

Scheduler - Searching



Scheduling – Searching

- On the Search tab, you can set a date range to search and enter a keyword to search. They are combined together. If you want to look at all of your events, click on the **All** button next to the date range. This button sets the date range to the maximum range that is necessary to view all of the appointments.

The screenshot shows the Scheduler interface with the Search tab selected. The left sidebar contains navigation buttons for Welcome, Patients, Scheduling (highlighted), Claims / Invoices, Payments, Reports / Query, Groups, Facilities, Provider / Team, Carriers / Accounts, Contracts, Libraries, and Preferences. The main area displays the date Thursday, May 19, 2011, and a list of appointment viewing options: View Year, View Month, View Week, View Today, and Enter an Appointment. The right side features a Keywords Search field with 'All' entered, a date range from 01/17/2011 to 01/21/2011, and a clock icon. Below this is a table of appointments:

Date	Start	End	Description
01/17/2011	09:00 AM	10:45 AM	Maulder, Kevin L, MD
01/17/2011	12:00 PM	04:00 PM	
01/18/2011	09:00 AM	09:35 AM	Office Visit Obrien, Sharon, PT
01/18/2011	09:52 AM	11:00 AM	Office visit Smart, George Charles, Jr., Captain, MD

- By typing into the search field, you can search for words in the “Description” field of the event. If you are looking for an event that had the word “drainage” in the description, you would type in “drainage”. Unlike some of the type-ahead searches, this search field requires that the whole word be entered before the search will begin.