

exa-PACS · exa-RIS

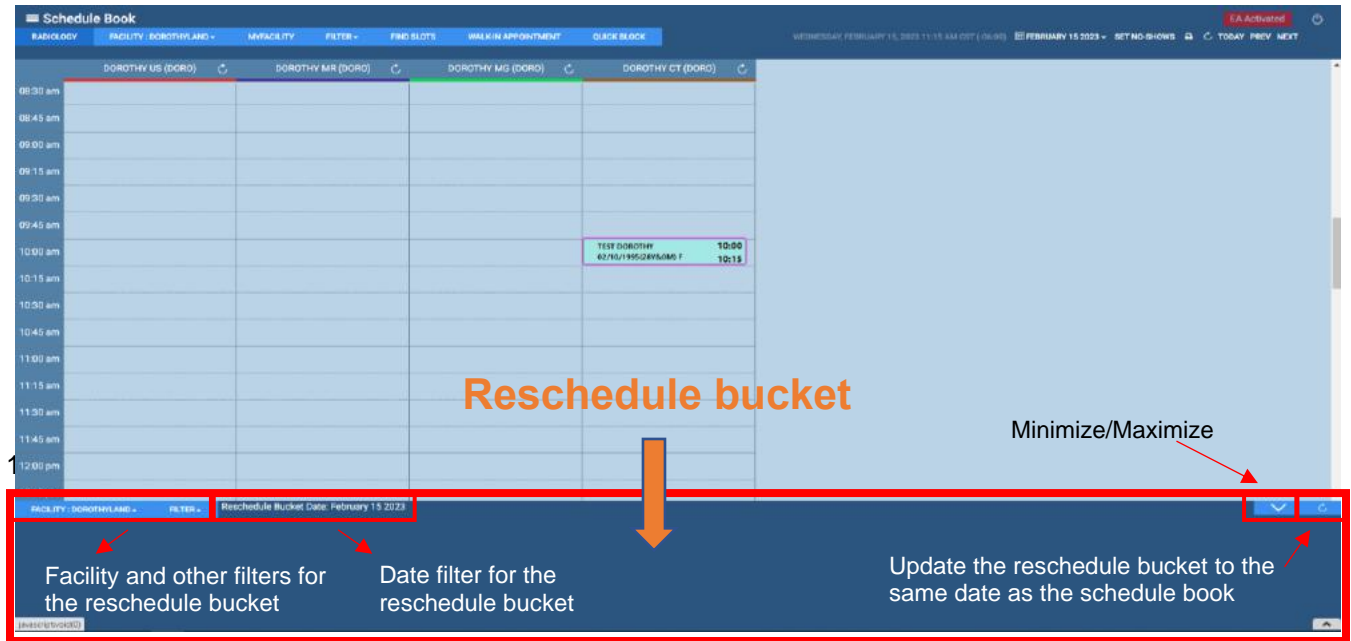
Feature Summary

Using the Reschedule Bucket

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Reschedule an appointment by using the reschedule bucket

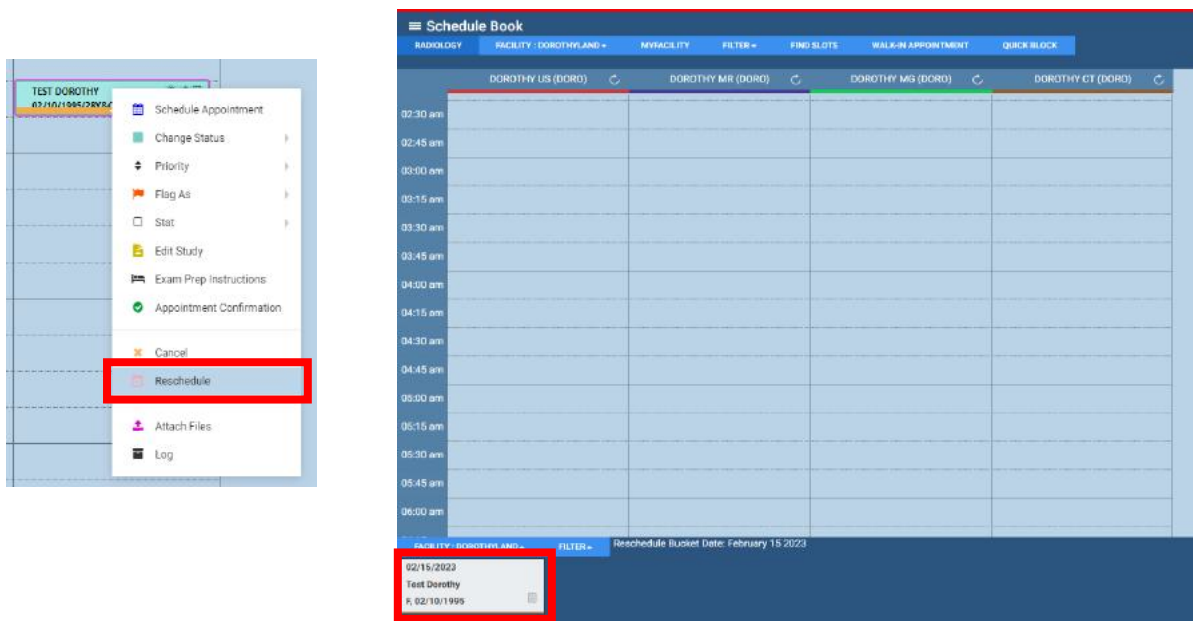
1. On the navigation (“burger”) menu, select **SCHEDULE**.



IMPORTANT:

- The facilities, filters, and dates of the schedule book are *independent* from those of the reschedule bucket. Changing the date in the schedule book does not change the date in the reschedule bucket.
- If a study is in the reschedule bucket and you change the reschedule bucket date, the study will “disappear” (be filtered out), but you can simply restore the original date to show the study again.

2. Right-click an appointment and select **Reschedule**.



Result: The appointment moves into the reschedule bucket.

- On the Schedule Book, use the options in the figure below to move to the new time slot where you want to reschedule the appointment.

The screenshot shows the 'Schedule Book' interface. At the top, there are tabs for 'RADIOLOGY', 'FACILITY: DOROTHYLAND', 'MY FACILITY', 'FILTER+', 'FMD SLOTS', 'WALK-IN APPOINTMENT', and 'QUICK BLOCK'. Below these is a grid of time slots (02:30 am to 06:00 am) for four facilities: DOROTHY US (DORO), DOROTHY MR (DORO), DOROTHY MG (DORO), and DOROTHY CT (DORO). On the right side, there is a calendar widget showing months from February to May 2023, with 'Today' (Feb 15) highlighted. Below the calendar are buttons for 'Next Year', 'Prev Year', and 'Go'. At the bottom left, there is a 'Reschedule Bucket' section showing a date of 'February 15, 2023' and a list of appointments, including one for '02/15/2023' at '2:15 PM' for 'Dorothy'.

- Drag the appointment block from the reschedule bucket to the new time slot.
- In the **Warning** message box, select **YES**.

Warning

Confirm rescheduling appointment for 02/15/2023 2:15 PM at DorothyLand.

YES NO