

[TIPS & TRICKS]

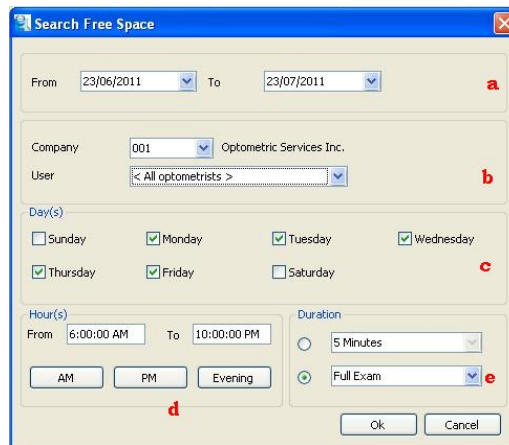
DO YOU KNOW HOW TO SEARCH FOR AVAILABLE SPACES FOR A SPECIFIC PERIOD IN THE SCHEDULER?

Here is how Optosys®2 can easily help you find an available space when booking an appointment. For example, you have a patient that is looking to book an appointment in a specific time period. Go to his patient file, click on the "Visits" tab and on the button "Add Appointment". This brings you to the Agenda.

1. Click on the « Search Free Space... » icon.

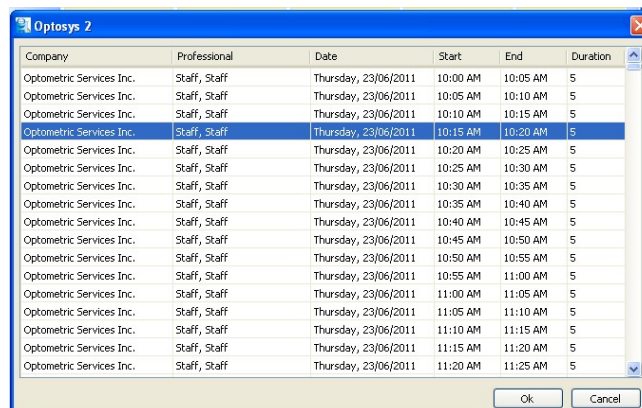


2. The « Search Free Space » window opens.



- a. Enter the desired date interval.
- b. The default User is « All optometrists ». However, it is possible to select a specific optometrist.
- c. You can select the days according to your patients preferences or availability.
- d. You can select a specific time interval or click on AM, PM or evening.
- e. In the « Duration » section, select the appointment type and click on OK to start the search.

3. Here is the list of available spaces based on the specified information previously given. Double click to select the chosen date.



Company	Professional	Date	Start	End	Duration
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:00 AM	10:05 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:05 AM	10:10 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:10 AM	10:15 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:15 AM	10:20 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:20 AM	10:25 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:25 AM	10:30 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:30 AM	10:35 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:35 AM	10:40 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:40 AM	10:45 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:45 AM	10:50 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:50 AM	10:55 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	10:55 AM	11:00 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:00 AM	11:05 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:05 AM	11:10 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:10 AM	11:15 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:15 AM	11:20 AM	5
Optometric Services Inc.	Staff, Staff	Thursday, 23/06/2011	11:20 AM	11:25 AM	5