

I N D I V I C A

Schedule Groups

Although each provider can have an individual schedule set, which providers appear simultaneously on the appointment screen is determined by their group(s) (referred to as Group Number in OSCAR). Group numbers will help organize the schedule when there are many providers.

I. Creating a New Schedule Group

1. Click on Admin in your OSCAR toolbar. Click on Add a Group No Record.
2. Type in the name of the new schedule group. Check off all providers who should be included in that group.

New Group	
Group No.	Gamma Rad (Max. 10 chars.)
Banner, Bruce	<input checked="" type="checkbox"/>
Doom, Victor Von	<input checked="" type="checkbox"/>
Fries, Victor	<input type="checkbox"/>
Hibbert, Julius	<input type="checkbox"/>
Joy, Nurse	<input type="checkbox"/>
Nelson, Kent V.	<input type="checkbox"/>
No, Doctor	<input type="checkbox"/>
Person, Different	<input type="checkbox"/>
Petrelli, Peter	<input type="checkbox"/>
Ratched, Mildred	<input type="checkbox"/>
Richards, Reed	<input checked="" type="checkbox"/>
Strange, Stephen	<input checked="" type="checkbox"/>
system, system	<input type="checkbox"/>
Thompson, Angie	<input type="checkbox"/>
z_indivica, ithream	<input type="checkbox"/>

Save Close

3. Click Save.

Group: docs

ent V. N

docs

Gamma Rad

Ophal

Banner, Bruce

Doom, Victor Von

Fries, Victor

Hibbert, Julius

Nelson, Kent V.

No, Doctor

Person, Different

Petrelli, Peter

Richards, Reed

Strange, Stephen

z_indivica, ithream



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II. Adding Providers to an Existing Group

1. Click on Admin in your OSCAR toolbar. Click Add a Group No Record.
2. At the top, type in the name of the group to which you wish to add a member(s).
Warning: This field is case and spelling sensitive. Inputting the name of a group that does not already exist will create a new group.

New Group		
Group No.	Gamma Rad	(Max. 10 chars.)
Banner, Bruce	<input type="checkbox"/>	
Doom, Victor Von	<input type="checkbox"/>	
Fries, Victor	<input checked="" type="checkbox"/>	
Hibbert, Julius	<input type="checkbox"/>	
Joy, Nurse	<input type="checkbox"/>	
Nelson, Kent V.	<input type="checkbox"/>	
No, Doctor	<input type="checkbox"/>	
Person, Different	<input type="checkbox"/>	
Petrelli, Peter	<input type="checkbox"/>	
Ratched, Mildred	<input type="checkbox"/>	
Richards, Reed	<input type="checkbox"/>	
Strange, Stephen	<input type="checkbox"/>	
system, system	<input type="checkbox"/>	
Thompson, Angie	<input type="checkbox"/>	
z_indivica, ithream	<input type="checkbox"/>	

Save Close

3. Check off the providers to be added to the group.
4. Click Save.

Note: Providers are arranged from left-to-right in order of ascending provider number. This setting cannot be changed in OSCAR and provider numbers are determined and immutable at time of creation.



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III. Removing Providers from an Existing Group

1. Click on Admin in your OSCAR toolbar. Click Search/Edit/Delete Group No Records.
2. Check off the member(s) to be deleted from a group.

<input type="checkbox"/>	docs	Nelson,Kent V.
<input type="checkbox"/>	Gamma Rad	Banner,Bruce
<input type="checkbox"/>	Gamma Rad	Strange,Stephen
<input type="checkbox"/>	Gamma Rad	Richards,Reed
<input type="checkbox"/>	Gamma Rad	Doom,Victor Von
<input checked="" type="checkbox"/>	Gamma Rad	Fries,Victor
<input type="checkbox"/>	Opthal	Doom,Victor Von
<input type="checkbox"/>	Opthal	Richards,Reed

Buttons: Delete, New Group/Add a Member, Close

3. Click Delete.

Note: If a provider's name is changed, their name in all Groups will remain unchanged. In order to have this change reflected, you must remove them from their group(s) and then add them again.

