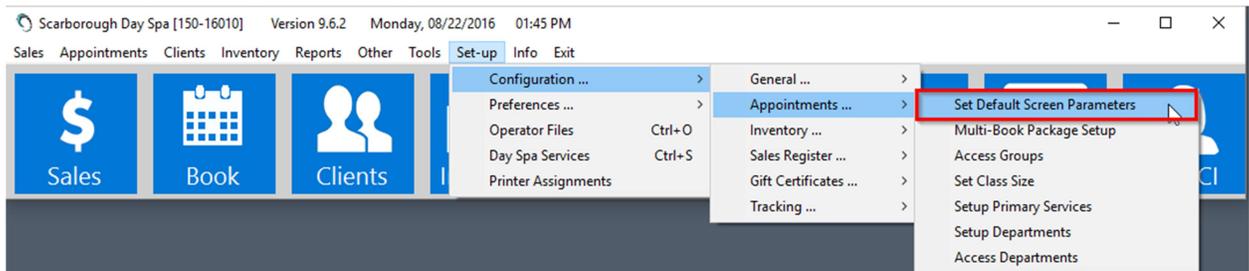


Setup: Set Default Screen Parameters

The Default Screen Parameters page allows you to setup what you see on your appointment book in terms of booking intervals shown, which group appears by default, and how many columns appear. You can also set each of these options individually for each group (except for the number of columns that appear that is a global setting). These instructions will show you how to access that screen and how to use it.

1.) Go to Setup>Configuration>Appointments>Set Default Screen Parameters



- 2.) In this screen there are 2 parts. The top half of the screen marked in red is to set up the defaults that apply to each group that has not been setup with custom parameters. The bottom half marked in black is to set up parameters individually for each group. (Please note that the selection "All Groups" is its own group that

incorporates all of your services and service providers)

DEFAULT APPOINTMENT SCREEN SETTINGS

No. Cols: 7

Default Group: All Groups

Default View Scale: 5 10 15 20 30 60

Individual Group Scale

Group: [Dropdown]

Set All to Default

5 10 15 20 30 60

Default to 1 week in "Week-View"

Accept

Cancel

- 3.) Let's first look at the defaults setup. In this section you have "No. Cols" which stands for number of columns. This will adjust how many operator columns (service providers, rooms, equipment) appear per page on the appointment book. Next we have the "Default Group" this adjusts which service group appears when you first open the day view screen on the appointment book by default it is on "All Groups" which would show all of your operators on the same page. Last we have "Default View Scale" this adjusts your booking intervals, 15 would mean you show 15 minute time slots on your appointment book e.g. 7:00 AM, 7:15 AM, 7:30 AM, 7:45 AM etc. An example of the current selections I have is shown below.

DEFAULT APPOINTMENT SCREEN SETTINGS

No. Cols: 7

Default Group: All Groups

Default View Scale: 5 10 15 20 30 60

Individual Group Scale

Group: [Dropdown]

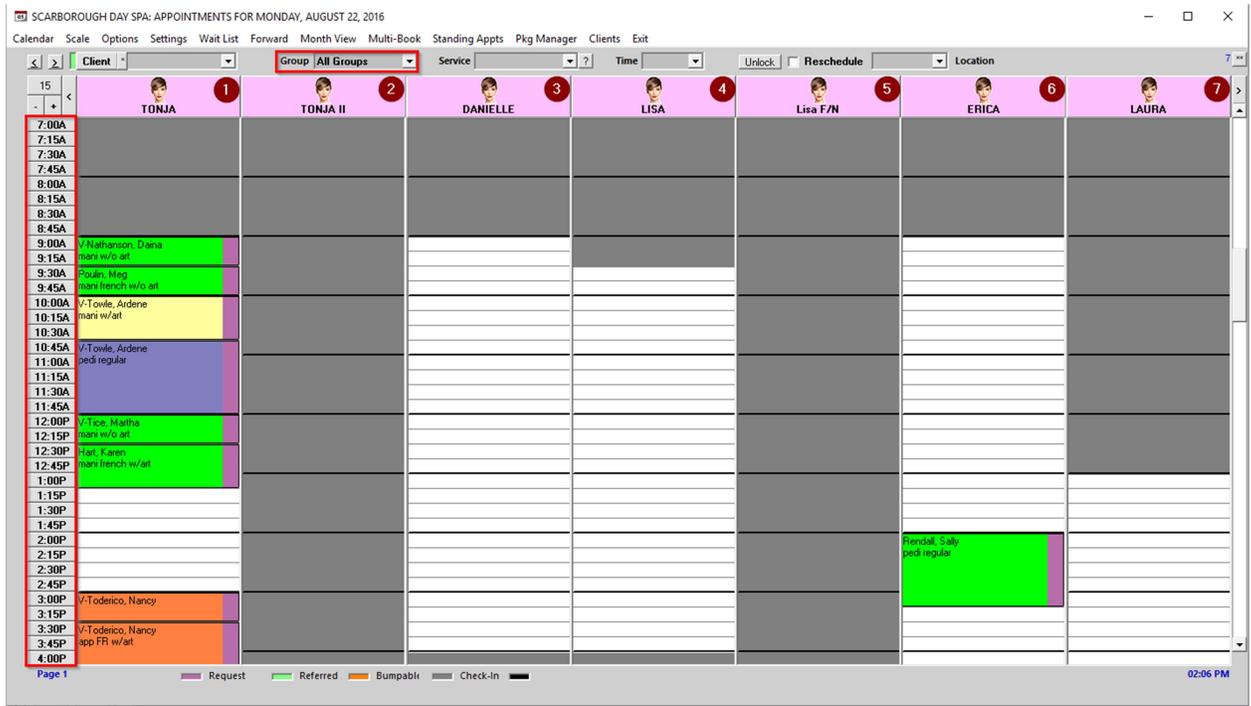
Set All to Default

5 10 15 20 30 60

Default to 1 week in "Week-View"

Accept

Cancel



- 4.) Next we'll talk about the individual setup. In this section you would select the group you want to customize in the "Group" dropdown. Next you can adjust the booking interval for that group using the selection below the "Group" dropdown. Last if you would like to set all of your groups you have customized back to your default setting you can click the "Set All to Default" button. To save your changed click "Accept"

DEFAULT APPOINTMENT SCREEN SETTINGS

No. Cols

Default Group

Default View Scale

5
 10
 15
 20
 30
 60

Individual Group Scale

Group

5
 10
 15
 20
 30
 60