Booking a Recurring Appointment

**Quick Reference Guide**

Booking a Recurring Appointment

1. Create a new appointment as per standard ESM business rules and move to the Work in Progress (WIP).

2. Select the Recur function on the right hand side of the WIP

3. Select the recurring frenquencies to include the Recurrence Pattern, appointment day, Start Date and how many Instances this appointment occurs and select ok
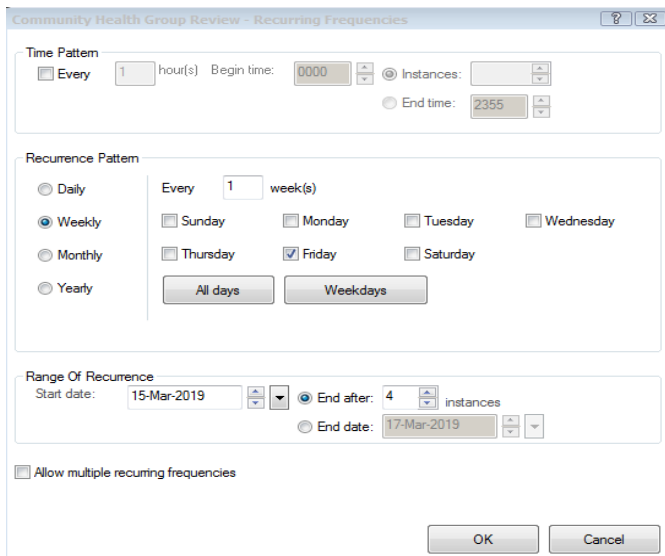

4. The number of occurences will move to the WIP, right click on the patients name to Expand Branch
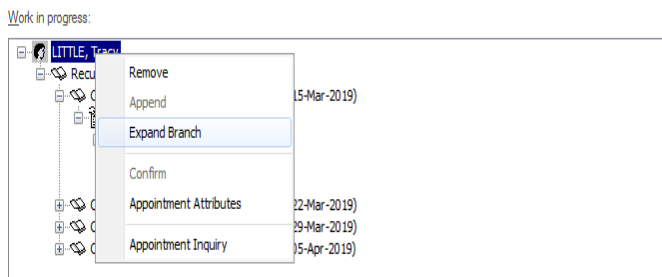
5. Select the Primary Resource and Schedule each Appointment in the correct Scheduling Appointment Book working your way down all the Primary Resource's in the WIP

6. Ensure that the Appointment details are correct including the correct Resource, Time and Duration and select Ok
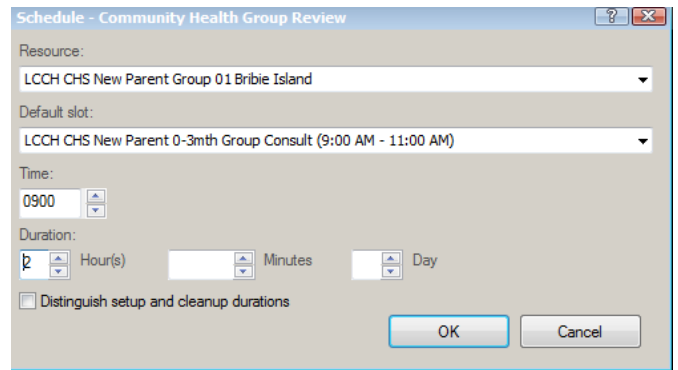
7. Select Confirm after each appointment has been scheduled, check the dialogue box to ensure the date and times of the appointments are correct as well as the number of occurences