MyOrders Schedule Feature
User Guide

ExamOne
A Quest Diagnostics Company
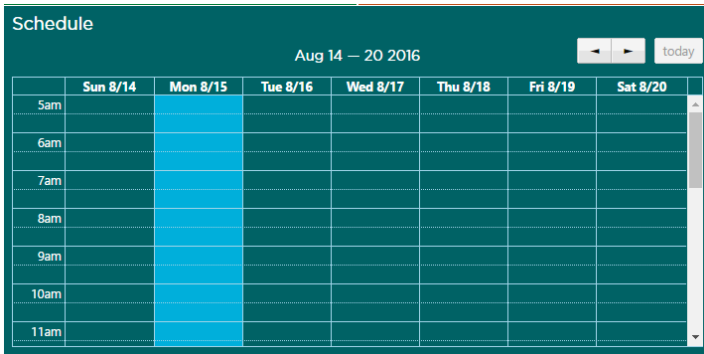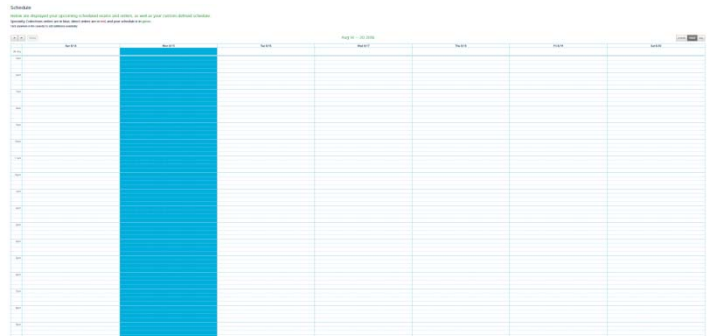
My Orders Schedule feature

The "Schedule" tile in the dashboard view allows the viewing of orders scheduled in upcoming days, weeks, or months depending on the selected view. Use this feature to help keep organized and updated on which participants are scheduled and for when. By clicking on "Schedule" in the top left corner of the dashboard tile, the view is expanded and can be formatted fit the user preference.
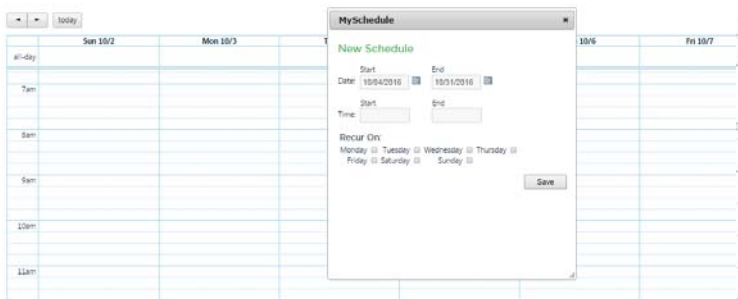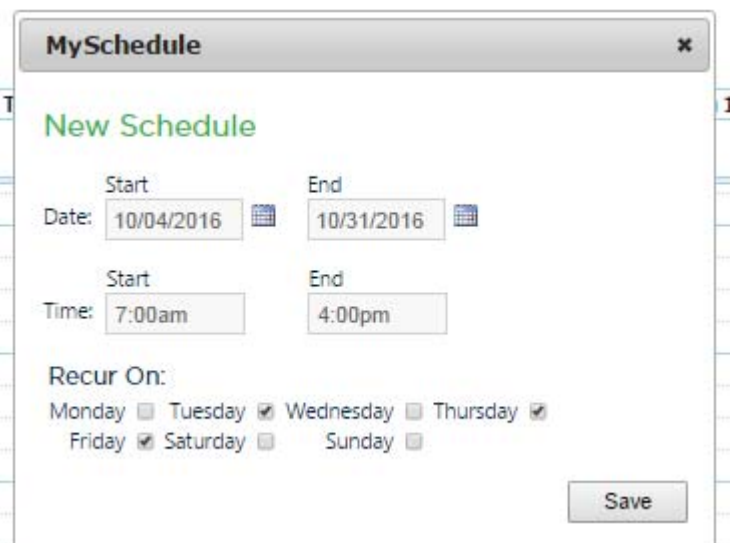

 This is also where the user can enter availability into the MyOrders system.

Entering Scheduler Availability

1. Simply click anywhere in the calendar view to open the MySchedule window.
2. Select to add available hours for a single day or range of dates by entering a start and end date.
   a. If adding for a single day, the start date and end date will be the same.
   b. If adding for a range of dates, the start date must be before the end date.

   c. Select the time you would like to start accepting orders and the time you would like to finish for the day.
   d. If you are adding availability for a range of dates, select the days you wish to have the schedule you entered.
   e. Select "Save"
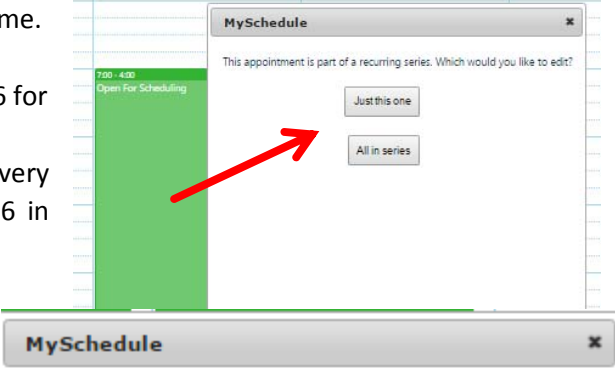   f. Times selected will be blocked off in green on dates indicated.

In the example shown, the health professional would be available for scheduling from 7:00AM to 4:00PM every Tuesday, Thursday, and Friday from 10/4/2016 to 10/31/2016.

Editing Scheduler Availability

To edit availability in the Scheduler, click on a green block of available time.

a. To change or remove the entry for a single date (only 10/4/2016 for example in the series above), select "Just this one".
b. To change or remove the entry for the entire series of dates (every Tuesday, Thursday, and Friday from 10/4/2016 to 10/31/2016 in the series above), select "All in series".

c. To make changes to times, days, or start/end dates, enter the information in the MySchedule window and select Save Changes.
d. To remove the selected blocks completely, you do not need to edit any of the date/time details. Simply select "Delete This Block".