

Office departments (examination rooms)

On this page, you can manage the departments of your Clinic (examination rooms), where you make appointments.

From the menu, select Patients → Practice management → Office departments

You can add, delete or modify a room.

To set the display order

- click and drag with the mouse on desktop devices
- do the same, but with your finger on mobile devices

as shown by the following animation:

Office departments

Click to edit or delete. Drag to reorder.

My Office
Room A
Room B
Ultrasound

Add new

Insert

If you have defined more than one examination room, when you enter an appointment you will be asked to specify the examination room:

Add new appointment task ✕

Description

From **Until**

[Clear](#) [Now](#) [Copy](#) | [←| Copy](#) [Now](#) [Clear](#)

Patient **Code** [↗](#) [👤](#)

Appointment with

 ▼

Where

Select place ▼

Select place

My Office

Room A

Room B

Ultrasound

Notes

Insert Cancel

This way, you can filter appointments (excluding other criteria) by examination room:

Appointments

Mo, 30 Aug 2021 - Su, 5 Sep 2021

🔄 + 🖨 ↺

◀ Today ▶

Select date

Day Week Month

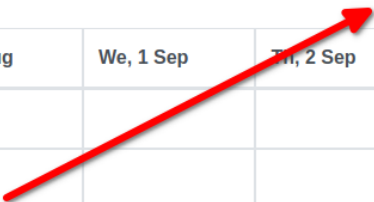
Appointments Tasks All

John Smith

Select place

pending

🕒	Mo, 30 Aug	Tu, 31 Aug	We, 1 Sep	Th, 2 Sep	Sa, 4 Sep	Su, 5 Sep
<08:00						
08:00						
09:00						
10:00						



See also

- [Appointments](#)

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