OPERATION MONARCH

	Appointment View - Displays the Appointment View dialog box so you can view details associated with the appointment.
	Appointment History View - Displays the Appointment History View dialog box so you can view details associated with the appointment.
	Appointment Inquiry - Displays the Schedule Inquiry window so you can launch a person, resource, or location inquiry.
	Request List Inquiry - Displays the **Request List** tab of the Schedule Inquiry window so you can launch a request list inquiry.
	Appointment Report – Displays the Schedule Report window so you can print person, resource, or location schedule reports.
	View Lock Status – Displays the Locks Held By dialog box to display pending appointment information, which is locked in the system by you.
	Modify – Displays the Modify dialog box so you can modify the details associated with the appointment type.
	Reschedule – Reschedules the appointment. When this option is chosen, the selected appointment is moved to the Work In-Progress box so it can be rescheduled to the appropriate time and resource.
	Hold – Changes the status of the appointment to hold.
	Cancel – Cancels the appointment. When this option is selected, the Cancel dialog box displays so you can enter the reason the appointment was canceled.
	No-show – Indicates that the person scheduled for the appointment did not arrive. When this option is selected, the No-show dialog box displays so you can change the status of the appointment to no show.

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HEALTH AND REHABILITATION CENTRE

	Person Management – Displays the Person Management application to search for a **person** in the database or to add a person to the database.
	PMLaunch – Displays the PMLaunch application. Select the conversation you want to launch from the list in the Available Conversations dialog box.
	Check In – Checks in the person scheduled for the appointment. When this option is selected, the Check In dialog box displays.
	Lock – Locks the appointment so others cannot perform actions on it.
	Unlock – Unlocks the appointment so others can perform actions on it.
	Shuffle – Displays the Appointment Shuffle Criteria dialog box so you can shuffle scheduled appointments.
	Refresh – Updates the displayed information to reflect changes in the database.
	Exit – Closes the Appointment Book.
	Confirm – Displays the Confirm dialog box so you can confirm the appointment.
	Appointment Contact – Record the date and time of any contact made with the person scheduled for the appointment. It is also a place to enter applicable comments concerning the contact. For example, confirming an appointment.