# Appointment Book Views – Quick Reference Guide

Due some performance improvements in the Bp Allied appointment book there are some changes to how the functionality works. The key points are:

- Introduction of tab view in Day, Work Week, Full Week and Month views
- Change in the method of displaying a practitioner's calendar when moving between **Day View** and **Work Week View** for a specific practitioner
- When opening in tabbed **Work Week** view the logged in users' calendar will be displayed, if they have one.
- When loading the appointment book only the day(s) displayed are loaded. When moving forward and backward through the calendar appointment information for display on screen is refreshed as required.

Introducing Tab view

This is available in Day, Work Week, Full Week and Month views

- The user can choose to turn Tab View on or off
- On exit of Bp Allied the last option selected will be saved.
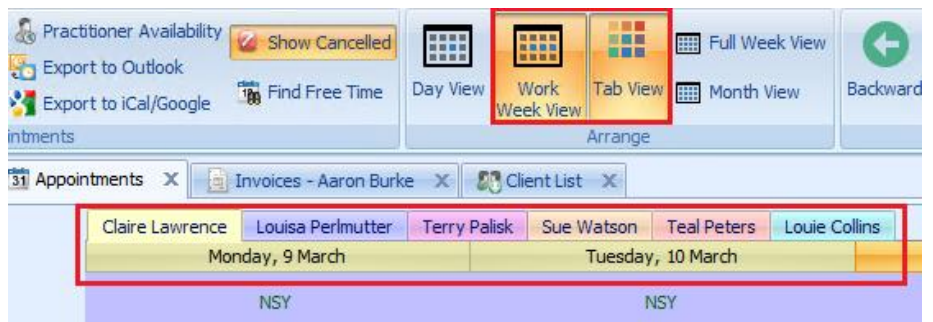
Changing between views for a specific practitioner

To move between day view displaying multiple practitioners and work week (or other view) for a specific practitioner:

1. Click on their calendar in **Day View**
2. Then click on **Work Week** (or other view)
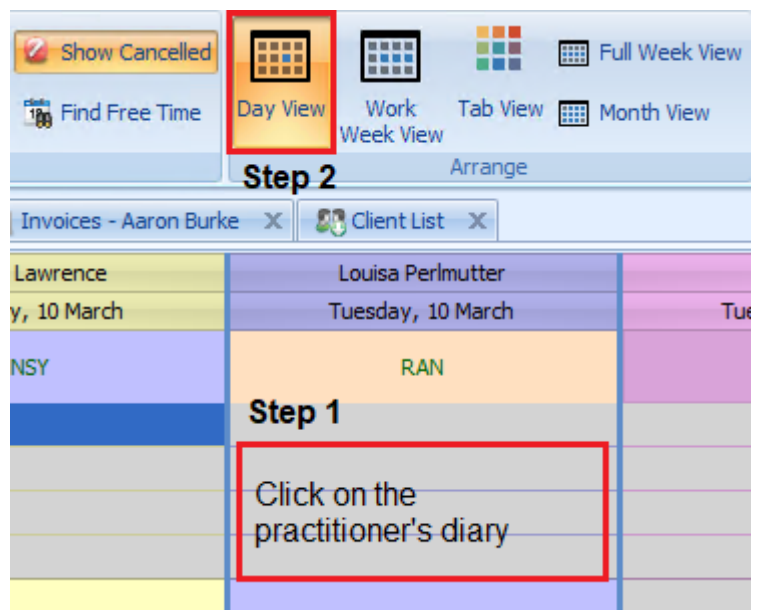
Full Week View

Full Week view has been added to the navigation bar in replacement of the Week View. This view displays a seven-day columnar layout.

Custom appointment book views

- These are now selected by clicking on the radio button in the Calendars tab in the right-hand menu bar.
- Only calendars that the logged in user has permission to view will be shown as "ticked" in the Practitioners list.
- If a calendar is unticked, as shown in the image on the left, the logged in user does not have permission to view this practitioner's calendar.
- Users can't change which calendars are displayed in a custom view via the Practitioners tab. This option is only available for the Personal View.
- Access to calendars is managed via Options > Calendars > Calendar Administration.
- Changes to custom views are managed in Data Maintenance > Appointment Book View Members.
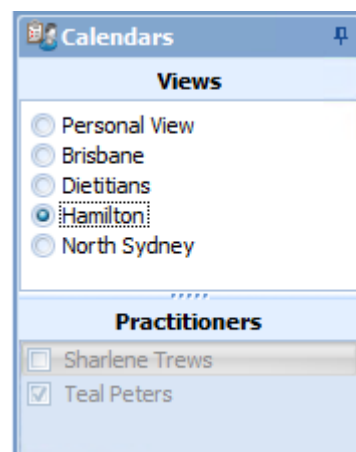
Additional changes

- Removal of **Calendar Buttons** from the bottom of the screen
- Removal of **Show available** from the Calendars tab in the right-hand menu bar
- Reminder pop-up can no longer be set for recurring meetings

Known Issues

- The Tab View has a limit to the number tabs that can be displayed on screen which is dependent on the user's screen resolution. For example: 23 tabs can be displayed on a resolution of 1280 x 1024. We recommend the use of custom appointment book views if all required calendars cannot be displayed.
- All day appointments, set to display in the calendar header, show in each calendar within a tabbed view. This does not occur if the All-Day appointment is displayed in the time cells.
- Practitioner emails are sent when creating a meeting if this option has been selected.
- Multiple practitioner emails are sent when cancelling an appointment, if this option has been selected.
- Daily Appointment List is printing duplicates of all recurring meetings.

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