

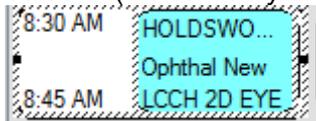


Shuffle an Appointment

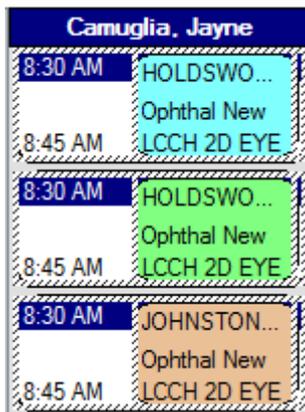
Quick reference guide

The **Shuffle** function can be used to move appointment(s) from one resource to another on the same day in the same book. Please note the **Shuffle** icon will only be visible when **Book Settings – View - Non-Proportional – Single Day** are selected

1. Locate the appointment(s) you wish to shuffle and left click on the appointment to select it (indicated by a hashed outline).



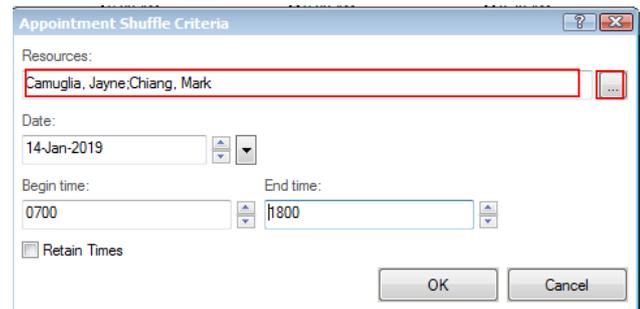
If you need to move all appointments from one resource to another select the name of the resource. This will highlight all of the appointments under that resource for that day.



2. Click the Shuffle button in the tool bar or alternatively right click, **Actions** and **Shuffle**

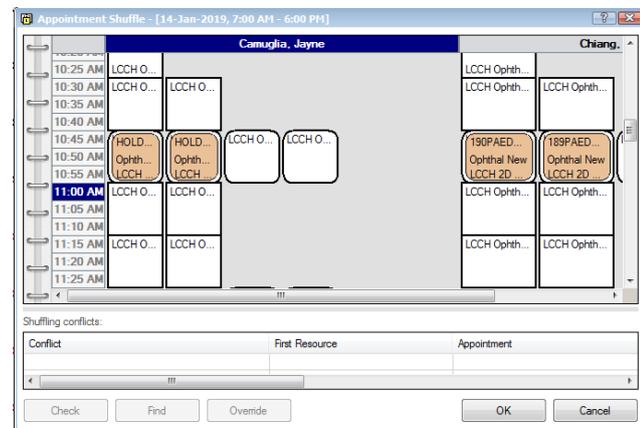


3. Select the resources you wish to shuffle between by clearing any irrelevant resources from the **Resource:** field, click the ellipses to 'lock it in'

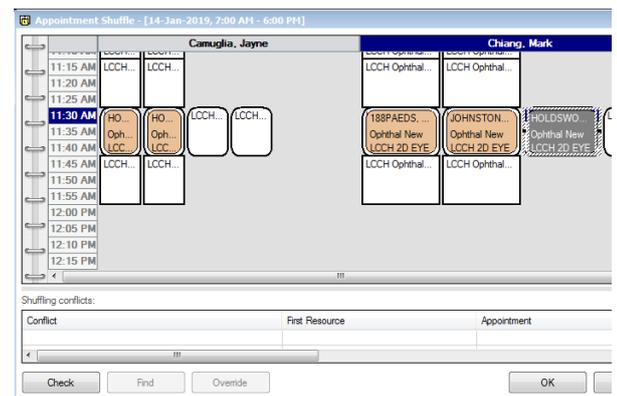


Ensure the **Date:** and **Begin time:** include the range required to move the appointment to and from. Click **OK**.

4. The **Appointment Shuffle** screen will open.



5. Left click and hold down the mouse to drag the appointment(s) and drop them into an empty slot under the new resource.

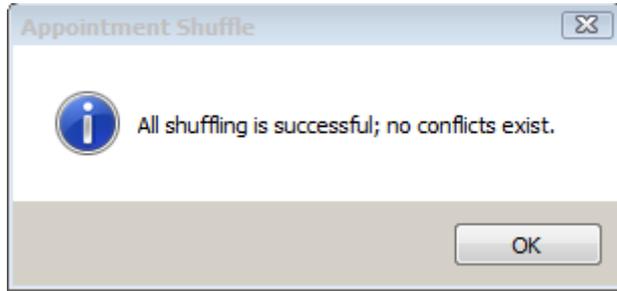


6. Click **Check** to ensure there are no conflicts, this is especially important if the time of the appointment has been changed.



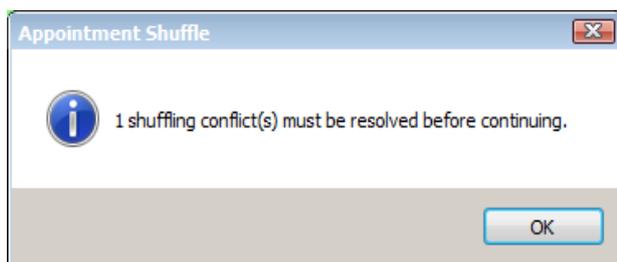


7. If the pop up confirms there are no conflicts then click **OK**.

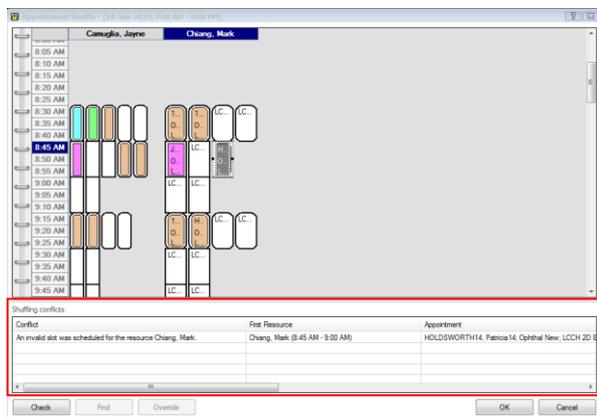


OR

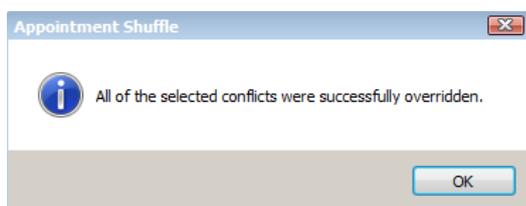
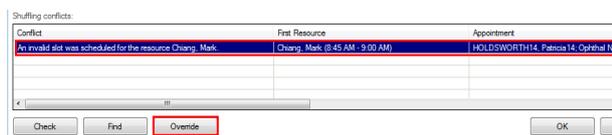
If the popup highlights there is a conflict:



Review the details in the **Appointment Shuffle** screen to see if they are acceptable to override



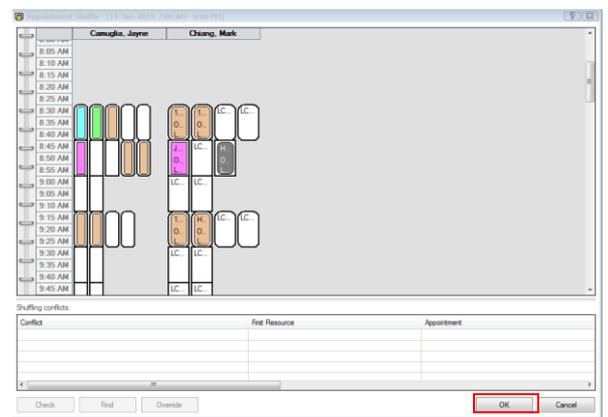
To override any conflicts select the conflict in the **Shuffling conflicts:** box and click the **Override** button.



Select **OK** on the popup to confirm the override of the conflict.

OR

- If the new appointment time is not appropriate due to the conflict, repeat the process by dragging the appointment into another slot and select **Check** again.
- Repeat the process if necessary until all appointment(s) have been moved and all conflicts and been resolved. Click **OK** on the **Appointment Shuffle** screen to finalise the changes.



10. Record a mandatory reason for the shuffle and any comments necessary then **OK**.

