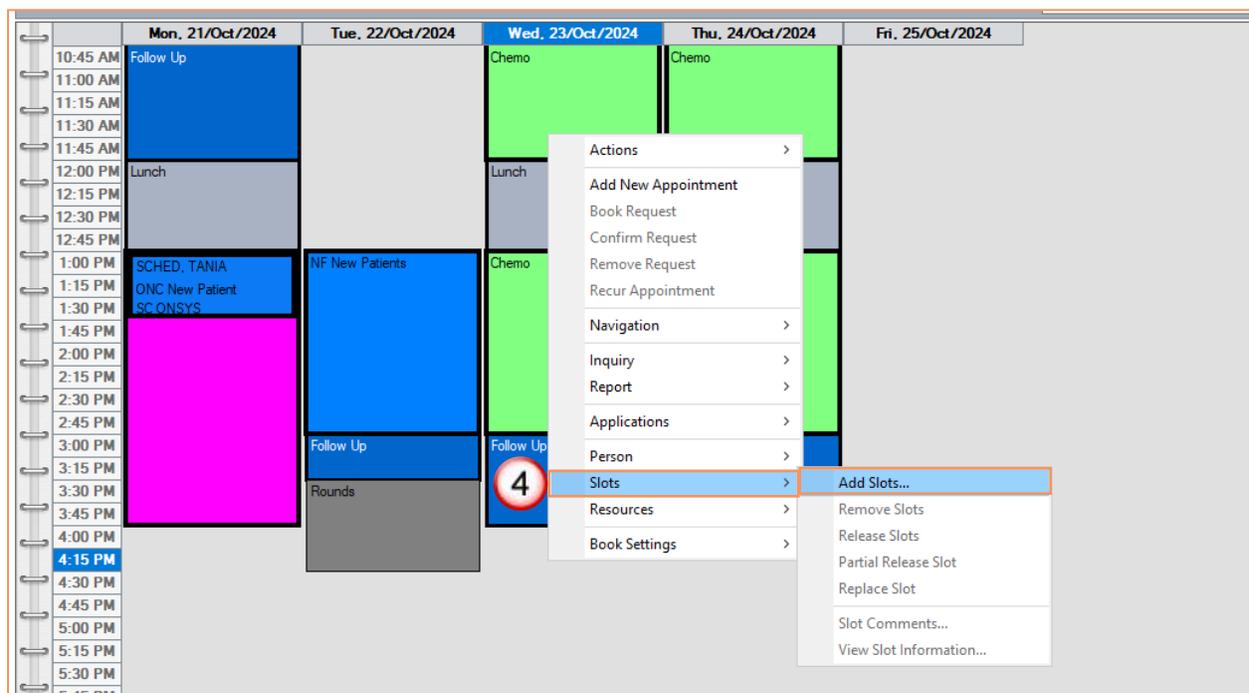
5. **Add Slots window** will appear. Add the "**Day Begin**" and "**End date**" *(this will be the slot start and end time).* Edit the *time interval if appropriate.* Once a day begin and end time has been entered, the schedule on the right of this window will update to the times that you have entered.
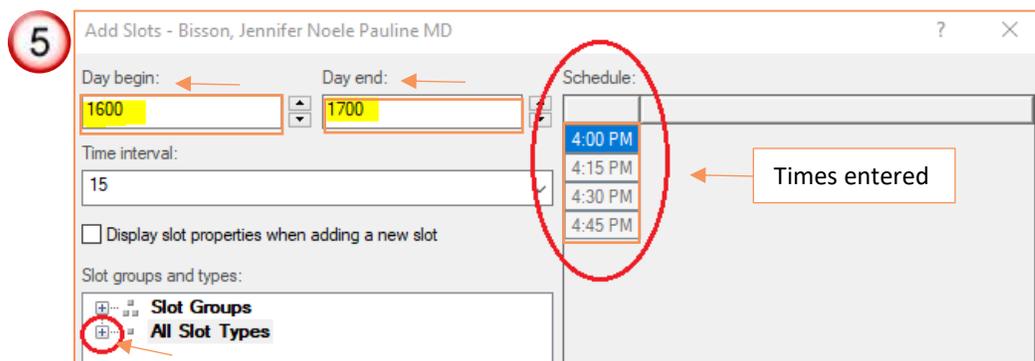
Click on the plus box next to All Slot Types to view all slot types that are available. Search for the slot type you are trying to add. Once slot type is found, "**drag and drop it into the schedule on the right.**" "**Right-click**" on the "**slot,**" and select "**Slot Properties**."

6. **Slot Properties** window will appear. Adjust the **slot duration** to match the duration that you entered in the **day begin** and **end time.** (**In this example**, *or day begin was 1600, and day end was 1700 so the duration for the slot should be 1 hour – you can put 1 hour or 60 minutes as the duration).* Press **OK** when the duration has been updates and **Slot Properties** box will **disappear.**

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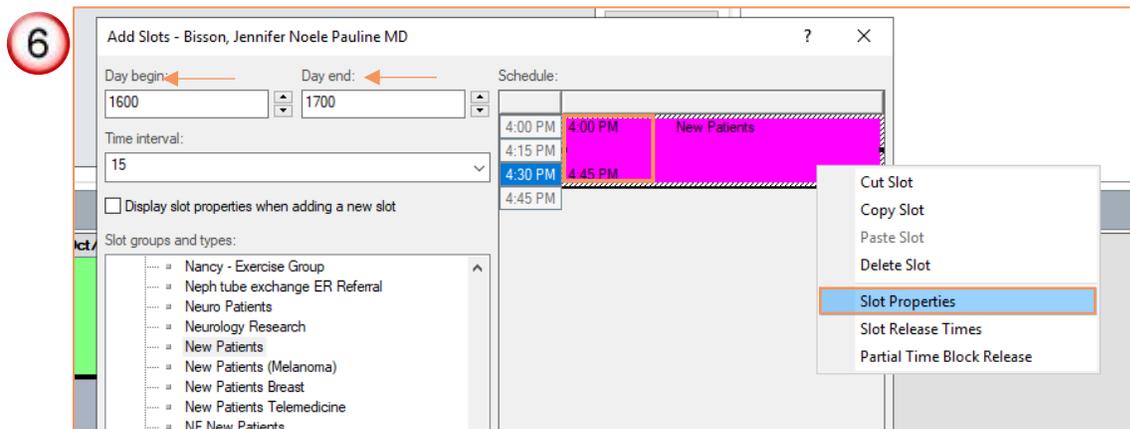
7. The schedule duration should match the duration that was entered in Slot Properties. Press "**OK**" to close out of the Add Slot window, and Slot will be added on the Scheduling in the **Scheduling Appointment Book.**

Scheduling duration Must match Day Begin and Day End

The appointment now shows on the schedule