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Appointment Calendar

The Appointment Calendar is a tool that helps pharmacies manage and organize patient appointments within the Kroll application. Appointments can be made for a wide variety of services such as Flu Shots, Immunizations, and Medication Reviews, and can also be used to coordinate staff activities such as shifts, break times, and vacation.

You must have Kroll V10 SP9 or higher to use this functionality.

Calendar Screen Explained

The Appointment Calendar is accessed by selecting the Calendar tile from the Alt+X - Start screen. The tile count indicates the number of remaining appointments scheduled for today.
Calendars

Each configured calendar will appear in the bottom left corner of the Calendar screen. Place a checkmark next to the calendars whose appointments you want to view. If Combined is not enabled, a column for each selected calendar will display.

![Calendar Screen Example]
If **Combined** is enabled, the **Calendar** screen will display all scheduled appointments associated with each selected calendar.
Date Views

The dropdown menu in the top right corner of the Calendar screen allows you to select a Month view, Week view, or Day View. In each view, you can use the arrow buttons in the top left corner of the screen to select a different month, week, or day.

Month view:

Week view:
Day view:

If you click the **Today** button, the Calendar will highlight today’s date in each displayed calendar:
Appointments
This section explains how to create, modify, and delete appointments, and how to launch scheduled services directly from the Calendar.

Inserting a New Appointment
1. Click New, or double-click the applicable calendar date.

2. The New Appointment form will appear. Complete the form and click Save.

- **Calendar**: Select the calendar you want to assign the appointment to.
- **Type**: Select an appointment type.
- **Patient**: Click F3 to optionally search for and select a patient. Once a patient is selected, the Del button can be used to remove the patient from the appointment.
- **Start time/End time**: Enter the start time. Select the length of the appointment from the list. The end time will update accordingly.

**NOTE**: The appointment length defaults to 30 minutes. This can be changed in the Store Level Configuration Parameters > General screen.

- **All day event**: Check this flag if the appointment will run all day. No start or end times can be selected when this flag is enabled.

- **Comments**: Enter any comments in the space provided.
3. The appointment will be added to the calendar. Place the cursor over the appointment to see appointment details.

Modifying an Appointment
1. Double-click the appointment you want to modify.
2. The Edit Appointment form will appear. Make the necessary changes and click Save.

Deleting an Appointment
1. Double-click the appointment you want to delete.
2. The Edit Appointment form will appear. Click Delete.
3. A prompt will appear asking if you are sure you want to delete the event. Answer Yes.

The appointment will be removed from the Calendar.
Launching a Service

When an appointment for a service is due, the service can be launched directly from the Calendar screen.

**NOTE:** The Launch Service option is only available for appointments that have a service and a patient selected.

1. Double-click the appointment from the Calendar.

2. The Edit Appointment form will appear. Click Launch Service.

3. The Professional Services screen will appear with the service type selected. Select a sub Type, if one is available, and begin performing the service.
Configuration

Appointment Calendar configuration settings can be accessed by selecting **Edit > Lists** from the **Alt+X - Start** screen.

This will call up the **Edit Mast Lists / Groups** screen where Appointment Types and Calendars can be added, modified, and deleted.

**Appointment Types**
Select **Appointment Types** from the **Edit Mast Lists / Groups** screen. A list of configured appointment types will appear.
Inserting an Appointment Type

1. Click Ins or press the Insert key on your keyboard.

2. The Edit Appointment Type form will appear. Complete the form and click Save.

- **Active**: Enable this flag to make the appointment type selectable when creating a new appointment.

- **Icon**: To optionally add an icon to the appointment type, click Select… and locate an 16x16 pixel image file. To remove the icon from the appointment type, click Clear.

- **Name**: Enter the name of the appointment type.

- **Service**: Select a service associated with the appointment type. If the appointment type is not a service, leave this field blank.

- **Sub type**: A sub type may be automatically selected based on your Service selection.

- **Include in tile count**: Enable this flag to have instances of the appointment type included in the Calendar tile count.

The appointment type will be added to the Appointment Types list.
Modifying an Appointment Type

1. Select the appointment type you want to modify and click F2, or press the F2 key on your keyboard.

2. The Edit Appointment Type form will appear. Make the necessary changes and click Save.

Deleting an Appointment Type

1. Select the appointment type you want to delete and click Del, or press the Delete key on your keyboard.

2. A prompt will appear asking if you are sure you want to delete the appointment type. Answer Yes.

The appointment type will be removed from the Appointment Types list.

NOTE: If there are active appointments associated with the appointment type, the following prompt will appear:

Calendars

Select Calendars from the Edit Mast Lists / Groups screen. A list of configured calendars will appear.
Inserting a Calendar

1. Click **Ins** or press the **Insert** key on your keyboard.

2. The **Edit Calendar** form will appear. Complete the form and click **Save**.

- **Active**: Enable this flag to make the calendar selectable when creating a new appointment.
- **Name**: Enter the name of the calendar.
- **Colour**: Select the colour you want associated with the calendar. This will default to black if no colour is selected.
The calendar will be added to the **Calendars** list.

### Modifying a Calendar

1. Select the calendar you want to modify and click **F2**, or press the **F2** key on your keyboard.

2. The **Edit Calendar** form will appear. Make the necessary changes and click **Save**.

### Deleting a Calendar

1. Select the calendar you want to delete and click **Del**, or press the **Delete** key on your keyboard.

2. A prompt will appear asking if you are sure you want to delete the calendar. Answer **Yes**.

The calendar will be removed from the **Calendars** list.

**NOTE:** If there are active appointments associated with the calendar, the following prompt will appear if you attempt to delete it: