# Kyruus: RevCycle Scheduling Template Management for Scheduling Template Administrators

Cerner Revenue Cycle **EDUCATION**

Process for building and maintaining scheduling templates to perform associated functions for Kyruus Online Scheduling software.

Creating the 48-hour Slot Release Template

1. From Citrix StoreFront, open **SCHTOOLS**.

2. Click **+** next to Default Schedules.
   a. Select **Templates**.

3. Locate an existing template by typing the Mnemonic name.
   a. Press **Enter**.
   b. Highlight the appropriate template.
   c. Select **OK**.
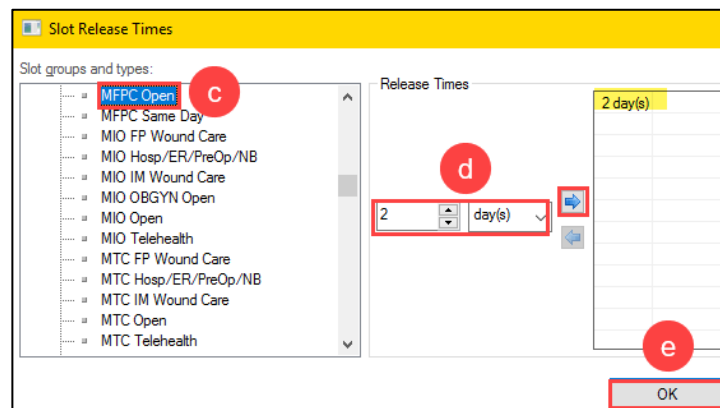
4. Click **Copy**.
   a. A new window will open.
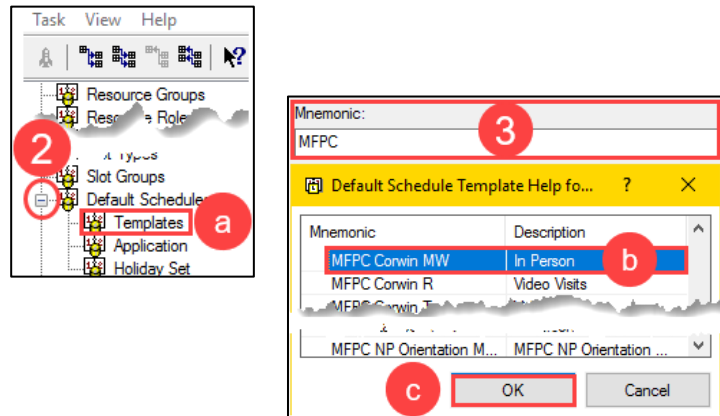
5. Rename the template, using approved standards, and a suffix of **-DB**.
   a. This allows the practice to keep the original template as a reference copy.

> **NOTE:** Going forward, only make changes to, and apply out, those templates with the -DB suffix.

6. Existing template build and slots will display. To remove all slots:
   a. Right click on slot.
   b. Select **Delete Slot**.

7. From the Slot groups and types:
   a. Locate the group and type.
   b. **Click and drag** to the appropriate time(s).
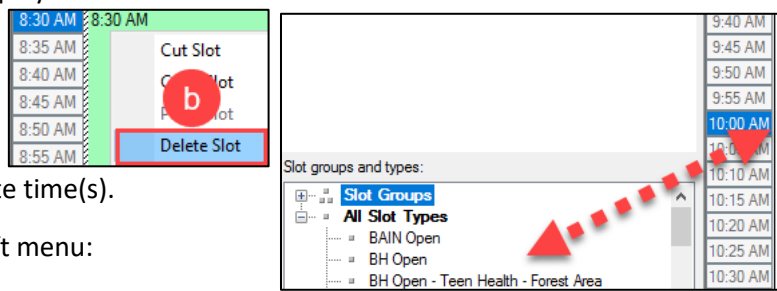
8. Next, update slot releases. From the left menu:
   a. Right click.
   b. Click **Slot Release Times**.
   c. Locate Slot group or type and click to highlight.
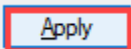   d. In Release Times, select **2 day(s)** and click the **right arrow**.
   e. Click **OK**.

9. Click **Save**.

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Applying the Template and Addressing Appointment Merge Issues

1. From Citrix Storefront, open the **SCHTOOLS** app.

2. Click **+** next to Default Schedules.
   a. Select **Application**.
   b. Press **Enter**.

3. From the Add Template tab:
   a. Enter the Template mnemonic.
   b. Add Resource(s).
   c. Add appropriate Range of recurrence and Recurrence pattern.
   d. Click **Add**.
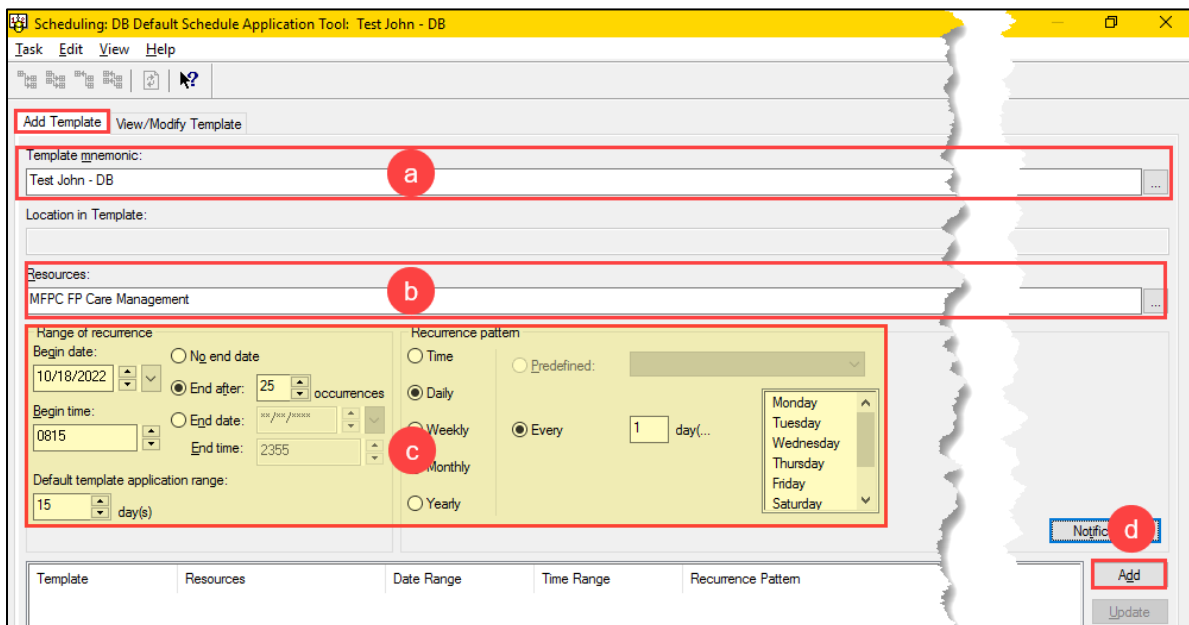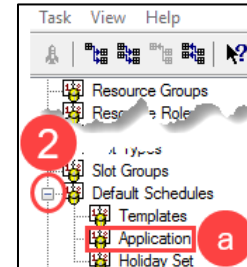
4. Click **Apply** to save.

> **NOTE:** Audit provider's schedules to validate and correct any appointments that did not auto shuffle into the new slot(s).

> **NOTE:** To easily move appointments that did not auto shuffle, in the Resource Schedule tab, click and drag appts from the bottom row to the top row and click Save.