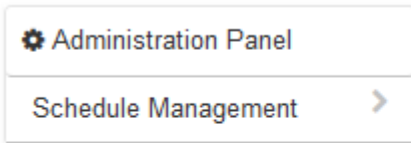
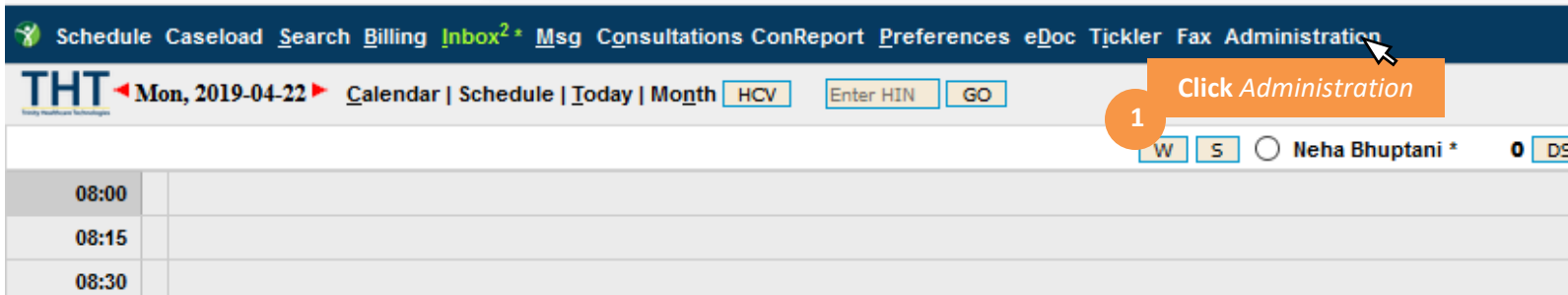
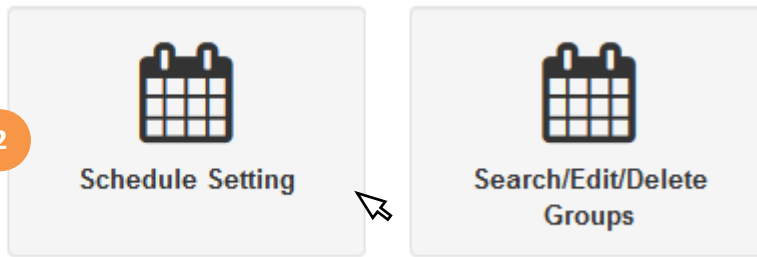


CREATING a SCHEDULE TEMPLATE

Here is how to create a schedule template on OSCAR.



Select *Schedule Setting* from the *Schedule Management* menu



1. Select the provider's name to set up the provider's schedule.
2. Check the 'Holiday Setting' link to specify the holidays.

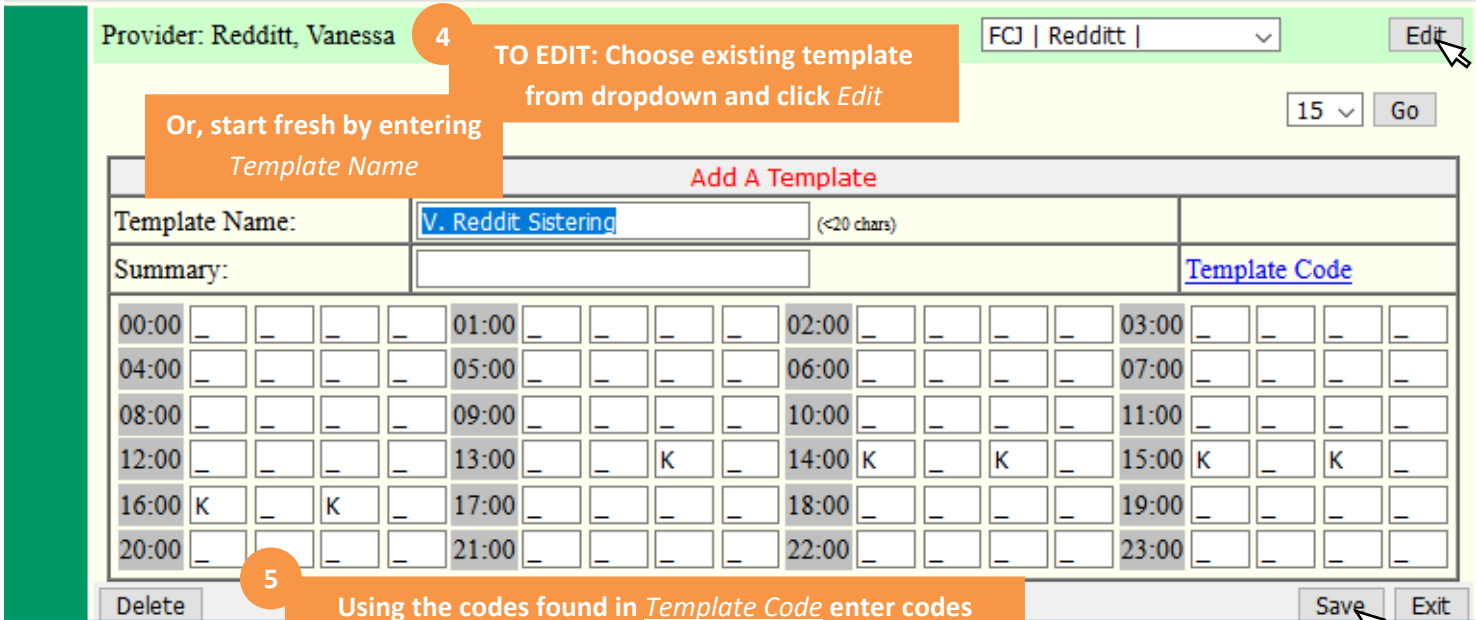
Select a provider:

---None---

3 Choose provider from dropdown and click *Template Setting*

Or do:

Template Setting for Bond, Andrew



Or, start fresh by entering *Template Name*

4 TO EDIT: Choose existing template from dropdown and click *Edit*

5 Using the codes found in *Template Code* enter codes according to the physician's preferences and click *Save*

1. Select the provider's name to set up the provider's schedule.
2. Check the 'Holiday Setting' link to specify the holidays.

Select a provider:

---None---

Or do:

Template Setting for Bond, Andrew

6

Return to *Schedule Setting* screen and *Select a provider*: from dropdown. The screen will automatically refresh to the next window.

- ### SCHEDULE TEMPLATE SETTING
1. Use the current R Schedule or select a different one from the select field.
 2. Type in the start date and end date for this R Schedule.
 3. Check the day of week which is AVAILABLE.
 4. Click the 'Next' button.
- * Select R Schedule from the drop down list. Don't change the start date to update the R Sch.

Bond, Andrew ▼ Delete

Date from: 2019 - 04 - 23 (yyyy-mm-dd) to: 2020 - 04 - 23

is available EVERY (Day of Week): Alternating Week Setting

<input type="checkbox"/>	Sun	NONE	<<
<input checked="" type="checkbox"/>	Mon	P:60 Queen AM Inner City Family Health Team	<<
<input type="checkbox"/>	Tue	NONE	<<
<input type="checkbox"/>	Wed	NONE	<<
<input type="checkbox"/>	Thu	NONE	<<
<input type="checkbox"/>	Fri	NONE	<<
<input type="checkbox"/>	Sat	NONE	<<

7 Enter begin/end dates in *Date from*; select schedule template, check day of week, select site and click << to copy template to selected day.

8 The schedule template you've selected will display on the right. A good tool to ensure you've selected the correct template. Once confirmed click *Next*

Next

- ### SCHEDULE SETTING
1. Select the right month.
 2. Click the date you want to specify.
 3. Type in the schedule of that day in the pop-up window.
 4. Repeat 1-4 until ...
 5. Click the 'Next' button.

Bond, Andrew effective (2019-04-23 - 2020-04-23)

◀ last month 2019-4 next month ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 P:60 Queen AM	2	3	4	5	6
7	8 P:60 Queen AM	9	10	11	12	13
14	15 P:60 Queen AM	16	17	18	19	20
21	22 P:60 Queen AM	23	24	25	26	27
28	29 P:60 Queen AM	30				

9 Confirm template has been attached to correct dates. Click on individual dates to open edit window. Once corrected/approved, click *Next*.

SCHEDULE SETTING - Mozilla Firefox

https://ficha.oscargco.com/oscar/sched

Date: 2019-04-01

Available: Yes No

Template: P: |

Location: Agincourt Community Services Association