
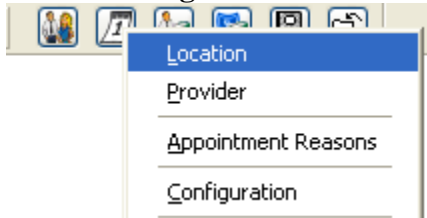


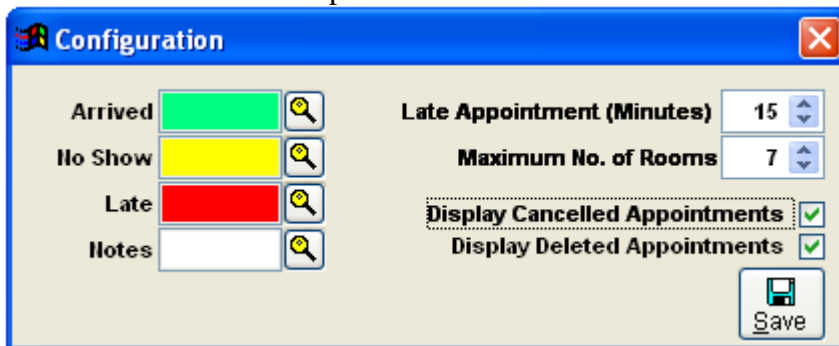
Configuring the Appointment Scheduler

When you open up your ClinicPro Appointment Scheduler for the first time it will not be configured; you will need to do this before you can set your Days and Times.

To access the Appointment Scheduler's configuration, **right click** on the Scheduler Icon  and choose **Configuration**.



This is the box that will open:



Colors

Change the colors automatically assigned to appointments that have **Arrived**, **Late**, **No Show**, or has **Notes**. Specify whatever colors are desired for each. Clinic Pro recommends lighter shades for these, as it can be harder to read text on dark color backgrounds. Click on the magnifying glass icon and choose the color you desire. Click OK when finished.

Late Appointment (Minutes)

Specify the amount of time, in minutes that an appointment will be automatically marked as late. Example: if you choose 15 minutes as your decided late appointment time and RED as your color, the Appointment Scheduler will automatically turn the patient entry RED after 15 minutes has elapsed.

Maximum No. of Rooms

The maximum number of columns allowed on the ClinicPro Scheduler is 7. Set your number accordingly

Display Cancelled Appointments

Checking this option will show cancelled appointments on the main Scheduler screen. Cancelled appointments are recorded in the Scheduler reports, regardless of this checkbox.

Display Deleted Appointments

Checking this option on will show deleted appointments on the main Scheduler screen.