



INSTRUCTIONS FOR CUSTOMIZING SCHEDULE TO YOUR PERSONAL SORT PREFERENCES

I. BASIC ASSUMPTIONS

Schedule is, fundamentally, the heart and soul of the software. It receives, consistently, the most hits and drives the basic business infrastructure, at least in terms of managing surgery scheduling, submitting picksheets, and closing up each case with the proper and required paperwork.

So, Schedule is a handy tool and should cooperate in the way that you, personally, need it to behave. Because of this, we have allowed for it to be readily customized.

Instructions for individual users are as follows:

II. SETTING YOUR OWN DESIRED SORT ORDER

1. Click on Schedule
2. You will see all of the surgeries for the given day, divided by surgery status (pending, completed, closed, etc.)
3. In the Pending Surgeries table, (or any of them) click on the column header by which you wish to sort.

NOTE: By default, Schedule is sorted by date. But, if you would like to have it sorted by Facility, or another component, just click on that item.

4. Schedule will hold your sort order until you change it. So, if you log out, then login again, it will still sort it by Facility, or whatever you selected.

5. A couple more things:

First, you will know by what parameter the sort is being conducted because of the arrow.

Secondly, you can click the arrow to have the sort toggle between ascending and descending.

Third, the same parameters will be used for Search.

6. That's it. Easy!