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IES Appointments: Time Slot Templates

Purpose

The purpose of this Document is to explain Appointment Templates, also called Time Slot Templates.

Introduction

Time Slot Templates determine how the Appointment Day is organized. For example, you may take the 1st Appointment at 8am, the last at 5pm, and have 45 minute intervals between. In another case, for half-day, you may start at 8am and do the last appointment at 12pm, or as may be the case at a Service Workshop, all the cars may come in between 7am and 8am, and stay for the rest of the day, i.e. be collected at end of day. In the latter case, the appointment time is not very important, but the number of slots are still important, i.e. you may be able to take a maximum of 12 cars a day, and therefore you will have 12 slots, starting at 7am and concluding at 8 am.

The Appointment Templates entry points

Appointment Templates may be entered from the Appointment Book NEW and MAINT screens, or directly from the Appointments function menu (example shown below) –
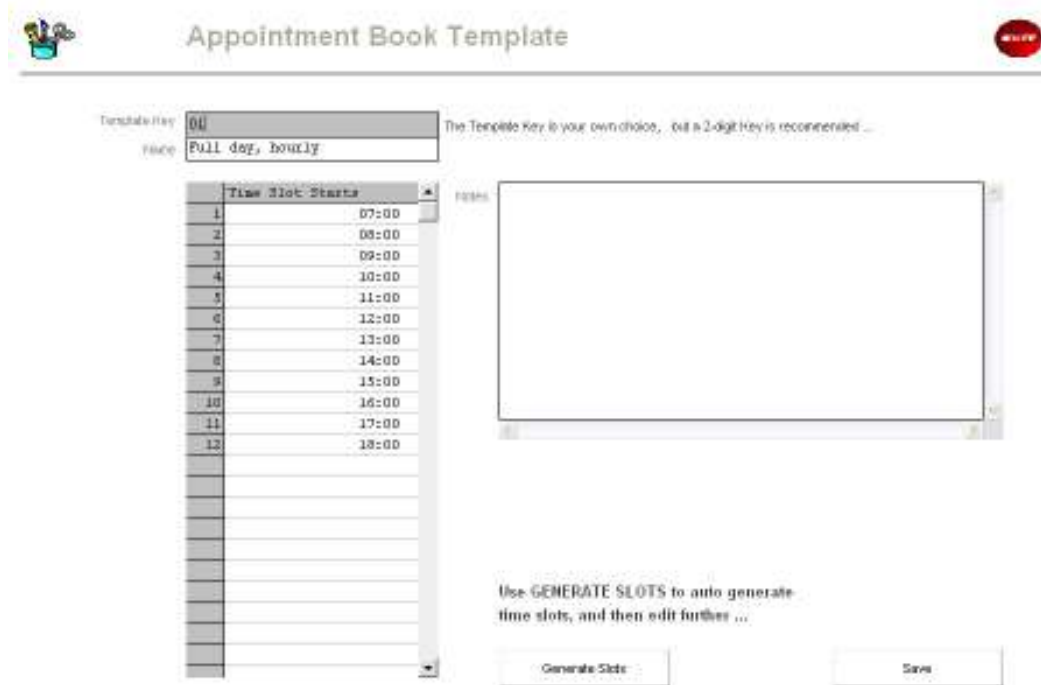

There is no limit to the number of Templates you may use, but the recommendation is to code them with a 2-digit key, and then give the Template a descriptive name for easy recognition when you want to select the Template to use or apply.

The Time Slots can be entered manually, or generated automatically by using the GENERATE SLOTS function, and possibly making some changes manually afterwards.
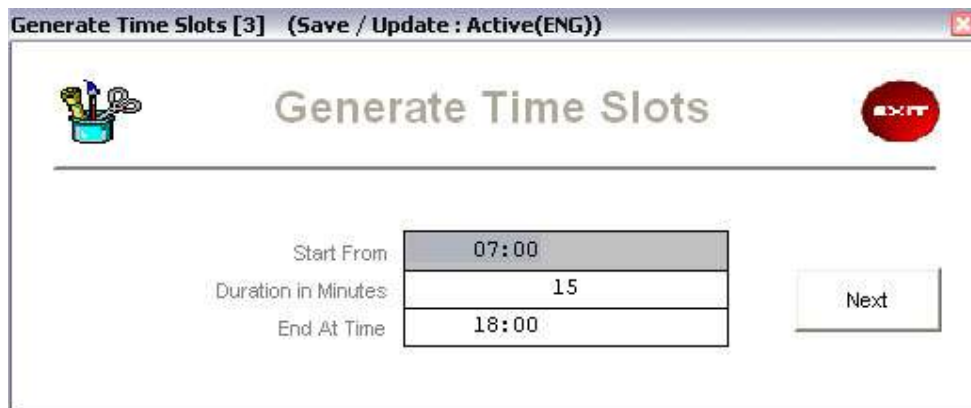
You may also record any pertinent notes about the Template, if required.
Below is an example of a time slot template, in this case it starts the 1st appointment for the day at 7am and takes the last appointment at 6pm, with 1 hour intervals between.

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Appointment Book Template

	Time Slot Starts
1	07:00
2	08:00
3	09:00
4	10:00
5	11:00
6	12:00
7	13:00
8	14:00
9	15:00
10	16:00
11	17:00
12	18:00

Template Key: 01   The Template Key is your own choice, but a 2-digit Key is recommended ...
Name: Full day, hourly

Use GENERATE SLOTS to auto generate time slots, and then edit further ...

Generate Slots   Save

When you use GENERATE SLOTS, the system will allow you to choose the time of the 1st and last appointments, and to choose the interval between.

Generate Time Slots [3]   (Save / Update : Active(ENG))

Generate Time Slots

Start From	07:00
Duration in Minutes	15
End At Time	18:00

Next

When you choose NEXT, the Template is automatically populated with the generated time slots, but you can make further changes as required.

Whenever a Template is associated with a day of the week on an Appointment Book, then the system automatically provides the time slots as per the Template for that day in the Book. However, any day in the Book may also be 're-organized' (see the Manual for Organizing a Day).

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