

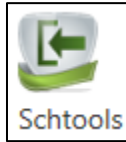
Modifying Provider Schedules for Direct Book Scheduling for Scheduling Template

Administrators

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Modifying Provider Schedules for Direct Book Scheduling

1. Click **Schools** from Citrix StoreFront.
2. Select **Default Schedules**.
 - a. Double Click **Templates**.

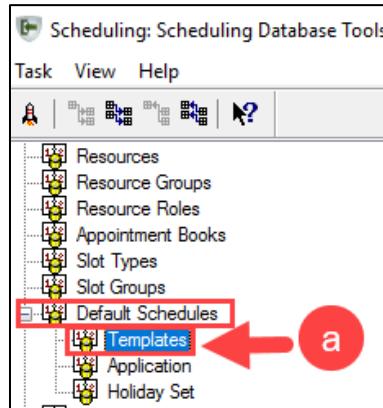


3. Enter **Mnemonic Name**.
 - a. Press Enter.

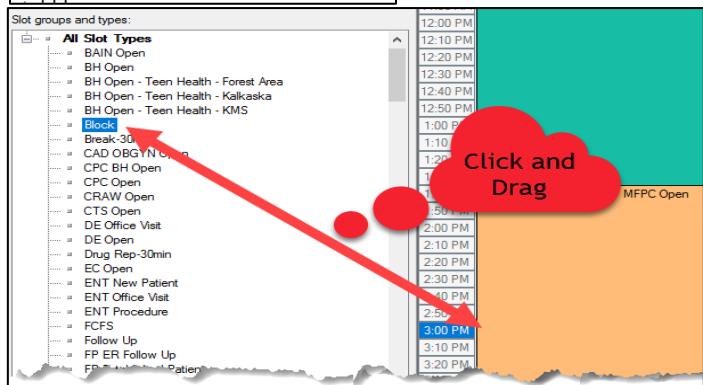
Mnemonic:

Test

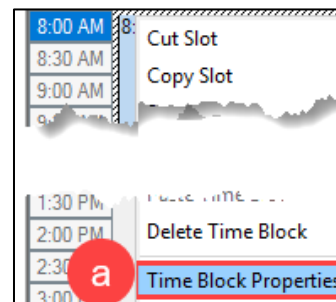
NOTE: Only update those templates suffixed with a -DB.



4. Click and drag the correct item from **Slot groups and types** to the appropriate date and time.



5. If you need to adjust the Duration, Right Click on the schedule.
 - a. Select **Time Block Properties**.
 - b. Enter the appropriate **Duration** (in minutes).
 - c. Click **OK**.



Duration:

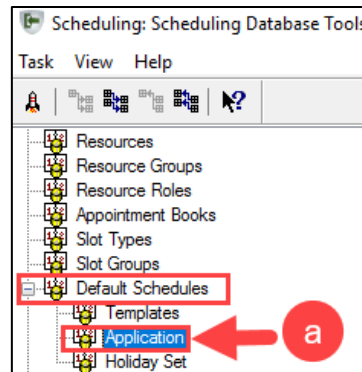
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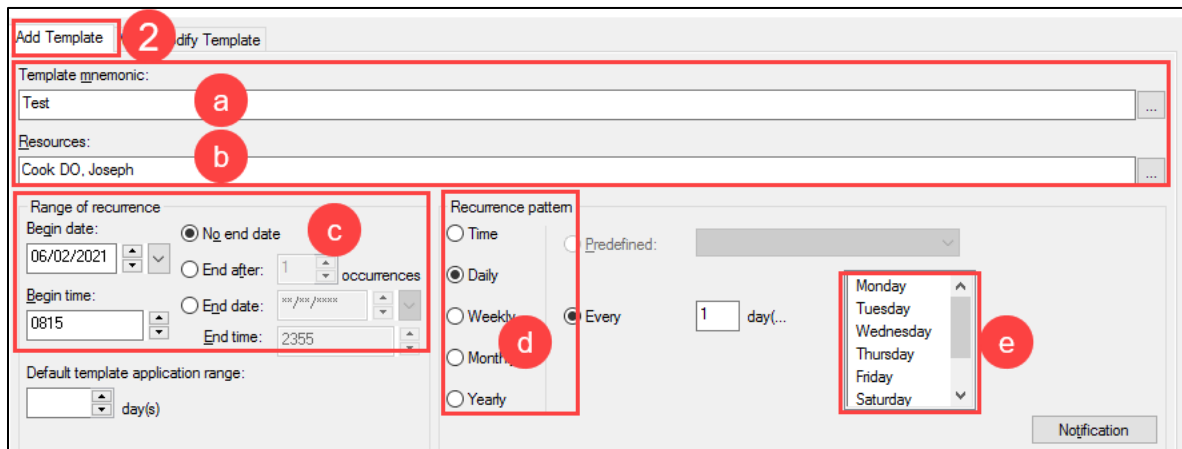
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Applying Schedule Templates

1. Select **Default Schedules**.
 - a. Double click **Application**.



2. Click **Add Template** tab.



- a. Enter the **Template mnemonic** name.
- b. Select the **Resource**.
- c. Enter the appropriate **Range of recurrence**.
- d. Select the appropriate **Recurrence pattern**.
- e. Select the day(s) of the week.
 - i. Use the CTRL key to select multiple entries.
- f. Click **Add**.
- g. Click **Apply**.

