

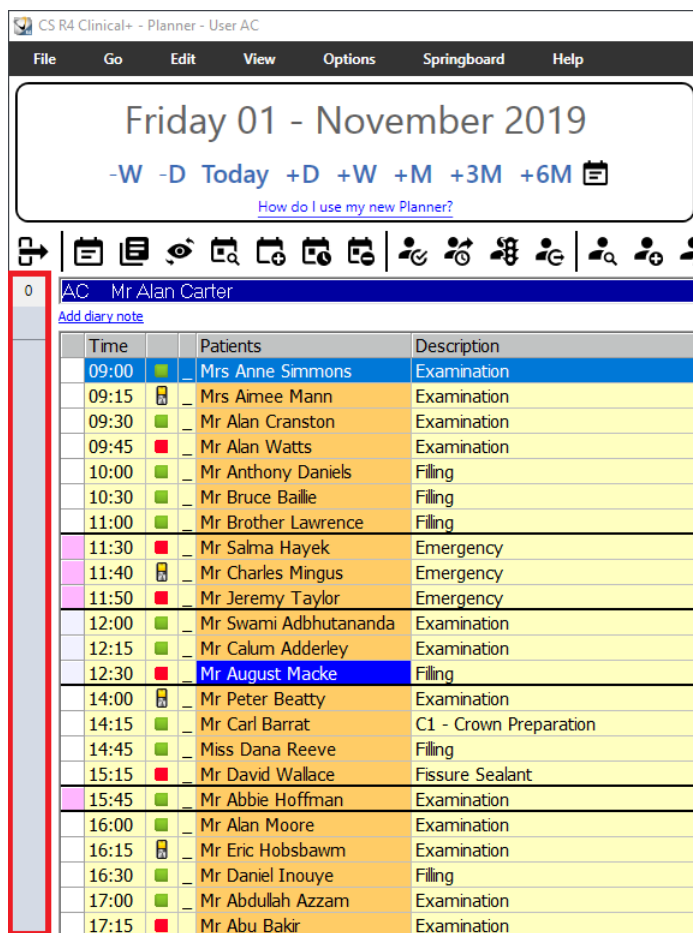
# CS R4+

## Parking Lot

This handout is intended for all dental team members and describes the use of the **Parking Lot** functionality in CS R4+ practice management software V7.0

The **Parking Lot** is a new function in CS R4+ V7.0 and is designed to aid in the process of moving large volumes of appointments in the Planner.

The **Parking Lot** dock is displayed on the left side of the **Appointment Diary** window.



CS R4 Clinical+ - Planner - User AC

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How do I use my new Planner?

AC Mr Alan Carter

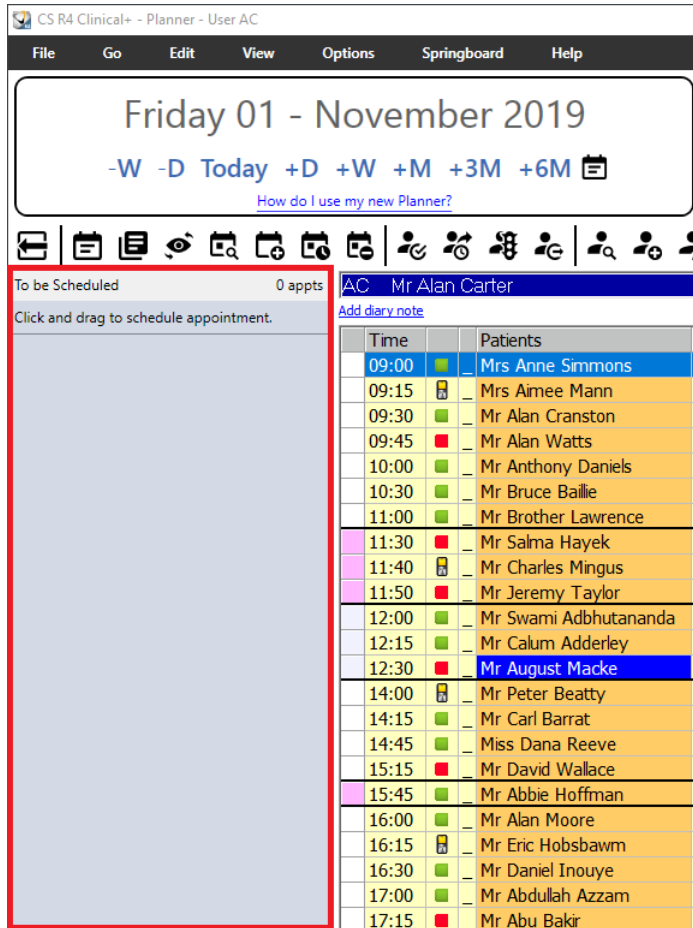
Add diary note

Time	Patients	Description
09:00	Mrs Anne Simmons	Examination
09:15	Mrs Aimee Mann	Examination
09:30	Mr Alan Cranston	Examination
09:45	Mr Alan Watts	Examination
10:00	Mr Anthony Daniels	Filing
10:30	Mr Bruce Baillie	Filing
11:00	Mr Brother Lawrence	Filing
11:30	Mr Salma Hayek	Emergency
11:40	Mr Charles Mingus	Emergency
11:50	Mr Jeremy Taylor	Emergency
12:00	Mr Swami Adbhutananda	Examination
12:15	Mr Calum Adderley	Examination
12:30	Mr August Macke	Filing
14:00	Mr Peter Beatty	Examination
14:15	Mr Carl Barrat	C1 - Crown Preparation
14:45	Miss Dana Reeve	Filing
15:15	Mr David Wallace	Fissure Sealant
15:45	Mr Abbie Hoffman	Examination
16:00	Mr Alan Moore	Examination
16:15	Mr Eric Hobsbawm	Examination
16:30	Mr Daniel Inouye	Filing
17:00	Mr Abdullah Azzam	Examination
17:15	Mr Abu Bakir	Examination

Handout



To open the **Parking Lot** click .



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How do I use my new Planner?

To be Scheduled 0 appts

Click and drag to schedule appointment.

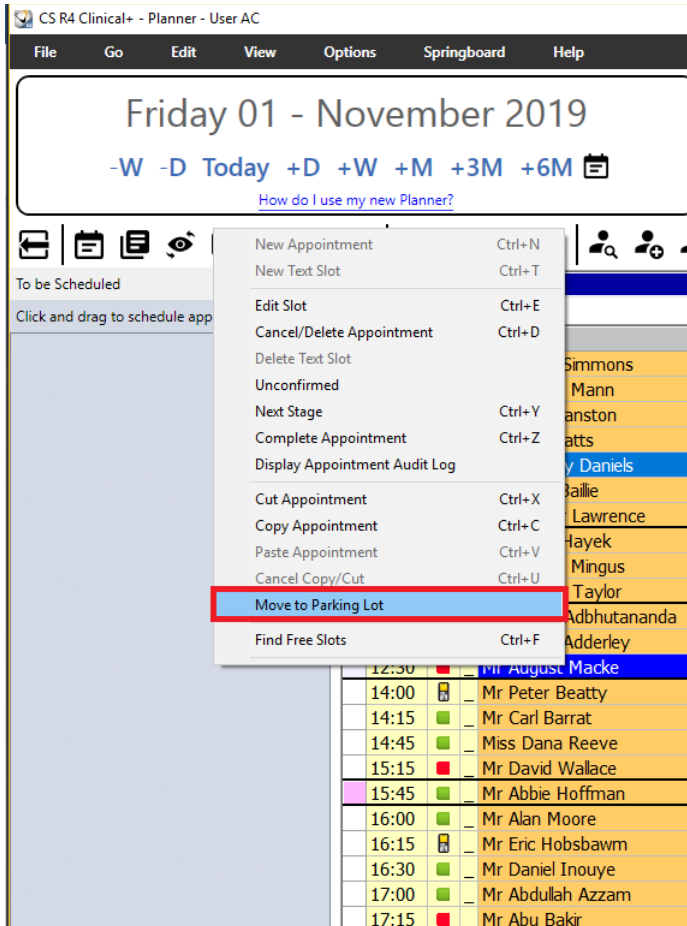
AC Mr Alan Carter

Add diary note

Time	Patients
09:00	Mrs Anne Simmons
09:15	Mrs Aimee Mann
09:30	Mr Alan Cranston
09:45	Mr Alan Watts
10:00	Mr Anthony Daniels
10:30	Mr Bruce Bailie
11:00	Mr Brother Lawrence
11:30	Mr Salma Hayek
11:40	Mr Charles Mingus
11:50	Mr Jeremy Taylor
12:00	Mr Swami Adbhutananda
12:15	Mr Calum Adderley
12:30	Mr August Macke
14:00	Mr Peter Beatty
14:15	Mr Carl Barrat
14:45	Miss Dana Reeve
15:15	Mr David Wallace
15:45	Mr Abbie Hoffman
16:00	Mr Alan Moore
16:15	Mr Eric Hobsbawm
16:30	Mr Daniel Inouye
17:00	Mr Abdullah Azzam
17:15	Mr Abu Bakir

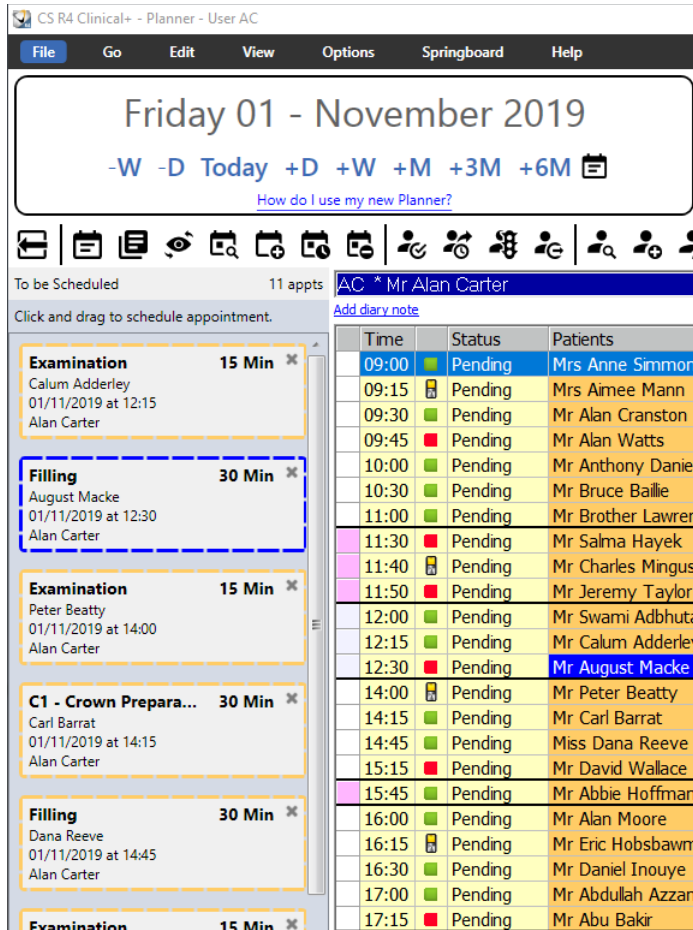
To close the **Parking Lot** click .

To move an appointment to the **Parking Lot**, select the appointment then holding the left mouse button drag it over to the **Parking Lot**, or right-click the appointment and select **Move to Parking Lot**.



**Note:** You can see only the appointments that you have moved to the **Parking Lot**. You cannot see appointments added by other users.

The **Parking Lot** accepts up to 50 appointments. Any appointment added to the **Parking Lot** is added to the top of the list. You can scroll up and down through the list using the scroll bar.



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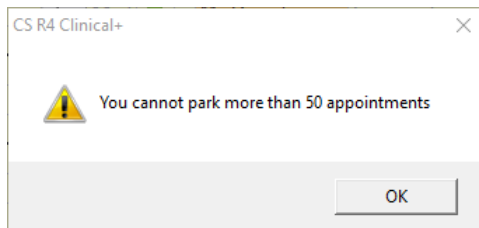
How do I use my new Planner?

To be Scheduled 11 appts AC \* Mr Alan Carter

Click and drag to schedule appointment. Add diary note

Time	Status	Patients
09:00	Pending	Mrs Anne Simmon
09:15	Pending	Mrs Aimee Mann
09:30	Pending	Mr Alan Cranston
09:45	Pending	Mr Alan Watts
10:00	Pending	Mr Anthony Daniel
10:30	Pending	Mr Bruce Baille
11:00	Pending	Mr Brother Lawren
11:30	Pending	Mr Salma Hayek
11:40	Pending	Mr Charles Mingus
11:50	Pending	Mr Jeremy Taylor
12:00	Pending	Mr Swami Adbhuta
12:15	Pending	Mr Calum Adderley
12:30	Pending	Mr August Macke
14:00	Pending	Mr Peter Beatty
14:15	Pending	Mr Carl Barrat
14:45	Pending	Miss Dana Reeve
15:15	Pending	Mr David Wallace
15:45	Pending	Mr Abbie Hoffman
16:00	Pending	Mr Alan Moore
16:15	Pending	Mr Eric Hobsbawm
16:30	Pending	Mr Daniel Inouye
17:00	Pending	Mr Abdulah Azzan
17:15	Pending	Mr Abu Bakir

When the **Parking Lot** has reached capacity, CS R4+ displays the following message.

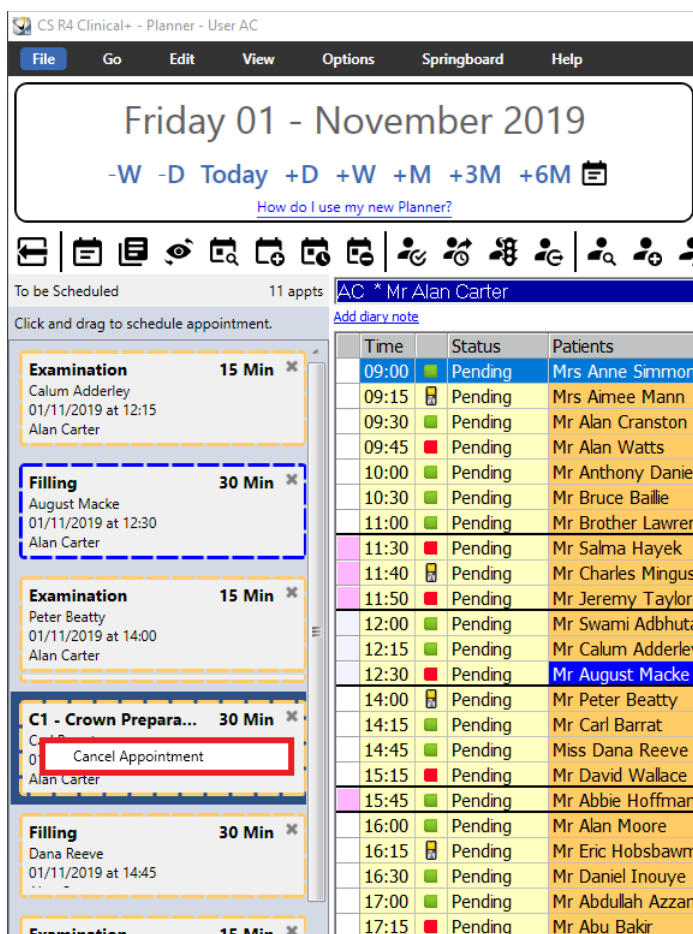


To move an appointment from the **Parking Lot**, select the appointment and then holding the left mouse button, drag it over to the new date and time in the diary. Once you have located the required slot in the diary, release the left mouse button to paste the appointment into the new date and time.



**Note:** Appointments can be moved to a different provider as well as to a different date and time from the **Parking Lot**

Once on the **Parking Lot**, if the appointment is no longer required then you can right-click on it and click **Cancel Appointment**.



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How do I use my new Planner?

To be Scheduled 11 appts AC \* Mr Alan Carter

Click and drag to schedule appointment. Add diary note

Time	Status	Patients
09:00	Pending	Mrs Anne Simmon
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16:00	Pending	Mr Alan Moore
16:15	Pending	Mr Eric Hobsbawm
16:30	Pending	Mr Daniel Inouye
17:00	Pending	Mr Abdullah Azzam
17:15	Pending	Mr Abu Bakir

Examination 15 Min  
Calum Adderley  
01/11/2019 at 12:15  
Alan Carter

Filling 30 Min  
August Macke  
01/11/2019 at 12:30  
Alan Carter

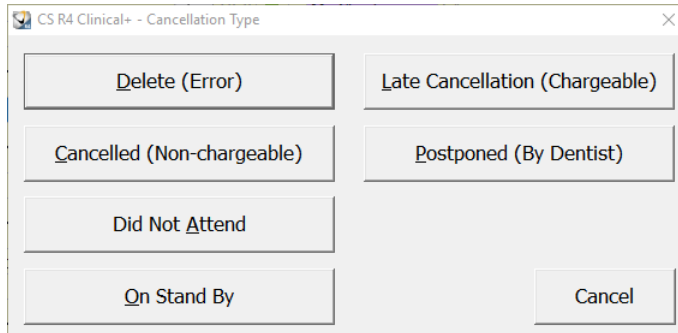
Examination 15 Min  
Peter Beatty  
01/11/2019 at 14:00  
Alan Carter

C1 - Crown Prepara... 30 Min  
Cancel Appointment  
Alan Carter

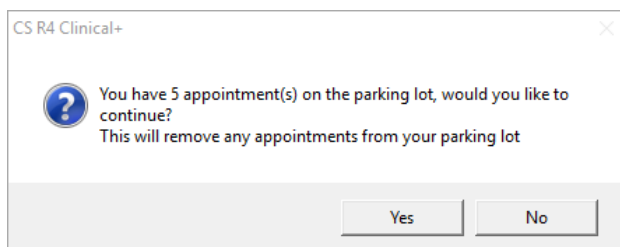
Filling 30 Min  
Dana Reeve  
01/11/2019 at 14:45

Examination 15 Min

Select a reason for cancellation from the **Cancellation Type** box and then cancel it in the normal way.



When logging out of CS R4+, if there are any appointments left on the **Parking Lot**, CS R4+ displays a warning.



Clicking **Yes** will remove all the appointments and return them to their original location in the appointment book. Clicking **No** will return you to Planner so that you can move or cancel the appointments as required.