VetView 2.0 Cheat Sheet – Manage Schedules
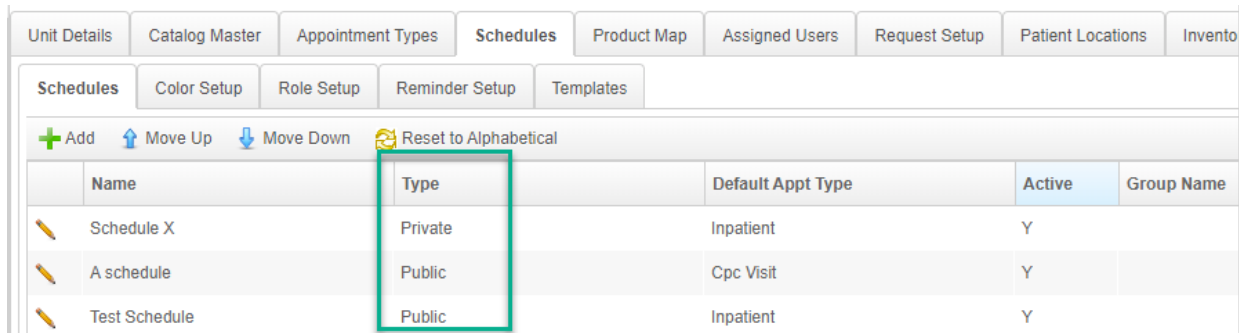
How can I verify that my schedules are still locked down to outside users?

VetView added a new "private schedule" feature in 2.0 that allows you to mix and match whether staff outside of your unit can schedule appointments.

The previous Unit-level setting, "Only assigned users can schedule appointments," has been removed in VetView 2.0 but any schedule on any unit that had this flag has been set to **Private.**

You can now unlock a specific schedule changing your schedule to **Public** on the schedule tab under Hospital Setup > Unit Setup > Schedules.

Only users who are members of a unit can make *any* changes to a Private schedule.
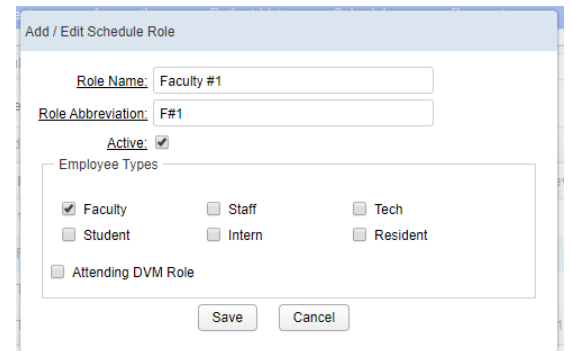

How do I make sure that my users can be assigned to the correct schedule roles?

VetView has added a hard coded link between schedule roles and employee types.

Any previous schedule roles you have will be imported, and all employee types will be turned on for each role (to replicate previous functionality.)

Under Schedule Roles, you can change the role to limit what kind of user can be assigned to that role on the schedule (e.g. no students should be assigned to a faculty limited role.)

Furthermore, the Faculty, Resident, and Intern roles can be set as the Auto Attending role on each schedule if you want to automate the process of assigning a DVM to each pre-admission.
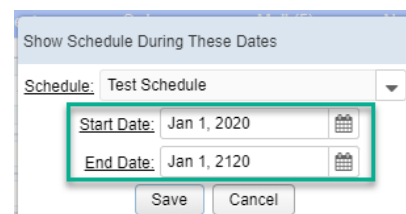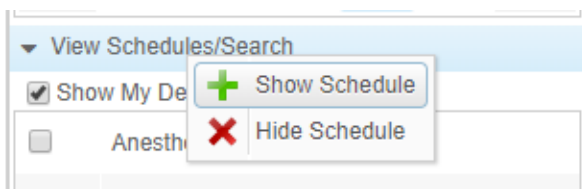

How do I Show a brand new schedule I just made?

By default, new schedules are in Hidden mode until you display them for other users. To Show the schedule, go to the Schedule Screen, right click on the **View Schedules / Search** line under the Quick Calendar panel, and choose Show Schedule.

Select the name of the schedule, and the dates you want it displayed. (Set it out for as long as 100 years if this is a new permanent schedule!) Schedules can be Shown for a long time, then hidden for portions of time if that particular schedule will not be used and should not be scheduled against (e.g. that clinician is on sabbatical.)