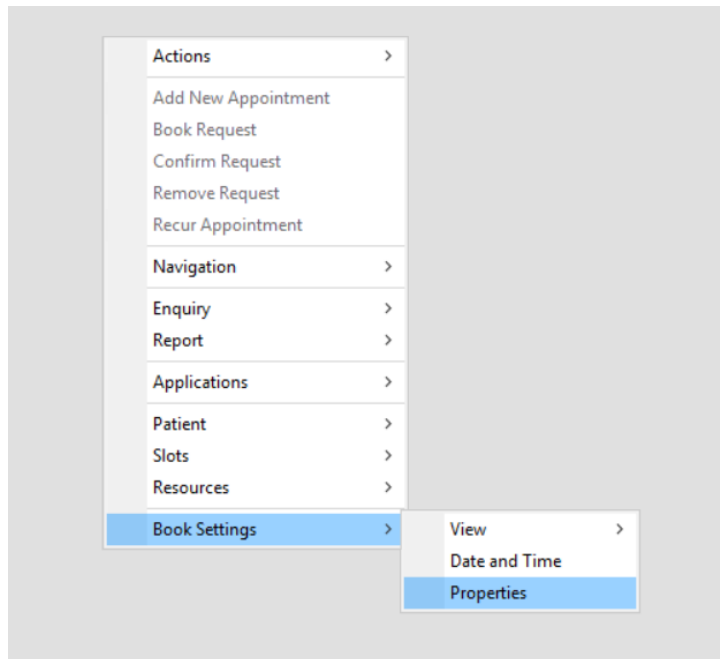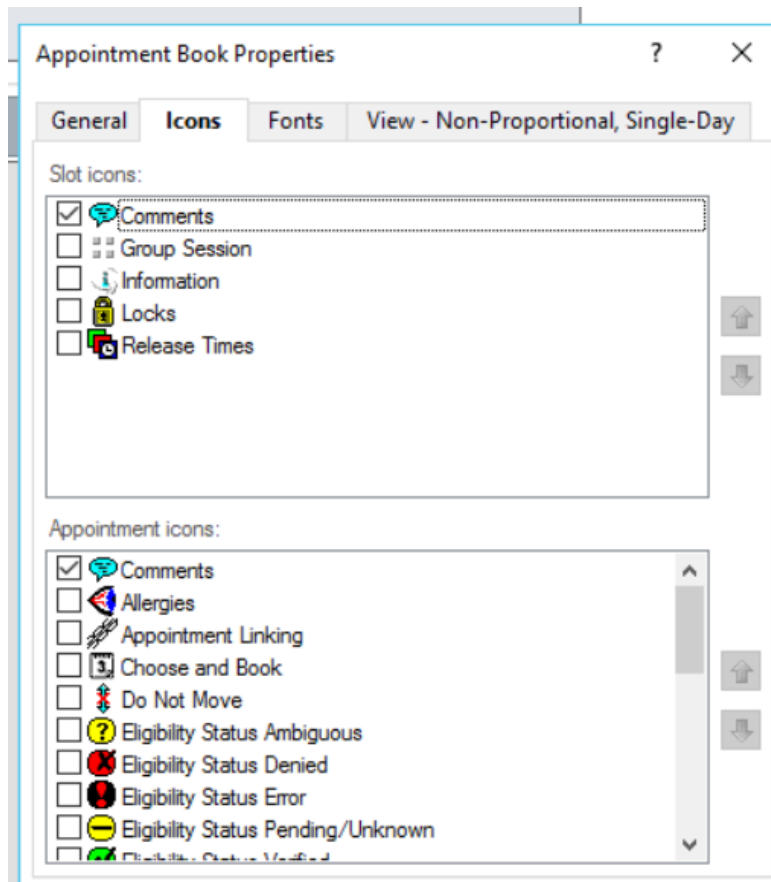|	
	ED RECEPTION – Schapptbook Comments SOP **Ensure you have your Schapptbook set up with the Comments icon activated**
1	Open **Schapptbook**, right click anywhere on the grey clinic book, select **Book Settings**, then **Properties**.
2	Click **Icons tab,** tick the **Comments boxes** in the **Slot Icons AND the Appointments Icons.**
3	You will only need to complete this action once; the setting will then be saved for all future uses of Schapptbook.