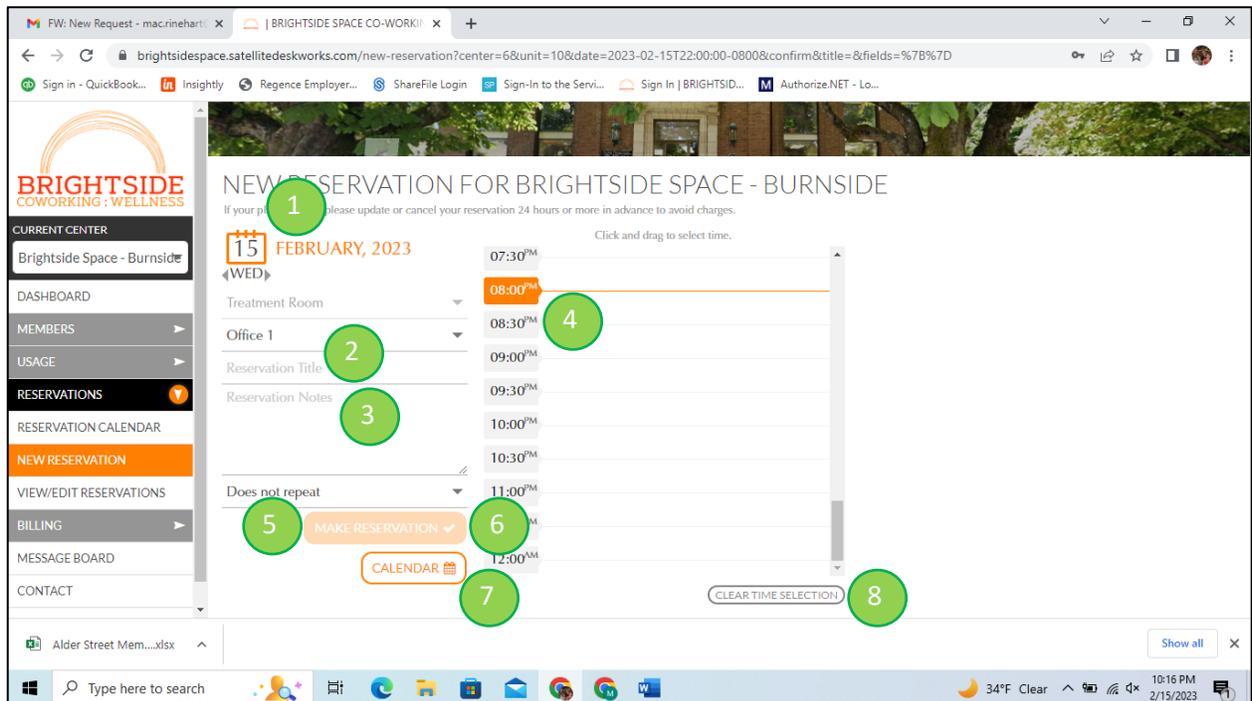


## Reserving a Room

Room reservations are made through the Reservation Dialog, located on the RESERVATIONS > NEW RESERVATION menu item.



1. **Calendar Control.** Click on the calendar control to display a calendar and pick a different date. The date will default to today, unless navigating from the Reservation Calendar screen, in which case the default date is the date selected from the Reservation Calendar.
2. **Treatment Room.** The Treatment room drop down allows selection of the desired treatment room. The default will be office 1, unless navigating from the Reservation Calendar screen, in which case the default treatment room is the room selected on the Reservation Calendar.
3. **Reservation Title and Notes.** These title and note are not private. Please do not include any confidential information. No information is required.
4. **Time Selector.** Use to select the time range for the appointment. Gray bars indicate that another party has the room reserve for that block of time. To reserve, click on the desired start time, and then click again on the desired end time. If an error is made with the time selection, use the “Clear Time Selection” button to reset.
5. **Recurring Schedule Selector.** The Recurring schedule selector is set to “Does not repeat” by default. Click the down arrow change to a different recurrence pattern, such as Every Week. If any value other than “Does not repeat” is selected, a dialog stating “For the next” will appear. Select the number of repetitions desired. The repetitions are not inclusive of the current appointment. If you select 1, then the reservation will have 2 occurrences.

6. **MAKE NEW RESERVATION button.** The MAKE NEW RESERVATION button is disabled until a valid date, room and time range are selected. Once those options are set, the button is enabled. Click this button to secure the reservation. Once the button is clicked, you'll be taken to the **CONFIRM YOUR RESERVATION** screen. You need to click the **CONFIRM** button on this screen to secure your appointment.
7. **CALENDAR button.** The Calendar Button takes you out of the New Reservation Screen and back to the Calendar for the selected Date. Use this feature to quickly navigate to see an overview of room availability for your desired date.
8. **Clear Time Selection.** This button will clear the selected time range in the event that you made an error and need to reset the time range.

**Warning!** Reservations occurring within 24 hours are non-cancellable. Reservations made with less than 24 hours-notice cannot be cancelled without administrator support.

**Tip!** If you book an appointment with less than 24 hours-notice, the system refers to this as an urgent appointment and notifies site administrators. If you subsequently realize that the appointment will not work, or is cancelled, notify us and we'll cancel it administratively. This option is only available for urgent appointments.

**Warning!** Are you on AM or PM time? The reservation calendar shows a 24-hour window. Please be sure you're not looking at 3AM when you mean to book your appointment for 3PM. If you make a mistake, we can help you cancel the appointment if needed, but we cannot guarantee your 3PM spot will be open.

**Tip!** Want your reservation to show on your personal calendar too? Use the Email confirm option on the Reservation Confirmation Screen to notify yourself of your appointment. In the email, you'll find a link to add the appointment to your calendar.