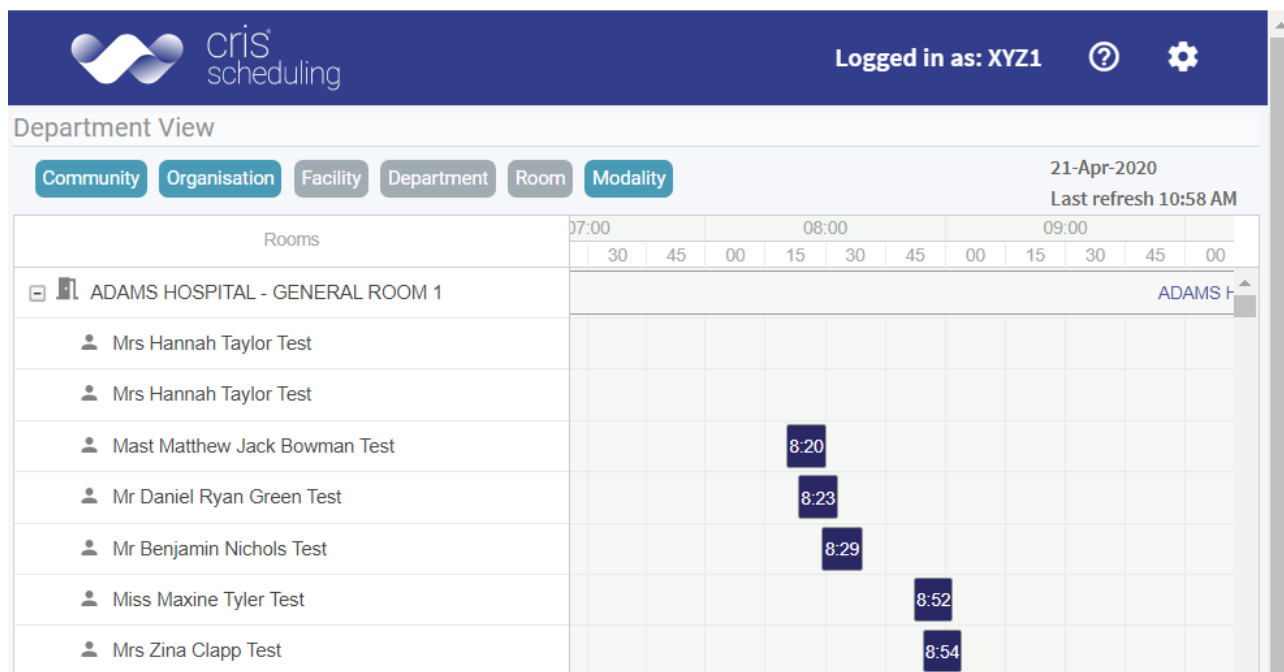


## CRIS Scheduling – Department View

The first release of CRIS Scheduling is a Department View (i.e. Whiteboard) for tracking the progress of scheduled radiology appointments and attended events.



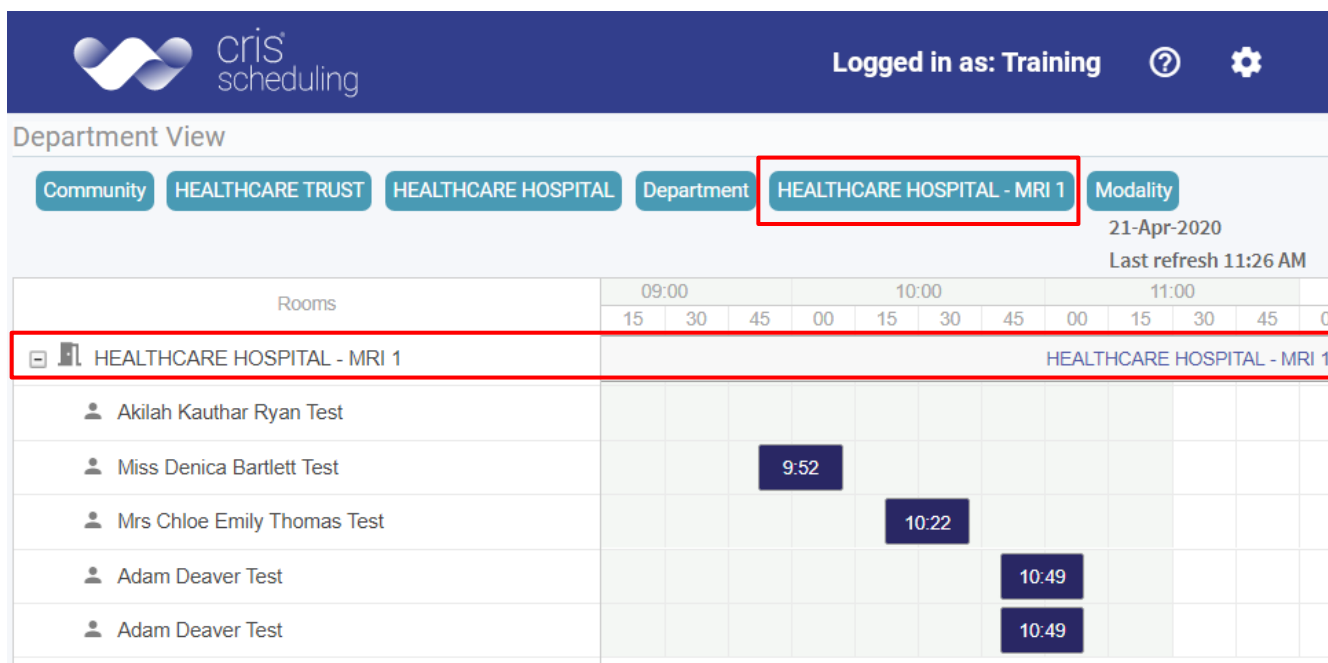
The screenshot shows the CRIS Scheduling interface. At the top, it says "Logged in as: XYZ1". Below the header, there are navigation buttons: "Community", "Organisation", "Facility", "Department", "Room", and "Modality". The current view is "Department View" for "ADAMS HOSPITAL - GENERAL ROOM 1". The date is "21-Apr-2020" and the last refresh is "10:58 AM". The main area is a grid showing appointments for various patients. The columns represent time slots from 07:00 to 09:00. Appointments are shown as blue blocks with patient names and times.

| Rooms                           | 07:00    | 08:00    | 09:00          |
|---------------------------------|----------|----------|----------------|
| ADAMS HOSPITAL - GENERAL ROOM 1 | 30 45 00 | 15 30 45 | 00 15 30 45 00 |
| Mrs Hannah Taylor Test          |          |          |                |
| Mrs Hannah Taylor Test          |          |          |                |
| Mast Matthew Jack Bowman Test   |          | 8:20     |                |
| Mr Daniel Ryan Green Test       |          | 8:23     |                |
| Mr Benjamin Nichols Test        |          | 8:29     |                |
| Miss Maxine Tyler Test          |          |          | 8:52           |
| Mrs Zina Clapp Test             |          |          | 8:54           |

### Find an appointment

The whiteboard shows all appointments from six hours before until seven hours after the current hour. For example, at **10:00** you would be able to see all appointments between **04:00** and **19:00**. The current time is automatically centred on the screen.

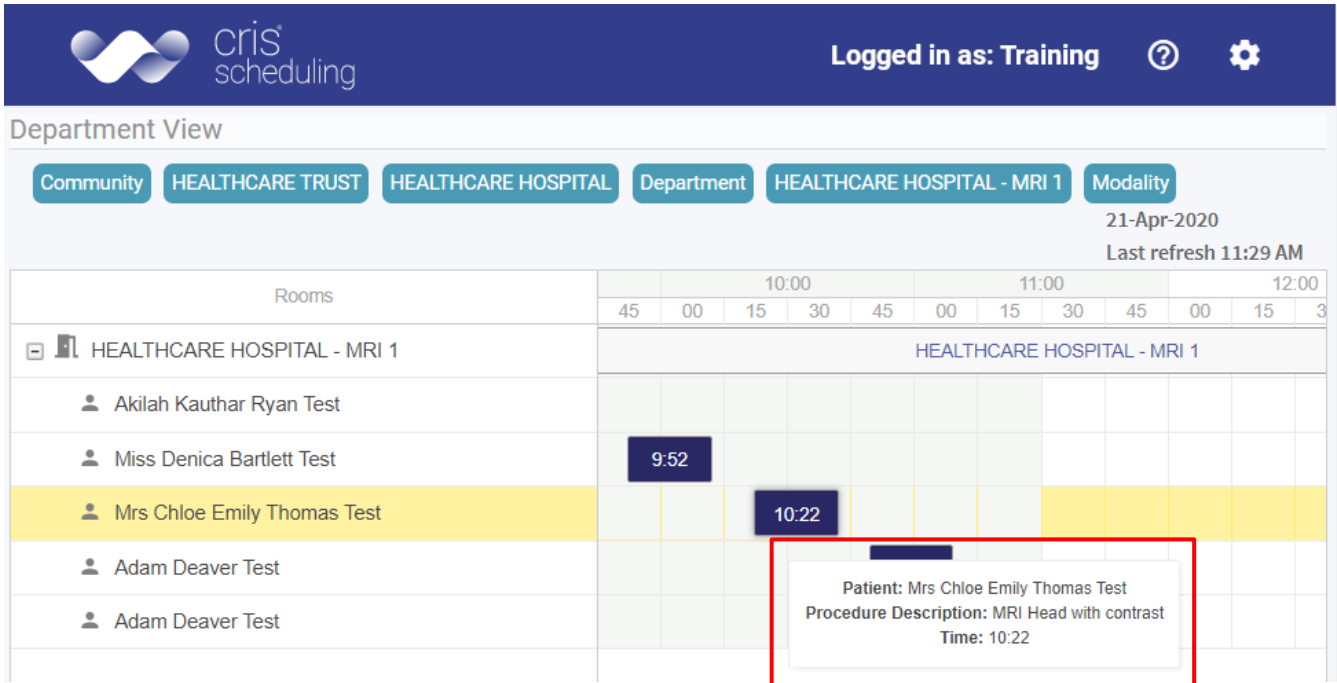
- Find the appointment you want by selecting locations via the place buttons. This will filter the appointments list.



The screenshot shows the CRIS Scheduling interface with the location filter set to "HEALTHCARE HOSPITAL - MRI 1". The date is "21-Apr-2020" and the last refresh is "11:26 AM". The main area is a grid showing appointments for various patients. The columns represent time slots from 09:00 to 11:00. Appointments are shown as blue blocks with patient names and times.

| Rooms                       | 09:00       | 10:00       | 11:00       |
|-----------------------------|-------------|-------------|-------------|
| HEALTHCARE HOSPITAL - MRI 1 | 15 30 45 00 | 15 30 45 00 | 15 30 45 00 |
| Akilah Kauthar Ryan Test    |             |             |             |
| Miss Denica Bartlett Test   |             | 9:52        |             |
| Mrs Chloe Emily Thomas Test |             | 10:22       |             |
| Adam Deaver Test            |             |             | 10:49       |
| Adam Deaver Test            |             |             | 10:49       |

- Hover over an appointment tile to see more information.



**cris scheduling** | Logged in as: Training

Department View

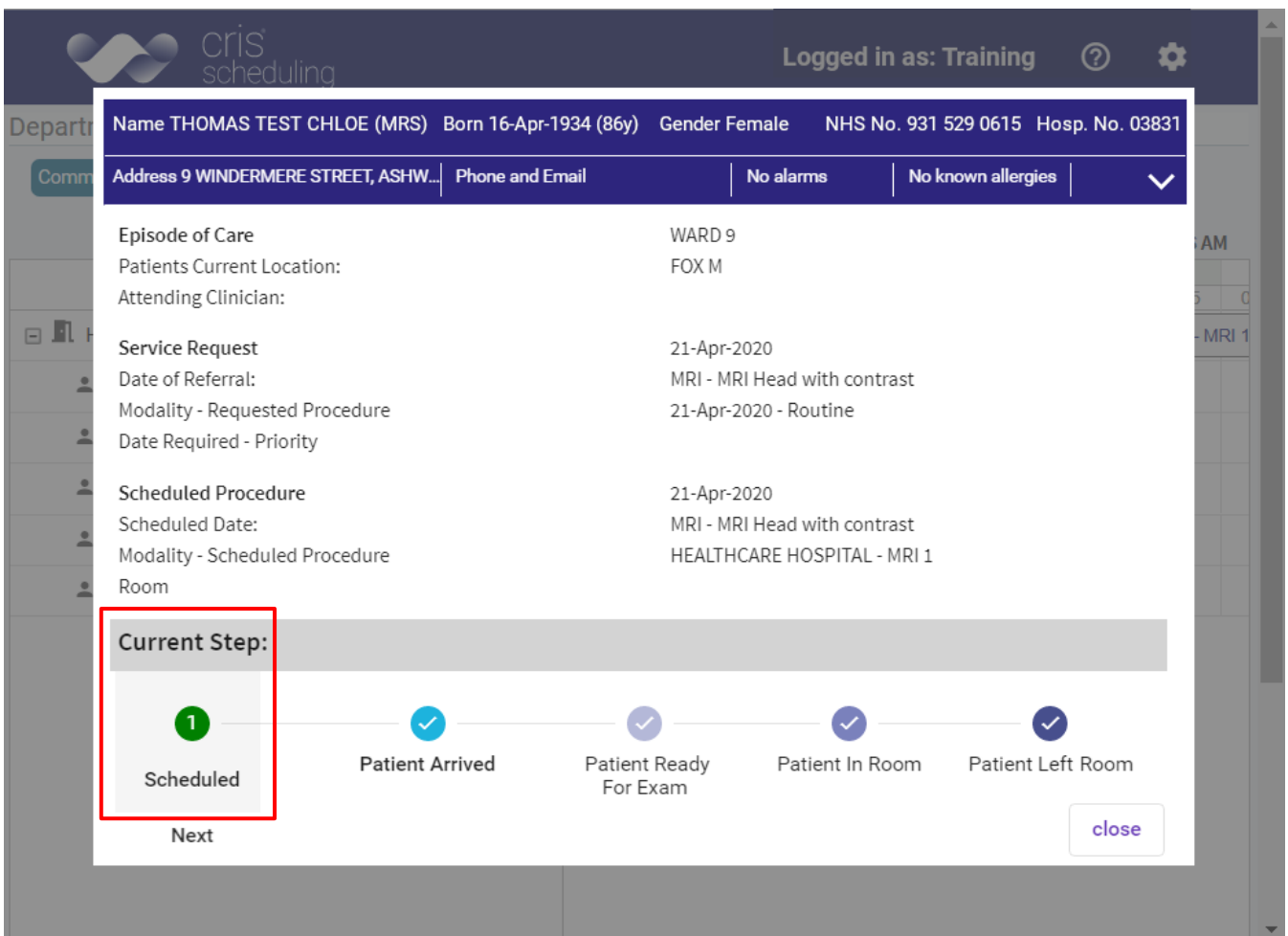
Community | HEALTHCARE TRUST | HEALTHCARE HOSPITAL | Department | HEALTHCARE HOSPITAL - MRI 1 | Modality

21-Apr-2020  
Last refresh 11:29 AM

| Rooms                       | 10:00                               | 11:00 | 12:00 |
|-----------------------------|-------------------------------------|-------|-------|
| HEALTHCARE HOSPITAL - MRI 1 | 45 00 15 30 45 00 15 30 45 00 15 30 |       |       |
| Akilah Kauthar Ryan Test    |                                     |       |       |
| Miss Denica Bartlett Test   | 9:52                                |       |       |
| Mrs Chloe Emily Thomas Test |                                     | 10:22 |       |
| Adam Deaver Test            |                                     |       |       |
| Adam Deaver Test            |                                     |       |       |

**Tooltip:**  
Patient: Mrs Chloe Emily Thomas Test  
Procedure Description: MRI Head with contrast  
Time: 10:22

- Double-click a tile to view appointment details and progression.



**cris scheduling** | Logged in as: Training

Department View

Name THOMAS TEST CHLOE (MRS) Born 16-Apr-1934 (86y) Gender Female NHS No. 931 529 0615 Hosp. No. 03831

Address 9 WINDERMERE STREET, ASHW... | Phone and Email | No alarms | No known allergies

Episode of Care: WARD 9  
Patients Current Location: FOX M  
Attending Clinician:

Service Request: 21-Apr-2020  
Date of Referral: MRI - MRI Head with contrast  
Modality - Requested Procedure: 21-Apr-2020 - Routine  
Date Required - Priority:

Scheduled Procedure: 21-Apr-2020  
Scheduled Date: MRI - MRI Head with contrast  
Modality - Scheduled Procedure: HEALTHCARE HOSPITAL - MRI 1  
Room:

**Current Step:**

1 Scheduled (Next) | Patient Arrived | Patient Ready For Exam | Patient In Room | Patient Left Room

close

## Locations

| Role         | Description   |
|--------------|---|
| Community    | <p>A community (for example, a consortium) is a group of organisations (for example, trusts)</p> <ul style="list-style-type: none"> <li>Select a Community, Organisation, and Facility to filter by Department, Room, and Modality.</li> <li>If you select "All" you will only be able to filter by Organisation and Modality.</li> </ul> <p>An administrator can create a new community.</p> |
| Organisation | <p>An organisation (for example, a trust) is a group of facilities (for example, hospitals or clinics)</p> <ul style="list-style-type: none"> <li>Select an Organisation and Facility to filter by Department, Room, and Modality.</li> <li>If you select "All" you will only be able to filter by modality.</li> </ul> <p>The list of organisations comes from CRIS.</p>                     |
| Facility     | <p>A facility (for example, a clinic) may contain multiple departments (for example, Ultrasound, Breast Screening).</p> <ul style="list-style-type: none"> <li>Select a facility to filter by department, room, and modality</li> <li>If you select "All" you will only be able to filter by modality</li> </ul> <p>The list of facilities comes from CRIS.</p>                               |
| Department   | <p>A department (for example, Breast Screening) may contain multiple rooms and modalities.</p> <p>An administrator can combine rooms to create a new department.</p>  |
| Room         | The list of rooms comes from CRIS.  |
| Modality     | The list of modalities comes from CRIS.   |

## Administration



Scheduling will import the following places from CRIS:

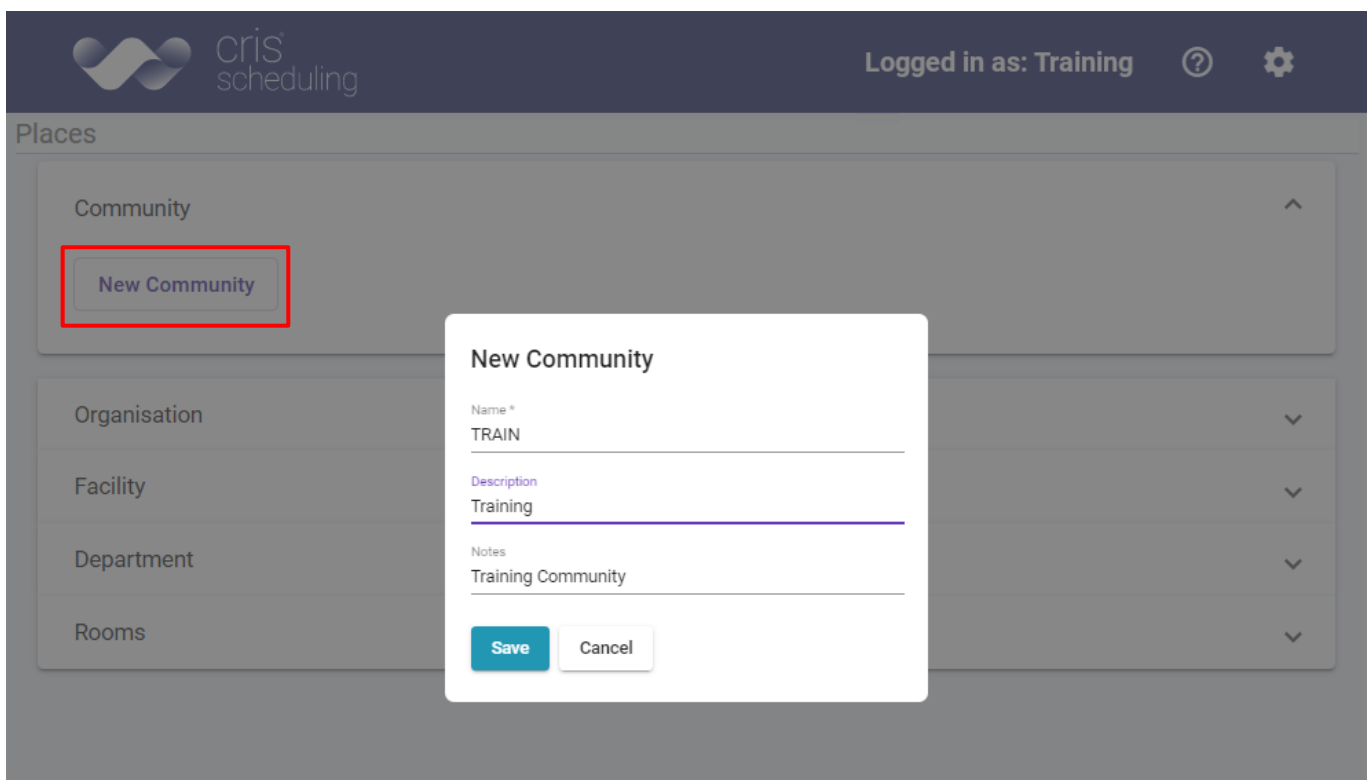
- Organisations (Trusts)
- Facilities (Sites)
- Rooms



Using the above items, an administrator can create a new:

- Community - group of organisations
- Department - group of rooms

## Create a New Community

1. Click  to open the Scheduling Configuration Settings
2. Click  to expand community
3. Click the [New Community] button
4. Enter a Name, Description, and Notes for the New Community
5. Click [Save]



6. Click Add Organisation
7. Click  to select an organisation
8. Click  to remove an organisation
9. Click [Save]
10. You now have the option to edit the name; description; and notes, or delete this community
11. You can also edit the organisations in this community as applicable

cris scheduling Logged in as: Training ? ⚙

Places

### Available Organisations

- Organisation code: **HG7**, Name: **TRUST** >>
- HG7**
- Organisation code: **HHW**, Name: **TRUST** >>
- HHW**
- Organisation code: **HM9**, Name: **TRUST** >>
- HM9**
- Organisation code: **HNV**, Name: **TRUST** >>
- HNV**
- Organisation code: **HU4**, Name: **TRUST** >> >>
- HU4**
- Organisation code: **HV2**, Name: **TRUST** >>
- HV2**
- Organisation code: **HVZ**, Name: **TRUST** >>
- HVZ**
- Organisation code: **HWT**, Name: **TRUST** >>
- HWT**
- Organisation code: **HXH**, Name: **TRUST** >>
- HXH**

### Organisations in TRAIN

- Organisation code: **HSS**, Name: **HEALTHCARE TRUST** x
- HSS**
- Organisation code: **HAE**, Name: **TRUST HAE** x
- HAE**
- Organisation code: **HFW**, Name: **TRUST HFW** x
- HFW**

Save
Cancel

cris scheduling Logged in as: Training ? ⚙

Places

**Community** ^

Select Community  
TRAIN
Edit Community
New Community
Delete Community

Description: **Training Notes: Training Community**



**Organisations:**

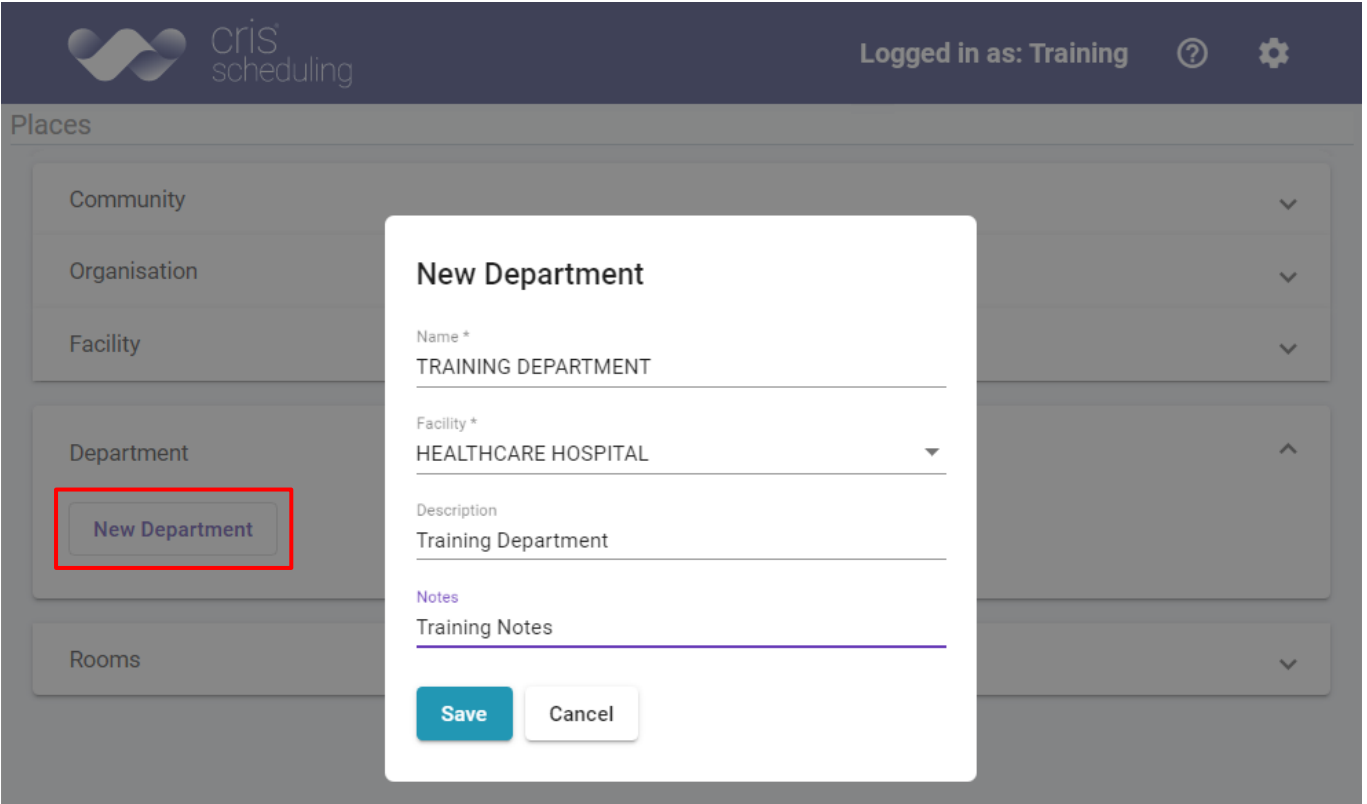
| CODE | NAME             | TYPE |
|------|------------------|------|
| HSS  | HEALTHCARE TRUST | N    |
| HAE  | TRUST HAE        |      |
| HFW  | TRUST HFW        |      |

Items per page: 5
1 - 3 of 3
|< < > >|

Edit Organisations

## Create a New Department



1. Click  to open the Scheduling Configuration Settings
2. Click  to expand department
3. Click [New Department]
4. Enter a name, facility, description, and notes
5. Click [Save]



The screenshot shows the 'cris scheduling' interface. The user is logged in as 'Training'. The 'Places' section is visible, with a 'New Department' button highlighted in a red box. A modal dialog box titled 'New Department' is open, containing the following fields:

- Name \*: TRAINING DEPARTMENT
- Facility \*: HEALTHCARE HOSPITAL
- Description: Training Department
- Notes: Training Notes

Buttons for 'Save' and 'Cancel' are located at the bottom of the dialog box.

6. Click Add Room
7. Click  to select a room
8. Click  to remove a room
9. Click [Save]
10. You now have the option to edit the name; description; and notes, or delete this department
11. You can also edit the rooms in this department

cris scheduling Logged in as: Training

Places

**Available Rooms**

|  |    |
|--|----|
| Room code: F01, Name: HEALTHCARE HOSPITAL - FLUOROSCOPY ROOM 1 | >> |
| Room code: F02, Name: HEALTHCARE HOSPITAL - FLUOROSCOPY ROOM 2 | >> |
| Room code: F03, Name: HEALTHCARE HOSPITAL - FLUOROSCOPY ROOM 3 | >> |
| Room code: F04, Name: HEALTHCARE HOSPITAL - FLUOROSCOPY ROOM 4 | >> |
| Room code: X02, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 2     | >> |
| Room code: X03, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 3     | >> |
| Room code: X04, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 4     | >> |
| Room code: X05, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 5     | >> |
| Room code: X07, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 7     | >> |
| Room code: X08, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 8     | >> |

**Rooms in TRAINING DEPARTMENT**

|  |   |
|--|---|
| Room code: C01, Name: HEALTHCARE HOSPITAL - CT ROOM 1      | x |
| Room code: X01, Name: HEALTHCARE HOSPITAL - GENERAL ROOM 1 | x |

cris scheduling Logged in as: Training

Places

**Department**

Select Department  
TRAINING DEPARTMENT
Edit Department
New Department
Delete Department

Facility: **HEALTHCARE HOSPITAL** Description: **Training Department** Notes: **Training Notes**

**Rooms:**

| CODE | NAME                                 | FACILITY | DOSAGE TYPE | MODALITY |
|------|--------------------------------------|----------|-------------|----------|
| C01  | HEALTHCARE HOSPITAL - CT ROOM 1      | HSS01    |             |          |
| X01  | HEALTHCARE HOSPITAL - GENERAL ROOM 1 | HSS01    |             |          |

Items per page: 5 | 1 - 2 of 2

## Frequently Asked Questions

### How do I log in/out?

Your login details for Scheduling are the same as your core CRIS username and password.

Click **Logged in as:** to log out.

### How do I change my password?






Your system administrator will assign your username and password, and reset it when required.

### What are my user permissions?

Your permissions are determined by your CRIS User Role. There are three types of User in Scheduling:

| User / Role | Description  |
|-------------|--|
| Whiteboard  | The Scheduling Whiteboard user is a generic user account created via CRIS, for use by multiple users logging in with the same generic username and password. This user is unable to see patient-identifiable data, or to make any changes to appointments.   |
| CRIS Users  | Any CRIS user logging in using their own individual CORE CRIS account can: <ul style="list-style-type: none"> <li>- View the diary</li> <li>- Attend appointments</li> <li>- Progress a procedure up to Step <b>5</b> Patient Left Room</li> <li>- Access Scheduling Configuration Settings</li> </ul> |

### What do the icons indicate?

| Step     | Description                          | Icon  | Description                            |
|----------|--------------------------------------|---|--|
| <b>1</b> | VISIT STATUS: Scheduled Appointment  |  | Expand a location                      |
| <b>2</b> | VISIT STATUS: Patient Arrived        |  | Add an organisation or room            |
| <b>3</b> | VISIT STATUS: Patient Ready for Exam |  | Remove an organisation or room         |
| <b>4</b> | VISIT STATUS: Patient in Room        |  | Return to whiteboard (department view) |
| <b>5</b> | VISIT STATUS: Patient Left Room      |  | Open online help in a new window       |
|          |                                      | <b>Logged in as:</b>  | Log out                                |



## Which keyboard shortcuts can I use?

There are no application-specific shortcuts, but you can use conventional shortcuts. Some examples are:

| Icon       | Description             |
|------------|-------------------------|
| [CTRL + C] | Copy selected text      |
| [CTRL + V] | Paste copied text       |
| [F5]       | Refresh the application |
| [Tab]      | Move around the screen  |
| [Space]    | Press a button          |

## Important – Please Note

Scheduling will import from CRIS configuration tables only upon initial deployment. Any changes thereafter in CRIS will not be reflected in Scheduling version 1.0 and will require assistance from Wellbeing Software. This means events booked into new rooms, sites, or trusts created on CRIS after deployment will not be displayed in Scheduling. Scheduling version 1.0 will only allow filtering on the modalities present upon initial deployment.

Please contact the Wellbeing Service Desk for assistance in the event any new CRIS configuration items.

## Document Control

| Title          | CRIS Scheduling – Department View                      |                  |                                      |
|----------------|--|------------------|--------------------------------------|
| Owner          | Wellbeing Training Manager                             | Date Created     | 22/04/2020                           |
| File Ref.      | CRIS_CRIB510_CRIS_Scheduling_Department_View_V1.0.docx |                  |                                      |
| CRIS Version   | Scheduling v1.0  |                  |                                      |
| Change History |  |                  |                                      |
| Issue          | Date   | Author / Editor  | Details of Change                    |
| D1.0           | 22/04/2020   | Emma Brown       | Draft Issue.                         |
| D1.1           | 05/05/2020   | Emma Brown       | Amended paragraph about time window. |
| D1.2           | 06/05/2020   | Emma Savage-Mady | Review, reformat and edits.          |
| D1.3           | 06/05/2020   | Emma Brown       | Removed image captions.              |
| V1.0           | 11/05/2020   | Emma Savage-Mady | Final edits and first release.       |
|                |  |                  |                                      |
|                |  |                  |                                      |
|                |  |                  |                                      |
| Review Date    | 11/05/2022   |                  |                                      |