

# Managing Reservations

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## Creating a Reservation

In the Appointments Calendar:

1. Click the mouse cursor in the time period in a session.
2. Select the **Create Reservation** button.
3. Fill in fields using the table below as a reference.
4. Click **Create Reservation**.

Field	Description	Example
Appointment Type	Select the type of appointment from a pre-defined list.	Consultation, procedure, review, follow up, etc
Room	<p>Chose the relevant Room, this will default to no selection. Only list "Open" rooms associated with the location of the session the user is booking for.</p> <p>This field option will only display if it has been enabled in Calendar Options by you System Administrator.</p>	RM 1 - Room 1
Date	Date of the reservation	10/02/2015
Start Time	Start time of the reservation (Hour & Minute)	10:00
Duration	Length of the reservation in minutes based on the appointment type. This can be changed by the user.	20
Appointment Status	This is the status of the Reservation	

Field	Description	Example
Notes	Any notes relating the reservation.	

Note: Reservations can be identified in the Appointment Calendar by:

- The Booking status of \*RES
- They show who booked them and how long ago (E.g. "Reservation by Bob Smith 26 minutes ago").

Please Note: Creating a reservation if you have active reservations: If you have active reservations, and your system administrator has limited each user to one reservation, you will be prompted to release or edit the existing reservation before adding a new reservation.

Once a Reservation has been created it can be:

- Edited
- Converted to an Appointment
- Released

### Convert a Reservation to an Appointment

To convert a Reservation to an Appointment right-click the reservation in the calendar and select **Convert to Appointment**. This option loads up the appointment create screen pre-filling any data from the reservation. This appointment needs to be linked to a patient.

When the appointment is saved the reservation is released and the appointment is created in its place. The "Convert to Appointment" option is only displayed to the user that created the Reservation.

### Removing an Entry from the Wait List

1. Click the **Wait list** button.
2. Right click to edit or see the details of the wait list entry, click **Delete**.
  - a. The entry will disappear from the Wait List.

## Double Booking Reservations

Please note that it is possible to make multiple reservations at the same time within a session by selecting the same time slot in a session.

## Editing a Reservation

You can edit a reservation by right-clicking on the reservation in the calendar and selecting **Edit**. From the edit screen, you can **Convert to Appointment** or **Release** the Reservation.

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