



VCU

Office of Information Technology
School of Dentistry

axiUm - Scheduler - Confirming Appointments

Scheduler in axiUm is where you can find clinic chair layouts, schedules with appointment cards, and individual provider schedules.

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Colors in Scheduler

Appointment card text colors

Green = unconfirmed

1101900
Test, Bob (M68) (1101900)
English
123-2456 (H)

Blue = confirmed

1101900
Test, Bob (M68) (1101900)
English
123-2456 (H)

Red = patient has checked in

1101900
Test, Bob (M68) (1101900)
English
123-2456 (H)

Black = patient is seated in the operatory

1101900
Test, Bob (M68) (1101900)
English
123-2456 (H)

Gray = patient has checked out

1101900
Test, Bob (M68) (1101900)
English
123-2456 (H)

Confirming appointments

The goal is to *confirm* all appointments, so we know patients are attending.

Students can see their own appointments in the Weekly tab. Right-click on an appointment card and click Confirm.

Alternatively, patients can confirm themselves, using Intiveo's automation.

The screenshot displays the axiUm Scheduler interface. On the left, a weekly appointment grid is visible with columns for days of the week. A patient's appointment card is highlighted, showing details: 1101900, Test, Bob (M68) (1101900), English, 123-2456 (H), and a status of 'A'. Below the grid, there are navigation buttons: '+', '-', '1 Week', '+', and a search bar containing 'Training_Student, VCU' and 'Test, Bob (M68)'. On the right, a context menu is open, listing various actions: Patient Check In, Undo Patient Check In, Patient Check Out, Undo Patient Check Out, Patient Check In Form, Patient Seated, Undo Patient Seated, Chart Request, Patient Recalls, Appointment Treatments, Notes, Add to Wait List, Reschedule, Confirm (highlighted in blue), and Edit.

Need Help?

Submit a ticket by going to the Dentranet or clicking this link:

Submit a Ticket