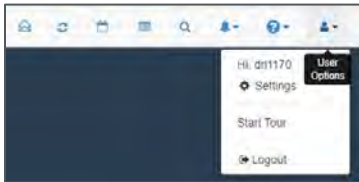


Scheduling Express – Update User Settings for Office Staff

1. Open the **User Options** Icon.



2. Click **Profile**. Update fields as needed:

- a. The **Email Address** entered is the mailbox Scheduling Express will use when sending email notifications.
- b. The **Contact Number** is the telephone number that will be used for any call-backs from the Hospital OR Scheduler for more information about a request.
- c. The **Default Facility** establishes the facility that automatically displays on the schedule and work list as well as the search screen until changed.
- d. The **Default Location** identifies the facility location that displays on the schedule and work list until changed.

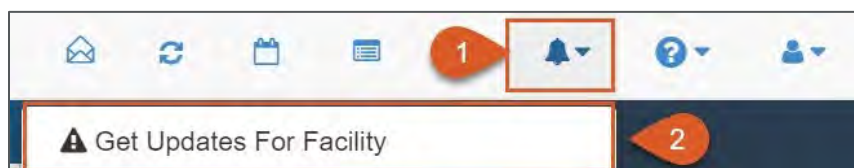
3. The **Clinic Setup** tab is used to configure procedures or room availability notifications.

- a. Availability Notifications – Use this to setup notifications for if/when there is a cancellation, reschedule, etc., making a previously blocked room now available.
- b. Availability Notifications are set up by clicking the bell icon > Get Updates for Facility > Enter details and Save.

Clinic Setup

Procedure Setup Availability Notifications

Start Date	End Date	Time	Duration	Location	Notes	
08/04/2019	08/05/2019	07:00am-11:00am	160m	J.OR11 J.OR11 General Hospital	set up notification for testing Clinic Setup	Delete
08/01/2019	08/01/2019	06:00am-10:00am	240m	All Rooms General Hospital	testing availability notifications	Delete



New Facility Availability Notification

Select a date and time to be notified when a duration in General Hospital becomes available.

All Locations

Start Date: End Date:

Starting Time: AM Ending Time: PM

Desired Duration: (minutes): 3

Notes:

[Cancel](#) [Save](#)