APPOINTMENT SCHEDULER QUICK SHEET

[TAB]	[SHIFT-TAB]
Next Day	Previous Day
[PG UP]	**[F12][RIGHT]**
Page Up	Page Right
[PG DOWN]	**[F12][LEFT]**
Page Down	Page Left
[.]	**[ESC]**
Move To Any Date	Std/Max/Min Column Widths
[+]	**[/]**
Advance Date (DWMY)	Add Reserved Appointment
[-]	**[INSERT]**
Retreat Date (DWMY)	Add Appointment
[ENTER]	**[DELETE]**
Add/Edit Appointment	Delete Appointment

[F1]	[SHIFT-F1]
Patient Demographics	Patient Insurance Screen
[F3]	**[SHIFT-F3]**
Patient Ledger	Ledger (Reference View)
[F4]	**[SHIFT-F4]**
Patient Balance	Confirm Appointment
[F5]	**[SHIFT-F5]**
Hook Appointment	Copy Reserved Appointments
[F6]	**[SHIFT-F6]**
Copy Hooked Appointment	View Patient's Appointments
[F7]	**[SHIFT-F7]**
Move Hooked Appointment	Edit Daily Message
[F8]	**[SHIFT-F8]**
Find Available Appointment	Make Group From Scheduler
[F9]	**[SHIFT-F9]**
Print Schedule	Print Reports
[F10]	**[SHIFT-F10]**
Help Menu	Scheduler Setup