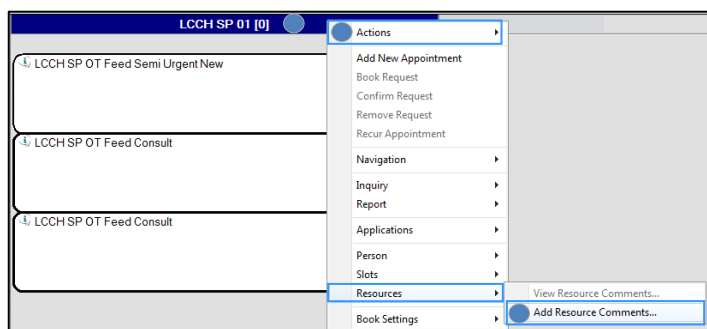


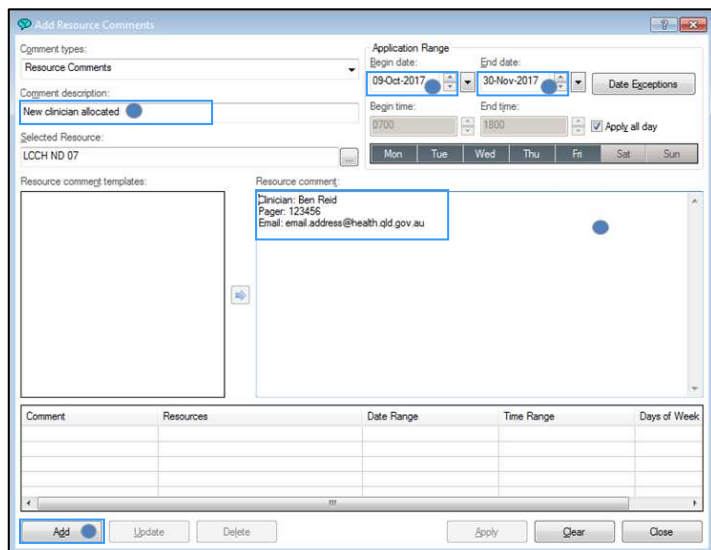
Add comments for resources and people

Add resource comments

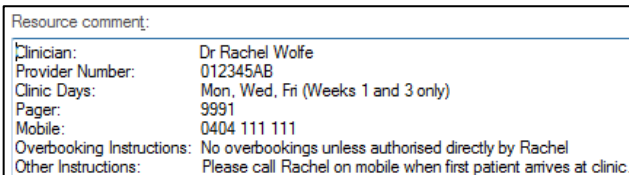
1. Navigate the appointment books to locate the **resource**.
2. Right click on the **resource** name.
3. Select **resources – add resource comments**.



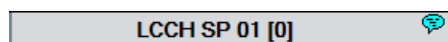
4. Complete the below:
 - a. **comment description**
 - b. **begin date** and **end date** (for long-term resources - end date two years in the future)
 - c. **resource comment**.



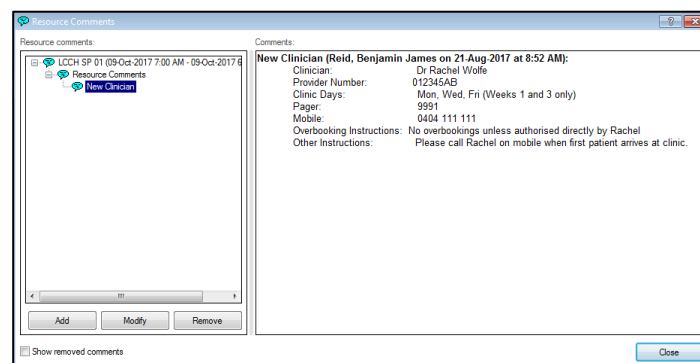
OPTIONAL: It is strongly recommended that specific clinic information relevant to that resource is added (e.g. clinic weekly schedule, clinician referral categorisation processes, etc.).



5. Select **add**, and then **apply**.
6. A resource comment is now visible on the banner of the resource. Please note, the resource comment will now appear in the all relevant books.



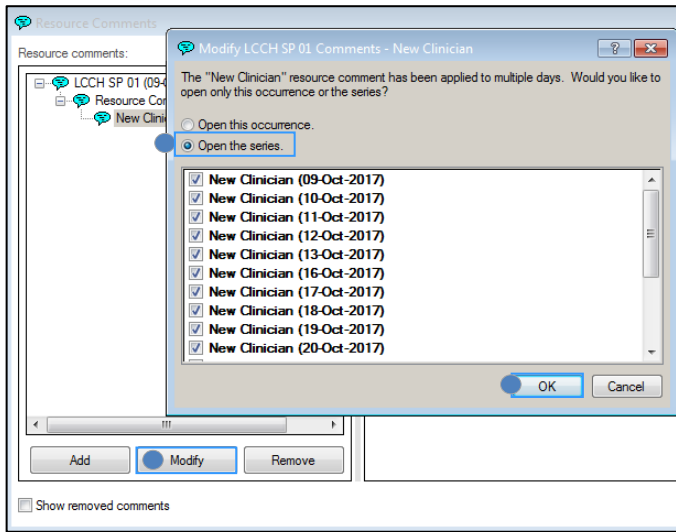
7. The **resource** name/comment is now available by single clicking on the **bubble** in the resource name heading.



Modify resource comments

1. Click on the **resource comment bubble**, **modify**, **select all**. This will allow you to modify the series. If you wish to only modify a single comment, select **open this occurrence**.

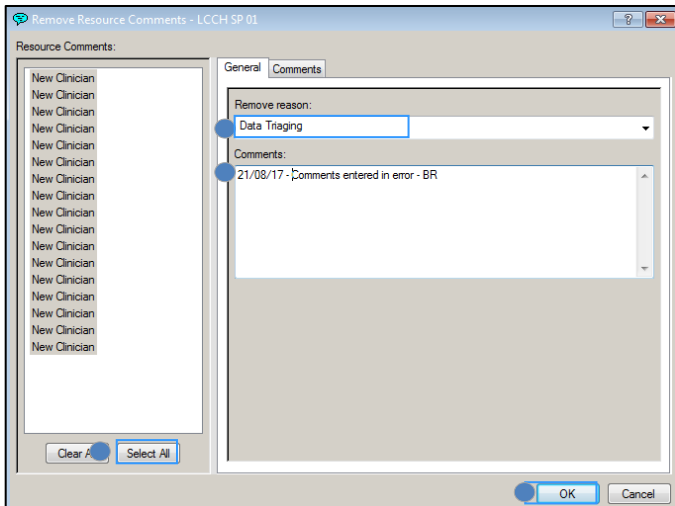




2. Over-key the comment accordingly. If you wish to add a comment, tick the **add to beginning/end of comments** checkboxes.

Remove resource comments

1. Click on the **resource comment bubble**, **remove**, **select all**. This will allow you to modify the series. If you wish to remove a single comment, select **open this occurrence**.



2. Select a **remove reason** (e.g. data triaging). Enter a comment into the **comments** field, **OK**.

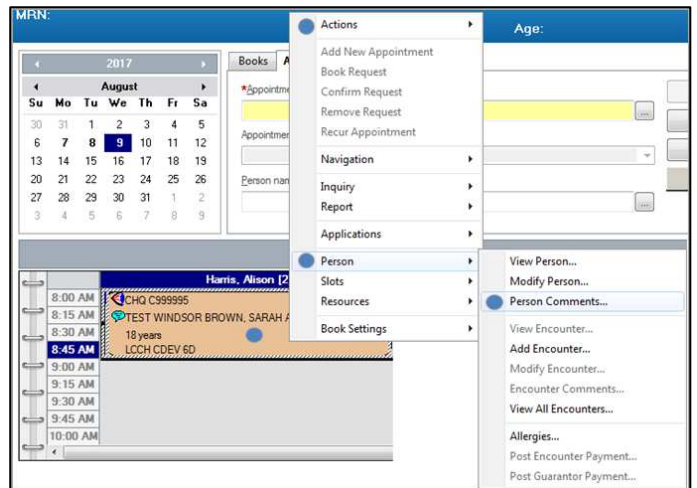
Resource comment considerations

- Resource comments appear across all locations for the resource. Do not remove the resource comments for another location.
- Do not remove historical resource comments. Modify only future comments.

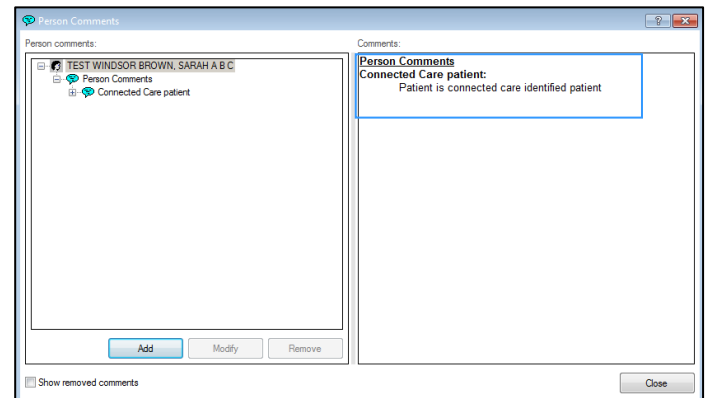
Person comments

Add person comments

1. Right click on the **scheduled appointment** and click **person** and then **person comments**. Another way to access these comments is to perform a **person inquiry** search.



2. Person comments now appears in the banner bar as per below. To view the scheduling comments, click the **blue speech bubble**.



Remove person comments

1. Click on the **person comment** in the patient banner bar. Click on the **comment**.
2. Select **remove**, choose a relevant **remove reason** (e.g. scheduler override) and type action **comment**, **OK**.

