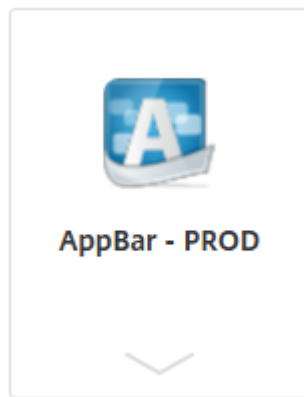


APPBAR CUSTOMIZATION – SCHEDULING

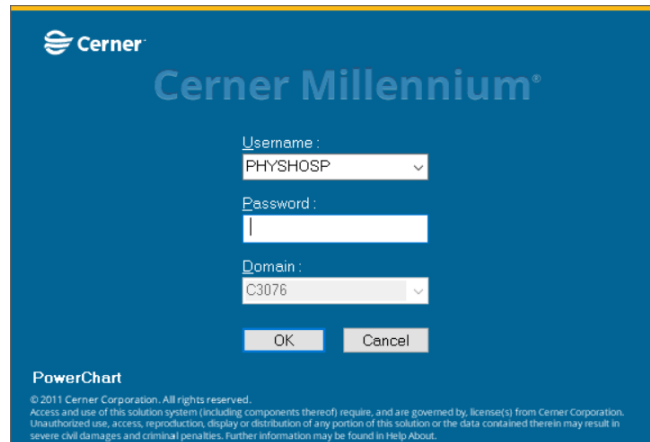
Audience: Schedulers

Purpose: To provide instructions on how to add the Scheduling Appointment Book app on the appbar.

1. Log-in
 - a. In prod domain - click on the AppBar – Prod icon



- b. Log in using your mnemonic and password

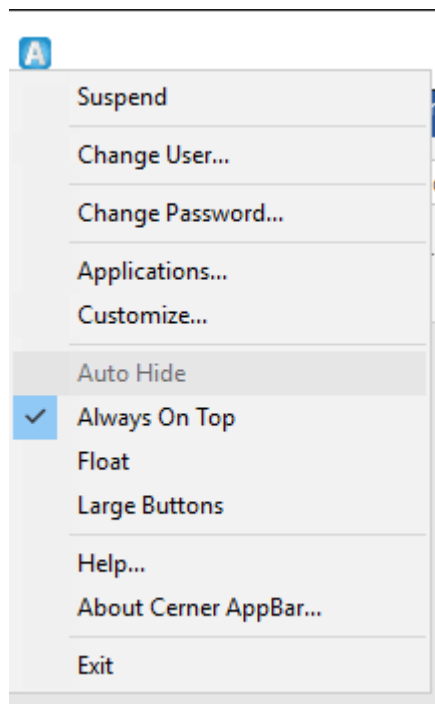


2. AppBar will appear at the top of the screen

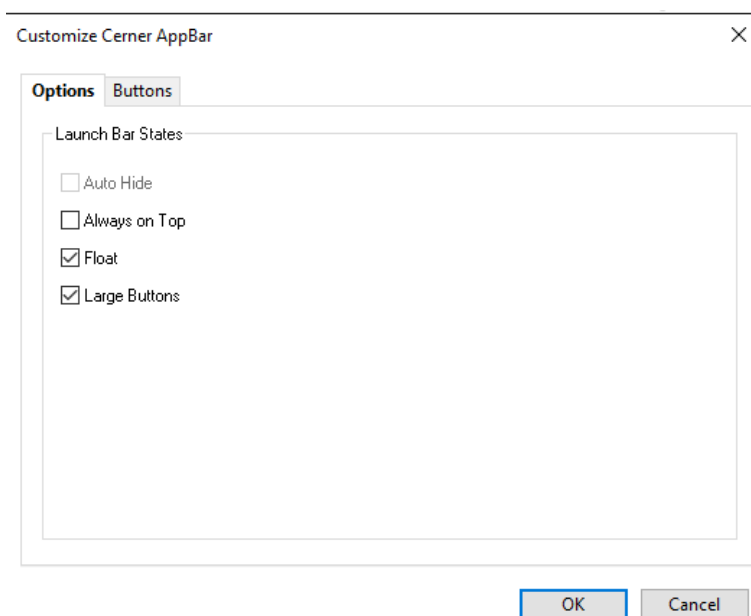


- a. Click on the (A) and a menu dropdown will appear.

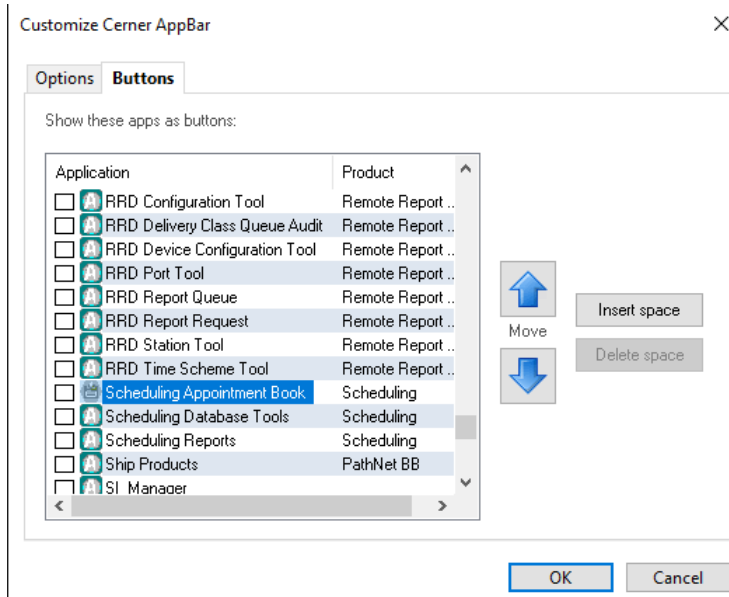
b. Click onto customize...



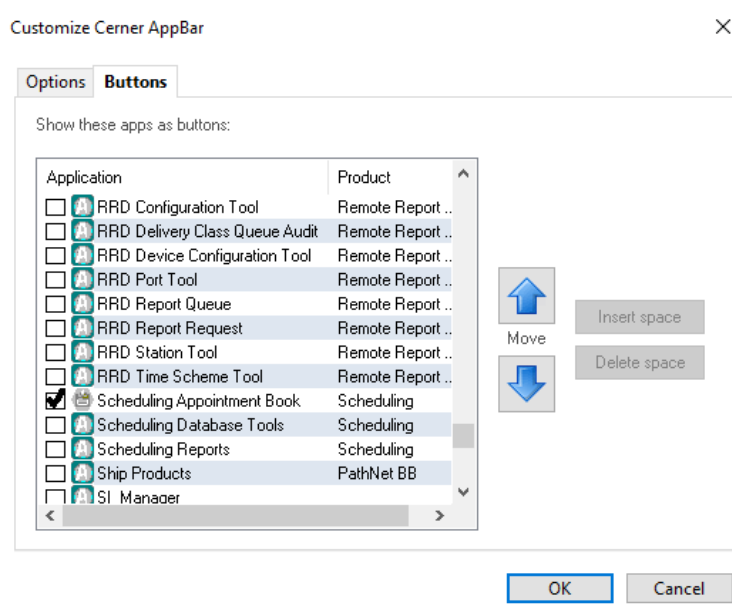
c. Under the Options, uncheck Always on Top, and check Float and Large Buttons



3. Navigate to the Buttons tab



- Apps will be available depending on the position of the end user.
- Look for the Scheduling Appointment Book app and select check box



- c. Press OK button.
4. Scheduling Appointment Book app will appear on appbar.



5. Click on to app to launch Scheduling Appointment Book.

