

Appointments - overview

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Pre-requisites

- Appointments have been activated (but not configured) - This is listed in your contract if it has been agreed that you will utilise this module.
- Locations have already been setup (this needs to be locked in stone before appointments can be set up) - Incorrect appointment set up can be complex to alter once an appointment is booked.
- Rooms have been set up against Locations (if relevant) - refer to [Locations - Rooms and Beds](#).
- You can plan out how you are going to structure your calendar in terms of:
 - Scheduling
 - Classification of appointments
 - Workflow

Notice

You should only continue on if all of the above have been completed.

Permissions

To administer all areas of calendar sessions, ensure you have granted *Can administer appointment* permissions to a relevant user group.
