

Show Available

Quick reference guide - V7 SP1

Show Available uses a practitioner's availability to determine whether to display their calendar on a particular day in the Appointment Book. If a practitioner has availability on a given day, then their calendar is displayed otherwise, if they have no availability then their calendar is not displayed.

This is the reinstatement of the function that was removed as part of the Version 7 upgrade with a couple of modifications. This function was removed because of performance issues and it's effect on the loading of the appointment book. Due to this, the function is now turned on and off via the Appointment Book options and only loads calendars selected to be shown. This means that the Appointment Book performance enhancements can still be utilised as much as possible.

Turn on Show Available

- 1. Close the Appointment Book
- 2. Go to System > Options > Appointment Book
- 3. Click **Show Available**

🐦 Options		-	X
🗂 Calendar Options			
Appointment Book	Show Appointment Book on Startup		
18 Calendars	I allow entry/editing of Appointments scheduled prior to 'now'		
👷 Certificates	Allow conflicting Appointments Show "All Day" Appointments in Time Cells		
85 Client Details	Allowing a Confirmation Dialog to appear when changes are made to an Appointment		
📕 Database Backup	Show holidays in Appointment Book		
Documents	Show Available		

Check the Calendars that will be displayed

- 4. Go to System > Options > Calendars
- 5. In Calendars I can see, anything with Show ticked will be displayed
- 6. Tick or untick any Calendars as required
- 7. Click OK
- 8. Open the Appointment Book

The relevant calendars will be displayed

(Calendars I can see										
	User	Show	Read Only	Calendar Colour	Display Order						
>	Leagh (Office Man					0 🔺					
	Sam Hunter					0					
	Claire Lawrence					1					
	Lucas Hodges					2					
	Louisa Perlmutter					3 =					
	Terry Palisk	•				4					
	Sue Watson					5					
	System Administra					6					
	Teal Peters					7					
	Louie Collins					8					

