



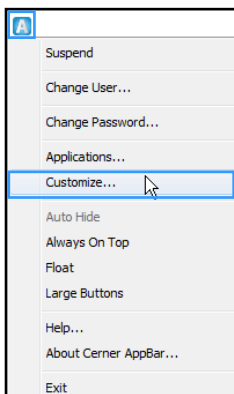
## Setting AppBar and appointment book preferences

### Customising the AppBar

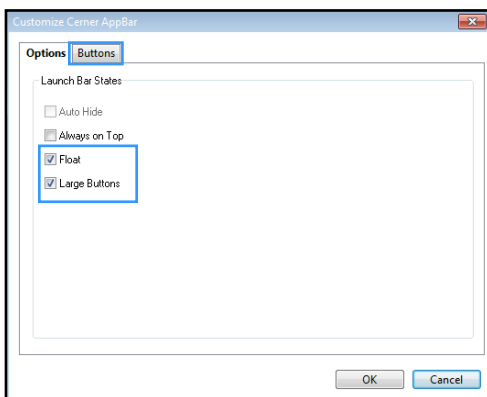
The first time you log in, you will need to customise your **AppBar** in order to access the applications. The AppBar allows a single login for a user (once you login to the AppBar, you won't need to log back into the ieMR for the day).

**Note:** All user preferences will only need to be set up once.

1. Click on the **AppBar** icon and select **customise**.

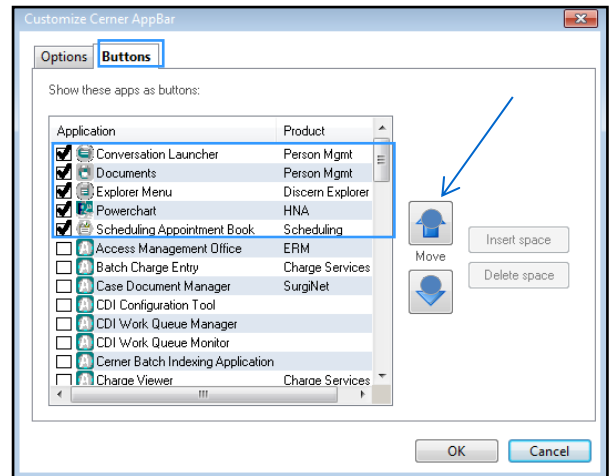


2. The **customise Cerner AppBar** window will open.
3. From the **options** tab, un-tick **always on top**, keep **float** ticked, and select **large buttons**.



**Note:** You can either update the preferences through the **AppBar** window or directly from the drop down box when you click the **AppBar** button.


4. Next, select the **buttons** tab. Tick **scheduling appointment book**, **conversation launcher**, **documents**, **Explorer menu** and **Powerchart**. These will all appear as buttons on your AppBar.

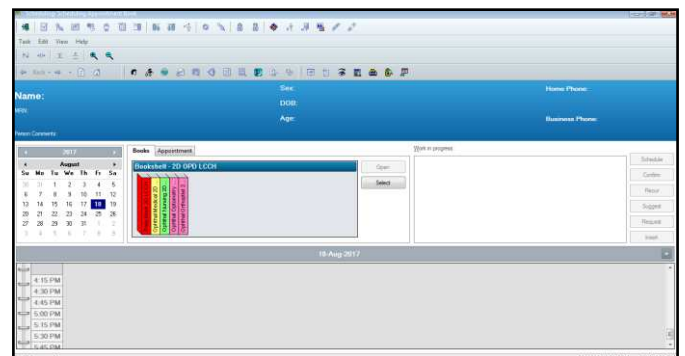


5. To move the order of the applications that are selected, click the **move** buttons up or down.

The **AppBar** will be customised with the applications you have selected.



6. When you click on any of the icons, you will be taken to that part of ESM, e.g. click on the  icon to launch the scheduling appointment book.





## Our Digital Future

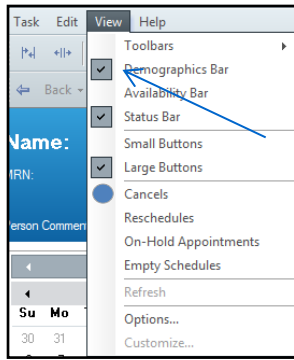
IMAGINE WHAT'S POSSIBLE...

ieMR Enterprise Scheduling Management (ESM)

### Customising appointment book settings

The ESM scheduling appointment book view preferences can be customised to suit the user.

1. Open the appointment scheduling book by clicking the [scheduling appointment book](#) icon in the [AppBar](#) or via [Power Chart](#)
2. Click [view](#) and select the items you wish to display such as [demographics bar](#), [status bar](#), [large buttons](#), [cancels](#), [reschedules](#) and [empty schedules](#). Note, it is recommended that [cancels](#), [reschedules](#) and [empty schedules](#) remain unchecked.

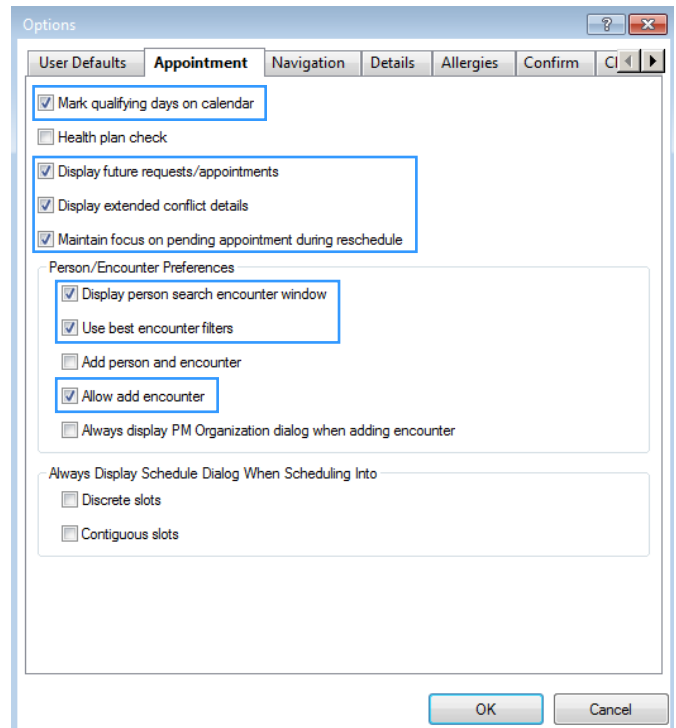


### Change user options

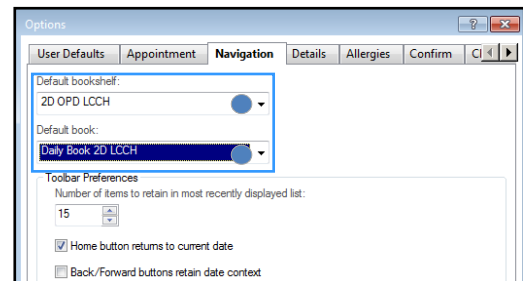
3. Select the [options](#) selection from the [view](#) menu as per the previous image.

**Note:** Only click the [OK](#) button until you have set all preferences within the options window.

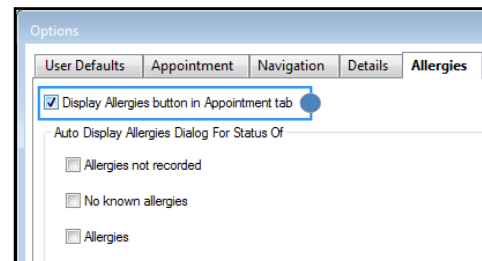
4. Select the [appointment](#) tab and check the following tick boxes:
  - [mark qualifying days on calendar](#)
  - [display extended conflict details](#)
  - [maintain focus on pending appointment during reschedule](#)
  - [display person search encounter window](#)
  - [display future requests/appointments](#)
  - [allow add encounter.](#)



5. Select the [navigation](#) tab. Set your [default bookshelf](#) by clicking the drop-down arrow next to [default bookshelf](#). If desired, you can also set your [default book](#). It is recommended that the default book is set to the [daily book](#) in your area.

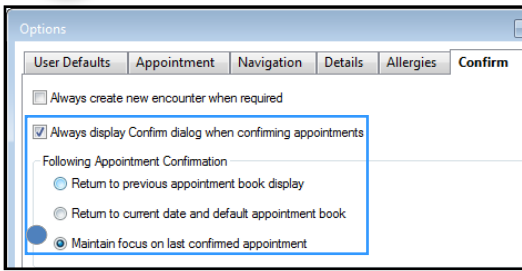


6. In the [allergies](#) tab, ensure [display allergies button in appointment tab](#) is ticked.

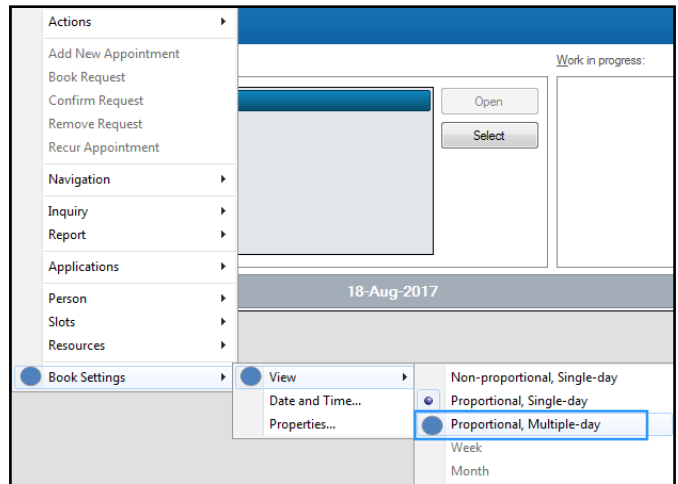


7. Select the following in the [confirm](#) tab:
  - [always display confirm dialog when confirming appointments](#)
  - [maintain focus on last confirmed appointment.](#)

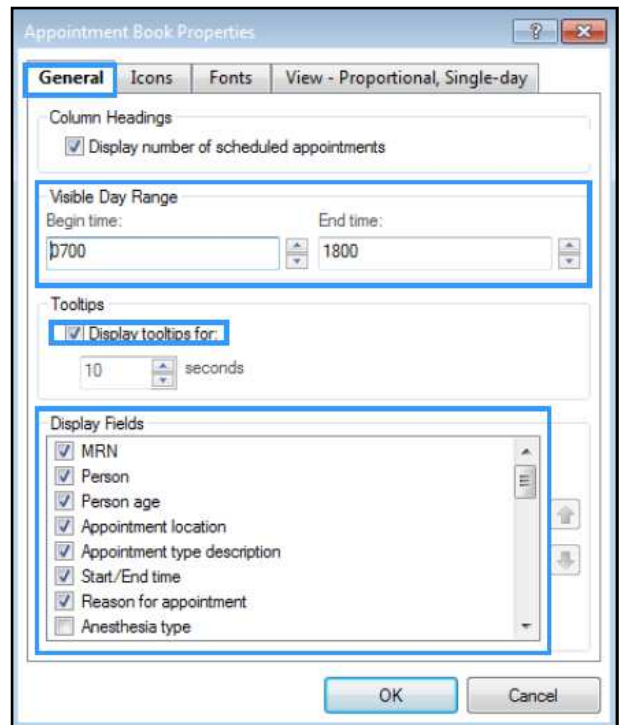
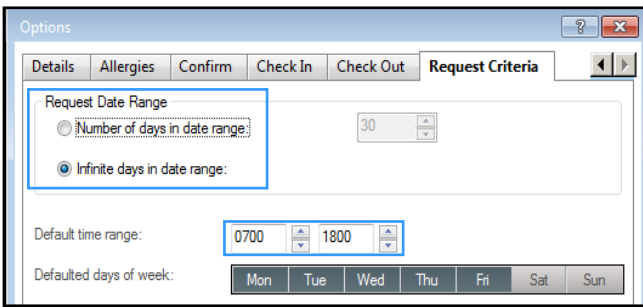




8. Use the arrows to move across and view the **request criteria** tab and select the following:
  - **infinite days in date range**
  - change **default time range** to 0700 – 1800.
  
9. Select the **defaulted days of week** you require (i.e. Mon – Fri). Now that you have finished setting preferences click **OK** to save them.



12. For **appointment book** properties, right-click and select **book setting** then **properties** (see above). The **appointment book properties** window will open.



## ESM appointment book properties

Changing your **book settings** will enable you to have a better view of your book and/or clinic.

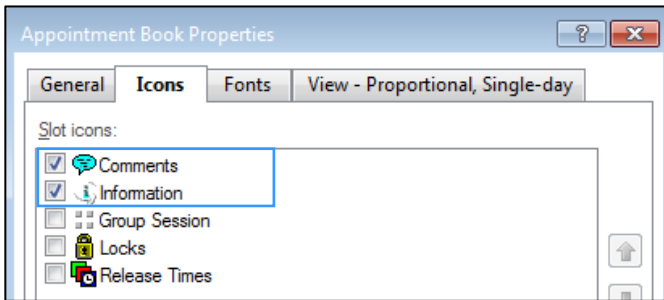
10. To alter appointment settings you can right-click anywhere in the lower portion of the **scheduling appointment book** screen (**appointment grid**).
  
11. Right-click in the lower window and select **book settings** then **view**, then select **proportional single-day**.
  
13. In the **general** tab, select the following:
  - **display number of scheduled appointments**
  - **visible day range** for appointments to begin and end e.g. 0700 – 1800.
  
14. In **display fields** section, select the fields you want visible in the **appointment grid**.





15. In the **icons** tab select the following **slot icons**:

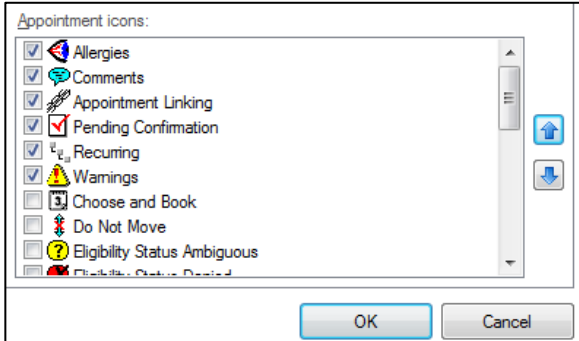
- **comments**
- **information.**



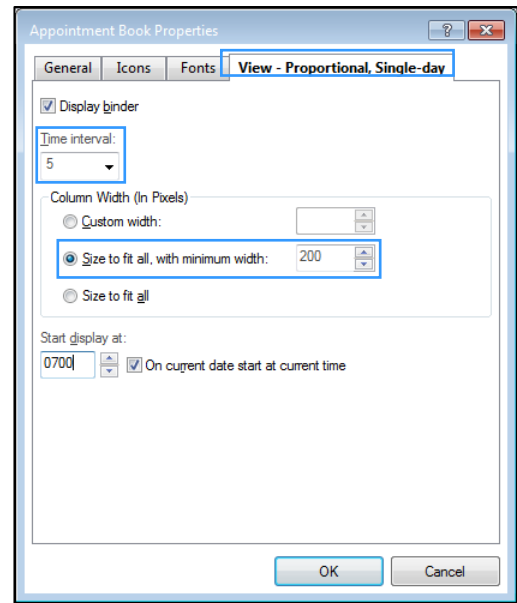
16. **Appointments icons** to select:

- **allergies**
- **comments**
- **appointment linking**
- **pending confirmation**
- **recurring**
- **warnings.**

Use the scroll bar to view all available icons.



17. In the **view – proportional single-day** tab, select the **time interval** as five minutes and adjust the **size to fit all with minimum width** to 200.



18. Click **OK** to save your preferences.

**Note:** To finalise your book setting and ensure that they save, click the exit button. 🚪

This will save your preferences and next time the **scheduling appointment book** is opened, it will display the default **bookshelf** and **books** that you had set as your preferences along with other set preferences.

