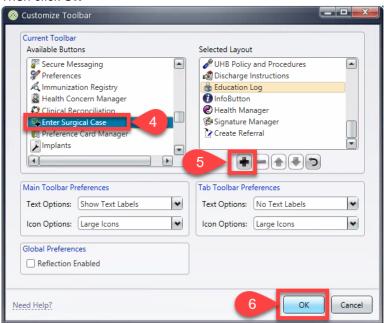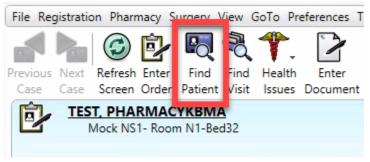**Booking Add-On Case**

1. Confirm if the **Enter Surgical case** icon is in your **Tool Bar**
2. If the **Enter Surgical Case** icon is **NOT** in your **Tool Bar**, click **Preferences (If it is there, skip to step 7)**
3. And then select **Toolbar**

4. Select **Enter Surgical Case** from the **Available Buttons** list
5. Click the **Plus** Icon to add the tool to the **Selected Layout** list
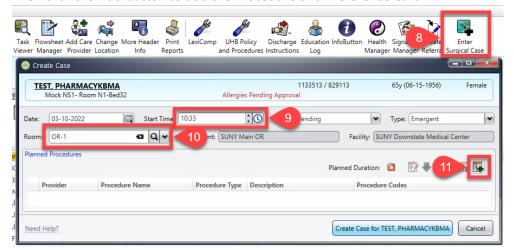6. Then click **OK**

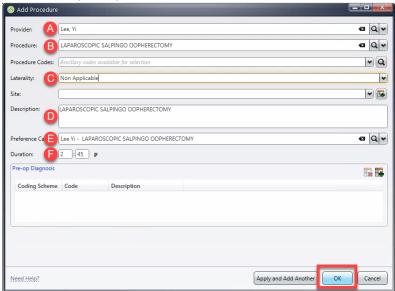7. Now that the Enter Surgical Case tool is added, find your patient by clicking the **Find Patient** tool

8. Once you have found your patient, click the **Enter Surgical Case** tool
9. Enter the booking time in the **start time** field
10. Type **OR** in the **Room** field and select the room
11. Then click the **Add** button to add the Procedure and Preference Card

12. Enter the required procedure information then Click **OK**

13. To finish creating the case, click **Create Case for**