

Display Rooms in Calendar

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Overview

Rooms and Beds is used for Hospital Admission within CareRight. A room can be assigned to a patient, or a bed assigned to the Room (and the patient assigned to the Bed).

The designation of Rooms can be visible in Appointment > Calendar View.

This procedure shows you how to make Rooms/Beds visible to the Calendar. For the set up of Rooms and Beds, please contact Clintel Support.

Configure Rooms visible on Calendar View

1. Click **Administration**.
 2. Click **Locations**.
 3. Click on a location.
 4. Scroll down the Rooms panel.
 5. Click **Show** for a room.
 6. In the Room Details panel, check whether or not the room is available on the calendar (**Available on Calendar** field).
 7. To modify, click **Edit**.
 8. Select or de-select the **Available on Calendar** checkbox.
 9. Click **Update Room**.
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