	ED RECEPTION – Schapptbook Comments SOP		
	Ensure you have your Schapptbook set up with the Comments icon activated		
1	Open <b>Schapptbook</b> , right click anywhere on the grey clinic book, select <b>Book Settings</b> , then <b>Properties</b> .		
	Actions >		
	Add New Appointment		
	Book Request		
	Remove Request		
	Recur Appointment		
	Navigation >		
	Enquiry >		
	Report >		
	Applications >		
	Slots		
	Resources >		
	Book Settings > View >		
	Date and Time		
	Properties		
2	Click Icons tab, tick the Comments boxes in the Slo	t Icons <u>AND</u> the Appointments Icons.	
	Appointment Book Properties ? 2	< compared with the second sec	
	General Icons Fonts View - Non-Proportional, Single-Day		
	Slot icons:		
	Comments		
	Group Session		
		-	
		2	
		L .	
		-	
	Appointment icons:		
	Appointment Linking		
	Choose and Book	2	
	Do Not Move		
	Generative Status Ambiguous	2	
	Bigibility Status Error		
	Eligibility Status Pending/Unknown		
	I I faat Flack Sk. Chat Vadlad		
3	You will only need to complete this action once: the s	etting will then he saved for all future	
	uses of Schannthook	atting with their be suver for all future	