

Accessing Your Reservations

Last Modified on 21/04/2021 1:33 pm ACST

When you have active reservations, you will notice a small flag in the top right hand corner of the screen. Clicking on this flag will allow you to go to the My Reservations page.



From here you have the option to:

- Edit the reservation
- Release the reservation

A screenshot of the CareRight 'My Reservations' page. The sidebar on the left lists various modules: Dashboard (selected), Appointments, Cases, Correspondence, Events, Exports, Followups, Imports, Invoices & Claims, Locations, Patients, Professional Contacts, Providers, Reconciliation, Reports, Tasks, Theatre Lists, Uninvoiced Admissions, Wait List, and Workflows. The main header is blue with a white play button icon and the word 'Reservations'. Below the header, the page title 'My Reservations' is displayed. A table lists reservations with columns for 'Name' and 'Description'. Each row includes 'Edit' and 'Release' buttons. The reservations are as follows:

| Name | Description | Edit | Release |
|--------------------------|--------------------------|------|---------|
| 19/04/2021 09:00 - 09:15 | 19/04/2021 09:00 - 09:15 | Edit | Release |
| 19/04/2021 09:15 - 09:30 | 19/04/2021 09:15 - 09:30 | Edit | Release |
| 30/12/2020 12:30 - 12:45 | 30/12/2020 12:30 - 12:45 | Edit | Release |
| 16/02/2021 10:30 - 10:55 | 16/02/2021 10:30 - 10:55 | Edit | Release |
| 11/11/2020 13:00 - 13:15 | 11/11/2020 13:00 - 13:15 | Edit | Release |
| 21/04/2020 10:00 - 10:15 | 21/04/2020 10:00 - 10:15 | Edit | Release |
| 26/02/2020 10:00 - 10:30 | 26/02/2020 10:00 - 10:30 | Edit | Release |
| 01/10/2019 09:00 - 09:30 | 01/10/2019 09:00 - 09:30 | Edit | Release |
| 01/10/2019 16:00 - 16:30 | 01/10/2019 16:00 - 16:30 | Edit | Release |
| 01/10/2019 11:00 - 11:30 | 01/10/2019 11:00 - 11:30 | Edit | Release |
| 26/02/2019 09:30 - 10:00 | 26/02/2019 09:30 - 10:00 | Edit | Release |