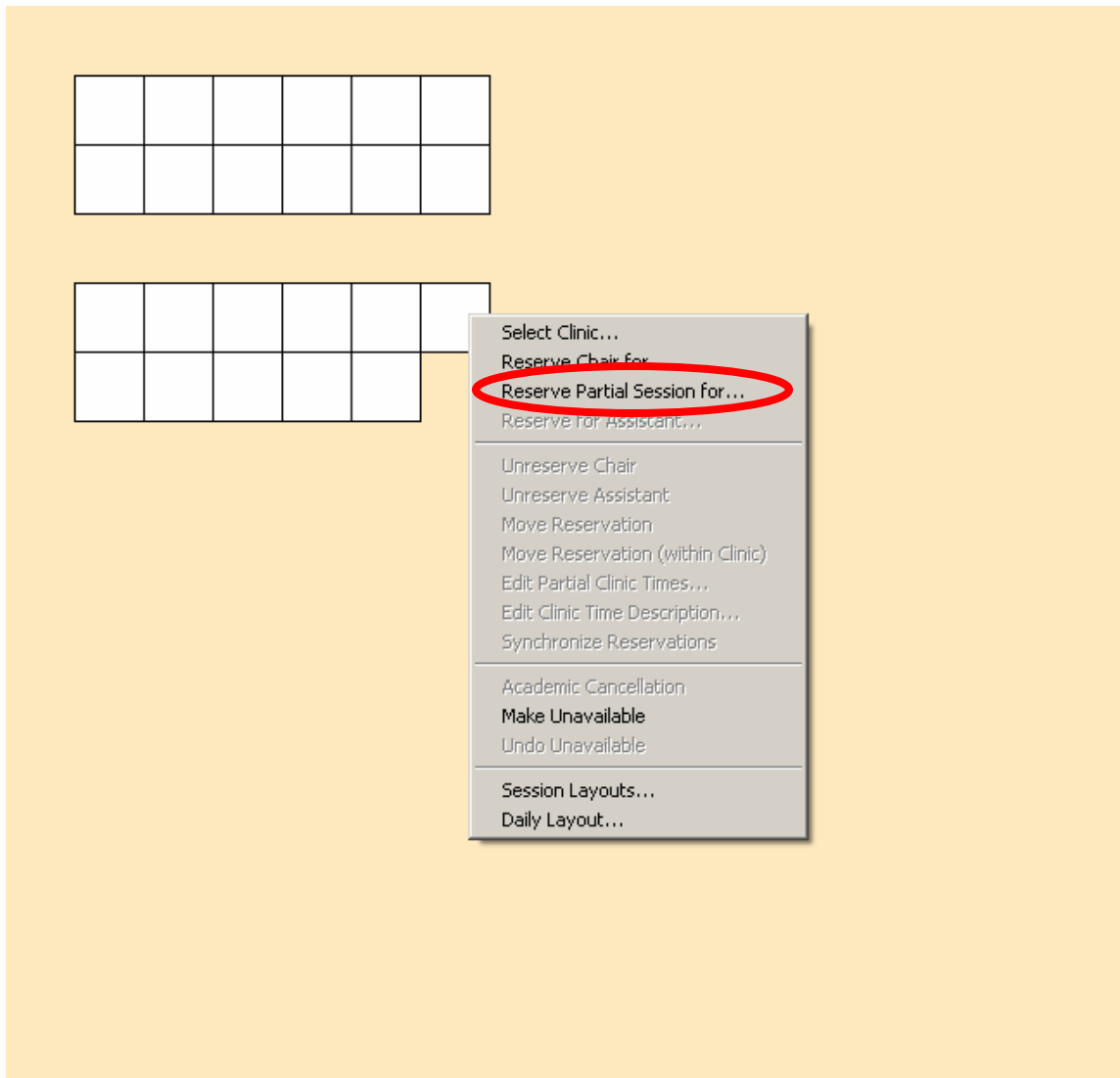


Partial Reserve A Chairs By Students Within One Clinic

- Used by students to make an appointment within one clinic for a shorter duration during the default scheduled time blocks i.e. 9:00 a.m. – 12:00 p.m. or 1:00 p.m. – 5:00 p.m. Approval must be gotten before making a partial chair reservation.



Right click on an available chair to bring up the menu as shown and click on Reserve Partial Session for...

Reserve Partial Session for Provider

Reserve Chair

Date: 08/20/2008

Clinic: 07 Operative (Undergrad)

Session: Morning Operative Clinic

Provider: S100032

Test D3, Ugds3

From: 09:00 AM

To: 12:00 PM

Description:

OK

Cancel

Reserve Partial Session for Provider

Reserve Chair

Date: 08/20/2008

Clinic: 07 Operative (Undergrad)

Session: Morning Operative Clinic

Provider: S100032

Test D3, Ugds3

From: 09:00 AM

To: 1:00 AM

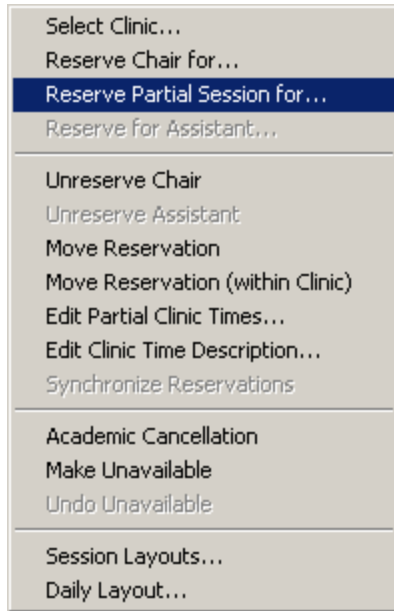
Description:

OK

Cancel

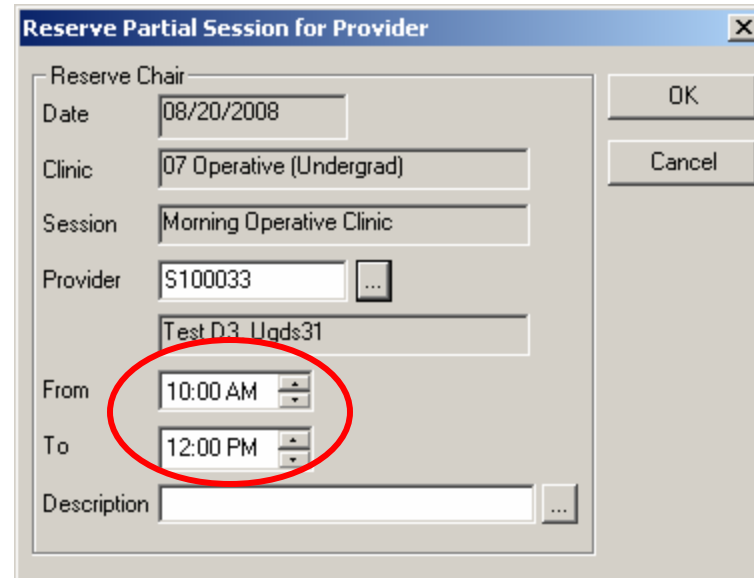
						U Test D

The chair requested time shown will list either 9:00 a.m. – 12:00 p.m. or 1:00 p.m. – 5:00 p.m. To reserve the partial time on this chair change the from and to time to accommodate the appointment. Then click OK. The chair will turn yellow with a black bar showing a partial reserve. If the chair was reserved for the entire time the bar would be the length of the box.



For a second appointment in the same chair at a later time by same student or another student, right click on the chair and go to Reserve Partial Session for

Change the time to match the appointment for the second patient appointment in that particular chair.



					U Test [

					U Test [

Chair: 18, Chair 4-18
 9:00 AM - 10:00 AM
 Provider: Test D3, Ugds3 [S100032]
 10:00 AM - 12:00 PM
 Provider: Test D3, Ugds31 [S100033]

The reserved chair now shows 2 black lines. If you run your arrow over the chair it will show what student is booked and at what time. Next go to the book mode and schedule the patient as you normally would using the partial time set for each appointment. Make sure you put the correct treatment plan to the correct student.