

# PrimaryClinic

## Adding An Alternative Appointment Schedule

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GLOBAL HEALTH

# Alternative Appointment Schedule

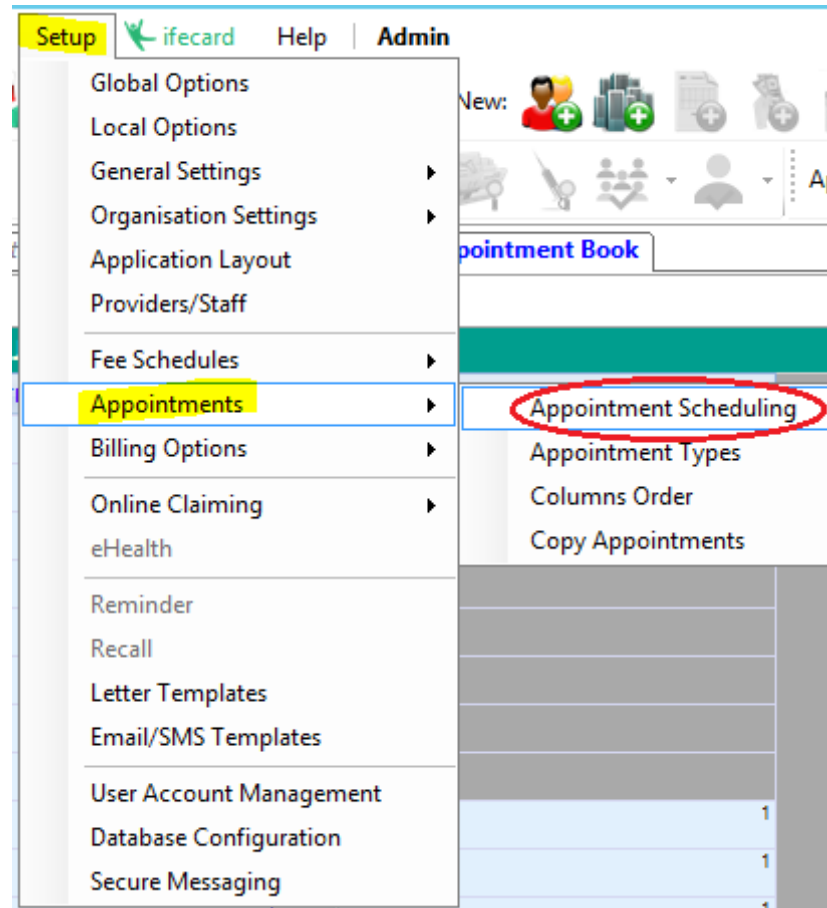
Alternative Schedule allows you to modify an existing Appointment Schedule for a nominated period.

*This can be used when you need to block out the days that a Practitioner will be unavailable or conversely, when a Practitioner decides that he/she will work on a non-working day.*

*This will save you a lot of time as you do not need to delete any existing Appointment Schedules or go through each day manually to block out the working days.*

# Alternative Appointment Schedule

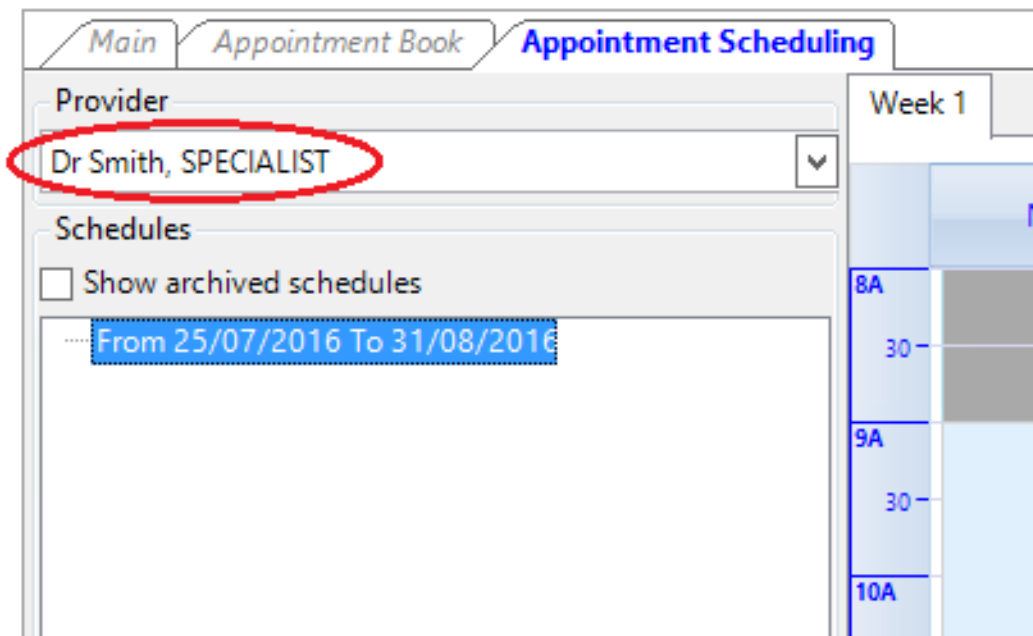
From the **Main Menu**, select Appointment > Appointment Scheduling



# Alternative Appointment Schedule

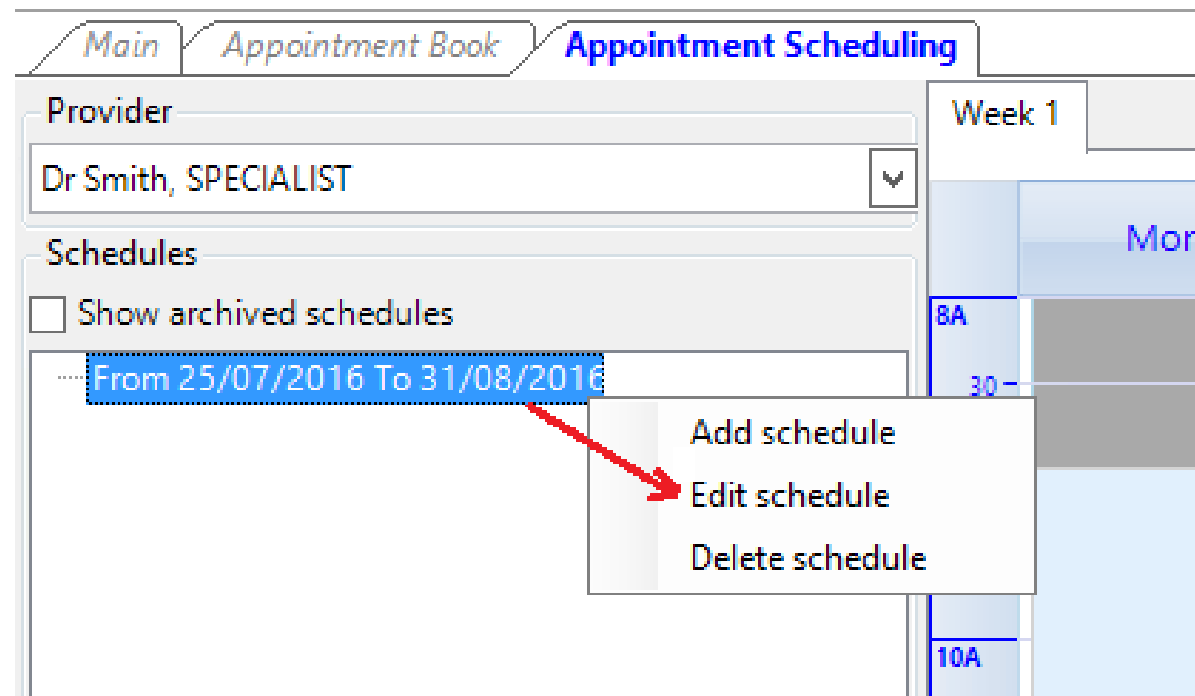
When the **Appointment Scheduling** window appears, select the **Provider** from the **Drop-Down List**.

This will show the selected provider's existing **Appointment Schedule(s)**



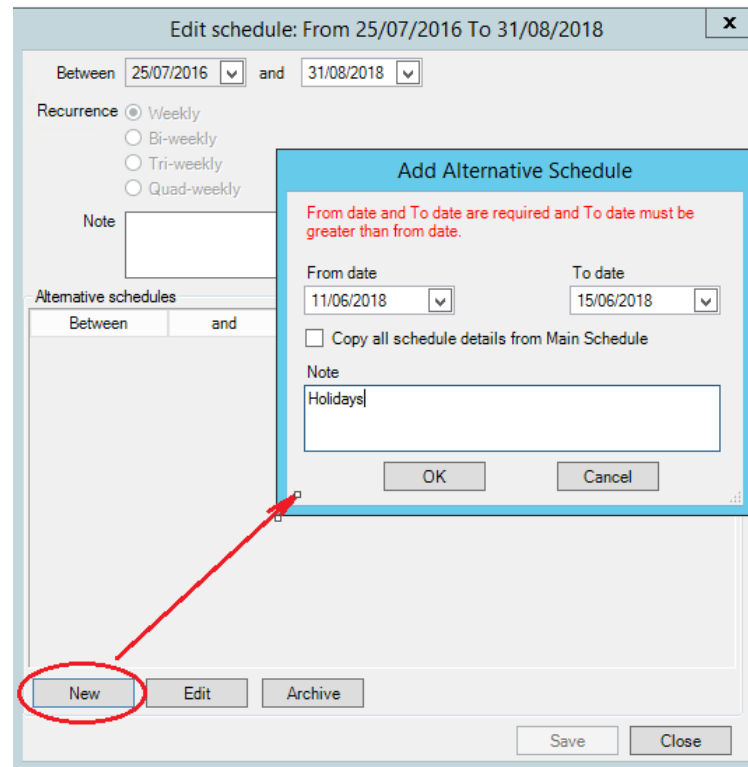
# Alternative Appointment Schedule

**Right-Click** on the **Appointment Schedule** you wish to **Edit** and **Click Edit Schedule**



# Alternative Appointment Schedule

Under **Alternative Schedules**, click the **New** button which will show the **Add Alternative Schedule** Window

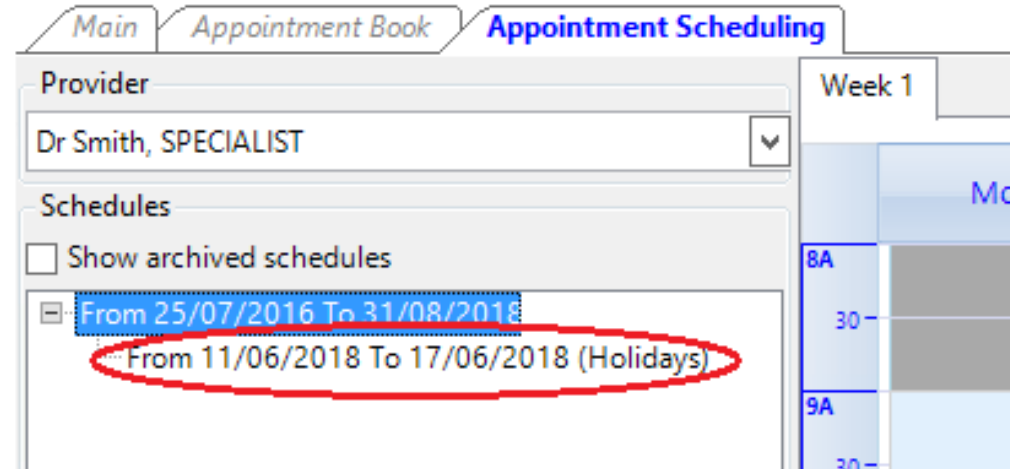


# Alternative Appointment Schedule

Select the **From Date** and **To Date** in which the **Alternative Schedule** is going to take place

Enter a **Note** (Eg: Practitioner A is going on holidays), then click **OK** and then click **Save & Close**

Under the **Appointment Schedule** you will now see the **Alternative Schedule**



# Alternative Appointment Schedule

Select the **Alternative Schedule** and you will see the **Week View** of the provider where you can adjust the availability.

This **Alternative Schedule** will appear in the calendar instead of the provider's main schedule. In this example, the whole week has been marked as unavailable for booking.

The screenshot displays a software interface for appointment booking. The main window is titled "Appointment Book" and shows a week view for "Dr Smith, SPECIALIST - 1234567G from Monday, 11 June 2018 to Sunday, 17 June 2018". The calendar grid shows days from Tuesday (12) to Friday (15). Each day is divided into time slots (8A, 15, 30, 45, 9A, 10A, 11A, 12P, 1P, 2P). All slots are marked as "Holiday". On the left, there is a calendar navigation panel for June 2018, with dates 11-17 highlighted. Below the calendar are controls for "Daily", "Weekly", and "Monthly" views, navigation buttons, and a dropdown menu for selecting the provider, currently set to "(D) Dr Smith, GP - 2400862A".



# Tutorials and FAQs

Read or watch more tutorials on the website.

<https://www.primaryclinic.com.au/tutorials/>

If you have a question or need some help please check the Frequently Asked Questions page before contacting the support team.

<https://www.primaryclinic.com.au/faqs/>

## **Support:**

You can reach support by lodging a ticket on our website:

[www.primaryclinic.com.au/support/](http://www.primaryclinic.com.au/support/)

Or email us at:

[primaryclinic@global-health.com](mailto:primaryclinic@global-health.com)

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