WDC 3D Scheduling System
Client Instructions

Overview

The Scheduling system has two areas:

- Employees – Where individuals can schedule an appointment for a screening
- Administration (Employer Contact) – where the overall schedule can be reviewed, appointments added, changed or deleted. Appointment detail can also be exported from the Administration.

Access to both areas requires a Login and password. WDC will assign logins for your personnel. If there are any questions about your login, contact Laurie Schroeder at lauries@wdc-mammogram.com, 440-554-3668.

Access

1. Go to www.3d-wdc.com.
   The screen will look like the one on the right. Enter the User Id and Password given to you by WDC.

2. You will see a new screen, showing your company name and Logo.

   If appointments can be scheduled at more than One location, you will need to select the location you wish to deal with

3. If you wish to edit, or delete an existing appointment, go to **Section: Administration** below.

4. To add an appointment for an employee, that can be done from either the front-end or the Administration back-end. From the front-end, browse to the schedule on the calendar. Click on the day you'd like to view.

   The 5-day work week that your selected date falls in, will display.

5. Check the time slots:

    Unavailable – indicates that no appointments can be scheduled during that time. I it is either before the first appointment of the day, during lunchtime, or after the last appointment of the day

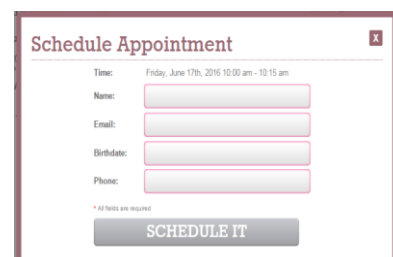   **Booked** – indicates that someone has already scheduled for that time

    Available - indicates the time is available.

6. Click on the desired "Available" time. A pop-up window will appear.

    The date and time you selected will display. Verify that this is the desired time slot before continuing.

    Enter info for the employee:

      • Name,

      • email,

      • birthdate

      • Phone

7. Click the "Schedule it" button when complete.

8. The selected slot will now show as "Booked".

9. If this appointment needs to be canceled or changed after this point, it must be done from the Administration section.

Administration

1. Click on the Administration link in the upper right-hand corner of the log-in screen

2. If there are multiple locations set for your company, select the Location you want to edit or view.

To add/change/delete appointments

    ❒ **Change or Delete**: Browse to the specific date/time you wish to edit or delete. Hovering over the appointment will show you details of that appointment so you can ensure you have the right one before changing.

        ○ Click on the time slot to change

        ○ When the detail window pops up, verify you have the right appointment, then make corrections/changes. *Then a message "Please wait" will appear while the record is being updated. Once it is successfully changed, a message will appear, in a green bar, indicating the record has been updated.*

❏ **OR to Delete an Appointment:** click on the "Delete this appointment" checkbox (above "Time") and click on Save Changes
A message "Please wait" will appear while the record is being deleted. Once it is successfully deleted, a message will appear, in a green bar, indicating the record has been deleted.

Note: The time or date of one appointment cannot be changed unless the new time and date are not already scheduled. If you attempt to change to a Date/time that is already booked, you will see an error message: Error, one or more of the selected time slots are taken.

To change Starting or Ending time for a specific date -
Click on the Edit Date link directly below the date.
- o   Change the info as needed
- o   Start time for the day
- o   End time for the day
- o   Start time for lunch
- o   End time for Lunch