

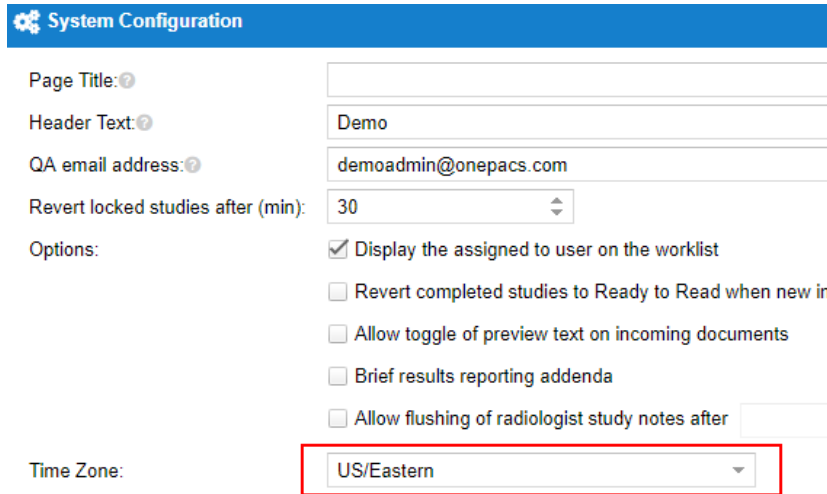
# Scheduling

## Scheduling

Schedules can be created to help manage certain aspects of the system. Schedules may be used, for example, to automatically activate an [auto assignment rule](#) or determine if a radiologist is available to be automatically assigned cases.

Set a timezone.

The first step in setting up a schedule is to configure the timezone in which that the radiology group does business. An administrator can use the Admin - > System configuration menu items and select a timezone. Click the "Save" button to save the new timezone. Schedules will be configured in this timezone.



The screenshot shows the 'System Configuration' page. The 'Time Zone' dropdown menu is highlighted with a red box and is set to 'US/Eastern'. Other visible fields include 'Page Title', 'Header Text' (Demo), 'QA email address' (demoadmin@onepacs.com), 'Revert locked studies after (min)' (30), and several options: 'Display the assigned to user on the worklist' (checked), 'Revert completed studies to Ready to Read when new im' (unchecked), 'Allow toggle of preview text on incoming documents' (unchecked), 'Brief results reporting addenda' (unchecked), and 'Allow flushing of radiologist study notes after' (unchecked).

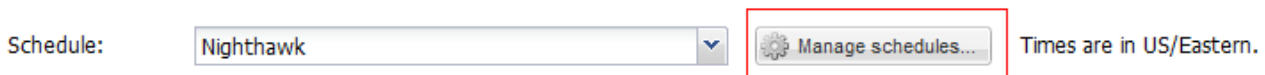
### Creating a schedule

Schedules can be created when adding or editing the system setting that is to be scheduled. If the setting can be set to a schedule it will show a "Schedule" field. Click on the "pencil" icon to create or edit the schedule. Below, the radiologist is on the "Nighthawk" schedule. Settings can be configured with a "Custom" schedule or can use a shared schedule. Even if a shared schedule is used, it can be customized later. After clicking on the pencil icon a new window will open to configure the schedule.



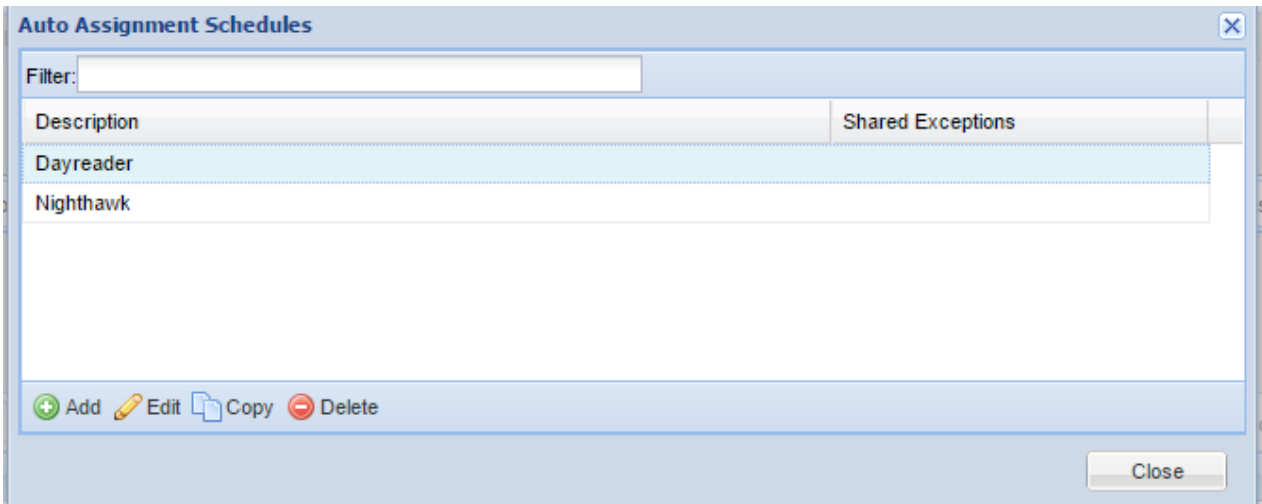
The screenshot shows a dialog box titled 'Edit Radiologist Assignment - Radiologist, Demo (demorad)'. The 'Max cases to assign' is set to 50. The 'Schedule' field is set to 'Nighthawk' and is highlighted with a red box. A pencil icon is next to the schedule name. Below the schedule field, there is a checked checkbox for 'Allow radiologist to mark themselves as available or not available'. At the bottom, there are 'Save' and 'Cancel' buttons.

A new shared schedule can be created or edited by clicking on the "Manage Schedules" button

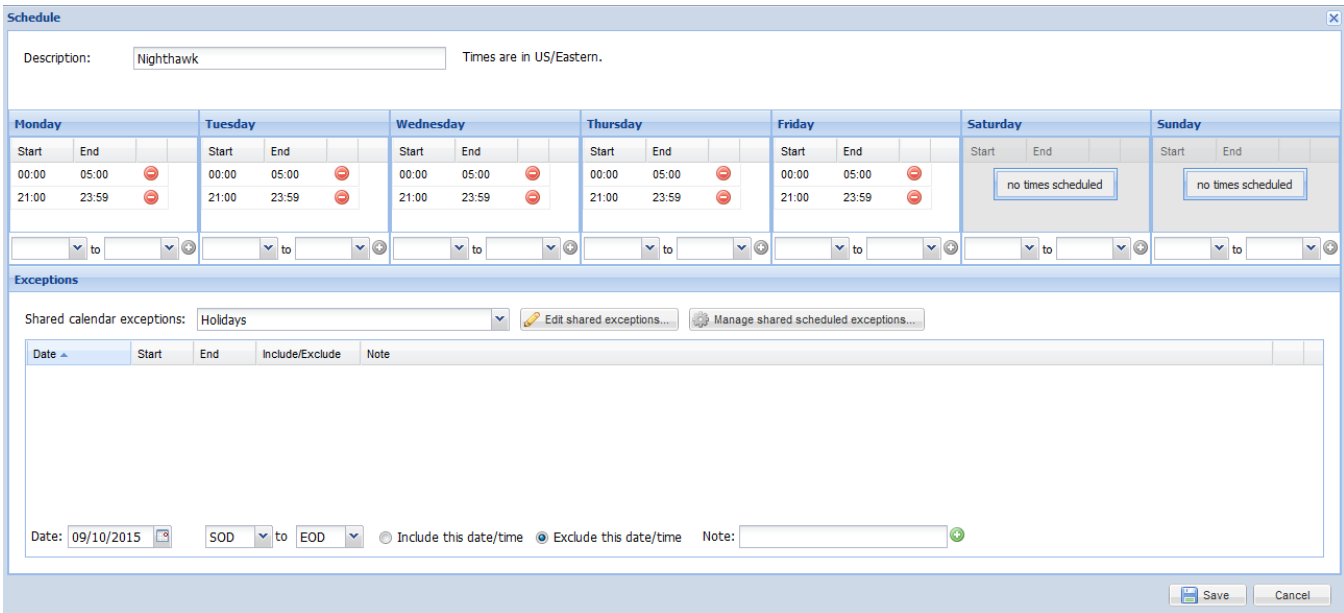


The screenshot shows a form with a 'Schedule:' dropdown menu set to 'Nighthawk'. To the right of the dropdown is a button with a gear icon labeled 'Manage schedules...'. This button is highlighted with a red box. To the right of the button, the text 'Times are in US/Eastern.' is visible.

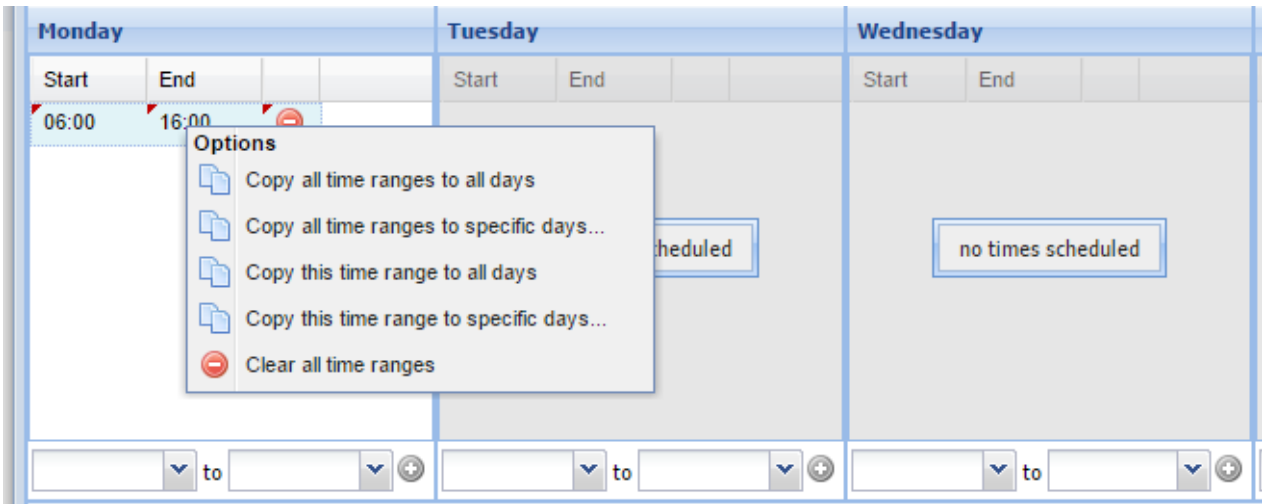
This will load a list of all of the schedules available for the setting that is being scheduled.



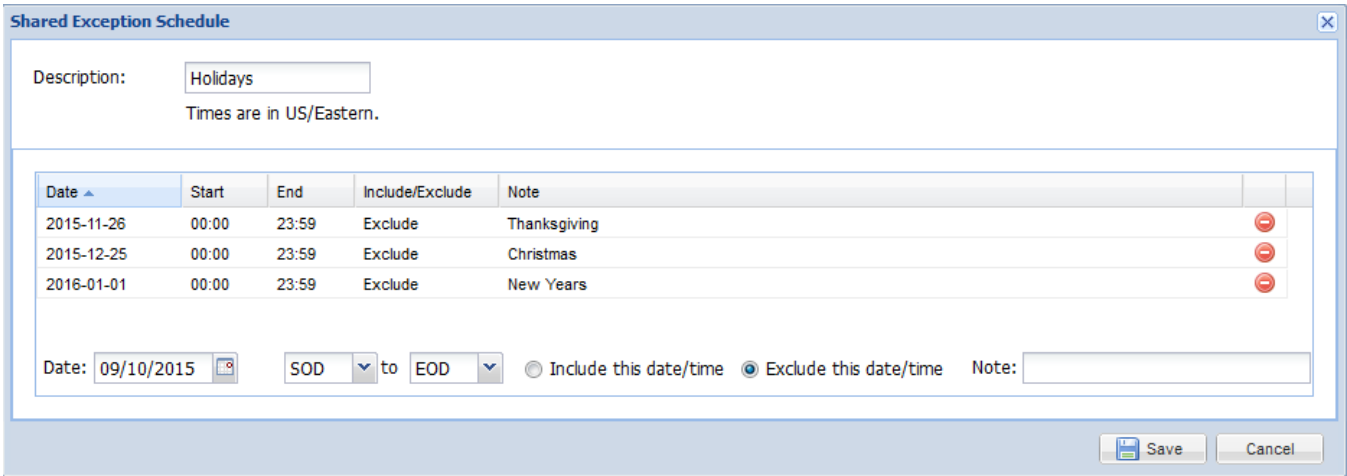
Use the "Add", "Edit", "Copy" and "Delete" buttons at the bottom of the list to manage the schedules. When adding or editing a schedule, provide a useful description to identify the schedule. To add a weekly schedule, add times under the appropriate days by selecting a start and end time and then clicking the "plus" icon. Weekly schedule times will be "active" and will repeat each week. Use the "Manage shared scheduled exceptions" to create a new list of exceptions for this schedule. This may be useful, for example, to exclude holidays. Select a shared calendar exception if necessary. Finally, this schedule may be configured to have exceptions past the shared exceptions. On the bottom, an exception to this schedule can be created by selecting a date, start time, end time, whether that time span is included or excluded, and optionally providing a note as to why the exception was made. Click the green "plus" icon to add the exception. This may be useful, for example, if all "Nighthawk" radiologists have a meeting on a certain date. These exceptions take priority over the "shared exceptions" (Holidays). Click the "Save" button to save the schedule.



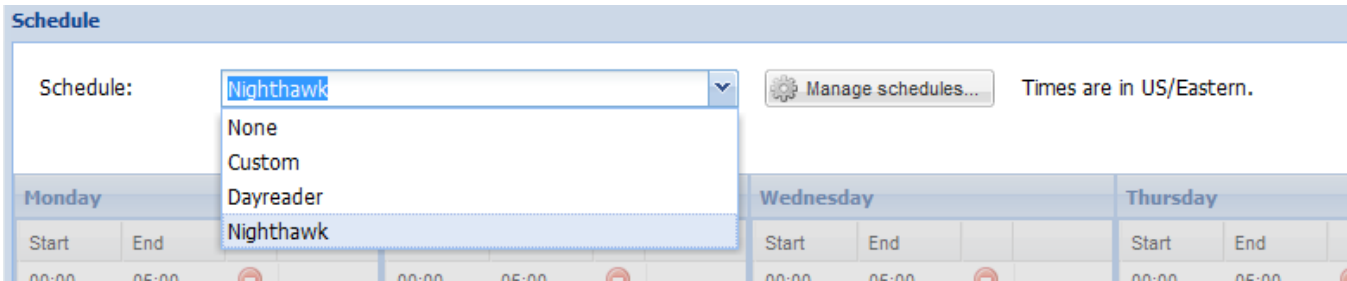
A user can right click on a time to quickly copy the selected or all time ranges to the other days.



Shared Exceptions may be used for common exceptions across a shared schedule. For example, to configure holidays.



Once a shared schedule is created, the setting can be configured to used that schedule. If it is not appropriate to use a shared schedule then a custom schedule can also be used. A setting can be switched from its custom schedule to a different shared schedule. Select "None" to remove the setting from the schedule. (Selecting "None" will remove any custom schedule.)



When a shared calendar is selected, that schedule will be loaded, but not editable. Further scheduling exceptions can still be made for this particular setting. For example, below the radiologist is on the "Nighthawk" weekly schedule, has off for two days, and most holidays, but there is also an override to schedule for the radiologist to work Christmas despite the shared exceptions having Christmas off.

**Schedule** X

Schedule: Nighthawk Manage schedules... Times are in US/Eastern.

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
00:00	05:00	00:00	05:00	00:00	05:00	00:00	05:00	00:00	05:00	no times scheduled		no times scheduled	
21:00	23:59	21:00	23:59	21:00	23:59	21:00	23:59	21:00	23:59				

**Exceptions**

Shared calendar exceptions: Holidays Edit shared exceptions... Manage shared scheduled exceptions...

Date	Start	End	Include/Exclude	Note
<b>Custom Exceptions (One time exceptions or overrides to the selected schedule)</b>				
2015-09-14	00:00	23:59	Exclude	Vacation Day
2015-09-15	00:00	23:59	Exclude	Vacation Day
2015-12-25	08:00	17:00	Include	Christmas read during day
<b>Shared Calendar Exceptions (not editable)</b>				
2015-11-26	00:00	23:59	Exclude	Thanksgiving
2015-12-25	00:00	23:59	Exclude	Christmas
2016-01-01	00:00	23:59	Exclude	New Years

Date: 09/10/2015 SOD to EOD  Include this date/time  Exclude this date/time Note:

Done Cancel

Click the "Done" button when the schedule is complete. Next, click the "Save" button on the system setting that was schedule was configured for.