## Scheduling Express – Update User Settings for Office Staff
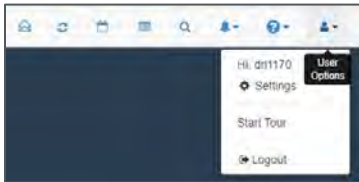
1. Open the **User Options** Icon.



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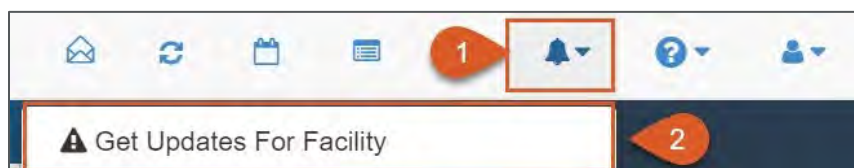
3. The **Clinic Setup** tab is used to configure procedures or room availability notifications.

   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.