

Overview of Scheduler

AVBS User Guide – Health Care Provider and Provincial Operations

As of September 24th, 2024

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Privacy Policy

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Whenever you see this icon, please ensure that you collect verbal consent from the Albertan for disclosure of their personal health information.



Whenever you see this icon, please ensure that you are correctly entering the information provided by the Albertan (e.g., legal first name, legal last name, Alberta Personal Health Number (PHN)). The search may result in many records containing sensitive information like PI/PHI.

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Whenever you see this icon, please pay attention to the action that is being performed. It is important you follow these instructions.



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- Saving lists locally on computer
- Saving lists on other storage media
- Printing lists
- Taking pictures
- Taking screenshots

Overview of Scheduler: Overview

Objectives:	To provide an overview of Scheduler and how to set up a General or Vaccine-Specific Appointment Schedule.
AVBS Role:	Health Care Provider and Provincial Operations
Pre-Requisite:	Facility record needs to be available in AVBS

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Overview of Scheduler

In order to accept bookings at an Immunization site, it is important to set up the time slots that will allow Albertans to book their Immunization appointments. These time slots are referred to as **Appointment Blocks** in AVBS. You can set up appointment blocks using [Scheduler](#).

The **Scheduler** tab found on a facility's record page has 2 sections: **Vaccine Capacity Settings** and **Create time slots for this facility**. Under **Vaccine Capacity Settings**, you can do the following:

- Select available vaccines
- Add new a new vaccine to your facility that patients can book and available dates to book

The screenshot displays the 'Scheduler' tab for '101 PHARMACY'. It includes a warning message: 'Warning : The facility has no vaccine capacity for the following vaccine type(s): Measles Containing, Polio Containing. Please update vaccine capacity setting if you want the vaccine(s) to be bookable.' Below the warning is a table titled 'Vaccine Capacity Settings (7)' with 2 items selected. The table columns are Vaccine Type & Name, Quantity, Date Range, and days of the week (Mon-Sun).

	Vaccine Type & Name	Quantity (...)	Date Range	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	<input checked="" type="checkbox"/> Influenza High Dose Influenza	1	2024-09-10 to 202...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/> COVID-19 XBB covid 12+	30	2024-09-12 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input type="checkbox"/> COVID-19 XBB 5Y11Y XBB 5Y	50	2024-09-19 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input type="checkbox"/> Influenza INF	40	2024-09-20 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input type="checkbox"/> COVID-19 XBB 6M4Y covid 6m-4y	60	2024-09-20 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input type="checkbox"/> Tdap TDAP Daily1	5	2024-09-17 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input type="checkbox"/> Pneumococcal pneumococcal daily	20	2024-09-17 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Overview of Scheduler

In order to accept bookings at an Immunization site, it is important to set up the time slots that will allow Albertans to book their Immunization appointments. These time slots are referred to as Appointment Blocks in AVBS. You can set up appointment blocks using [Scheduler](#).

The **Scheduler** tab found on a facility's record page has 2 sections: **Vaccine Capacity Settings** and **Create time slots for this facility**. Under **Create time slots for this facility**, you can do the following:

- Set up appointment days for an entire week from one screen
- Set up and modify custom and non-custom appointment blocks
- View all the appointment blocks for the day on one screen and update them
- View booked appointments for each appointment block
- Cancel booked appointments within an appointment day from one screen
- Ability to set up appointment blocks for the future and leave them at Planned/Inactive status to be activated later
- Useful when you need to set up/modify appointment blocks for multiple days
- Ability to Clone, Delete, Add Time Interval or Modify Blocks from previous weeks or specific days within the week. These can only be used after days are selected from the calendar

Pharmacy Console | Home | Register | Profiles | Appointments | Reports

Profile: 101 PHARMACY [Edit]

Create time slots for this facility

Appointment Type: General

Current Week | < | Week starting September | > | Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom	42	0	Yes	Active
<input type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custom	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custom	105	1	Yes	Active

How to Navigate to Scheduler

To navigate to the AVBS Scheduler, follow the steps below:

- 1 Click on **Profiles**
- 2 Click on the **Profile Name** from the List.

The Facility Record will display.

Click the **Scheduler** tab.

- 3 *The Appointment Scheduler will display.*

The screenshot illustrates the navigation process in the Alberta Pharmacy Console. It is divided into two parts, 1 and 2, showing the initial steps.

Part 1: Shows the main navigation menu with 'Profiles' highlighted. A red circle with the number '1' is placed over the 'Profiles' menu item.

Part 2: Shows a list of 'All AHS Facility Profiles'. A red circle with the number '2' is placed over the first profile name, 'AHS AIRDRIE COMMUNITY HEALTH CENTRE (PFIZER)'. Below this, a third screenshot shows the '101 PHARMACY' profile details page. A red circle with the number '3' is placed over the 'Scheduler' tab, which is highlighted in blue.

Profile Name	Active	Available Vaccines	Sub-Type	Health...	City
1 AHS AIRDRIE COMMUNITY HEALTH CENTRE (PFIZER)	Yes	Influenza;Moderna;Pediatric Pfizer;Pfizer	Existing HA Site	Calgary	AIRDRIE
2 AHS AIRDRIE TOWN AND COUNTRY CENTRE (PFIZER)	Yes	AstraZeneca;Influenza;Moderna;Pfizer	Mass	Calgary	AIRDRIE
3 AHS ANZAC RECREATION CENTRE (PFIZER)	Yes	AstraZeneca;Influenza;Moderna;Pfizer	Remote	North	ANZAC
4				North	ANZAC

101 PHARMACY Profile Details:

- Profile Name: 101 PHARMACY
- Health Authority: Alberta Health
- Service Delivery Location (SDL): 1.00E+14
- Health Zone: Calgary
- Security Group: GCKW
- Active: Yes
- Type: Pharmacy
- Sub-Type: Existing HA Site
- Parking Available:
- Available Vaccines: AstraZeneca;Influenza;Moderna;Pfizer
- Province/State: AB
- Postal/Zip: T2E2R1
- City: CALGARY
- Territory: CALGARY

Features of Scheduler

4 The **Scheduler** tab found on a facility's record page has 2 sections: **Vaccine Capacity Settings** and **Create time slots for this facility**. Under **Vaccine Capacity Settings**, the following information is displayed in a table:

4a **Vaccine Type & Name**

4b **Quantity:** the units of vaccine doses available at the facility.

4c **Date Range:** the period during which the vaccines will be available.

4d Columns for each day of the week from **Monday–Sunday**: Select the days of the week that each vaccine will be available.

4e **New** button: This is to add a new vaccine that will be available at the facility. *Refer to next page.*

Vaccine Capacity Settings (7) updated 42 minutes ago													
	Vaccine Type & Name	Quantity (...)	Date Range	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
1	<input type="checkbox"/> Influenza High Dose Influenza	1	2024-09-10 to 202...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/> COVID-19 XBB covid 12+	30	2024-09-12 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/> COVID-19 XBB 5Y11Y XBB 5Y	50	2024-09-19 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/> Influenza INF	40	2024-09-20 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/> COVID-19 XBB 6M4Y covid 6m-4y	60	2024-09-20 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/> Tdap TDAP Daily1	5	2024-09-17 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/> Pneumococcal pneumococcal daily	20	2024-09-17 to 202...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Features of Scheduler

4e The **Scheduler** tab found on a facility's record page has 2 sections: **Vaccine Capacity Settings** and **Create time slots for this facility**. Under **Vaccine Capacity Settings**, the following information is displayed in a table:

- i **Name:** type the vaccine name
- ii **Vaccine Type:** select from the vaccine types available at the facility.
- iii **Quantity:** set the units of vaccine doses currently available at the facility.
- iv **Date Range:** set the period during which the vaccines will be available.
- v Columns for each day of the week from **Monday–Sunday**: Select the days of the week that each vaccine will be available.

Click **Save** when you have made all applicable selections to the new vaccine, and it will appear on the main page

The screenshot shows a web form titled "New Vaccine Capacity Setting: Current". The form is divided into sections: "Information" and "Owner". The "Information" section contains several required fields (marked with an asterisk):

- * Name: A text input field containing "Covid xbb 12+".
- * Vaccine Type: A dropdown menu showing "COVID-19 XBB (12+)".
- * Quantity (Daily Dose Count): A text input field containing "20".
- * Start Date: A date picker showing "2024-09-18".
- * End Date: A date picker showing "2024-09-26".

Below these fields is the "Owner" section, which shows a profile icon and the name "O'carroll Elizabeth".

To the right of the form is a weekly availability grid. The grid has columns for each day of the week (Mon-Sun) and rows for each day. All days have a checked checkbox. A callout 'v' is placed over the grid.

At the bottom of the form are three buttons: "Cancel", "Save & New", and "Save".

Callouts: A large callout '4e' is in the top right corner. Smaller callouts 'i', 'ii', 'iii', 'iv', and 'v' are placed over the respective form fields.

Features of Scheduler

- 5 The following are the features of the **Scheduler**:
- 5a Clicking the **Current Week** button takes you to the current week view. *It will be inactive when you are already in the current week.*
 - 5b **Left** and **right arrows** allow you to view the scheduler for the previous week and next week, respectively.
 - 5c **Total Bookings/Total Weekly Capacity** on the right displays the total bookings compared to the total capacity for the week.
 - 5d A dedicated row for each day of the week from **Monday–Sunday** allows you to set the appointment blocks for each day of the selected week from one screen.
 - 5e **Start Time** enables you to select the start time of the appointment block for the day.
 - 5f **End Time** enables you to select the ending time of the appointment block for the day.

Pharmacy Console Home Register Profiles Appointments Reports

Profile 101 PHARMACY Edit

Create time slots for this facility

Appointment Type: General

5a Current Week 5b Week starting September 5c Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Thursday September 19, 2024	12:00 a.i	3:30 a.i	View the custom block	View the custor	42	0	Yes	Active
<input type="checkbox"/> Friday September 20, 2024	12:00 a.i	3:30 a.i	View the custom block	View the custor	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.i	8:00 a.i	View the custom block	View the custor	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.i	4:15 p.i	View the custom block	View the custor	105	1	Yes	Active

Features of Scheduler (Continued)

- 5h** **Duration per block (minutes)** column enables you to enter the duration of each appointment block in minutes. The up-down arrow allows you to increase or decrease the value you enter by
- 5i** **Capacity per block** column enables you to enter the capacity of each appointment block. The up-down arrow allows you to increase or decrease the value you enter by 1.
- 5j** **Total Capacity** is an auto-calculated field representing total capacity for that day.
- 5k** **Booking Counter** is an auto-calculated field representing total appointments already booked from the appointment block.
- 5l** **Custom Block** column enables you to customize the individual block. Selecting **Yes** will allow you to create the custom appointment blocks. Selecting **No** will mean the appointment blocks that are being set up are non-custom appointment blocks.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024	9:00 a.m.	5:00 p.m.					-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024	12:45 p.	6:45 p.m.					-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	0	Yes	Active
<input checked="" type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custor	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custor	105	1	Yes	Active

Features of Scheduler (Continued)

5m

Status column is where you will select the status of the appointment blocks before you save them. The different statuses include:

Planning: Use this status when you want to plan ahead for setting up appointment days but don't want to make them available for booking yet.

Active: Use this status to make the appointment days available for booking.

Completed: Use this status to indicate that the capacity for the appointment day is full/complete. The system **will not** set this status automatically when all appointment days are booked.

Cancelled: Use this status when the appointment days are cancelled or deleted. The system **will not** set this status automatically when appointment days are deleted.

Inactive: Use this status to disable the appointment days from making them available for booking.

Note: Completed and Cancelled statuses are used for reporting purposes. Changing the status to Completed or Cancelled does not impact capacity or the booking counter. Any status besides Active renders all time slots unavailable on the booking portal.

The screenshot shows the '101 PHARMACY' profile page in the Pharmacy Console. The 'Appointment Type' is set to 'General'. The current week is 'Week starting September 16, 2024', with a total of 2 / 279 appointments. A table lists appointment slots for each day from Monday to Sunday. A dropdown menu is open over the 'Status' column, showing options: Planning, Active, Completed, Cancelled, and Inactive. A blue circle with '5m' is overlaid on the dropdown.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024	9:00 a.m.	5:00 p.m.					-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024	12:45 p.m.	6:45 p.m.					-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block			Yes	Active
<input checked="" type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block			Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custom block			Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custom block			Yes	Active

Creating General Appointment Schedules

A facility can create a **General Appointment Schedule** to manage a single schedule for multiple vaccine types.

To create an **Appointment Schedule**, follow the steps below:

- 1 Click on the drop-down arrow in the **Appointment Type** field and select **General**.
- 2 Set up general **appointment blocks** based on the availability of vaccines and resources at your facility.

*For detailed instructions on how to set up appointment blocks, refer to the **How to Manage Appointment Blocks Using Scheduler User Guide**.*

The screenshot shows the 'Appointment Type' dropdown menu set to 'General'. Below it, there is a navigation bar with 'Current Week', a left arrow, 'Week starting September', a calendar icon, and a right arrow. A 'Total: 0 / 0' indicator is in the top right corner. The main table has the following columns: Start Time, End Time, Duration per block (minutes), Capacity per block, Total Capacity, Booking Counter, Custom Block, and Status. The table rows are for Monday through Saturday, September 16, 2024, to September 21, 2024. Each row has a checkbox, a clock icon for start time, a clock icon for end time, a spinner for duration, a spinner for capacity, and two dropdown menus for custom block and status.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Thursday September 19, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Friday September 20, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Saturday September 21, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-- Please select an option --	-- Please select an option --

Set up Appointment Blocks

1

Set up **appointment blocks** based on availability of vaccines and resources at your facility.

For detailed instructions on how to set up appointment blocks, refer to the **How to Manage Appointment Blocks Using Scheduler User Guide**.



The appointment blocks created will appear as available for the vaccine appointment type that schedule is created for.

Pharmacy Console Home Register Profiles Appointments Reports

Profile 101 PHARMACY Edit

Current Week < Week starting September > Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024	8:45 a.m.	4:30 p.m.	10	8			Yes	Active
<input checked="" type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block	42	0	Yes	Active
<input checked="" type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block	42	1	Yes	Active
<input checked="" type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custom block	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custom block	105	1	Yes	Active

Cancel Save

Clone Delete Add Time Interval Modify Blocks

Cloning Appointment Schedules

For facility schedules that do not tend to change from week to week, this tool now enables the ability to clone weekly schedules as well as set up recurring schedules.

This new functionality will improve efficiency in setting up schedules for upcoming weeks.

- 2 In case you want to clone a block from previous weeks or specific days within the week, select the days you are planning to clone, and click on the **Clone** button.
- 3 After the system clones the selected days, you will receive a confirmation message.

Pharmacy Console Home Register Profiles Appointments Reports

Profile 101 PHARMACY Edit

Current Week < Week starting September > Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Wednesday September 18, 2024	8:45 a.m.	4:30 p.m.	10	8			Yes	Active
<input type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block	42	0	Yes	Active
<input type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom block	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custom block	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custom block	105	1	Yes	Active

Clone Delete Add Time Interval Modify Blocks

Cancel Save

2 Clone Delete Add Time Interval Modify Blocks

3 Success
Your selected days have been successfully cloned!

Cloning Appointment Schedules (Continued)

- 4 Choose the **Start and End Date** to specify the range of recurrence and confirm your selection. The Start Date will default to the Monday following the week being cloned.

The start and end dates must be in the future, and the end date needs to be after the start day, otherwise, you will receive an error message.

The number of days selected to clone needs to be the same number of days between the start and end date, otherwise, the additional dates will appear blank.

- 5 In case you attempt to clone new availability onto dates that already have a schedule set up, an error message will appear.

If there is a need to have a new availability on any day, you will need to delete the current one before the clone. The system will only clone days that do not overlap with already existing schedules.

Clone Week starting September 16, 2024

Please select a start and end date to specify the range of recurrence. The schedule from the selected week will be copied into this range. You can clone up to 30 days at a time.

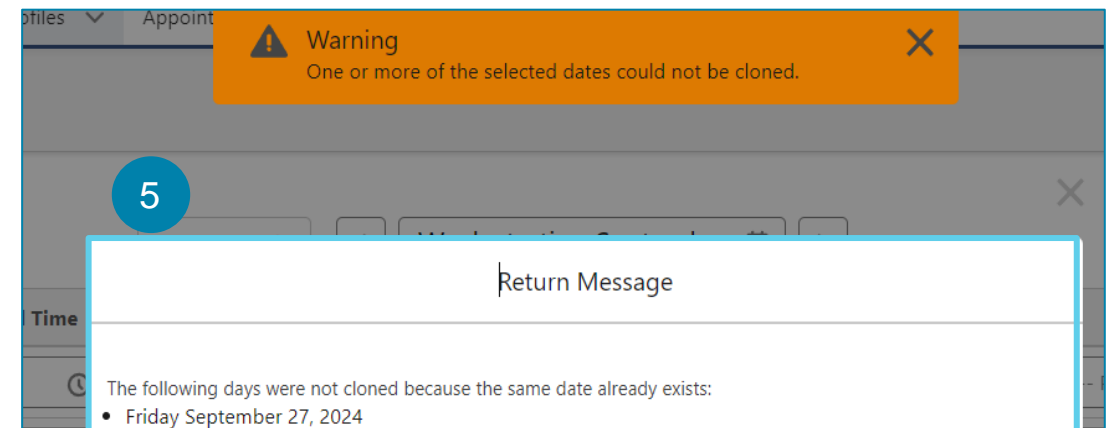
Note: If there is an existing block within this time period, cloning will not be possible. You will need to either use the 'Delete' function to remove this block or 'Add' function to manually create the schedules for the additional days

Selected Days

Tue Wed Thu Fri 4

* Start Date: Sep 23, 2024 * End Date: Sep 28, 2024

Cancel Confirm



Cloning Appointment Schedules (Continued)

6 While cloning, if you select days without any data an error message will appear on your screen.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity
<input type="checkbox"/> Monday September 16, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> 6 September 17, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Wednesday September 18, 2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

The image shows a software interface with two overlapping dialog boxes. The top one is an orange warning box with a triangle icon and the text: "Warning One or more of the selected dates could not be cloned." The bottom one is a white "Return Message" box with a list of dates: "The following days were not cloned because the same date already exists: • Friday September 27, 2024".

Add Time Intervals

With this new functionality, you will be able to add availability in bulk to new or existing days.

1 To add time intervals, first, specify the days out of the selected week in which you would like to add availability, and then select the **Add Time Interval** button.

This functionality applies for existing days or days that have not been set up yet.

Pharmacy Console Home Register Profiles Appointments Reports

Profile 101 PHARMACY Edit

Current Week < Week starting September > Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Wednesday September 18, 2024	8:45 a.m.	4:30 p.m.	10	8			Yes	Active
<input type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	0	Yes	Active
<input type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custor	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custor	105	1	Yes	Active

Clone Delete Add Time Interval Modify Blocks Cancel Save

1 Clone Delete Add Time Interval Modify Blocks

Add Time Intervals (Continued)

2 When the Add Time Interval window appears, the **Start and End Time** fields are used to set the time interval for the new block of available appointments.

The **Duration** is used to set the time of each time slot in minutes.

The **Capacity** allows for the number of appointments available in each time slot to be defined.

Status options can be **Active or Inactive**. To have this time interval available, the status of this should be Active.

For time intervals, it is important to remember that the time added to a day cannot overlap with the existing time that day already has set up.

Example: If the appointment availability for a day is from 8 am to 5 pm, your interval can only be set up before 8 am or after 5 pm.

3 If you add a time interval that overlaps an existing schedule you will receive an error.

2 Specify the availability you would like to add. Note: If you are adding new times that overlap with the existing schedule, then only times that do not overlap will be created.

* Start Time: 8:00 AM

* End Time: 9:00 AM

* Duration per appointment (mins): 10

* Capacity per appointment: 1

* Status: Active

Warning
One or more of the selected time slots could not be created

3 Return Message

The following appointment times were not created because it overlaps with an existing appointment time slot(s).

- Monday September 23, 2024 10:00 AM – 10:30 AM
- Thursday September 26, 2024 10:30 AM – 11:00 AM

Add Time Intervals (Continued)

4

The duration of the appointment must be less than or equal to the difference between the **Start and End Time**.

Example: If my time interval is from 9:00 AM to 10 am (60 minutes), my duration must be equal to or less than 60 minutes otherwise I will receive an error.

Additionally, if the difference between the Start and End Time is not divisible by the duration, then the Scheduler will create as many appointments as possible within the time slot and leave the remainder.

Example: Start Time = 7:00 am and End Time = 8:00 am, Duration = 25 min. The Scheduler will create two appointment time slots for 7:00 am to 7:25 am and 7:25 am to 7:50 am and will not create a time slot from 7:50 am to 8:00 am.

4

The screenshot shows a web application interface for adding a time interval. A red error banner at the top reads: "Error: The duration you've selected exceeds the time allotted for the block. Please ensure that the duration per block is less than or equal to the difference between the start and end times." Below the banner is a form with the following fields:

- * Start Time: 8:30 PM
- * End Time: 9:00 PM
- * Duration per appointment (mins): 40
- * Capacity per appointment: 1
- * Status: Active

At the bottom of the form are "Cancel" and "Confirm" buttons. The background shows a blurred view of a scheduling grid with time slots and appointment details.

Add Time Intervals (Continued)

5

To review your time intervals, change the Custom Block field option from No to Yes and click on Yes to review it.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block
<input type="checkbox"/> Monday September 16, 2024	11:30 a.m.	1:15 p.m.	40	10			No
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --
<input type="checkbox"/> Wednesday September 18, 2024	8:00 a.m.	9:00 a.m.	View the custom block	View the custom block	6	0	Yes

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block
<input type="checkbox"/> Monday September 16, 2024	11:30 a.m.	12:50 p.m.	40	10	20	0	No
<input type="checkbox"/> Tuesday September 17, 2024	2:45 p.m.	5:25 p.m.	View the custom block	View the custom block	96	0	Yes
<input type="checkbox"/> Wednesday September 18, 2024	8:00 a.m.	9:00 a.m.	View the custom block	View the custom block	6	0	Yes

6

Inside the Custom Block section, you will also have the possibility of adding more blocks or modifying existing ones.

Custom Blocks: September 23, 2024

[Filter](#)

[Add Block](#) [Modify Blocks](#)

<input type="checkbox"/> Blocks	Start Time	End Time	Duration per block (minutes)	Capacity per block	Booking Counter	Status
<input type="checkbox"/> Appointment Block-0003445053	8:00 AM	8:10 AM	10	1		Active
<input type="checkbox"/> Appointment Block-0003445054	8:10 AM	8:20 AM	10	1		Active
<input type="checkbox"/> Appointment Block-0003445055	8:20 AM	8:30 AM	10	1		Active
<input type="checkbox"/> Appointment Block-0003445056	8:30 AM	8:40 AM	10	1		Active
<input type="checkbox"/> Appointment Block-0003445057	8:40 AM	8:50 AM	10	1		Active

Delete Appointment Blocks

With this new feature, you will be able to delete an entire day or a specific time interval in the day.

1 The **Delete button** at the bottom of the scheduler screen provides the ability to remove all time slots or time slots over a specific time range on a given day. If the time slot has an existing appointment, deletion will not be possible.

To Delete an appointment, first, specify the days out of the selected week to be deleted and select the **Delete button**.

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday September 17, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Wednesday September 18, 2024	8:45 a.m.	4:30 p.m.	10	8			Yes	Active
<input type="checkbox"/> Thursday September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	0	Yes	Active
<input type="checkbox"/> Friday September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custor	42	1	Yes	Active
<input type="checkbox"/> Saturday September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custor	90	0	Yes	Active
<input type="checkbox"/> Sunday September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custor	105	1	Yes	Active

Buttons: Clone, Delete, Add Time Interval, Modify Blocks, Cancel, Save

Buttons: Clone, Delete, Add Time Interval, Modify Blocks

Delete Appointment Blocks(Continued)

- 2 After clicking the Delete button, you will have 2 options available:
 - A) Delete All Day time blocks considering there are no appointments scheduled.
 - B) Delete Selected Times to delete blocks over a given range.
- 3 Remember, if the time slot has an existing appointment, deletion will not be possible, and an error message will appear.

2

A)

Delete Appointments

Please confirm you want to delete 1 day(s). Note: If there is an existing appointment within this time period, deleting will not be possible. You must cancel the appointments first before deleting.

Select Time

All Day Select times

B)

Delete Appointments

Please confirm you want to delete 1 day(s). Note: If there is an existing appointment within this time period, deleting will not be possible. You must cancel the appointments first before deleting.

Select Time

All Day Select times

3

Warning

One or more of the selected appointment time slots could not be deleted.

Return Message

The following appointment time slots were not deleted because there are appointment(s) scheduled on this date. Please cancel or reschedule these appointments before deleting:

- Monday September 23, 2024 8:00 AM – 8:20 AM (1)

Delete Appointment Blocks(Continued)

- 4 For the Select Times option, the End Date must be after the Start Date otherwise you will receive an error.
- 5 In case you are trying to delete a day or time slot that has not been set up, you will receive an error message.
- 6 The system will only delete the time slots that do not contain any confirmed appointments.
In case you are trying to delete a time slot with an existing appointment, you will receive an error message.

4

Delete Appointments

Please confirm you want to delete 6 day(s). Note: If there is an existing appointment within this time period, deleting will not be possible. You must cancel the appointments first before deleting.

Select Time
 All Day Select times

Start Time: 7:00 am
End Time: 6:00 am
The end time must be after the start time

5

6

Warning
One or more of the selected appointment time slots could not be deleted.

Return Message

The following days were not deleted because the record(s) do not exist.

- Wednesday September 25, 2024

The following appointment time slots were not deleted because there are appointment(s) scheduled on this date. Please cancel or reschedule these appointments before deleting:

- Monday September 23, 2024 8:00 AM – 8:20 AM (1)

Modify Appointment Availability

With this feature, you will now be able to modify the capacity or status of an entire day or specific time intervals on a given day.



To Modify an appointment, select the Modify Blocks button at the bottom of the scheduler screen.

Pharmacy Console Home Register Profiles Appointments Reports

Profile 101 PHARMACY Edit

Current Week < Week starting September > Total: 2 / 279

	Start Time	End Time	Duration per block (minutes)	Capacity per block	Total Capacity	Booking Counter	Custom Block	Status
<input type="checkbox"/> Monday, September 16, 2024							-- Please select an option --	-- Please select an option --
<input type="checkbox"/> Tuesday, September 17, 2024							-- Please select an option --	-- Please select an option --
<input checked="" type="checkbox"/> Wednesday, September 18, 2024	8:45 a.m.	4:30 p.m.	10	8			Yes	Active
<input type="checkbox"/> Thursday, September 19, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom	42	0	Yes	Active
<input type="checkbox"/> Friday, September 20, 2024	12:00 a.m.	3:30 a.m.	View the custom block	View the custom	42	1	Yes	Active
<input type="checkbox"/> Saturday, September 21, 2024	12:00 a.m.	8:00 a.m.	View the custom block	View the custom	90	0	Yes	Active
<input type="checkbox"/> Sunday, September 22, 2024	12:00 a.m.	4:15 p.m.	View the custom block	View the custom	105	1	Yes	Active

Clone Delete Add Time Interval **Modify Blocks** Cancel Save



Clone

Delete

Add Time Interval

Modify Blocks

Modify Appointment Availability (Continued)



Appointments can be modified by a full day or specific blocks.

To modify a full day, select the **All-Day** option, or to modify by specific blocks, choose **Select Time**.

After that, you will have the possibility to modify the capacity and the status of your selection. The capacity can be set to zero.



If you select All Day, the Start and End Time will be hidden.



Modify Appointment Availability

Please confirm you want to adjust the appointment availability for 1 day(s). Note: If there is an existing appointment within this time period, your new capacity must be equal to or greater than the number of appointments booked.

Select Time

All Day Select Time

* Start Time * End Time

Capacity per block Status



Modify Appointment Availability

Please confirm you want to adjust the appointment availability for 1 day(s). Note: If there is an existing appointment within this time period, your new capacity must be equal to or greater than the number of appointments booked.

Select Time

All Day Select Time

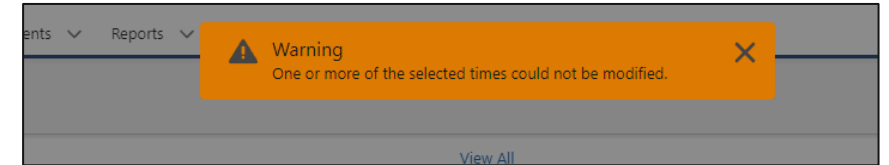
Capacity per block Status

Modify Appointment Availability (Continued)

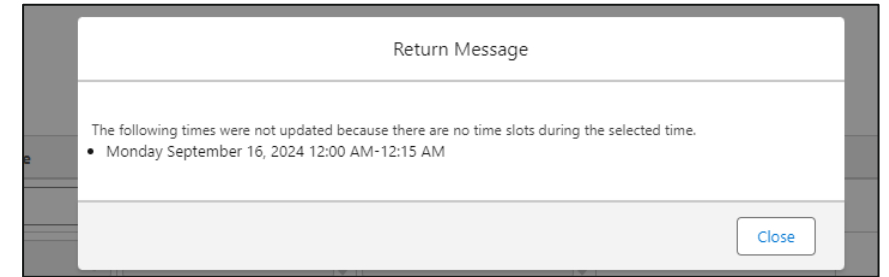
4 In case you are trying to modify a time slot that does not contain appointment availability, you will get an error message.

5 Additionally, the new capacity that you insert, must be greater or equal to the number of appointments currently booked.

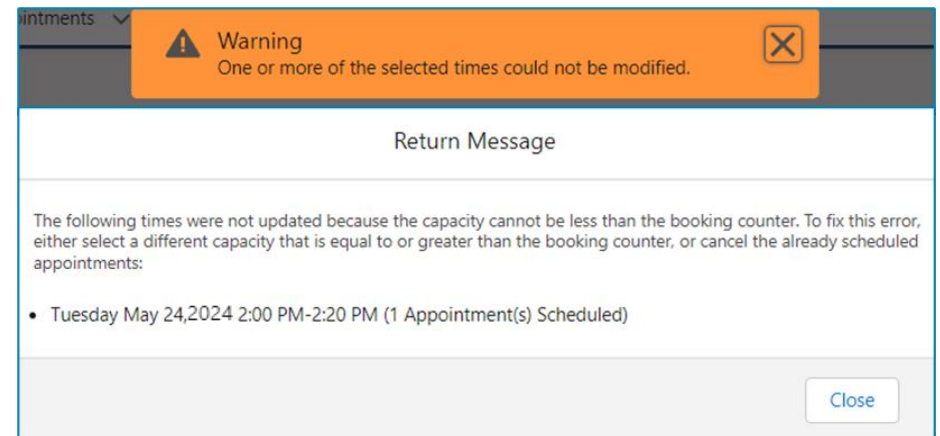
In case you try to insert a smaller capacity, you will receive an error message.



4



5



Minimum Lead Time Feature

For same-day appointments, this is the minimum space between the moment a person books an appointment and the appointment time. This to ensure sufficient time to prepare vaccines and manage walk-ins as required



To include a Minimum booking window, click on the **Details** section to visualize the **Calendar Availability Settings**.

Alberta Pharmacy Console

Profile: LONDON DRUGS #20

Type: Pharmacy

Preferred Communication Channel: Existing HA Site

Address 1: 999 FIR ST

Email:

Call Back Phone Number:

Related: **Details** Activity Scheduler

Profile Name: LONDON DRUGS #20

Health Authority: Alberta Health

Service Delivery Location (SDL): 1.00E+14

Health Zone: Edmonton

Security Group: 1187

Active: No

Type: Pharmacy

Sub-Type: Existing HA Site

Parking Available:

Calendar Availability Settings



Available Vaccines ⓘ

AstraZeneca;Moderna;Pfizer;Influenza

Minimum Booking Lead Time (mins) ⓘ

15

Vaccines managed under General Calendar ⓘ

Moderna

Minimum Lead Time Feature

For same-day appointments, this is the minimum space between the moment a person books an appointment and the appointment time. This to ensure sufficient time to prepare vaccines and manage walk-ins as required

- 1 To include a Minimum booking window, enter the minimum lead time in the **Minimum Booking Lead Time (mins)** field under the **Details** section.

The screenshot displays the profile page for 'AHS Airdrie Community Health Centre'. The 'Details' tab is selected, showing various fields for editing. A warning message at the top states: 'Warning: There are no vaccine types selected in the available vaccines list, no appointments are bookable at this site.' The 'Minimum Booking Lead Time (mins)' field is highlighted with a red box and a red circle containing the number '1', indicating where to enter the minimum booking window.

Type	Sub-Type	Address 1	Active
Alberta Health Services Site	Remote	604 Main Street South	Yes

Related **Details** Activity Scheduler

Warning: There are no vaccine types selected in the available vaccines list, no appointments are bookable at this site.

Profile Name	AHS Airdrie Community Health Centre	Active	Yes
Health Authority	Alberta Health Services	Type	Alberta Health Services Site
Service Delivery Location (SDL)		Sub-Type	Remote
Health Zone	Calgary	Parking Available	<input type="checkbox"/>
Security Group	Calgary	Minimum Booking Lead Time (mins)	

Minimum Lead Time Feature

2 Example without lead time:

A patient entered the platform at 3.20 pm to book an appointment

As a result, the patient will be able to book an appointment for that same time

Profile: **AHS Airdrie Community Health Centre** Edit

Type	Sub-Type	Address 1	Active
Alberta Health Services Site	Remote	604 Main Street South	Yes

Related: **Details** Activity Scheduler

Warning: There are no vaccine types selected in the available vaccines list, no appointments are bookable at this site.

Profile Name	Active
AHS Airdrie Community Health Centre	Yes
Health Authority	Type
Alberta Health Services	Alberta Health Services Site
Service Delivery Location (SDL)	Sub-Type
	Remote
Health Zone	Parking Available
Calgary	<input type="checkbox"/>
Security Group	Minimum Booking Lead Time (mins)
Calgary	0

Person Account: **Andrew Green**

> Filter locations

Select page size: 5 | Sort By: Sort by distance

- 101 PHARMACY**
1107 Centre St N, Calgary, T2E 2R1
- 20/20 PHARMACY**
106-5340 1 ST SW, CALGARY, AB T2H0C8

Showing 1 to 2 of 2 locations

Andrew Green

Select an Appointment...
3:20 PM (4 spots)
3:40 PM (4 spots)
4:00 PM (4 spots)

Overview of General Appointment Schedules

Overview

The **General Appointment Schedule** allows facilities to:

- Set up **one schedule** for **one or more vaccine types**.

e.g., a facility sets up a General Appointment Schedule that has 20 available appointment blocks over the course of the day, that offers both Pfizer and Influenza.

Considerations

- The **Vaccine Capacity Settings** field on the facility record must be monitored and updated regularly to reflect the vaccine availability.
- Each appointment block created will be tagged to **all vaccine types** populated in the **Available Vaccines** field.