

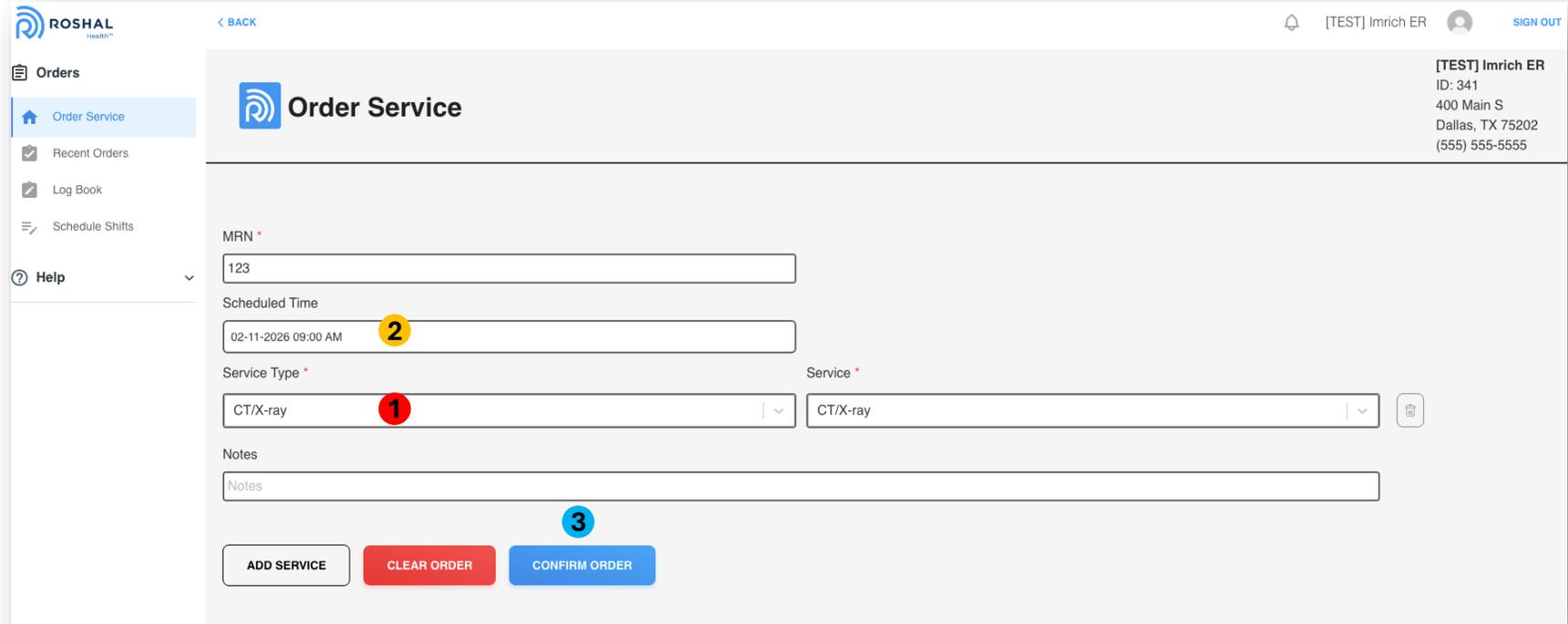
# Client - Scheduled Orders Training

Date: 2/11/26

# Creating the Scheduled Order

## 1. Creating the Scheduled Order

- 1 • When creating an order, if the selected service type is configured to handle scheduled orders, then you will see a **Scheduled Time** option appear
- 2 • Select the **date/time** you would like to schedule the order for
  - Clients must select a date/time that is:
    - At least 2 hours in the future
    - Between 9am – 5pm EST
    - During a weekday
- 3 • Press **Confirm Order** once completed



The screenshot shows the ROSHAL Health 'Order Service' interface. The page title is 'Order Service'. The user is identified as '[TEST] Imrich ER' with a 'SIGN OUT' link. The interface includes a sidebar with 'Orders' (Order Service, Recent Orders, Log Book, Schedule Shifts) and 'Help'. The main form contains the following fields:

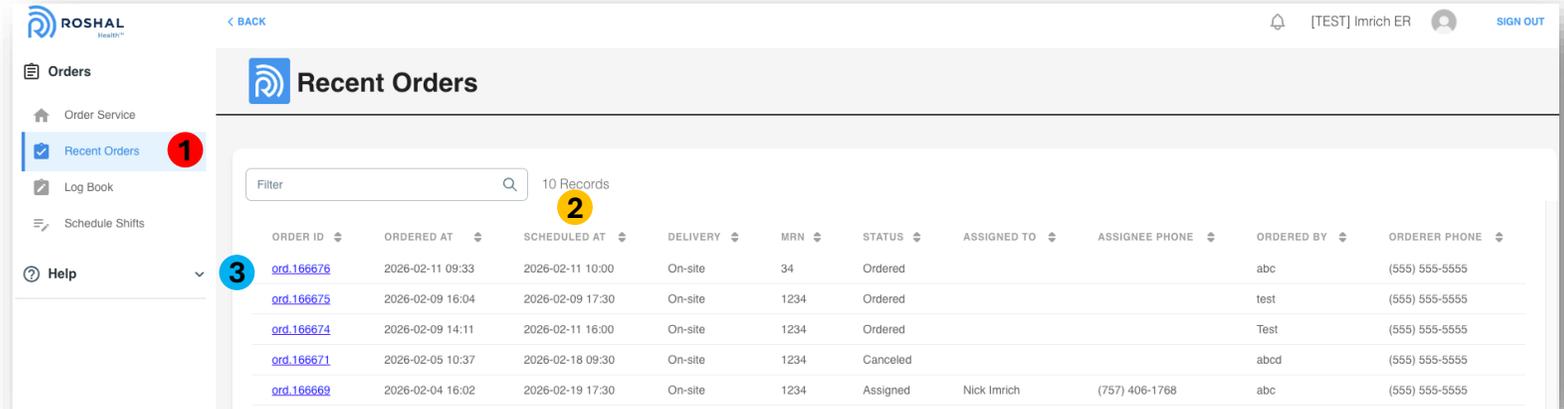
- MRN \* (Text input): 123
- Scheduled Time (Text input): 02-11-2026 09:00 AM (marked with a yellow '2')
- Service Type \* (Dropdown menu): CT/X-ray (marked with a red '1')
- Service \* (Dropdown menu): CT/X-ray
- Notes (Text area): Notes

At the bottom, there are three buttons: 'ADD SERVICE', 'CLEAR ORDER', and 'CONFIRM ORDER' (marked with a blue '3').

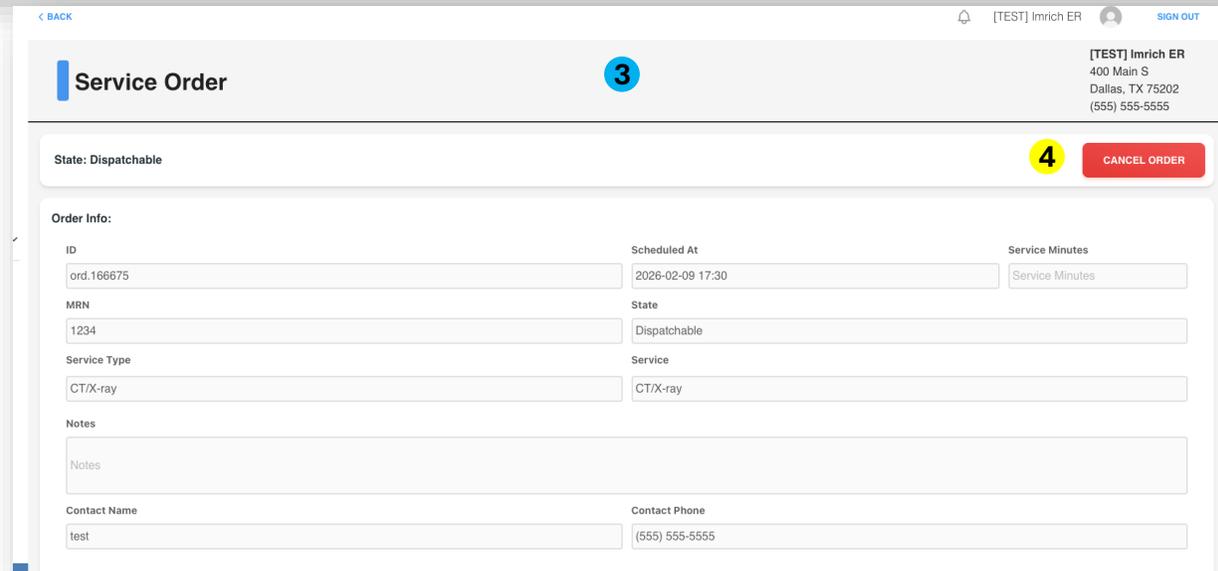
# Monitoring the Scheduled Order

## 2. Monitoring the Scheduled Order

- 1 • Navigate to the new **Recent Orders** menu tab to review and monitor all scheduled orders.
- 2 • Refer to the **Scheduled At** column to determine when the order is scheduled for.
- 3 • Click inside of an **Order** to view all related information
- 4 • Press **Cancel Order** to cancel it



ORDER ID	ORDERED AT	SCHEDULED AT	DELIVERY	MRN	STATUS	ASSIGNED TO	ASSIGNEE PHONE	ORDERED BY	ORDERER PHONE
<a href="#">ord.166676</a>	2026-02-11 09:33	2026-02-11 10:00	On-site	34	Ordered			abc	(555) 555-5555
<a href="#">ord.166675</a>	2026-02-09 16:04	2026-02-09 17:30	On-site	1234	Ordered			test	(555) 555-5555
<a href="#">ord.166674</a>	2026-02-09 14:11	2026-02-11 16:00	On-site	1234	Ordered			Test	(555) 555-5555
<a href="#">ord.166671</a>	2026-02-05 10:37	2026-02-18 09:30	On-site	1234	Canceled			abcd	(555) 555-5555
<a href="#">ord.166669</a>	2026-02-04 16:02	2026-02-19 17:30	On-site	1234	Assigned	Nick Imrich	(757) 406-1768	abc	(555) 555-5555



State: Dispatchable [TEST] Imrich ER  
400 Main S  
Dallas, TX 75202  
(555) 555-5555

**CANCEL ORDER**

**Order Info:**

ID	Scheduled At	Service Minutes
ord.166675	2026-02-09 17:30	Service Minutes
MRN	State	
1234	Dispatchable	
Service Type	Service	
CT/X-ray	CT/X-ray	
Notes		
Notes		
Contact Name	Contact Phone	
test	(555) 555-5555	



**ROSHAL**

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