

Caseload Reports:

Auto Scheduler Unable to Schedule Report

What this report tells you:

Shows the appointment requests which didn't get scheduled by the Auto Scheduler.

Why use this report:

- Use the report to follow up and make sure that everyone on the "Unable to Schedule" list and the "Not Processed" list are scheduled an appointment.
- First, open more appointments and rerun the Auto Scheduler. Repeat as needed.
- Manually book appointments for the participants "Not Processed."

How to run this report:

Appointment Scheduler- Outputs. Enter the month and year.

When to run this report:

After you run the Auto Scheduler, every time.

