

Extend Office Hours

This feature is designed to **temporarily** increase office hours to allow you to book additional patients via phone, walk-ins or online. The feature lets you add **White Cells** to your schedule that is only available for office use or **Blue Cells** to your schedule for online availability and office use.

Please Note: When your temporary request expires, your office hours will return to their previous state. **If you submit a permanent request via the Schedule Revision form, please cancel any temporary hours request first so the permanent hours can take effect.**

If you extend office hours on a day without a doctor, you will need to use the **Insert Doctor Feature** to add a doctor to that day to make the temporary hours visible upon inserting a Doctor.

In order to access the Extend Office Hours section, first click on the little green “admin” button located above the schedule page.

The screenshot shows the TAB Appointment Book interface. At the top, there is a navigation bar with links for 'home', 'admin' (highlighted with a red box), 'email', 'logout', and 'Confirmation/Reference #'. Below this, there is a search bar and a message 'Sorry, Data Unavailable.' The main section is titled 'Appointments' and shows a calendar view for Tuesday, January 23, 2018. There are buttons for 'weekly view', 'refresh', 'search', 'reports', 'families', 'next eye exams', 'Insert Doctor...', and 'Replace Doctor'. Below these buttons, there is a dropdown menu for 'Office: 0000 Eye Vision 0011' and a 'Date: Tue 01/23/2018' field. A table shows appointment slots for 'H. Duffenschmirtz' at 09:00 AM, 09:15 AM, and 09:30 AM, each with '(a) (e)' next to the name.

Click on Extend Office Hours

The screenshot shows the Administration Menu with the following options: Reset Password, User Accounts, Merge Duplicate Patients, Holiday Admin, Supplemental Patient Recall, **Extend Office Hours** (highlighted with a red box), Upload Patient Forms, Office Preferences, and Schedule Revision Form.

Select your store from the drop down.

The screenshot shows the 'Extend Office Hours' form. It contains a text area with the following text: 'This feature is designed to temporarily increase office hours to allow you to book additional patients via phone, walk-ins or online. The feature lets you add White Cells to your schedule that is only available for office use or Blue Cells to your schedule for online availability and office use. Please Note: When your temporary request expires, your office hours will return to their previous state. If you submit a permanent request via the Schedule Revision form, please cancel any temporary hours request first so the permanent hours can take effect. If you extend office hours on a day without a doctor, you will need to use the Insert Doctor Feature to add a doctor to that day to make the temporary hours visible upon inserting a Doctor. Please select an Effective Date and make sure the End Date is different than the Effective Date. (Example: If the Effective Date is 3/28/18 the end should be 3/29/18 if the change is for one day.)' Below this text is a dropdown menu labeled 'Select Office:' which is highlighted with a red box. At the bottom of the form, there is a 'Secure Area' logo and a 'Help' link.

Please select an Effective Date and make sure the End Date is different than the Effective Date. (Example: If the Effective Date is 3/28/18 the end should be 3/29/18 if the change is for one day.)

Select an open time and a close time. Select Insert Blue Cells for online or Insert White Cells for office use only, Click Save and return to the schedule page.

Location Info: **Office Name:** Butterfield Plaza LensCrafters
Address: 1402 Butterfield, Downers Grove, IL 60515
Phone: (555)629-2065
Fax: (630)629-7640

Effective Date: * The maximum date range for your request is 13 weeks. Please provide a date range of not more than 13 weeks.
End Date: *

Status:

	Open Time	Close Time
Sunday:	<input type="text"/>	<input type="text"/>
Monday:	<input type="text"/>	<input type="text"/>
Tuesday:	<input type="text"/>	<input type="text"/>
Wednesday:	<input type="text"/>	<input type="text"/>
Thursday:	<input type="text"/>	<input type="text"/>
Friday:	<input type="text"/>	<input type="text"/>
Saturday:	<input type="text"/>	<input type="text"/>

Online Option Insert blue cells
 Insert white cells

Insert Doctor Feature

Use the Insert Doctor dropdown to add coverage to your day. The dropdown can work in different ways:

- Insert a doctor **without a schedule** will give you the option to add a column of white cells (office use only) or a column of blue cells for online and office use.
- Insert a doctor **on a scheduled day** will give you the option to add a column of white cells (office use only) or a column of blue cells for online and office use.

Click on Insert Doctor and select the doctor you would like to add to the schedule.

The screenshot shows the 'Appointment Book' interface. At the top, there are navigation links (home, admin, email, logoff) and a search bar. A message says 'Sorry, Data Unavailable.' The main heading is 'Appointments' with the date 'Tuesday | January 23, 2018'. Below this, there are buttons for 'weekly view', 'refresh', 'search', 'reports', 'families', 'next eye exams', and a dropdown menu labeled 'Insert Doctor...' which is highlighted with a red box. To the right of the dropdown is a 'Replace Doctor' button. Below the dropdown, there are fields for 'Office: 0000 Eye Vision 0011', 'Date: Tue 01/23/2018', and 'Jump Ahead: [] weeks go'. At the bottom, there is a table showing appointment slots for 'H. Duffenschmirtz' at 09:00 AM, 09:15 AM, and 09:30 AM, each with '(a) (e)' next to it.

If you select Insert Blue Cells, you will need to select the doctor's schedule you would like to copy and click finish. If you select White Cells, you will just need to select finished.

The "Insert" column allows you to add blue or white cells on any day you need doctor coverage. A column can also be added with either white cells or blue cells on a day without a doctor schedule. This will allow additional patient scheduling based on doctor availability.

- **Insert blue cells:** Add a column by selecting the doctor and the day of the week schedule you would like to copy. If the office is online for patient scheduling, patients will be allowed to schedule appointments online. **You must select a doctor name and day of week for the blue cells.**
- **Insert white cells:** A column will be added and will restrict patient scheduling to the doctor and office staff only.

Remember to insert doctor twice to open up the check column.

Insert Doctor Options: * Insert blue cells Copy from:
 Insert white cells

Note: Inserting the doctor's name once will add an exam column, and inserting the doctor's name a second time will add a check column.