## Open my appointment book and view my roster

1. From File – Appointments – My Appointments

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R	File	Edi	t Reports Window	Help				
Pa		Pati	ents					
		Арр	ointments	•	2N:1-11			
		Providers Wait Lists Message Management Send Message My Messages			2N:12-22			
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					4N:1-11			
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			Bank Account		4SE:50-60	: Number		
			Show Recall Type		4SE:61-70	or Code		
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					Hospital Dentistry	um.		
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					Special Care Clinic			
					Staff Surgery			
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				My Appointments	1			
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2. The appointment book will open to today's date (or the last date looked at in another open appointment book window)



3. Your provider code will show in the provider bar

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4. If you have a roster in the day showing or in the week showing at the top of the screen, it will show as a green outline. In the View Day area the roster will have the chair number you are rostered into at the top.

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29/10/	2015 💌	•	3		10		12		2
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270ct	15 Tue								
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310ct	15 Sat								
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 If there is an appointment in your roster, you will see it blocked out in your level/group colour (e.g. 3<sup>rd</sup> year dent = Pale Yellow; 4<sup>th</sup> year dent = Pale Orange; BOH year 2 & 3 = Grey)

